



City of Belmont

ORDINARY COUNCIL MEETING

MINUTES

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24 September 2019

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ATTACHMENTS INDEX

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CONFIDENTIAL ATTACHMENTS INDEX

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MINUTES

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 J Davis	South Ward
Cr J Powell	South Ward
Cr S Wolff	South Ward
Cr L Cayoun	West Ward
Cr G Sekulla, JP	West Ward

IN ATTENDANCE

Mr J Christie	Chief Executive Officer
Mr R Garrett	Director Corporate and Governance
Mr M Ralph	A/Director Infrastructure Services
Mr W Loh	A/Director Development and Communities
Ms AM Forte	Executive Manager People and Organisational Development
Mr J Olynyk, JP	Manager Governance
Mr J Warner (<i>dep 8.19pm</i>)	A/Manager Community Development
Mrs M Lymon	Principal Governance and Compliance Advisor
Ms D Morton	A/Coordinator Marketing and Communications
Ms S D'Agnone	Governance Officer

MEMBERS OF THE GALLERY

There were 10 members of the public in the gallery and one press representative.

1. OFFICIAL OPENING

7.01pm The Presiding Member welcomed all those in attendance and declared the meeting open.

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

Ms J Gillan (Apology)

Director Development and Communities

3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT

3.1 FINANCIAL INTERESTS

Name	Item No and Title
Mr J Christie	Item 14.1 – Staff Matter – Chief Executive Officer Annual Performance Appraisal 2018-2019 Nature of Interest: Relates directly to the remuneration of the CEO

3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY

Name	Item No and Title
Cr L Cayoun	Item 12.4 - Eastern Metropolitan Regional Council (EMRC) Container Deposit Scheme – Refund Point Operator(s) Nature of Interest: Friendship with several employees of the scheme provider

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

4.1 ANNOUNCEMENTS

The Presiding Member invited Councillors whose terms were expiring on 19 October 2019 to say a few words. Councillors Wolff, Bass, Rossi and Marks spoke briefly.

4.2 DISCLAIMER

7.11pm The Presiding Member drew the public gallery's attention to the Disclaimer.

The Presiding Member advised the following:

'I wish to draw attention to the Disclaimer Notice contained within the Agenda document and advise members of the public that any decisions made at the meeting tonight can be revoked, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received.'

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

Nil.

5. PUBLIC QUESTION TIME

5.1 RESPONSES TO QUESTIONS TAKEN ON NOTICE

5.1.1 MS SCHARFENSTEIN, 140 COOLGARDIE AVENUE, REDCLIFFE

The following questions were taken on notice at the 27 August 2019 Ordinary Council Meeting. Ms Scharfenstein was provided with a response on 12 September 2019. The response from the City is recorded accordingly:

1. The DA6 Draft Structure Plan is now approximately 12 months overdue, if released by the end of 2019. What, precisely, has delayed its completion and release, and please advise which agencies have contributed to this delay?

In preparing the Draft Structure Plan for Development Area 6 (DA6), the City seeks to balance competing priorities to ensure a good outcome for the community as a whole. There are a number of technical matters that the City has been examining in the preparation of the Draft Structure Plan. This includes incorporating Water Sensitive Urban Design/living stream principles to the Southern Main Drain, while balancing the desire to retain significant trees and ensuring the provision of useable open space for the community.

The City's officers have been liaising with the relevant agencies to explore funding mechanisms to ensure the costs of infrastructure upgrades are equitable and viable. At various points, Commonwealth and State Government agencies have had to explore options and consider business cases in their contribution to the project. The different tiers of government agencies involved also add to the complexity of coordination.

In addition to the above, a significant amount of time has been dedicated to developing design standards to guide future development in the precinct so that good quality design outcomes are achieved.

Given the scope and multiplicity of agencies involved, it is reasonable to expect that delays are likely over the course of the project. It is not reasonable to attribute delays to specific agencies.

2. Has this imposed any additional costs on the process of DA6? Please advise the initial estimated budget (either total for all years to current date or by annual YTD from 2011) for preparation and completion of the DA6 Vision Plan, Draft Structure Plan and Draft Implementation Strategy, and the total cost to date of all components of the DA6 Vision Plan and Draft Structure Plan and Implementation Strategy ie: have costs exceeded budget and by how much in each financial year.

