City of Belmont

NOTICE OF MEETING

Dear Councillor

I respectfully advise that an **ORDINARY COUNCIL MEETING** will be held in the Council Chamber of the **City of Belmont Civic Centre**, 215 Wright Street, Cloverdale, on **Tuesday, 24 November 2020,** commencing at 7.00pm.

This meeting will be held in accordance with the 2 square metre per person capacity rule for venues as part of Phase 4 of the COVID-19 Roadmap in Western Australia.

Due to the above, physical distancing and hygiene measures will be in place with occupancy limits applied for the capacity of the Council Chamber.

MEETING AGENDA ATTACHED

Yours faithfully

JOHN CHRISTIE
CHIEF EXECUTIVE OFFICER

13 November 2020

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING

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Any statement, comment or decision made at a Council 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 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 a legal advice or 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. Any plans or documents in agendas and minutes may be subject to copyright.

City of Belmont

ORDINARY COUNCIL MEETING

AGENDA

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Confidential Attachment 1 – Item 12.1 refers
Confidential Attachment 2 – Item 12.1 refers

Councillors are reminded to retain the OCM Attachments for discussion with the Minutes

1. OFFICIAL OPENING

The Presiding Member will read aloud the Acknowledgement of Country.

Before I begin I would like to acknowledge the Traditional Owners of the land on which we are meeting today, the Noongar Whadjuk people, and pay respect to Elders past, present and future leaders.

The Presiding Member will cause the Affirmation of Civic Duty and Responsibility to be read aloud by a Councillor.

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 efficient, effective and orderly decision making within this forum.

2. APOLOGIES AND LEAVE OF ABSENCE

3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT

Councillors/Staff are reminded of the requirements of s5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the City's Code of Conduct.

3.1 FINANCIAL INTERESTS

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

Name	Item No and Title	Nature of Interest (and extent, where appropriate)

3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY

Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member/employee is also encouraged to disclose the nature of the interest. The member/employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member/employee declares that their impartiality will not be affected then they may participate in the decision making process.

Name	Item No and Title	Nature of Interest (and extent, where appropriate)

4. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) AND DECLARATIONS BY MEMBERS

4.1 ANNOUNCEMENTS

4.2 DISCLAIMER

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4.3 DECLARATIONS BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPERS PRESENTLY BEFORE THE MEETING

5. PUBLIC QUESTION TIME

5.1 RESPONSES TO QUESTIONS TAKEN ON NOTICE

5.1.1 MS L HOLLANDS ON BEHALF OF BELMONT RESIDENT AND RATEPAYER ACTION GROUP (BRRAG)

The following questions were taken on notice at the 27 October 2020 Ordinary Council Meeting. Ms Hollands was provided with a response on 11 November 2020. The response from the City is recorded accordingly:

1. At the last Council Meeting, I asked questions about the $1m Gratuity Payments. I read out Section 5.50, which stated the payments must not be more than that prescribed by the Regulations. I asked why the City was paying leaving staff more than the prescribed amounts and cited two recent cases of payments of $125,000 and $45,000. Following the City's response, what is the point of Council having a policy on Gratuity Payments when it does not have legal effect and how much does it cost residents to create such a policy?

Response

It is a requirement under the Local Government Act to have a Council Policy which at the City has legal effect on any proposed payments to staff that fall outside of the Gratuity Payment arrangements. There are no direct costs to residents for the creation of this Council Policy.

2. On receiving the City's response, I have done my own investigation on Gratuity Payments. Given there is WA Legislation by way of *the Local Government Act 1995*, I have been advised by the Fair Work Ombudsman that because this part of the employment contract is inconsistent with State laws, that part is ultra vires.

   We pay an exorbitant amount of money to employ officers in Human Resources, Governance and the CEO. Did anyone at the City of Belmont know this scheme may not be legal or outside the scope of ability to include it and if not, why not?

Response

Note: The Chief Executive Officer stated that he expressed offence with the statement regarding exorbitant salaries for staff within the organisation. The remainder of the question is responded to below:

At the time that the Local Government Act was changed with regard to these kinds of payments advice was taken with regard to the City's legal position taking into account all matters relevant to the issue. Action taken to date is in accordance with this advice.

5.1.2 MR P HITT, 14 MCLACHLAN WAY, BELMONT

The following questions were taken on notice at the 27 October 2020 Ordinary Council Meeting. Mr Hitt was provided with a response dated 11 November 2020. The response from the City is recorded accordingly:

Note: The below questions are referring to Trust Land known as Parry Fields.

1. I am aware that Council is keeping a record of the ongoing maintenance costs regarding this public open space. What is the current cost of maintenance being held against the Trust land and monies paid by the State Government when they utilised this land for the widening of Great Eastern Highway?

Response

The 2020–2021 Budget recognised a balance of $1,518,352.00 in the Belmont Trust Reserve Fund. The Annual Budget is available on the City's website. The maintenance budget for this financial year is $5,147.00, which is transferred at the end of each financial year from the Belmont Trust Reserve.

2. Is it the intention of the City of Belmont to charge the Belmont Trust the full cost of maintenance of this land upon the possible future disposal of this land? The maintenance over many years would prove to be a considerable sum of money.

Response

The recovery of the full cost of maintenance is undertaken at the end of each financial year as mentioned in the answer to Question 1 above.

3. Can you inform the citizens of Belmont why this recreational land is being kept under such a low profile when the recreational land within the City and the metropolitan area are in such high demand and will be so in the future?

Response

The Belmont Trust land has been maintained in a natural state with minimal maintenance for an extended period. It is anticipated that the Belmont Trust will meet early in 2021 to consider a community engagement process in order to ascertain the desires of the community regarding the development of the land to meet the requirements of the Deed of Declaration.

5.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

6. CONFIRMATION OF MINUTES/RECEIPT OF MATRIX

6.1 ORDINARY COUNCIL MEETING HELD 27 OCTOBER 2020 (Circulated under separate cover)

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 27 October 2020 as printed and circulated to all Councillors, be confirmed as a true and accurate record.

