



# City of Belmont

## AGENDA BRIEFING FORUM

### MATRIX

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19 July 2016

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#### TABLED ATTACHMENTS INDEX

Tabled Attachment 1 – Item 12.1 refers  
Tabled Attachment 2 – Item 12.6 refers

**Councillors are reminded to retain the attached Ordinary Council Meeting Agenda (inclusive of the OCM Attachments) for deliberation at the meeting scheduled for 26 July 2016**

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**INFORMATION MATRIX FROM THE AGENDA BRIEFING FORUM HELD IN THE  
COUNCIL CHAMBERS OF CITY OF BELMONT CIVIC CENTRE, 215 WRIGHT STREET,  
CLOVERDALE ON TUESDAY, 19 JULY 2016 COMMENCING AT 7.00PM**

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**AGENDA BRIEFING FORUM  
INFORMATION MATRIX**

**PRESENT**

Cr R Rossi, JP, Deputy Mayor (Presiding Member)	West Ward
Cr L Cayoun	West Ward
Cr P Hitt	West Ward
Cr M Bass	East Ward
Cr B Ryan	East Ward
Cr P Gardner	South Ward
Cr J Powell	South Ward
Cr S Wolff	South Ward

**IN ATTENDANCE**

Mr S Cole	Chief Executive Officer
Mr N Deague	Director Community and Statutory Services
Mr R Lutey	Director Technical Services
Mr R Garrett	Director Corporate and Governance
Mr J Olynyk, JP	Manager Governance
Mr S Monks	Manager Finance
Mrs M Lymon	Principal Governance and Compliance Advisor
Mr W Loh ( <i>dep 7.29pm &amp; did not return</i> )	Coordinator Design Projects
Ms K Scannell ( <i>dep 8.13pm &amp; did not return</i> )	Coordinator Property and Economic Development
Ms N Davey ( <i>dep 7.31pm &amp; did not return</i> )	Coordinator Environment
Ms S D'Agnone	Governance Officer

**MEMBERS OF THE GALLERY**

There was one member of the public in the gallery and no press representative.

**1. OFFICIAL OPENING**

**7.00pm The Presiding Member welcomed all those in attendance and declared the meeting open.**

The Presiding Member read the Acknowledgement of Country.

***It is important that we acknowledge the traditional owners of the land on  
which we are meeting today the Noongar Whadjuk people and pay  
respect to Elders both past and present***

*Item 1 Continued*

The Presiding Member invited Cr Wolff to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers. Cr Wolff read aloud the affirmation.

**Affirmation of Civic Duty and Responsibility**

***I make this affirmation in good faith and declare that I will duly, faithfully, honestly, and with integrity fulfil the duties of my office for all the people in the City of Belmont according to the best of my judgement and ability. I will observe the City's Code of Conduct and Standing Orders to ensure the efficient, effective and orderly decision making within this forum.***

**2. APOLOGIES AND LEAVE OF ABSENCE**

Cr P Marks, Mayor (Apology)

East Ward

**3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT**

**3.1 FINANCIAL INTERESTS**

Nil.

**3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY**

<b>Name</b>	<b>Item No and Title</b>
Cr P Gardner	Item 12.8 Tender 03/2016 - Fit Out and Operation of Community Centre Café/Restaurant
Cr M Bass	Item 12.1 Street Furniture and Associated Urban Design Treatment in the Belmont Avenue Road Reserve (Adjacent to Belmont Forum Shopping Centre)

**4. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

**4.1 ANNOUNCEMENTS**

Nil.

## **4.2 DISCLAIMER**

Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the City must obtain, and should only rely on, written notice of the City's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the City on the operation of a written law, or the performance of a function by the City, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as legal advice or a representation by the City. Any advice on a matter of law, or anything sought to be relied upon as a representation by the City should be sought in writing and should make clear the purpose of the request.

## **5. PUBLIC SUBMISSION TIME**

**7.02pm The Presiding Member opened the period allotted for Public Submission Time and drew the gallery's attention to the Rules for Public Submission Time. One Public Submission was received.**

### **5.1 MS J ERCEG, 68 BLAIR ROAD OAKFORD/401 GREAT EASTERN HIGHWAY, REDCLIFFE**

Ms Erceg presented a Submission in support of the Environmental and Sustainability Strategy 2016-2021.

Diverting Council funds so that they do not contribute to fossil fuel production is an effective tool to help long term environmental sustainability.

My name is Joyce Erceg and I am a co-owner of a business in the City of Belmont. The address of that business is 401 Great Eastern Highway.