The Vision Plan for DA6 was adopted in 2011 as part of a separate process to the Draft Structure Planning work for the precinct. In December 2016, the City engaged Taylor Burrell Barnett Planning Consultants to prepare a Structure Plan, Implementation Scheme, Infrastructure Funding Strategy and Development Contribution Plan, as well as Design Guidelines for the precinct. The budget for this work was approximately \$655,000 over the duration it would take to complete the project. The costs have not exceeded the budget. For the 2019/20 financial year, \$180,000 has been allocated to progress the planning work for DA6.

Item 5.1.1 Continued

3. Why has the City failed to engage with one of its key stakeholders, the existing Redcliffe community, in regard to the DA6 Draft Structure Plan and when will it finally initiate the community engagement with this key stakeholder?

The project has not reached milestones that enable further community engagement at this point. The ongoing engagement with State Government agencies relate to identifying options to address technical matters such as drainage design and funding strategies. The Draft Structure Plan document is reliant on these details. The next step of engagement with the community would be to seek comments and input on the provisions of the Draft Structure Plan document. It is intended that this will occur towards the end of 2019.

4. Will the City address this oversight in future by holding regular meaningful engagement with its key stakeholder and when will this start?

The City certainly seeks to meaningfully engage with the DA6 community in developing the planning framework. As explained in the response to Question 3, the next stage of engagement with the community will be when the Draft Structure Plan document has been formed up.

5.1.2 MR R FOSTER, 140 COOLGARDIE AVENUE, REDCLIFFE

The following questions were taken on notice at the 27 August 2019 Ordinary Council Meeting. Mr Foster was provided with a response on 12 September 2019. The response from the City is recorded accordingly:

1. It is general knowledge now that the Department of Communities is going to do a development on the corner of Kanowna and First Street next to the Redcliffe Primary School and Ryans Court. The City of Belmont now knows of the traffic issues around Stanton/First and Kanowna and of the issues across Belmont of on-road or overflow parking with these types of developments. Will the City of Belmont address these parking issues with their long awaited Redcliffe DA6 Structural Plan or will they wait for the mess to happen and then attempt to amend their Local Planning Scheme?

Response

It is acknowledged that development of the precinct means that changes in traffic volumes and car parking arrangements will occur. The draft planning framework for DA6 is intended to include contemporary provisions that address car parking in the context of this Metronet precinct.

2. Below is a breakdown of turning movements off and onto Great Eastern Highway (GEH) between Tonkin and the GEH bypass in 2024/25, with impacts on the City of Belmont's Highway Strategy and the Redcliffe DA6 Structure Plan. In a 755 metre section of GEH from Ben Street to the Brearley cover up, there is the opportunity for vehicles to make 29 right hand and left hand turning movements off GEH. This is a total of (approx.) 87 possible turning movements off and onto GEH in 755 metres of GEH. Why hasn't the City of Belmont protested more strongly to the Minister for Planning, Minister of Transport and the MRWA stating that this is unacceptable?

Item 5.1.2 Continued

Response

There are numerous properties and access roads connecting to this section of Great Eastern Highway, therefore left-turn as well as right-turn movements are inevitable. There is no reason for the City to protest on this basis. Notwithstanding this, Great Eastern Highway is classified as a Primary Distributor Road, and access to properties along this road is subject to assessment and approval by Main Roads Western Australia (MRWA). The assessment includes the impact of turning movements on safety, as well as the efficient functioning of the road. Any concerns in this regard should be directed to MRWA.

5.1.3 Ms L HOLLANDS, 2 MILLER AVENUE, REDCLIFFE, ON BEHALF OF BELMONT RESIDENT AND RATEPAYERS GROUP (BRRAG)

The following question was taken on notice at the 27 August 2019 Ordinary Council Meeting. Ms Hollands was provided with a response on 9 September 2019. The response from the City is recorded accordingly:

On the 27 July 2019 BRRAG wrote to CEO John Christie regarding copyright of the meeting recordings. We outlined in our letter the Copyright Act 1968, 103b, 1a – Fair Dealing for the purpose of reporting news, which we believe allows us to put the recordings on our website. No response was received from Mr Christie.