6.2 MATRIX FOR THE AGENDA BRIEFING FORUM HELD 17 NOVEMBER 2020 (Circulated under separate cover)

OFFICER RECOMMENDATION

That the Matrix for the Agenda Briefing Forum held on 17 November 2020 as printed and circulated to all Councillors, be received and noted.

7. QUESTIONS BY MEMBERS ON WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)

8. QUESTIONS BY MEMBERS WITHOUT NOTICE

8.1 RESPONSES TO QUESTIONS TAKEN ON NOTICE

8.2 QUESTIONS BY MEMBERS WITHOUT NOTICE

9. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION

10. BUSINESS ADJOURNED FROM A PREVIOUS MEETING

11. REPORTS OF COMMITTEES

11.1 STANDING COMMITTEE (AUDIT AND RISK) HELD 10 NOVEMBER 2020 (Circulated under separate cover)

OFFICER RECOMMENDATION

That the Minutes for the Standing Committee (Audit and Risk) meeting held on 10 November 2020 as previously circulated to all Councillors, be received and noted.

12. REPORTS OF ADMINISTRATION

12.1 LEASE – BELMONT COMMUNITY NURSING HOME, 14 CLEAVER TERRACE AND 5 KEMP PLACE, RIVERVALE – HALL AND PRIOR

ATTACHMENT DETAILS

Attachment No	Details
Confidential Attachment 1 – Item 12.1 refers	**Letter to Hall & Prior – City Options for Belmont Community Nursing Home Lease**
Confidential Attachment 2 – Item 12.1 refers	**Valuation Report – M3 Property**

Voting Requirement	:	Simple Majority
Subject Index	:	70/007 – Lease of Council Property
Location/Property Index	:	14 Cleaver Terrace and 5 Kemp Place, Rivervale
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Infrastructure Services

COUNCIL ROLE

☐	**Advocacy**	*When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
☒	**Executive**	*The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
☐	**Legislative**	*Includes adopting local laws, local planning schemes and policies.*
☐	**Review**	*When Council reviews decisions made by Officers.*
☐	**Quasi-Judicial**	*When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

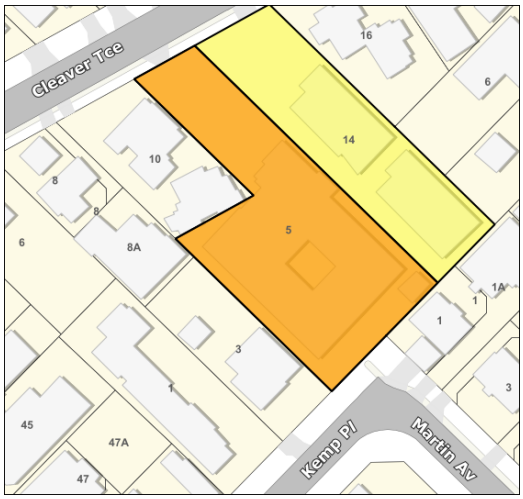
Council to endorse new lease terms with Hall and Prior for the Lease of the Belmont Community Nursing Home, 14 Cleaver Terrace and 5 Kemp Place Rivervale.

Item 12.1 Continued

SUMMARY AND KEY ISSUES

- Hall and Prior have leased the Belmont Community Nursing Home since August 2005. The most recent lease agreement expired 15 August 2020. Hall and Prior currently occupy the property under the Holding Over provisions of this lease.
- The passing rent for this property is $201,887.76 + GST per annum.
- Lease negotiations with Hall and Prior have been ongoing since July 2019.
- A letter dated 12 August 2020 was sent to Hall and Prior outlining three final options for consideration by Hall and Prior (refer Confidential Attachment 1).
- Hall and Prior agreed to proceed with a new lease on the basis of a five year lease at full market rent ($310,960 + GST per annum) and full annual CPI increases.

LOCATION



Pt Lot 51 (14) Cleaver Terrace and Lot 8 (5) Kemp Place, Rivervale

CONSULTATION

An overview of this matter and potential options were presented to Council at the 11 August 2020 Information Forum.

Hall and Prior have been engaged throughout the process and M3 Property were engaged to provide an independent market valuation of the property (refer Confidential Attachment 2).

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont.

Strategy 5.1: Support collaboration and partnerships to deliver key outcomes for our City.

Item 12.1 Continued

POLICY IMPLICATIONS

There are no policy implications associated with this report.

STATUTORY ENVIRONMENT

This report is presented in accordance with Section 3.58 (3) of the *Local Government Act 1995*, whereby a local government can dispose of property (by way of lease) if it gives local public notice of the details of the proposed disposition.

BACKGROUND

Hall and Prior have occupied the Belmont Community Nursing Home by way of lease since August 2005. The most recent lease agreement expired 15 August 2020. Hall and Prior have continued to occupy the property under the Holding Over provisions of this lease, meaning all obligations of the lease continue until such times as the lease is renewed or terminated.

The passing rent for this property is $201,887.76 + GST per annum.

Negotiations with Hall and Prior to consider terms of a new lease have been ongoing for some time, dating back to July 2019. During this time, a number of considerations and options have been discussed between the parties.

A letter dated 12 August 2020 was sent to Hall and Prior outlining three final options for consideration (refer Confidential Attachment 1).

Hall and Prior indicated, by way of return letter, that they would like to proceed on the basis of Option 3 – to enter in to a five year lease on the basis of full market rent and full annual CPI increases.

OFFICER COMMENT

During the course of ongoing negotiations, in June 2019 a market valuation was obtained for the property based on the five year lease scenario. This valuation indicated a market rent of $310,960 + GST per annum.

In accordance with section 3.58 (3) of the *Local Government Act 1995*, when considering a disposal of property, a valuation is required to be undertaken no longer than six months prior to the date of the disposal.

A review of the initial market valuation was conducted and based on the revised report dated 18 September 2020, there has been no change to the value provided in June 2019.

Hall and Prior agreed to this amount on 21 September 2020 and the details of the disposal were advertised by way of Public Notice in the Southern Gazette on 24 September 2020, inviting comments to be made on the terms of the proposed lease for a requisite period of two weeks. At the close of this period, no comments were received.

