



City of Belmont

AGENDA BRIEFING FORUM

MATRIX

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21 June 2016

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Councillors are reminded to retain the attached Ordinary Council Meeting Agenda (inclusive of the OCM Attachments) for deliberation at the meeting scheduled for 28 June 2016

AGENDA BRIEFING FORUM INFORMATION MATRIX

PRESENT

Cr P Marks, Mayor (Presiding Member)	East Ward
Cr R Rossi, JP, Deputy Mayor	West Ward
Cr M Bass	East Ward
Cr B Ryan	East Ward
Cr P Gardner (<i>arr 7.02pm</i>)	South Ward
Cr J Powell	South Ward

IN ATTENDANCE

Mr S Cole	Chief Executive Officer
Mr R Garrett	Director Corporate and Governance
Mrs J Hammah	A/Director Community and Statutory Services
Mr S Morrison	A/Director Technical Services
Mr J Olynyk, JP	Manager Governance
Mr S Monks	Manager Finance
Mr J Pol	Manager Building Services
Mrs M Lymon	Principal Governance and Compliance Advisor
Ms S D'Agnone	Governance Officer

MEMBERS OF THE GALLERY

There were no members 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

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

7.02pm Cr Gardner entered the meeting.

2. APOLOGIES AND LEAVE OF ABSENCE

Cr P Hitt (Apology)	West Ward
Cr L Cayoun (Apology)	West Ward
Cr S Wolff (Apology)	South Ward
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

Nil.

3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY

Name	Item No and Title
Cr R Rossi	Item 12.1 Development Assessment Panels (Notice of Motion (Cr Powell) – 22 March 2016 Ordinary Council Meeting)
Cr P Marks	Item 12.1 Development Assessment Panels (Notice of Motion (Cr Powell) – 22 March 2016 Ordinary Council Meeting)
Cr J Powell	Item 12.1 Development Assessment Panels (Notice of Motion (Cr Powell) – 22 March 2016 Ordinary Council Meeting)

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

7.04pm The Presiding Member opened the period allotted for Public Submission Time.

7.04pm As there were no submissions received, the Presiding Member closed Public Submission Time.