On the 15 August 2019 we received a response from the Mayor for clarification. It advised that BEXB45 policy had been done in conjunction with legal advisors and its relationship to the *Copyright Act 1968*. Our letter in response to the Mayor pointed out there was no reference to the Copyright Act in the item package received by Councillors to vote on and we advised that the copyrighting of these recording may well be inconsistent with copyright legislation, so my question is: Are we likely to have a response prior to the Electors' meeting which has been called on the 16 September 2019 on the topic of recording of Council Meetings?

In accordance with responses previously provided in writing to the Belmont Residents and Ratepayers Action Group on 15 August 2019 and 26 July 2019 in relation to this matter, the City's position remains unchanged.

5.1.4 MR R BROINOWSKI, 66 ARMADALE ROAD, RIVERVALE

The following questions were taken on notice at the 27 August 2019 Ordinary Council Meeting. Mr Broinowski was provided with a response on 11 September 2019. The response from the City is recorded accordingly:

2. Will the Council do something about cutting back or removing the ground cover ivy in Copley Park because there have been needles in the area, particularly since this crime wave has been on and kids like to run through the ivy?

City Officers inspected Copley Park on 4 September 2019 paying particular attention to the garden beds with ivy. No syringes were found. A review of City records over the past two years did not show any reports of syringes or related activities/issues at this location. The ivy is growing in heavily shaded areas generally beneath trees and is somewhat sparse as a consequence. Pruning would be largely ineffective and removal would detract from the aesthetics of the site.

3. Could Council have a serious look at and review the cross road situation on the corner of Francisco Street and Armadale Road? I see mothers with prams struggling to get across with cars coming through very quickly. I would ask that Council look at some signage for the area.

Francisco Street has median islands on both sides of the intersection with Armadale Road to help facilitate pedestrian movements and to offer protection for those crossing Francisco Street.

Francisco Street has a posted speed limit of 50km/h and is classified as a Local Distributor Road under the Main Roads WA Road hierarchy. Armadale Road is classified as a Local Access Road, also with a posted speed limit of 50km/h. As the traffic on Armadale Road is required to give way to vehicles travelling along Francisco Street, it would appear that the through traffic is travelling faster than the speed limit, yet this is not the case.

A review of the crash statistics from 2016 as compared to the most recent one from 2019 shows that the number of crashes at the intersection has reduced from a total of 6 (in 2016) to a total of 3 (in 2019) over the respective five year reporting periods.

As this intersection mirrors hundreds of others throughout the metropolitan area, Main Roads WA, who are the sole authority for statutory warning signage, would not approve additional signage at this location as there are no special circumstances to warrant it. As a result, the City does not support a request for further signage at this location

4. I would ask that Council reconsider and have a look at the ibis nesting situation. The Town of Victoria Park are destroying the nesting island opposite the Crown Casino and these birds will start moving towards new nesting areas.

The Australian White Ibis are a protected species that migrate large distances to feed and nest. They are well adapted to the urban environment, making use of food left behind by park visitors and often nesting in introduced plant species such as Cocos Palms and Bougainvillea. At present there is no suitable technique to stop the arrival of new birds or the successful breeding of existing birds. Please refer to the following link for more information on the management of this bird species. [City of Belmont Website - Services/Environment/Biodiversity](#)

5.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Presiding Member advised that Public Question Time during Council meetings is audio recorded for minute verification purposes and requested that the Governance Officer commence recording.

7.12pm The Presiding Member drew the public gallery's attention to the rules of Public Question Time as written on the public question form. In accordance with rule (I), the Mayor advised that he had registered three members of the public who had given prior notice to ask questions.

The Presiding Member invited members of the public who had yet to register their interest to ask a question to do so. Four further registrations were forthcoming.

5.2.1 MR D BURKE, 9 DAYANA COURT, REDCLIFFE

1. With the Council currently in an election period without a caretaker policy in place, which many contemporary equivalent Councils do have to ensure major decisions are avoided during an election period, and to ensure there is no undue influence by sitting Councillors, may the City please provide the reasons for the City not having such a policy in place to ensure the fairest election possible? For transparency sake, I am a candidate in this election. Thank you.

Response

The Chief Executive Officer advised there is no legal requirement for Council to have a caretaker policy in place. The City currently has a policy to ensure transparency and the appropriateness of governance services to sitting Elected Members in the lead up to the Local Government elections and Council may wish, at any time, to consider the implementation of a caretaker policy.

