



City of Belmont

AGENDA BRIEFING FORUM

MATRIX

TABLE OF CONTENTS

20 June 2017

ITEM	SUBJECT HEADING	PAGE
NOTICE OF MEETING		
1.	OFFICIAL OPENING	2
2.	APOLOGIES AND LEAVE OF ABSENCE	2
3.	DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT	2
3.1	FINANCIAL INTERESTS	2
3.2	DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY	2
4.	ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)	3
4.1	ANNOUNCEMENTS.....	3
4.2	DISCLAIMER.....	3
5.	PUBLIC SUBMISSION TIME.....	4
5.1	MR K JAMIESON, ON BEHALF OF JETPETS ANIMAL TRANSPORT PTY LTD, 8 TREBORTH PLACE, MENAI NSW 2234.....	4
6.	ORDINARY COUNCIL MEETING AGENDA FOR MEETING TO BE HELD 27 JUNE 2017	5
6.1	AGENDA ITEMS FOR REVIEW.....	5
7.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	13
7.1	FAULKNER CIVIC PRECINCT COMMUNITY CENTRE – FEES FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES – CONFIDENTIAL MATTER IN ACCORDANCE WITH <i>LOCAL GOVERNMENT ACT 1995</i> SECTION 5.23(2)(C)(E)(II)	13
8.	CLOSURE	14

CONFIDENTIAL ATTACHMENTS INDEX

Confidential Attachment 1 – Item 14.1 refers

TABLED ATTACHMENTS INDEX

Tabled Attachment 1 – Item 5.1 refers
Tabled Attachment 2 – Item 12.1 refers

CONFIDENTIAL TABLED ATTACHMENTS INDEX

Confidential Tabled Attachment 1 – Item 14.1 refers

**Councillors are reminded to retain the attached
Ordinary Council Meeting Agenda (inclusive of the OCM Attachments) for
deliberation at the meeting scheduled for 27 June 2017**

INFORMATION MATRIX FROM THE AGENDA BRIEFING FORUM HELD IN THE COUNCIL CHAMBERS OF CITY OF BELMONT CIVIC CENTRE, 215 WRIGHT STREET, CLOVERDALE ON TUESDAY, 20 JUNE 2017 COMMENCING AT 7.00PM

INFORMATION MATRIX

PRESENT

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

IN ATTENDANCE

Mr R Garrett	Director Corporate and Governance
Mrs J Hammah	A/Director Community and Statutory Services
Mr J Olynyk, JP	Manager Governance
Mr S Monks	Manager Finance
Mr S Morrison	Manager Works
Mr J Pol	Manager Building Services
Mr W Loh (<i>dep 7.16pm & did not return</i>)	A/Manager Planning Services
Mr V Popescu (<i>arr 7.28pm</i>)	Project Management Coordinator - Building
Mrs M Lymon	Principal Governance and Compliance Advisor
Ms S Christie (<i>dep 7.16pm & did not return</i>)	A/Senior Planning Officer
Ms D Uniza (<i>dep 7.32pm & did not return</i>)	Compliance Administrator
Ms S D'Agnone	Governance Officer

MEMBERS OF THE GALLERY

There were two members of the public in the gallery and no press representative.

1. OFFICIAL OPENING

The Presiding Member opened the meeting at 7.00pm, welcomed those in attendance, and 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.

The Presiding Member invited Cr Hitt to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers. Cr Hitt 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
Cr M Bass (Apology)	East Ward
Mr S Cole (Apology)	Chief Executive Officer
Mr N Deague (Apology)	Director Community and Statutory Services
Mr R Lutey (Apology)	Director Technical Services

3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT

3.1 FINANCIAL INTERESTS

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Cr S Wolff	Item 12.4 2017-2018 Rate Setting Budget	President of the Belmont Tennis Club. The budget contains contributions to the Belmont Tennis Club.

3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY

Nil.

4. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

4.1 ANNOUNCEMENTS

4.2 DISCLAIMER

7.01pm The Presiding Member drew the public gallery's attention to the 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 MR K JAMIESON, ON BEHALF OF JETPETS ANIMAL TRANSPORT PTY LTD, 8 TREBORTH PLACE, MENAI NSW 2234

Mr Jamieson spoke in support of the Officer Recommendation for Item 12.1.

The objection raised four issues – traffic, noise, smell, hygiene.

Jetpets operates eight transit lounge facilities across three countries, each in a facility such as this one in Fairbrother Street. Predominantly our traffic flow will be to and from the airport via main roads. Pets stay on average two hours in our facility and are housed in either the kennel or cattery, which are rooms within the facility. These rooms have noise abatement characteristics, which reduce noise by approximately 25%. This has the effect of reducing the noise from our facility to less than the dB level of Fairbrother Street. Additionally, stress-relieving sprays are used in the kennel and cattery and dogs are regularly walked. Standard operating procedures exist regarding the regular cleaning and disinfecting of the kennels and travel crates. Waste from the kennels (10 in total) is plumbed directly into the sewer. Kitty litter is fastidiously bagged into scented bags, tied and disposed of into industrial waste bins on site.

Excrement outside of the kennels and when walking the pets is bagged into scented bags and dispensed of into the industrial waste bins on site.

We operate transit lounges in eight locations across three countries. Each operation is in a small to medium sized factory unit within or next to other light industrial neighbours (most with residential suburbs close by). As the Council itself notes in Perth, we have had very few complaints or issues with neighbours throughout our more than 25 years of operation. Certainly we have had none that could not be sensibly resolved.

Animal welfare is our number one priority. We have stress reduction techniques in place for the pets that we transport such as the use of stress relief sprays (Adaptil and Feliway) and comfort stops/walks when pets are either showing signs of distress or have longer than usual stays in kennels or boarding facilities. We have invested heavily in transit lounges to make them comfortable and relaxing environments for pets and their owners to occupy before and during their travel.

We have systems and procedures documented to ensure that our standards are maintained as well as a continuous improvement philosophy. This ensures that standards of hygiene are high and attention to detail with regard to noise minimisation and waste storage and removal is first rate.

We take our corporate citizenry seriously and do our best to work with industry bodies and associations as well as rescue and pet and animal charities to improve overall pet and animal welfare within the jurisdictions in which we operate. We also have a high level of interaction with our customers, neighbours and other stakeholders of our business.

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

7.05pm The Presiding Member closed Public Submission Time.