Endorsement of the Lease will provide the City with an improved financial outcome in relation to rental received for the Belmont Community Nursing Home.

Item 12.1 Continued

The term of five years will allow the City and Hall and Prior to consider the future of the property and its provision of aged care accommodation.

Under the terms of the new Lease, and in line with the historical lease for the property; Hall and Prior will be responsible for general repair and maintenance and to keep the property in a good, clean condition. The City will be responsible for structural maintenance.

FINANCIAL IMPLICATIONS

Should Council endorse the Officer's Recommendation, the following financial implications will apply:

- The income account for Rent/Lease fees for Belmont Community Nursing Home would increase by $63,625 for the remainder of the 2020-2021 financial year, subject to the new Lease being executed by 1 December 2020.

- The total consideration for the five year lease term, assuming a CPI increase of 1.5%, is $1,602,148.92.

- Legal costs for the preparation of the Lease agreement will be recovered from the Lessee in accordance with the Lease.

- There will be no impact to the operating accounts associated with this property.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

SOCIAL IMPLICATIONS

In endorsing the recommendation for Hall and Prior to continue to occupy the Belmont Community Nursing Home by way of Lease for a further five year term, the City is indirectly supporting community access to the services and facilities provided at the site.

Item 12.1 Continued

OFFICER RECOMMENDATION

That Council endorse the granting of a new Lease for Belmont Community Nursing Home at 14 Cleaver Terrace and 5 Kemp Place Rivervale to Hall and Prior on the following terms:

BELMONT COMMUNITY NURSING HOME: 14 CLEAVER TERRACE AND 5 KEMP PLACE, RIVERVALE	
Lease term:	**5 Years**
Lease Commencement:	**1 December 2020 or upon surrender of existing lease**
Annual Rental:	**$310,960 + GST**
Rent Review:	**Annual review in line with the Consumer Price Index**
Local Government Rates and Emergency Services Levy:	**Payable by Hall and Prior**
Outgoings:	**Payable by Hall and Prior**
Non-Structural Repairs and Maintenance:	**Payable by Hall and Prior**
Structural Repairs:	**Payable by City**

12.2 CITY OF BELMONT WASTE PLAN

ATTACHMENT DETAILS

Attachment No	Details
Attachment 1 – Item 12.2 refers	**City of Belmont Waste Plan**

Voting Requirement	:	Simple Majority
Subject Index	:	140/013:Waste Plan
Location/Property Index	:	City of Belmont
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Information Forum 6 October 2020 Item 6.3
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Infrastructure Services

COUNCIL ROLE

☐	**Advocacy**	*When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
☒	**Executive**	*The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
☐	**Legislative**	*Includes adopting local laws, local planning schemes and policies.*
☐	**Review**	*When Council reviews decisions made by Officers.*
☐	**Quasi-Judicial**	*When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The purpose of this report is to seek Council endorsement of the City of Belmont Waste Plan (Attachment 1) prior to its submission for approval by the Chief Executive Officer of the Department of Water and Environmental Regulation (DWER).

SUMMARY AND KEY ISSUES

In February 2019, the State Government launched its Waste Avoidance and Resource Recovery Strategy 2030 (WARR Strategy), which necessitates fundamental changes to how the City is involved, impacted and impacts others in relation to waste management.

One of the headline strategies within the WARR Strategy is to Implement Local Government Waste Plans.

Item 12.2 Continued

LOCATION

Not applicable.

CONSULTATION

The information required for the Waste Plan was predetermined by the DWER within their template and there was no requirement to conduct any public consultation.

A copy of the approved Waste Plan will be made available to the public via the City of Belmont (the City) website.

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 3: Natural Belmont

Strategy: 3.3 Keep our City clean.

Strategy: 3.5 Promote energy and water efficiency, renewable energy sources and reduce waste.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

STATUTORY ENVIRONMENT

Under section 40(4) of the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act), the Chief Executive Officer of the DWER gave the City written notice on 7 November 2019 to prepare a Waste Plan with the following timeframes:

- Draft Waste Plan to be submitted to the DWER for feedback by 30 September 2020.
- Council to endorse the Final Waste Plan and submit to the DWER for approval no later than 31 March 2021.
- The first annual report for the Waste Plan is due on 1 October 2022.

Item 12.2 Continued

BACKGROUND

The original correspondence from the Chief Executive Officer of the DWER giving notice to prepare a Waste Plan was superseded on 1 May 2020 to allow additional preparation time, as a result of competing priorities due to the COVID-19 pandemic. The timelines were amended as follows:

- Draft Waste Plan to be submitted to the DWER for feedback by 30 September 2020.
- Council to endorse the Final Waste Plan and submit to the DWER for approval no later than 31 March 2021.
- The first annual report for the Waste Plan is due on 1 October 2022.

The intent of a Waste Plan is to provide a link between the targets and objectives of the WARR Strategy and local government waste management activities.

The City of Belmont Waste Plan will align its waste management activities with the Waste Strategy while monitoring progress on achievement towards the set targets for reduced waste and increased materials recovery.

OFFICER COMMENT

The DWER provided a resource kit, which included a template for the development of a Waste Plan to provide consistency across all local governments within the Perth and Peel region.

The City's draft Waste Plan was submitted to the DWER on 4 September 2020 and following some constructive feedback, was amended and considered completed by the DWER on 25 September 2020. The Waste Plan can now be progressed for endorsement by Council, with the Final Waste Plan to be submitted to the DWER for approval by no later than 31 March 2021.

The Waste Plan is in two sections:

Part 1 of the Waste Plan establishes the City's waste profile and baseline information in relation to the objectives and targets set out in the Waste Avoidance and Resource Recovery Strategy 2030 (Waste Strategy) and details the delivery and current performance of the services offered to the community.

Part 2 of the Waste Plan is an Implementation Plan that outlines the actions the City can take over the next five years to contribute towards the achievement of relevant Waste Strategy targets and objectives.