5.2.2 MR S QUINN, 15 DURBAN STREET, BELMONT

1. In the recent Southern Gazette (19 September 2019) the City of Belmont placed an advertisement stating that there was a '3.1% increase in tree canopy' for the City. It also stated that the '*Council is dedicated to urban forestry, with strong targets to replace lost canopy*'. Was this increase in tree canopy for the past 12 months and what is the current tree canopy cover percentage for the City of Belmont?
2. As the Urban Forest Canopy Plan has not been released to the public, can you advise of the future tree canopy target (and any other strong targets) that have been set for the City?

Response

The Presiding Member advised the questions would be taken on notice.

Item 5.2.2 Continued

3. Item 12.2 Design Review Panel - Draft Terms of Reference, Attachment 3. The establishment of an independent Design Review Panel is a welcome initiative, though there are some areas of concern in the Terms of Reference. Membership of the Panel will be sought via public expressions of interest, with current Council employees and Councillors not being eligible for appointment. Panel meetings shall generally be closed to members of the public for commercial confidentiality reasons. Can the eligibility criteria be extended to also exclude any previous long term consultants from appointment to the Panel. This might respectfully enable a truly fresh, independent and alternative approach to development proposals, where the proposed 'Guiding Principles' are respected and the economic/business imperatives of Council are kept in balance.

Response

The Acting Director Development and Communities advised the City has not previously engaged long term consultants in relation to Design Review Panels. On occasions, urban design experts, landscape or traffic consultants have been engaged on an as needed basis to provide peer review and assessment of specialist areas relating to a specific development.

To ensure the design review process is independent, the Design Review Panel Terms of Reference will require panel members to declare conflicts of interest to ensure the design review process is independent. Criteria therefore should be left open in order to get the full pool of experts from the industry.

4. Can some avenue be provided for interested or affected members of the public to have input into this proposed Design Review Panel, whether through representatives or via submissions?

Response

The Acting Director Development and Communities advised that a Design Review Panel considers technical aspects of the design. It would not be appropriate or effective for members of the community to become involved in those discussions.

The Design Review Panel will not replace the planning assessment process of a development application, or the public consultation and advertising process. There will still be opportunities for members of the public to make submissions before applications are determined.

5.2.3 MR D SMITH, 87 TOORAK ROAD, RIVERVALE

1. I would like to draw your attention to what is stated on back of the current Belmont Bulletin '*Council asserts copyright and asserts that no copying without permission is to be done*'. I note that some Councillors up for re-election have reproduced sections of the Belmont Bulletin. Has Council given them permission?

Response

The Chief Executive Officer advised he is not aware that Council has provided any permission to any candidates.

The Director Corporate and Governance advised he is unaware of any permissions being granted, however he is also not aware of any document being reproduced.

2. Referring to the Catalyse Survey, the City is claiming to be an industry leader. I note that the overall rating for Belmont is eight out of 16 metropolitan Councils, which is very similar to the 2018 rating, which was tenth out of eighteen. The change is not statistically significant. How does Council justify identifying itself as an industry leader when it is firmly middle of the pack?

Response

The Chief Executive Officer advised that what Mr Smith is referring to are the industry benchmarks that the City currently holds from the latest survey. 60 Local Governments contributed to the survey and from that the City of Belmont has eight industry benchmarks from within the local governments that participated.

3. Is it true that there are more benchmarks than there are Councils?

Response

The Chief Executive Officer advised that would depend on the structure of the survey and the questions asked, and whether three or more Councils ask similar questions to be able to determine whether or not there is a benchmark.

The Director Corporate and Governance advised that the City of Belmont sits in eighth place and scored very close to the four or five Councils ahead of it.

The Chief Executive Officer advised the first placed Council scored 85, the next scored 76, then two Councils scored 74. With a score of 72, the City of Belmont has definitely scored well in the survey.

4. So did the City of Belmont score eighth out of 16 metropolitan Councils?

Response

The Presiding Member advised that the question would be taken on notice.

5. How much has Council spent on advertising during the election period?
6. How much are certain members relying on the statements made in that advertising in their advertising?
7. Do we think that we are complying with the *Local Government Act 1995*?

Item 5.2.3 Continued

Response

The Chief Executive Officer advised he emphatically believes the City of Belmont to be complying with the *Local Government Act 1995*. He is unaware of the total election related costs incurred by the City.