I would like to speak in support of Agenda Item 12.3. This is regarding City of Belmont's Environmental and sustainability Strategy for 2016-2021.

Environmental sustainability needs a multi-lateral approach, so that we not only address the effects of climate change, but the cause too. At present our financial model allows too much carbon to be released into the atmosphere, which is not sustainable.

Divestment seeks to speed up the shift from a high carbon to a low carbon economy. It is driving debate about where we place our investments, so that we get the best outcomes for us, as individuals, as communities and as a nation. Because of agreements made in Paris last year, it's clear we need to reduce our dependence on fossil fuels.

Local Government has in the past 18 months taken huge strides along the path.

In Australia, we have 25 Councils, who have divested and are now tracking the percentage of funds placed with fossil fuel free banks.

By placing our investment funds with banks which have stated they don't invest in fossil fuels we send a signal to the wider community that we take the environment seriously, and that we don't want to contribute in any way to its degradation. This is what 7 Councils in WA have already done.

*Item 5.1 Continued*

The clauses that have been added to the Investment Policies of other Councils are simple and can be used as a template by this Council. Preservation of capital, the most important issue for Finance departments and ratepayers, is easily addressed by implementing the new clause when, and only when all existing conditions regarding risk and diversification are met.

This initiative does not cost the Council anything and shows ratepayers that Council is doing its utmost to address climate change issues wherever it can.

(Refer [Tabled Attachment 1](#) for further information).

**7.06pm    The Presiding Member closed Public Submission Time.**

**6. ORDINARY COUNCIL MEETING AGENDA FOR MEETING TO BE HELD 26 JULY 2016**

**6.1 AGENDA ITEMS FOR REVIEW**

<b>Item No. Officer Presentations / Deputation Presentations / Councillor Comment</b>	
<b>AGENDA ITEMS FOR REVIEW</b>	
<b>12.1</b>	<p><b>Street Furniture and Associated Urban Design Treatment in the Belmont Avenue Road Reserve (Adjacent to Belmont Forum Shopping Centre)</b></p> <p><b><u>Deputation Presentation</u></b></p> <p>Nil.</p> <p><b><u>Officer Presentation</u></b></p> <p>The Coordinator Design Projects provided a presentation which included the following:</p> <ul style="list-style-type: none"><li>• Locality Map</li><li>• Supermarket and Restaurant Additions</li><li>• Site Plan</li><li>• Street View</li><li>• Wright Street Entry Landscaping - Proposed</li><li>• Supermarket and Restaurant Additions</li><li>• Location of Proposed Development</li><li>• Relationship Between Development on Private Property and Road Reserve</li><li>• Aerial View of Subject Site</li><li>• Existing Belmont Avenue Verge/Road Reserve Treatment</li></ul> <p><b>Note:</b></p> <p><b>7.16pm Cr M Bass declared an impartiality interest in Item 12.1 Street Furniture and Associated Urban Design Treatment in the Belmont Avenue Road Reserve (Adjacent to Belmont Forum Shopping Centre)</b></p> <ul style="list-style-type: none"><li>• Elevation</li><li>• Street View</li><li>• Axonometric Overview</li><li>• Recommended Conditions</li></ul> <p>(Refer <a href="#">Tabled Attachment 2</a> for further information).</p>

<b>Item No.</b>	<b>Officer Presentations / Deputation Presentations / Councillor Comment</b>
	<p data-bbox="352 253 603 282"><i>Item 12.1 Continued</i></p> <p data-bbox="352 315 612 344"><b><u>Notes from Forum</u></b></p> <ul data-bbox="352 387 1394 1406" style="list-style-type: none"><li data-bbox="352 387 1394 488">• The relocation of the taxi rank to the driveway parallel to Wright Street was part of a Metro Central Joint Development Assessment Panel (JDAP) approval and does not appear in the proposed site plan for this item.</li><li data-bbox="352 521 1394 589">• The developers have termed the landscaped entry from Wright Street a 'forest entry'. The JDAP have imposed specific conditions in this area.</li><li data-bbox="352 622 1394 723">• The location of the application currently being considered by Council is along Belmont Avenue and does not include the 'forest entry' from Wright Street.</li><li data-bbox="352 757 1394 857">• Belmont Forum (Perron Group) will construct outdoor seating along Belmont Avenue and a legal agreement will set out the terms of management for this space.</li><li data-bbox="352 891 1394 958">• The proposed taxi rank will be located entirely within the shopping centre property and will be maintained by centre management.</li><li data-bbox="352 992 1394 1059">• The Wright Street façade includes a public art component which was approved with conditions by the JDAP.</li><li data-bbox="352 1093 1394 1160">• The Wright Street façade has been determined by the JDAP and is not included as part of this application.</li><li data-bbox="352 1193 1394 1294">• The 'forest entry' will be the main focus of the Wright Street façade. The urban design was considered appropriate by the JDAP and City Planning Officers recommended the conditions imposed.</li><li data-bbox="352 1328 1394 1406">• There has been a great deal of engagement between Belmont Forum and the applicants over a period of approximately six months.</li></ul> <p data-bbox="352 1473 842 1503"><b><u>Further Information to be Provided</u></b></p> <ul data-bbox="352 1545 1394 1780" style="list-style-type: none"><li data-bbox="352 1545 1394 1646">• The Coordinator Design Projects undertook to provide Councillors with additional information on the proposed taxi rank located in the driveway parallel to Wright Street.</li><li data-bbox="352 1680 1394 1780">• The Coordinator Design Projects undertook to provide Councillors with information on the JDAP conditions regarding the 'forest entry' from Wright Street.</li></ul>