FINANCIAL IMPLICATIONS

There are no immediate financial implications at this time.

As the Implementation Plan progresses, some of the headline actions will require additional funds for capital expenditure and ongoing operational costs which will be offset by grant funding that has already been approved.

Most actions will require additional human resourcing which is yet to be fully determined, however a review of the City's Works Department will confirm that requirements can be accommodated within existing budgets.

Item 12.2 Continued

ENVIRONMENTAL IMPLICATIONS

The intent of the Waste Plan can be summarised in the following three headings, which as a result of improved operations and increased education to change behaviour, will all have a positive effect on the environment:

- Avoid – Western Australians generate less waste.
- Recover – Western Australians recover more value and resources from waste.
- Protect – Western Australians protect the environment by managing waste responsibly.

Specific actions within the Implementation Plan that will also improve the environment are in relation to improving how the City monitors and collects data as a result of illegal dumping and a review of the public litter bin network.

SOCIAL IMPLICATIONS

The City currently provides a well-received range of efficient waste services to its residents that provide opportunities for improvement in the areas of separation at the source to reduce waste to landfill and improve materials recovery at an economical cost.

Changes to the way the City manages waste in the future will be considered in the context of providing continued value and efficient service to its customers.

OFFICER RECOMMENDATION

That Council:

1. **Endorse the City of Belmont Waste Plan as provided at Attachment 1.**

2. **Directs the Chief Executive Officer to forward the endorsed City of Belmont Waste Plan to the Department of Water and Environmental Regulation for approval.**

12.3 CORPORATE BUSINESS PLAN 2020 - 2024

ATTACHMENT DETAILS

Attachment No	Details
Attachment 2 – Item 12.3 refers	**Corporate Business Plan 2020 - 2024**

Voting Requirement	:	Absolute Majority
Subject Index	:	32/027, 32/001
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	12.10, OCM 26 February 2019 12.8, OCM 27 February 2018 12.7, OCM 27 February 2017 12.6, OCM 22 March 2016
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Executive Services

COUNCIL ROLE

☐	**Advocacy**	*When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
☒	**Executive**	*The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
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☐	**Review**	*When Council reviews decisions made by Officers.*
☐	**Quasi-Judicial**	*When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

To undertake the annual review of the Corporate Business Plan and adopt the revised Corporate Business Plan 2020 - 2024 (refer Attachment 2)

Item 12.3 Continued

SUMMARY AND KEY ISSUES

The *Local Government (Administration) Regulations 1996* require that a local government annually reviews its Corporate Business Plan.

A review was conducted on the current Corporate Business Plan 2019 - 2023, following the adoption of the City's Strategic Community Plan 2020 - 2040 by Council at its meeting on 28 April 2020.

The Corporate Business Plan 2020 - 2024 is the end product of the integration of all business as usual services, informing plans, priorities, projects and initiatives and is aligned to the Strategic Community Plan 2020 - 2040 outcomes and strategies. The Plan has been prepared in accordance with legislative and Integrated Planning Framework Standards imposed by the Department of Local Government, Sport and Cultural Industries.

LOCATION

City of Belmont

CONSULTATION

The Corporate Business Plan 2020 – 2024 has been formulated in conjunction with the City's Executive Leadership Team, the Operational Leadership Team and other key staff across the organisation.

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

Strategy: 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community.

Strategy: 5.3 Invest in services and facilities for our growing community

POLICY IMPLICATIONS

There are no policy implications associated with this report.

Item 12.3 Continued

STATUTORY ENVIRONMENT

The *Local Government (Administration) Regulations 1996* state:

Part 5 — Annual Reports and Planning

Division 1 ***— Preliminary***

19BA. Terms used

In this Part —

Corporate Business Plan *means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in accordance with section 5.56;*

Strategic Community Plan *means a plan made under regulation 19C that, together with a corporate business plan, forms a plan for the future of a district made in accordance with section 5.56.*

Division 3 ***— Planning for the future***

19DA. Corporate Business Plans, Requirements for (Act s. 5.56)

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.*
**Absolute majority required.*

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Item 12.3 Continued

BACKGROUND

A Corporate Business Plan is a mid-term, high level planning document that describes the priorities, services, projects and actions that the City will undertake in response to the aspirations and objectives stated in the Strategic Community Plan. This Plan is a living document which is reviewed every year with a full review undertaken every four years to align with the major review of the Strategic Community Plan, in order to reflect the community's changing aspirations and priorities. This review is a full review of the City's Corporate Business Plan.

A Corporate Business Plan is a legislative requirement as part of the Integrated Planning and Reporting Framework. As part of this Framework, all Councils are required to develop a Strategic Community Plan, a Corporate Business Plan and a mechanism to review and report on all elements of Integrated Planning and Reporting.

The City will use the Corporate Business Plan to:

- Define clear priorities, processes and mid to short term plans;
- Allocate resources (people and budget);
- Monitor achievement on the delivery of the Strategic Community Plan; and
- Inform other key strategies, policies and plans.