6. ORDINARY COUNCIL MEETING AGENDA FOR MEETING TO BE HELD 28 JUNE 2016

6.1 AGENDA ITEMS FOR REVIEW

Item No. Officer Presentations / Deputation Presentations / Councillor Comment	
AGENDA ITEMS FOR REVIEW	
12.1	Development Assessment Panels (Notice of Motion (Cr Powell) – 22 March 2016 Ordinary Council Meeting) <u>Deputation Presentation</u> Nil. <u>Officer Presentation</u> Nil. <u>Notes from Forum</u> <ul style="list-style-type: none">• A meeting has been scheduled for 21 July 2016 with Donna Faragher, Minister for Planning and her advisors, and Gail McGowan, Director General of the Department of Planning to discuss planning matters including concerns associated with Development Assessment Panels. <u>Further Information to be Provided</u> Nil.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.2	<p data-bbox="352 226 981 259">Adoption of Fees and Charges for 2016-2017</p> <p data-bbox="352 293 699 327"><u>Deputation Presentation</u></p> <p data-bbox="352 360 400 394">Nil.</p> <p data-bbox="352 450 639 483"><u>Officer Presentation</u></p> <p data-bbox="352 517 400 551">Nil.</p> <p data-bbox="352 607 612 640"><u>Notes from Forum</u></p> <p data-bbox="352 674 400 707">Nil.</p> <p data-bbox="352 763 842 797"><u>Further Information to be Provided</u></p> <p data-bbox="352 831 400 864">Nil.</p>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.3	<p data-bbox="352 230 790 266">2016-2017 Rate Setting Budget</p> <p data-bbox="352 297 699 333"><u>Deputation Presentation</u></p> <p data-bbox="352 365 400 400">Nil.</p> <p data-bbox="352 465 639 501"><u>Officer Presentation</u></p> <p data-bbox="352 533 400 568">Nil.</p> <p data-bbox="352 633 612 669"><u>Notes from Forum</u></p> <ul data-bbox="352 701 1404 1960" style="list-style-type: none"><li data-bbox="352 701 1404 907">• A new Coordinator Business Planning Performance role has been proposed. Technically, there has not been an increase in the volume or complexity of integrated planning and reporting obligations since their implementation, however more dedicated staff time is required to pursue an advanced standing classification for the City which requires a significant amount of work to integrate the City's plans.<li data-bbox="352 943 1404 1108">• The independent procurement review may be carried out by the Western Australian Local Government Association (WALGA) who charges the City a fee for this service. The review will assess the City's procurement practices, and then report findings, with any recommendations for improvement back to the City.<li data-bbox="352 1144 1404 1243">• It is not known how many local governments engage WALGA to undertake procurement reviews; however it is believed to be a considerable number.<li data-bbox="352 1279 1404 1444">• Since discussion regarding the MyCouncil website at the 7 June 2016 Special Information Forum, no further investigation of the Governance Function allocation has been carried out. Further investigation and adjustments, if necessary, will require considerably more time to complete.<li data-bbox="352 1480 1404 1556">• Information on the MyCouncil website can be limited and its usefulness and relevance questionable in some cases.<li data-bbox="352 1592 1404 1691">• Comparison of levels of services provided to the community by individual local governments on the MyCouncil website is challenging to consistently summarise, as all local governments categorise functions differently.<li data-bbox="352 1727 1404 1803">• Governance costs recorded on the MyCouncil website can range from a very low percentage to a substantial percentage for a variety of reasons.<li data-bbox="352 1839 1404 1960">• The MyCouncil website shows individual local government rates growth. As this figure does not separate the level of rates growth and the rate increase, the figures can be misleading. This matter is being pursued by a group of Chief Executive Officers.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
	<p data-bbox="352 259 600 288"><i>Item 12.3 Continued</i></p> <ul data-bbox="352 327 1393 1480" style="list-style-type: none"><li data-bbox="352 327 1393 456">• The WALGA KnowYourCouncil website includes more detail and more relevant information on local governments generally than the MyCouncil website. Rather than figures, the site is more focused on service provision and what is available for the community.<li data-bbox="352 495 1393 624">• The plan to relocate Senior Citizen operations to alternative accommodation is currently being finalised. A full briefing concerning this significant project will be presented to Councillors at the 5 July 2016 Special Information Forum.<li data-bbox="352 663 1393 730">• The Community and Statutory Services monthly divisional report includes a summary of all customer requests received by Ranger Services.<li data-bbox="352 768 1393 898">• It was suggested that a Ranger could occasionally attend an Information Forum to update Councillors on what issues they are currently dealing with by Community Watch, where Councillors would have an opportunity to ask questions.<li data-bbox="352 936 1393 1066">• The Seniors and Disability Engagement Officer duties are currently being shared between Officers. The Community Development department has had a restructure in an attempt to ensure an Officer is responsible for all key areas.