<b>Item No.</b>	<b>Officer Presentations / Deputation Presentations / Councillor Comment</b>
12.2	<p><b>Appointment of Sister City Council Representative and Tour Manager (January 2017)</b></p> <p><b><u>Deputation Presentation</u></b></p> <p>Nil.</p> <p><b><u>Officer Presentation</u></b></p> <p>Nil.</p> <p><b><u>Notes from Forum</u></b></p> <ul style="list-style-type: none"><li>• Cr Bass suggested that it may not be necessary to send a Council representative on the Sister City Tour. The cost savings would be approximately \$5,000.</li></ul> <p><b><u>Further Information to be Provided</u></b></p> <p>Nil.</p>

<b>Item No.</b>	<b>Officer Presentations / Deputation Presentations / Councillor Comment</b>
12.3	<p><b>City of Belmont Environment and Sustainability Strategy 2016-2021</b></p> <p><b><u>Deputation Presentation</u></b></p> <p>Nil.</p> <p><b><u>Officer Presentation</u></b></p> <p>Nil.</p> <p><b><u>Notes from Forum</u></b></p> <p>Nil.</p> <p><b><u>Further Information to be Provided</u></b></p> <p>Nil.</p> <p><b>7.29pm The Coordinator Design Projects departed the meeting and did not return.</b></p>



<b>Item No.</b>	<b>Officer Presentations / Deputation Presentations / Councillor Comment</b>
<b>12.4</b>	<b>Revised Terms of Reference for Standing Committee (Environmental)</b>  <b><u>Deputation Presentation</u></b>  Nil.  <b><u>Officer Presentation</u></b>  Nil.  <b><u>Notes from Forum</u></b> <ul style="list-style-type: none"><li>• The Standing Committee (Environmental) comprises of four members, therefore quorum for these meetings is two members.</li></ul> <b><u>Further Information to be Provided</u></b>  Nil.

<b>Item No.</b>	<b>Officer Presentations / Deputation Presentations / Councillor Comment</b>
<b>12.5</b>	<b>Formal Adoption of the 2016-2017 Annual Budget</b>  <b><u>Deputation Presentation</u></b>  Nil.  <b><u>Officer Presentation</u></b>  Nil.  <b><u>Notes from Forum</u></b>  Nil.  <b><u>Further Information to be Provided</u></b>  Nil.  <b>7.31pm The Coordinator Environment departed the meeting and did not return.</b>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.6	<p data-bbox="352 226 884 262"><b>Disposal of 1 Grand Parade, Redcliffe</b></p> <p data-bbox="352 293 699 329"><b><u>Deputation Presentation</u></b></p> <p data-bbox="352 360 400 396">Nil.</p> <p data-bbox="352 461 639 497"><b><u>Officer Presentation</u></b></p> <p data-bbox="352 528 1390 600">The Coordinator Property and Economic Development provided a presentation which included the following:</p> <ul data-bbox="352 631 815 775" style="list-style-type: none"><li>• Site Plan</li><li>• Land Asset Management Plan</li><li>• Potential Uses</li><li>• Recommendation</li></ul> <p data-bbox="352 806 1023 842">(Refer <a href="#">Tabled Attachment 3</a> for further information).</p> <p data-bbox="352 907 612 943"><b><u>Notes from Forum</u></b></p> <ul data-bbox="352 974 1390 1693" style="list-style-type: none"><li>• The valuation of 1 Grand Parade, Redcliffe was undertaken in July 2016. Additional valuations could be obtained at a cost of approximately \$3,000 each.</li><li>• This property is currently zoned R20; however being a corner block the property could potentially be developed to a density of R30, if a density bonus is applied.</li><li>• This property is vacant land and can be sold for residential use. It is proposed to be sold on the open market with no predetermined use, with the aim to obtain the best possible return for Council.</li><li>• The City has been approached by a group interested in developing the property into an aged care facility; however aged care was not Council's target market for the property.</li><li>• The demographic profile of the City has changed with a younger, more family orientated population being attracted to the area; however there is still a substantial older population.</li><li>• The height restriction on this property is two storeys.</li></ul> <p data-bbox="352 1758 842 1794"><b><u>Further Information to be Provided</u></b></p> <p data-bbox="352 1825 400 1861">Nil.</p>