OFFICER COMMENT

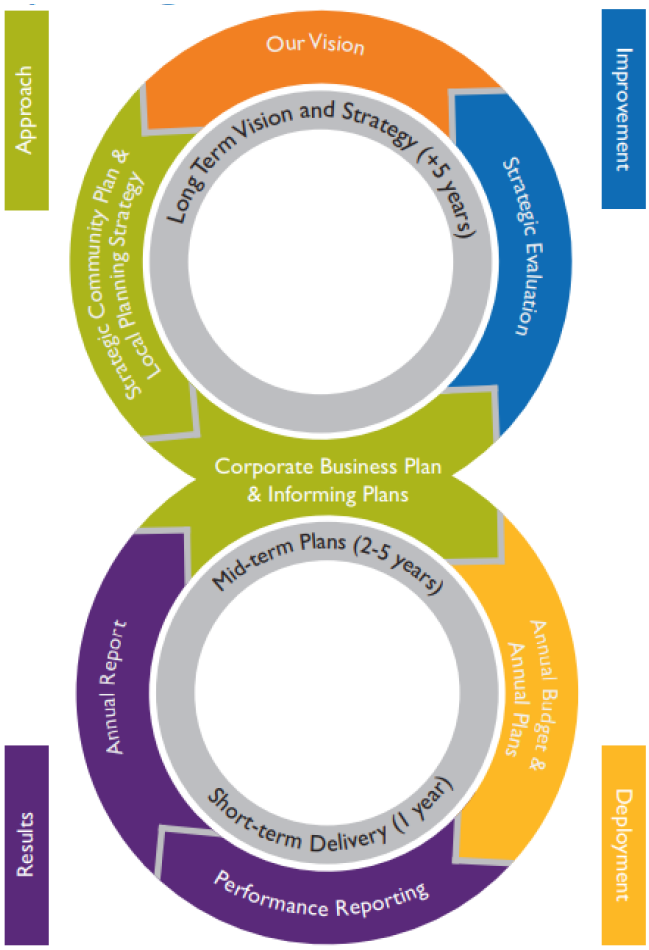
The State Government developed the Integrated Planning and Reporting Framework in 2010. As part of this Framework, all Councils are required to develop a Strategic Community Plan, a Corporate Business Plan and a mechanism to review and report on all elements of Integrated Planning and Reporting. The Corporate Business Plan is informed by relevant input from the Long Term Financial Plan, Asset Management Plans, Workforce Plan and key organisational strategies and plans.

The City is committed to using this Framework and has developed the City of Belmont's Integrated Planning and Reporting Framework (refer diagram below) which is integrated within all City Plans across three levels of planning. They are:

- Strategic Level - A long-term vision and strategy with a minimum five year horizon
- Corporate Level - A mid-term plan with a two to five year horizon
- Delivery Level - A short-term plan with a one year horizon

Item 12.3 Continued

City of Belmont Integrated Planning and Reporting Framework



The four year major review of the Strategic Community Plan has now been completed, with Council adopting the Strategic Community Plan 2020 - 2040 at the Ordinary Council Meeting held in April 2020. This has precipitated a review of the Corporate Business Plan, which is required as part of regulation 19DA of the *Local Government (Administration) Regulations 1996*. As part of regulation 19DA, there is also a requirement to undertake a review of the Corporate Business Plan each financial year. However, as a result of the outbreak of the COVID-19 pandemic in late February 2020, the annual review was delayed to ensure that any resultant changes to business operations were captured and aligned to the annual budget.

The Corporate Business Plan is required to cover four years and be aligned with the Strategic Community Plan. The Corporate Business Plan prioritises and allocates resourcing in accordance with the Strategic Community Plan priorities and objectives to meet the needs and aspirations of the community.

The Corporate Business Plan is a significant part of our Integrated Planning and Reporting Framework. Through the Corporate Business Plan, the aspirations and strategies of the Strategic Community Plan are translated into operational priorities, detailing how they will be implemented and resourced over a four year period. The Corporate Business Plan articulates how the Strategic Community Plan will be delivered through services, projects, initiatives and actions and informs the annual budget.

Item 12.3 Continued

The Corporate Business Plan is structured in alignment with the Strategic Community Plan's five Goals:

1. Liveable Belmont
2. Connected Belmont
3. Natural Belmont
4. Creative Belmont
5. Responsible Belmont

Corporate Business Plan performance will continue to be monitored monthly and provided to Elected Members via the Councillor's Portal with annual reviews by Council.

FINANCIAL IMPLICATIONS

The Corporate Business Plan 2020 - 2024 is supported by the Long Term Financial Plan and the first year of the Corporate Business Plan is budgeted in the Annual Budget 2020-2021.

ENVIRONMENTAL IMPLICATIONS

There are numerous references to the environment in the Corporate Business Plan that will see a range of Plans delivered.

SOCIAL IMPLICATIONS

There are numerous references to the social aspects in the Corporate Business Plan that will see a range of Plans delivered.

OFFICER RECOMMENDATION

That Council endorse the Corporate Business Plan 2020 - 2024 as per Attachment 2.

******ABSOLUTE MAJORITY REQUIRED******

12.4 FORMAL ADOPTION OF THE ANNUAL REPORT 2019-2020

ATTACHMENT DETAILS

Attachment No	Details
Attachment 3 – Item 12.4 refers	**City of Belmont Annual Report 2019-2020**

Voting Requirement	:	Absolute Majority
Subject Index	:	32/001 – Operational/Strategic Planning-Originals
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

COUNCIL ROLE

☐	**Advocacy**	*When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
☒	**Executive**	*The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
☐	**Legislative**	*Includes adopting local laws, local planning schemes and policies.*
☐	**Review**	*When Council reviews decisions made by Officers.*
☐	**Quasi-Judicial**	*When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

To adopt Council's Annual Report for 2019-2020.

SUMMARY AND KEY ISSUES

The statutory Annual Report is prepared to advise the Community on the activities of the local government and includes the audited Annual Financial Report. The Annual Report also contains an overview of the Plan for the Future. The Annual Report is to be presented to the Annual Electors' Meeting that must be conducted prior to the 31 December of the financial year being reported on, however, if the Auditor's Report is not available in time for acceptance by 31 December, then it must be accepted within two months of receiving the Auditor's Report.

Item 12.4 Continued

SUMMARY AND KEY ISSUES

The statutory Annual Report is prepared to advise the Community on the activities of the local government and includes the audited Annual Financial Report. The Annual Report also contains an overview of the Plan for the Future. The Annual Report is to be presented to the Annual Electors' Meeting that must be conducted prior to the 31 December of the financial year being reported on, however, if the Auditor's Report is not available in time for acceptance by 31 December, then it must be accepted within two months of receiving the Auditor's Report.

LOCATION

Not applicable.

CONSULTATION

No public consultation was considered to be required in respect to this matter. The Annual Financial Report and Audit Report have been considered by the Audit and Risk Committee.