<li data-bbox="352 1104 1393 1205">• SilverSport is a pilot program aimed at supporting eligible seniors to participate in sport and active recreation and is fully funded by the State Government.<li data-bbox="352 1243 1393 1344">• The SilverSport program was launched at the Belmont Oasis Leisure Centre by the Premier of Western Australia and included a great deal of publicity.<li data-bbox="352 1382 1393 1480">• A marketing program for SilverSport will be launched in order to reach as many seniors as possible. It is expected that this marketing will be similar to the KidSport marketing program. <p data-bbox="352 1547 842 1576"><u>Further Information to be Provided</u></p> <p data-bbox="352 1615 400 1644">Nil.</p>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.4	<p data-bbox="352 230 754 264">2016-2017 Rate Calculations</p> <p data-bbox="352 297 699 331"><u>Deputation Presentation</u></p> <p data-bbox="352 365 400 398">Nil.</p> <p data-bbox="352 465 639 499"><u>Officer Presentation</u></p> <p data-bbox="352 533 400 566">Nil.</p> <p data-bbox="352 633 612 667"><u>Notes from Forum</u></p> <ul data-bbox="352 701 1393 1597" style="list-style-type: none"><li data-bbox="352 701 1393 768">• The majority of local governments charge penalty interest on overdue rates.<li data-bbox="352 801 1393 869">• Penalty interest charges are an incentive for ratepayers to pay their rates by the due date.<li data-bbox="352 902 1393 969">• The pensioner rates rebate is 50%, capped at \$750, while the senior rates rebate is 25%.<li data-bbox="352 1003 1393 1070">• Pensioners have the option to defer their rates. If rates are deferred, the amount owing remains as a debt on the property the rates relate to.<li data-bbox="352 1104 1393 1171">• The State Government pays interest charges on deferred rates, so pensioners are not liable for penalty interest charges on deferred rates.<li data-bbox="352 1205 1393 1238">• Alternative rates payment arrangements attract an 11% interest fee.<li data-bbox="352 1272 1393 1339">• If a ratepayer is on an instalment plan and an instalment is missed, penalty interest will apply to the overdue amount.<li data-bbox="352 1373 1393 1485">• Mechanisms are in place that can provide some leeway. An instalment payment that is one week overdue may not have any impact. If the payment is made up, the instalment plan remains valid.<li data-bbox="352 1518 1393 1585">• When two instalment payments are outstanding, the instalment plan will be cancelled and penalty interest charges will then apply. <p data-bbox="352 1653 842 1686"><u>Further Information to be Provided</u></p> <p data-bbox="352 1720 400 1753">Nil.</p>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.5	<p data-bbox="352 226 1023 259">Delegated Authority Register Review 2016-2017</p> <p data-bbox="352 293 699 327"><u>Deputation Presentation</u></p> <p data-bbox="352 360 400 394">Nil.</p> <p data-bbox="352 461 639 495"><u>Officer Presentation</u></p> <p data-bbox="352 528 400 562">Nil.</p> <p data-bbox="352 629 612 663"><u>Notes from Forum</u></p> <p data-bbox="352 696 400 730">Nil.</p> <p data-bbox="352 797 842 831"><u>Further Information to be Provided</u></p> <p data-bbox="352 864 400 898">Nil.</p>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.6	<p data-bbox="352 230 1342 297">Tender 12/2016 - Supply and Installation of Landscape Works - Copley Park Upgrade Stage 1</p> <p data-bbox="352 331 699 362"><u>Deputation Presentation</u></p> <p data-bbox="352 398 400 430">Nil.</p> <p data-bbox="352 501 639 533"><u>Officer Presentation</u></p> <p data-bbox="352 568 400 600">Nil.</p> <p data-bbox="352 669 612 701"><u>Notes from Forum</u></p> <ul data-bbox="352 736 1394 1245" style="list-style-type: none"><li data-bbox="352 736 1394 902">• There is no set formula for determining the weighting allocated to specific selection criteria on tenders, as it will depend on the nature of the tender and the evaluation process undertaken. Some tenders are heavily focused on technical specifications while others are more financially focused.<li data-bbox="352 943 1394 1005">• There are a range of pre-defined categories into which tenders are categorised.<li data-bbox="352 1046 1394 1108">• The Copley Park upgrade project has included a number of workshops, and has also been presented at an Information Forum.<li data-bbox="352 1149 1394 1245">• The Copley Park Upgrade Concept Plan has now been developed and is ready to go to tender, where there may be some minor variations made through the tender process. <p data-bbox="352 1317 842 1348"><u>Further Information to be Provided</u></p> <ul data-bbox="352 1384 1362 1447" style="list-style-type: none"><li data-bbox="352 1384 1362 1447">• The A/Director Technical Services undertook to provide Councillors with an A3 copy of the Copley Park Upgrade Stage 1 plans.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.7	Tender 13/2016 - Construction of Kerbing and Associated Works <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 2016 <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
12.9	Monthly Activity Statement as at 31 May 2016 <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. 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 7.41pm.