6. ORDINARY COUNCIL MEETING AGENDA FOR MEETING TO BE HELD 27 JUNE 2017

6.1 AGENDA ITEMS FOR REVIEW

Item No. Officer Presentations / Deputation Presentations / Councillor Comment	
AGENDA ITEMS FOR REVIEW	
12.1	<p>Change of Use – Pet Day Care – Lot 10 (52) Fairbrother Street, Belmont</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>The A/Senior Planning Officer provided a presentation which included the following:</p> <ul style="list-style-type: none">• Location Plan• Extract from Local Planning Scheme Map Showing Zoning of Subject Site and Surrounding Zonings• Aerial of Subject Site• Subject Tenancy• Floor Plan• North West Elevation / North East Elevation• Front Entry / Rear Entry• Referral Area• Objections• Traffic/Flight Times/Location• Conclusion <p>(Refer Tabled Attachment 2 for further information).</p> <p><u>Notes from Forum</u></p> <ul style="list-style-type: none">• As there are no restrictions on operating hours, it is possible operating hours could be altered in the future.• It is anticipated that an average of five pets per day will be processed at the facility, which employs permanent staff to adequately accommodate this volume.• There is no limit on the total number of pets allowable per day.• Signage approval for the site has been postponed until after the change of use application has been dealt with.• Animals are held in large plastic crates in preparation for transportation to the airport. The length of time animals can safely be kept in these crates is not a planning approval matter.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
	<p data-bbox="355 257 600 286"><i>Item 12.1 Continued</i></p> <ul data-bbox="355 322 1390 1066" style="list-style-type: none"><li data-bbox="355 322 1390 421">• If there is a significant flight delay or cancellation, animals will be transferred to the kennel or cattery while travel arrangements are reorganised.<li data-bbox="355 456 1390 591">• Animal welfare is the organisation's top priority. The facility's ten kennels measure approximately 1.3 x 2 metres and 2.7 metres in height. The kennels have fibreglass floors with stay-dry fleece to keep animals comfortable.<li data-bbox="355 627 1390 725">• Animals are required to be checked in at the airport two hours prior to flight time. In the event of flight delays, management of animals already checked in is handled by the airline.<li data-bbox="355 761 1390 833">• The total number of animals on site at any time is ten, and this number would be for a limited period only.<li data-bbox="355 869 1390 931">• A barking dog is a sign that the animal needs attention and immediate action will be taken to walk or calm a barking dog.<li data-bbox="355 967 1390 1066">• Informal noise comparisons carried out by the applicant demonstrated that noise from Fairbrother Street was greater than noise from the kennels. <p data-bbox="355 1137 842 1167"><u>Further Information to be Provided</u></p> <p data-bbox="355 1202 400 1232">Nil.</p>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.2	<p>Dedication of Portions of Land as a Road: Road Improvement Works – Great Eastern Highway and Fauntleroy Avenue, Redcliffe</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>Nil.</p> <p><u>Notes from Forum</u></p> <p>Nil.</p> <p><u>Further Information to be Provided</u></p> <p>Nil.</p>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.3	<p>Adoption of Fees and Charges for 2017-2018</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>Nil.</p> <p><u>Notes from Forum</u></p> <p>Nil.</p> <p><u>Further Information to be Provided</u></p> <p>Nil.</p>

7.16pm The A/Manager Planning Services and the A/Senior Planning Officer departed the meeting and did not return.

Note:

Cr S Wolff declared a financial interest in Item 12.4 2017-2018 Rate Setting Budget.