**Note:**

The Presiding Member advised in accordance with section 5.23 of the *Local Government Act 1995*, if there were any questions on the Confidential Attachments for Item 12.7 Tender 08/2016 Provision of Community Security Watch Services, Council would need to go behind closed doors.

**7.43pm** **BASS MOVED, HITT SECONDED**, that the meeting be closed to the public to discuss the Confidential Attachments for Item 12.7.

**CARRIED 8 VOTES TO 0**

<b>Item No.</b>	<b>Officer Presentations / Deputation Presentations / Councillor Comment</b>
12.7	<p data-bbox="352 663 1289 696"><b>Tender 08/2016 - Provision of Community Security Watch Services</b></p> <p data-bbox="352 730 699 763"><u><b>Deputation Presentation</b></u></p> <p data-bbox="352 797 400 831">Nil.</p> <p data-bbox="352 898 639 931"><u><b>Officer Presentation</b></u></p> <p data-bbox="352 965 400 999">Nil.</p> <p data-bbox="352 1066 612 1099"><u><b>Notes from Forum</b></u></p> <ul data-bbox="352 1133 1394 1895" style="list-style-type: none"><li data-bbox="352 1133 1394 1200">• It is not unusual for a tenderer to submit more than one option for a tender and the City may request that they do so in certain circumstances.</li><li data-bbox="352 1234 1394 1335">• The successful tenderer will enter into a contract with the City. The City can contractually oblige the successful tenderer to pay staff rates specified in the tender.</li><li data-bbox="352 1368 1394 1435">• Tender selection criteria are determined by the City's tender process which provides predetermined classifications for assessment.</li><li data-bbox="352 1469 1394 1536">• The weighting component of selection criteria will vary depending on the nature of the tender.</li><li data-bbox="352 1570 1394 1637">• The City's tender evaluation process is not specifically related to WALGA documentation.</li><li data-bbox="352 1671 1394 1771">• In accordance with the <i>Standing Orders Local Law 2012</i>, Councillors can submit an Alternative Councillor Motion to an Officer Recommendation. If carried by Council, the Alternative Motion will be actioned.</li><li data-bbox="352 1805 1394 1895">• The City's focus is ensuring quality security staff are engaged. Lower pay rates may result in less qualified and reduced retention of staff.</li></ul>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
	<p data-bbox="352 259 600 286"><i>Item 12.7 Continued</i></p> <ul data-bbox="352 327 1390 730" style="list-style-type: none"><li data-bbox="352 327 1390 456">• The tender evaluation panel evaluate all components of each tender and a recommendation is made in accordance with legislation. The tender recommended to Council is seen to be the most advantageous to Council. This is not necessarily the cheapest or most expensive option.</li><li data-bbox="352 497 1390 591">• Council need to make a decision to accept one tender or to reject all tenders. An alternative motion can be proposed provided it complies with the legislative obligations of the tender process.</li><li data-bbox="352 631 1390 730">• Perth Airport and other businesses employ private security for specified roles in defined areas. Provision of the City's Community Watch Service does not duplicate private security functions.</li></ul> <p data-bbox="352 797 842 824"><b><u>Further Information to be Provided</u></b></p> <ul data-bbox="352 864 1390 1066" style="list-style-type: none"><li data-bbox="352 864 1390 931">• The Director Corporate and Governance undertook to ascertain whether the City requested all tenderers submit multiple options.</li><li data-bbox="352 972 1390 1066">• The Director Corporate and Governance undertook to ascertain whether the City could obtain a guarantee that staff will be paid the amount specified in the tender.</li></ul>