STRATEGIC COMMUNITY PLAN IMPLICATIONS

There are no Strategic Community Plan implications evident at this time.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

STATUTORY ENVIRONMENT

Section 5.53(1) of the *Local Government Act 1995* (the Act) prescribes that a local government must prepare an Annual Report and Section 5.53(2) prescribes what must be contained within the Annual Report.

Section 5.54 of the Act prescribes that the Annual Report be accepted by the Local Government by 31 December after that financial year however, if the Auditor's Report is not available in time for acceptance by 31 December, then it must be accepted within two months after the receipt of the Auditor's Report.

Section 5.55 of the Act prescribes that local public notice is to be given as soon as practicable, as to the availability of the Annual Report after its acceptance by the Local Government.

Section 29(2) of the *Disability Services Act 1993* requires a local government with a Disability Services Plan to report via its Annual Report on the implementation of this Plan.

Principle 6 of the State Records Principles and Standards 2002 (*State Records Act 2000)* requires that the City's Annual Report include evidence on the efficiency and effectiveness of the City's Record Keeping Plan, training and induction programs.

Item 12.4 Continued

Section 94 of the *Freedom of Information Act 1992* requires the City to provide an "Information Statement" that outlines the structure of the City, access to information and a range of other information. The City provides details of our "Information Statement" in our Annual Report.

BACKGROUND

The local government is required to prepare, adopt and advertise its Annual Report, prior to the Elector's Meeting. The Annual Electors' Meeting is scheduled to take place at 7.00pm on Wednesday, 16 December 2020.

A presentation and the Annual Financial Report were provided to the Standing Committee (Audit and Risk) at its meeting on Tuesday, 10 November 2020. The Committee resolved the following:

'SEKULLA MOVED, MARKS SECONDED

The Standing Committee (Audit and Risk):

1. *Approve for the Chief Executive Officer to sign the Annual Financial Report for the period ending 30 June 2020 for inclusion in the City of Belmont's 2019-2020 Annual Report.*

2. *Recommend that Council:*

    a. *Accept the amended Annual Financial Report for the period ending 30 June 2020 (as detailed in Tabled Attachment 1); and*

    b. *Note the findings from the recently completed information systems audit as included in the exit brief report, and that a report be presented to a future Standing Committee (Audit and Risk) following receipt of the Management Letter.*

CARRIED 4 VOTES TO 0'

OFFICER COMMENT

The Annual Report contains:

- Reports from the Mayor and Chief Executive Officer together with reports from individual Committee Presiding Members
- A copy of the Financial Statements including the Auditor's Report
- An overview of the Plan for the Future
- Report on the City's Disability Access and Inclusion Plan achievements
- Details of the City's Freedom of Information Act - Information Statement
- Report on the status of the City's Record Keeping Plan.

In accordance with the City's Policy BEXB5.2, a table is included which discloses the total expenditure on Professional Development activities by Councillors for the year being reported on. The listed expenditure does not include Council Nominated Professional Development and Authorised Travel as defined in the policy.

Item 12.4 Continued

A copy of the Annual Report has been provided (refer Attachment 3) and a final "published" version will be circulated to all Councillors when they become available.

The official published copy of the Annual Report will be available for members of the public at the Annual Electors' Meeting and includes a complete Annual Financial Report, however a copy will be made available for public inspection as soon as practicable following Council's resolution on this report.

Council is also advised that arrangements have been made for the appropriate advertising to be carried out once the Annual Report has been accepted.

FINANCIAL IMPLICATIONS

There are no significant financial implications evident at this time other than the costs associated with publication of the Annual Report and statutory advertising.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

SOCIAL IMPLICATIONS

There are no social implications associated with this report.

OFFICER RECOMMENDATION

That Council:

1. **Accept the 2019-2020 Annual Report, including the Annual Financial Report and Independent Auditors Report, as included in Attachment 3.**
2. **Ensure the availability of the Annual Report is advertised in accordance with Section 5.55 of the *Local Government Act 1995*.**
3. **Ensure the Annual Report be available for distribution to members of the public at the Annual Electors' Meeting on Wednesday, 16 December 2020 and a copy be available for inspection by the public as soon as practicable after this meeting.**
4. **As recommended by the Standing Committee (Audit and Risk), note the findings from the recently completed information systems audit as included in the exit brief report, and that a report be presented to a future Standing Committee (Audit and Risk) following receipt of the Management Letter.**

*****ABSOLUTE MAJORITY REQUIRED*****

12.5 APPOINTMENT OF DEPUTY OF THE LOCAL GOVERNMENT FOR THE *HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911*

ATTACHMENT DETAILS

Attachment No	Details
Attachment 4 – Item 12.5 refers	**Statutory Appointment: Deputies under the Health (Miscellaneous Provisions) Act 1911**

Voting Requirement	:	Simple Majority
Subject Index	:	32/022
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

COUNCIL ROLE

☐	**Advocacy**	*When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
☒	**Executive**	*The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
☐	**Legislative**	*Includes adopting local laws, local planning schemes and policies.*
☐	**Review**	*When Council reviews decisions made by Officers.*
☐	**Quasi-Judicial**	*When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

To appoint officers to be the local government's deputy for the purposes of the *Health (Miscellaneous Provisions) Act 1911* (Act) and the regulations made under the Act.

SUMMARY AND KEY ISSUES

It is proposed that the Chief Executive Officer, Director Development and Communities and Manager Safer Communities be appointed as deputies of the local government to assist in fulfilling the local government's obligations under the Act.

Item 12.5 Continued

The positions above have responsibility over the administration of the Act and the appointment of various roles will allow for decisions to be made at the most appropriate level.