7.16pm Cr Wolff departed the meeting.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.4	<p>2017-2018 Rate Setting Budget</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>Nil.</p> <p><u>Notes from Forum</u></p> <ul style="list-style-type: none">• The salary review process and subsequent budget calculations consider proposed increases in line with the National Average Wage Index, which is used across the board. In addition, there are a number of Officers and contractors who have the opportunity, subject to performance criteria being met, to move up a level within their band. These adjustments are considered when preparing the budget.• There is a spread of Managers who sit at lower or higher levels on their particular band. Remuneration increases for Managers are subject to performance reviews by the Senior Management Group and are not guaranteed.• The Domestic Violence Advocate was reviewed at a recent Information Forum where general consensus from Councillors was that the value of this service was significant and should be continued. The City is currently preparing tender documents to continue the service.• The intended process is for the Domestic Violence Advocate tender to determine relevant costs which will be checked against the 2017-2018 budget. Tender documentation is currently being prepared with the intent of providing a number of appropriate options and requesting responses from tenderers on these options. <p><u>Further Information to be Provided</u></p> <ul style="list-style-type: none">• The Director Corporate and Governance undertook to provide Councillors with additional information regarding salary review and budget calculations processes. <p>7.25pm Cr Wolff returned to the meeting.</p>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.5	<p data-bbox="352 226 756 262">2017-2018 Rate Calculations</p> <p data-bbox="352 293 699 329"><u>Deputation Presentation</u></p> <p data-bbox="352 360 400 396">Nil.</p> <p data-bbox="352 461 639 497"><u>Officer Presentation</u></p> <p data-bbox="352 528 400 564">Nil.</p> <p data-bbox="352 629 612 665"><u>Notes from Forum</u></p> <p data-bbox="352 696 400 732">Nil.</p> <p data-bbox="352 797 844 833"><u>Further Information to be Provided</u></p> <p data-bbox="352 864 400 900">Nil.</p>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.6	<p data-bbox="352 226 813 259">Standing Orders Local Law 2017</p> <p data-bbox="352 293 699 327"><u>Deputation Presentation</u></p> <p data-bbox="352 360 399 394">Nil.</p> <p data-bbox="352 461 639 495"><u>Officer Presentation</u></p> <p data-bbox="352 528 399 562">Nil.</p> <p data-bbox="352 629 612 663"><u>Notes from Forum</u></p> <ul data-bbox="352 696 1393 909" style="list-style-type: none"><li data-bbox="352 696 1393 797">• If Council resolve to adopt the <i>Standing Orders Local Law 2017</i>, it is anticipated that this local law will be implemented by the 22 August 2017 OCM.<li data-bbox="352 831 1393 909">• An information session detailing significant changes before the <i>Standing Orders Local Law 2017</i> come into force will be considered. <p data-bbox="352 965 1378 999">7.28pm The Project Management Coordinator – Building entered the meeting.</p> <ul data-bbox="352 1055 1393 1491" style="list-style-type: none"><li data-bbox="352 1055 1393 1290">• Section 8.4 No conversing with the public during meetings is a new section that clarifies that Elected Members are to refrain from conversing or otherwise communicating with members of the public gallery during Council Meetings. Discussions about amending the local law commenced at the beginning of 2016 where this consideration was raised. The intent is to assist the Presiding Member control the meeting and conduct proceedings without interruption.<li data-bbox="352 1323 1393 1491">• There is no specific clause prohibiting Elected Members from walking around the Chamber during Council Meetings, however the Standing Orders require that an Elected Member leaving or entering the Chamber must indicate to the Presiding Member or minute taker to ensure their departure/entry has been noted. <p data-bbox="352 1559 842 1592"><u>Further Information to be Provided</u></p> <p data-bbox="352 1626 399 1659">Nil.</p>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.7	Delegated Authority Register Review 2017-2018 <u>Deputation Presentation</u> Nil. <u>Officer Presentation</u> Nil. <u>Notes from Forum</u> Nil. <u>Further Information to be Provided</u> Nil.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.8	Accounts for Payment – May 2017 <u>Deputation Presentation</u> Nil. <u>Officer Presentation</u> Nil. <u>Notes from Forum</u> <ul style="list-style-type: none">• The total cost to the City for the Australian Mayoral Aviation Council Conference totalled \$20,537, which equates to an average of \$2,905 per attendee. <u>Further Information to be Provided</u> Nil.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.9	Monthly Activity Statement as at 31 May 2017 <u>Deputation Presentation</u> Nil. <u>Officer Presentation</u> Nil. <u>Notes from Forum</u> Nil. <u>Further Information to be Provided</u> Nil.

7.32pm **The Compliance Administrator departed the meeting and did not return.**

7. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Note:

The Presiding Member advised that in accordance with Section 5.23(2)(c)(e)(ii) of the *Local Government Act 1995* that if there were any questions on Confidential Item 14.1 Council would need to go behind closed doors.

7.32pm *POWELL MOVED, WOLFF SECONDED*, that the meeting be closed to the public to discuss the Confidential Item 14.1 Faulkner Civic Precinct Community Centre – Fees for Architectural and Engineering Design Services

CARRIED 7 VOTES TO 0

Note:

There were no members of the public in the gallery.

7.1 FAULKNER CIVIC PRECINCT COMMUNITY CENTRE – FEES FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES – CONFIDENTIAL MATTER IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 1995 SECTION 5.23(2)(C)(E)(II)

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
14.1	<p>Faulkner Civic Precinct Community Centre – Fees for Architectural and Engineering Design Services</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>The Project Management Coordinator – Building provided a presentation.</p> <p>(Refer Confidential Tabled Attachment 1 for further information).</p> <p><u>Notes from Forum</u></p> <p>A series of questions were asked and responded to by Officers in attendance.</p> <p>(Refer Confidential Attachment 1 for further information).</p> <p><u>Further Information to be Provided</u></p> <p>Nil.</p>

8.02pm *HITT MOVED, GARDNER SECONDED*, that the meeting again be open to the public.

CARRIED 7 VOTES TO 0

8.02pm The meeting came out from behind closed doors. No members of the public returned to the meeting.

8. CLOSURE

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 8.02pm.