**8.03pm**      **POWELL MOVED, CAYOUN SECONDED, that the Meeting again be open to the public.**

**CARRIED 8 VOTES TO 0**

<b>Item No.</b>	<b>Officer Presentations / Deputation Presentations / Councillor Comment</b>
12.8	<p data-bbox="352 230 1289 293"><b>Tender 03/2016 - Fit Out and Operation of Community Centre Cafe/ Restaurant</b></p> <p data-bbox="352 331 699 365"><b><u>Deputation Presentation</u></b></p> <p data-bbox="352 398 400 427">Nil.</p> <p data-bbox="352 501 639 535"><b><u>Officer Presentation</u></b></p> <p data-bbox="352 568 400 598">Nil.</p> <p data-bbox="352 669 612 703"><b><u>Notes from Forum</u></b></p> <ul data-bbox="352 736 1393 1384" style="list-style-type: none"><li data-bbox="352 736 1393 801">• At the 15 December 2015 Ordinary Council Meeting, Council stipulated that the operator of the café should be engaged through a tender process.</li><li data-bbox="352 842 1393 969">• A well-known café chain approached the City quite enthusiastically regarding the fit out and operation of the Community Centre Café/Restaurant, however disappointingly they did not submit a tender for consideration.</li><li data-bbox="352 1010 1393 1111">• The intent of the timing of this tender was so that discussions and negotiations between the café operator and the architect could commence as early as possible.</li><li data-bbox="352 1151 1393 1216">• Council must either accept or reject the tender. Procedurally there is no option to defer this recommendation for further negotiation.</li><li data-bbox="352 1256 1393 1384">• The café operator will have an opportunity to leverage off the City's loyal customer base. This could include a range of incentives such as providing discounts to library members, seniors, and opportunity card holders which is the City's desired outcome.</li></ul> <p data-bbox="352 1453 842 1487"><b><u>Further Information to be Provided</u></b></p> <p data-bbox="352 1520 400 1550">Nil.</p> <p data-bbox="352 1621 1393 1686"><b>8.13pm The Coordinator Property and Economic Development departed the meeting and did not return.</b></p>

<b>Item No.</b>	<b>Officer Presentations / Deputation Presentations / Councillor Comment</b>
12.9	<p data-bbox="352 226 847 259"><b>Accounts for Payment – June 2016</b></p> <p data-bbox="352 293 699 327"><b><u>Deputation Presentation</u></b></p> <p data-bbox="352 360 400 394">Nil.</p> <p data-bbox="352 461 639 495"><b><u>Officer Presentation</u></b></p> <p data-bbox="352 528 400 562">Nil.</p> <p data-bbox="352 629 612 663"><b><u>Notes from Forum</u></b></p> <ul data-bbox="352 696 1404 1379" style="list-style-type: none"><li data-bbox="352 696 1404 797">• A small number of applications for the Community Contribution Fund (CCF) were rejected in the most recent round as they did not meet the CCF criteria agreed to by Council.</li><li data-bbox="352 831 1404 931">• The City's intention is to support as many groups as possible, and with that in mind Officers spend a great deal of time working with applicants assisting them to meet the required CCF criteria.</li><li data-bbox="352 965 1404 1133">• EF04510 - \$69,372.06 - Marketforce Pty Ltd - Advertising and Printing. This amount included a significant number of payments such as the May issue of the Belmont Bulletin and the June issue of Belmont Business Talk. General advertising relating to matters such as employment were also included.</li><li data-bbox="352 1167 1404 1245">• EF044895 - \$316.80 - Julies Boarding Kennels and Cattery - Pound Expenses. There is no provider of pound services in the City.</li><li data-bbox="352 1279 1404 1379">• EF044797 - \$30,250.00 - Perth Racing - Community Race Day Sponsorship. Residents of the City made up 18% of attendees at the Community Race Day, an increase of 24% from the previous year.</li></ul> <p data-bbox="352 1447 842 1480"><b><u>Further Information to be Provided</u></b></p> <ul data-bbox="352 1514 1404 1648" style="list-style-type: none"><li data-bbox="352 1514 1404 1648">• The Director Community and Statutory Services undertook to provide Councillors with information on organisations that were not successful in the most recent round of the Community Contribution Fund, and the reasons why.</li></ul>

<b>Item No.</b>	<b>Officer Presentations / Deputation Presentations / Councillor Comment</b>
<b>12.10</b>	<b>Monthly Activity Statement as at 30 June 2016</b>  <b><u>Deputation Presentation</u></b>  Nil.  <b><u>Officer Presentation</u></b>  Nil.  <b><u>Notes from Forum</u></b>  Nil.  <b><u>Further Information to be Provided</u></b>  Nil.

**7. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil.

**8. CLOSURE**

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 8.25pm.