LOCATION

Not applicable.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

Strategy: Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

STATUTORY ENVIRONMENT

Health (Miscellaneous Provisions) Act 1911

26*. **Powers of local government***

Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder:

Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

Part 1 Administration

Section 38 Report Annually to the Chief Health Officer

Part 111 Financial

Part IV Sanitary Provisions

Part V Dwellings

Part VI Public Buildings

Part VII Nuisances and Offensive Trades

Item 12.5 Continued

Part XIV Regulations and Local Laws

Section 342 Make Repeal, amend or suspend local laws with the consent or at the direction of the Chief Health Officer

Section 344C Fix fees and charges

Part XV Miscellaneous provisions

Section 353 Take possession of land where expenses are due and unpaid for 3 years
Section 357 Suspend or cancel any licence or registration of persons convicted for any offence under the Act

Section 358(1) Prosecution of offences

Section 374 Appearance of local government in legal proceedings

BACKGROUND

Various decisions made under the *Health (Miscellaneous Provisions) Act 1911* relate to land use approvals for temporary buildings, lodging houses, decisions on the safety of dwellings and provisions relating to the sanitary conditions of certain infrastructure.

Efficient and responsive decision making in this area supports ongoing amenity.

OFFICER COMMENT

The *Health (Miscellaneous Provisions) Act 1911* does not have an instrument of delegation; as such there is no statutory power for Council to delegate its powers and functions under the Act. However section 26 of the Act provides for the Council to appoint a deputy to undertake its functions which is a similar process to delegation.

The appointment of a number of City officers as deputies will assist the City to efficiently and effectively fulfil its functions under the Act. It should be noted that appointment of deputies does not affect the ability for Council to carry out its functions under the Act and matters can still be referred to Council for consideration where appropriate.

The City has robust processes and procedures in relation to the administration and enforcement of public health related matters. The appointment of deputies does not affect the ability for the City's Environmental Health Officers (authorised officers under the *Public Health Act 2016)* to carry out their statutory functions.

It is recommended that the conditions and limitations as contained in Attachment 4 be imposed by Council on the appointment.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

Item 12.5 Continued

SOCIAL IMPLICATIONS

There are no social implications associated with this report.

OFFICER RECOMMENDATION

That Council:

Approve the appointment of the Chief Executive Officer, the Director Development and Communities and the Manager Safer Communities as deputies under section 26 of the *Health (Miscellaneous Provisions) Act 2011* to exercise the powers and discharge the functions of the City under that Act and the regulations, local laws and orders made thereunder, as shown in Attachment 4 – Appointment of Deputies under s.26 of the *Health (Miscellaneous Provisions) Act 1911*.

12.6 ACCOUNTS FOR PAYMENT – OCTOBER 2020

ATTACHMENT DETAILS

Attachment No	Details
Attachment 5 – Item 12.6 refers	**Accounts for Payment – October 2020**

Voting Requirement	:	Simple Majority
Subject Index	:	54/007-Creditors-Payment Authorisations
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance Division

COUNCIL ROLE

☐	**Advocacy**	*When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
☒	**Executive**	*The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
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PURPOSE OF REPORT

Confirmation of accounts paid and authority to pay unpaid accounts.

SUMMARY AND KEY ISSUES

A list of payments is presented to the Council each month for confirmation and endorsement in accordance with the *Local Government (Financial Management) Regulations 1996*.

LOCATION

Not applicable.

Item 12.6 Continued

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC COMMUNITY PLAN IMPLICATIONS

There are no Strategic Community Plan implications evident at this time.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

STATUTORY ENVIRONMENT

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* states:

> *"If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared:*
>
> *(a) the payee's name;*
>
> *(b) the amount of the payment;*
>
> *(c) the date of the payment; and*
>
> *(d) sufficient information to identify the transaction."*

BACKGROUND

Checking and certification of Accounts for Payment required in accordance with *Local Government (Financial Management) Regulations 1996*, Regulation 12.

OFFICER COMMENT

The following payments as detailed in the Authorised Payment Listing are recommended for confirmation and endorsement.

Municipal Fund Cheques	788555 to 788570	$26,293.86
Municipal Fund EFTs	EF069942 to EF070415	$9,263,560.22
Municipal Fund Payroll	October 2020	$2,139,973.66
Trust Fund EFTs	EF070033 to EF070035	$5,693.07
Total Payments for October 2020		**$11,435,520.81**

A copy of the Authorised Payment Listing is included as Attachment 5 to this report.

FINANCIAL IMPLICATIONS

Provides for the effective and timely payment of Council's contractors and other creditors.

Item 12.6 Continued

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

SOCIAL IMPLICATIONS

There are no social implications associated with this report.

OFFICER RECOMMENDATION

That the Authorised Payment Listing for October 2020 as provided under Attachment 5 be received.

12.7 MONTHLY ACTIVITY STATEMENT AS AT 31 OCTOBER 2020

ATTACHMENT DETAILS

Attachment No	Details
Attachment 6 – Item 12.7 refers	**Monthly Activity Statement as at 31 October 2020**

Voting Requirement	:	Simple Majority
Subject Index	:	32/009-Financial Operating Statements
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

COUNCIL ROLE

☐	**Advocacy**	*When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
☒	**Executive**	*The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
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PURPOSE OF REPORT

To provide Council with relevant monthly financial information.

SUMMARY AND KEY ISSUES

The following report includes a concise list of material variances and a Reconciliation of Net Current Assets at the end of the reporting month.

LOCATION

Not applicable.

Item 12.7 Continued

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC COMMUNITY PLAN IMPLICATIONS

There are no Strategic Community Plan implications evident at this time.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

STATUTORY ENVIRONMENT

Section 6.4 of the *Local Government Act 1995* in conjunction with Regulations 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires monthly financial reports to be presented to Council.

Regulation 34(1) requires a monthly Statement of Financial Activity reporting on revenue and expenditure.

Regulation 34(5) determines the mechanism required to ascertain the definition of material variances which are required to be reported to Council as a part of the monthly report. It also requires Council to adopt a "percentage or value" for what it will consider to be material variances on an annual basis. Further clarification is provided in the Officer Comments section.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* requires that financial statements are presented on a monthly basis to Council. Council has adopted ten percent of the budgeted closing balance as the materiality threshold.

OFFICER COMMENT

The Statutory Monthly Financial Report is to consist of a Statement of Financial Activity reporting on revenue and expenditure as set out in the Annual Budget. It is required to include:

- Annual budget estimates
- Budget estimates to the end of the reporting month
- Actual amounts to the end of the reporting month
- Material variances between comparable amounts
- Net current assets as at the end of the reporting month.

Previous amendments to the Regulations fundamentally changed the reporting structure which requires reporting of information consistent with the "cash" component of Council's budget rather than being "accrual" based.

Item 12.7 Continued

The monthly financial report is to be accompanied by:

- An explanation of the composition of the net current assets, less committed* and restricted** assets
- An explanation of material variances***
- Such other information as is considered relevant by the local government.

**Revenue unspent but set aside under the annual budget for a specific purpose.*

***Assets which are restricted by way of externally imposed conditions of use e.g. tied grants.*

****Based on a materiality threshold of 10 percent.*

In order to provide more details regarding significant variations as included in Attachment 6 the following summary is provided.

Report Section	***Budget YTD***	***Actual YTD***	***Comment***
Expenditure - Capital			
Computing	549,501	160,288	Timing issue regarding the payment of business applications and equipment.
Crime Prevention and Community Safety	213,343	269,633	Variance relates to the purchase and installation of CCTV at the Belmont Hub.
Town Planning	95,800	40,368	Purchase of Fleet has been deferred.
Environment	87,537	Nil	A number of Environment projects are behind schedule.
Grounds Operations	364,341	250,168	Variance mainly relates to Faulkner Park irrigation renewal and the Forster Park upgrade.
Road Works	1,559,453	1,265,064	Timing issue with the budget spread of a number of road projects.
Drainage Works	207,248	42,278	Drainage improvement projects and side entry pit upgrades are behind schedule.
Operations Centre	206,272	103,962	Major plant is currently on order.
Building Operations	711,849	457,127	Variance relates to the Belmont Hub.
Expenditure – Operating			
Computing	1,219,239	1,122,869	Budget spread regarding licence fees.
Marketing and Communications	742,501	637,084	Variance relates to functions/catering and printing costs.
Governance	1,203,148	1,114,865	Activity Based Costing (ABC) allocations are below budget.
Rates	1,942,613	2,058,503	A greater number of residents than had been anticipated paid their rates in full, resulting in a greater take-up of the 5% discount.
City Facilities and Property	407,561	343,722	Employee and consulting costs are below budget.
Town Planning	1,178,865	962,999	Employee and consulting costs are below budget.
Sanitation Charges	1,665,217	1,558,829	Invoices are processed one month in arrears.

Item 12.7 Continued

Report Section	*Budget YTD*	*Actual YTD*	*Comment*
Donations and Grants	127,833	42,825	Budget spread issue regarding payment of MOU's.
Public Facilities Operations	88,926	7,544	Budget spread issue regarding contributions to sporting clubs.
Belmont Oasis	311,725	191,514	Although there are outstanding contract management costs the financial cost to manage the Oasis given the impact of Covid-19 has been better than expected.
Ruth Faulkner Library	1,067,423	931,757	Largely relates to minor fit-out costs regarding the Belmont Hub and employee costs.
Community Place Making	80,000	25,623	Variance largely relates to public art projects.
Grounds Operations	2,015,584	1,893,317	Parks maintenance and employee costs are below budget.
Grounds - Active Reserves	330,968	487,905	Turf maintenance programs at Peet and Forster Park are ahead of schedule.
Grounds Overheads	582,297	506,866	Employee costs are below budget.
Road Works	375,362	323,908	Street lighting maintenance costs are below budget.
Building Operations	645,241	548,862	Budget spread issue regarding cleaning costs at the Belmont Hub.
Technical Services	942,298	866,424	Employee and consulting costs are below budget.
Revenue - Capital			
Road Works	(382,386)	(136,135)	Relates to the timing of road grants.
Revenue - Operating			
Finance Department	(727,322)	(785,036)	ABC recoveries are above budget.
Computing	(902,927)	(1,093,124)	ABC recoveries are above budget.
Reimbursements	(121,721)	(43,614)	Miscellaneous and Workers Compensation reimbursements are outstanding.
Rates	(49,861,398)	(49,933,006)	ESL administration fee received earlier than anticipated.
Financing Activities	(326,048)	(115,915)	Monthly variances are expected due to the timing of term deposits maturing.
Streetscapes	Nil	(76,401)	Prepaid road / verge maintenance income.
Public Works Overheads	(411,104)	(189,014)	Overhead recoveries are below budget.
Plant Operating Costs	(445,801)	(324,783)	Overhead recoveries are below budget.

Item 12.7 Continued

In accordance with *Local Government (Financial Management) Regulations 1996*, Regulation 34 (2)(a) the following table explains the composition of the net current assets amount which appears at the end of the attached report.

Reconciliation of Nett Current Assets to Statement of Financial Activity		
Current Assets as at 31 October 2020	**$**	**Comment**
Cash and investments	72,968,834	Includes municipal and reserves
- less non rate setting cash	(48,359,205)	Reserves
Receivables	28,833,717	Rates levied yet to be received and Sundry Debtors
ESL Receivable	(2,899,904)	ESL Receivable
Stock on hand	205,209	
Total Current Assets	**50,748,650**	
Current Liabilities		
Creditors and provisions	(13,818,203)	Includes ESL and deposits
- less non rate setting creditors & provisions	6,393,701	Cash Backed LSL, current loans & ESL
Total Current Liabilities	**(7,424,502)**	
Nett Current Assets 31 October 2020	43,324,148	
Nett Current Assets as Per Financial Activity Report	43,324,148	
Less Committed Assets	**(42,824,148)**	All other budgeted expenditure
Estimated Closing Balance	**500,000**	

FINANCIAL IMPLICATIONS

The presentation of these reports to Council ensures compliance with the *Local Government Act 1995* and associated Regulations, and also ensures that Council is regularly informed as to the status of its financial position.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

SOCIAL IMPLICATIONS

There are no social implications associated with this report.

OFFICER RECOMMENDATION

That the Monthly Financial Reports as at 31 October 2020 as included in Attachment 6 be received.

13. REPORTS BY THE CHIEF EXECUTIVE OFFICER

13.1 REQUESTS FOR LEAVE OF ABSENCE

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

15. CLOSURE