The Director Corporate and Governance advised that the question would be taken on notice.

8. An article in the current Belmont Bulletin discusses the financial affairs of a not for profit club. Flyers were handed out in Rivervale today, authorised by the Mayor, which made comments about the same not for profit club. Is Council in compliance with section 5.23 of the *Local Government Act 1995*?
9. Has Council made disclosures about the debt of a ratepayer?

Response

The Chief Executive Officer advised that all statements made in the Belmont Bulletin article were already available as public knowledge as the matter has been through the Council meeting process on a number of occasions.

The Director Corporate and Governance further advised that the information in the Belmont Bulletin was in the public domain prior to being published in the Belmont Bulletin.

5.2.4 Ms L HOLLANDS, 2 MILLER AVENUE, REDCLIFFE

Rat running around Hardey, Stanton, Durban and Epsom has been a major issue in the Redcliffe area for a very long time. With the closure of Brearley Avenue, which the City of Belmont supported, instead of supporting residents who believed it would increase traffic, locals now have difficulties getting in and out of properties with the increased traffic. Members of the gallery have been asking questions regarding traffic management and what is going to be done to remedy the problem. To date nothing has happened except excuses. Yesterday a car ended up on its roof right near the school.

1. Will it take a fatality or serious accident to get something done? Is there any plan to do anything about the rat running traffic and when can residents expect some relief?

Response

The Acting Director Infrastructure Services advised the City has been aware of the traffic situation in DA6 and particularly along Stanton Road for a number of years, and a number of responses to questions have been provided at Council meetings on that basis.

The City is committed to continuing traffic counts and monitoring results. Currently, the City is satisfied with the safety aspects and speed at which traffic is travelling. As part of the DA6 process of developing a Structure Plan, the City is also considering extending some of the traffic parameters to look at roads such as Stanton Road as it impacts and interfaces with DA6. This may result in the introduction of further traffic management devices within DA6.

As a matter of course, the City does not comment on traffic accidents, however in reference to the serious traffic accident on 23 September 2019, and subsequent speculation from some areas that the road system may have contributed to its cause, preliminary feedback provided to the City from WA Police highlighted that a driver travelling along Morrison Street in a north/south direction did not stop at a stop sign but continued onto Stanton Road and was subsequently hit by traffic on Stanton Road. Volume or speed of traffic on Stanton Road did not contribute in any way to the accident. WA Police advise their preliminary investigations have revealed the cause of the accident as driver inattention and not related to the road system.

2. Mr Mayor, are you personally satisfied with traffic situation on Stanton? There have been two more accidents on that road in the last 10 days.

Response

The Acting Director Infrastructure Services advised the City has received correspondence from residents regarding some accidents in DA6 occurring in recent weeks, however WA Police report they have no record of any traffic incidents occurring during this time.

The Presiding Member advised that any accident is considered to be unacceptable, however the serious one that occurred on 23 September 2019 has clearly occurred due to driver error and not the road system.

3. As an East Ward representative, are you satisfied with the traffic? Nothing is happening, we still don't have an answer as to when something will be happening, so I don't think my question has been answered.

Item 5.2.4 Continued

Response

The Presiding Member advised it is his hope that there will be no accidents on Stanton Road. He would also very much like to see no accidents or any increased traffic in DA6, however both are unlikely. Further, the City will re-examine the traffic situation in DA6 when current construction works have been completed.

4. A few weeks ago a meeting was called at Ascot Racecourse to discuss planning issues in the area. Was this an official City of Belmont meeting?
5. Did all East Ward Councillors get an invite?

Response

The Presiding Member advised he was invited and attended a meeting in Ascot which was organised by the WA Trainers Association of which some Councillors were invited.

6. Was the City's Planning Manager there in the capacity of a volunteer or a paid staff member?

Response

The Presiding Member advised that the Manager Planning Services was invited to the meeting by the organisers and he accepted.

7. You haven't given us a commitment as to when we will have the results of the carried motions from the Annual Electors' Meeting come to Council.

Response

The Presiding Member advised it was stated at the conclusion of the Special Electors' Meeting that all decisions made at that meeting would be considered by Council at the 29 October 2019 Ordinary Council Meeting.

8. Regarding the Equal Opportunity Act and Disability Discrimination Act, have any Councillors made their own enquiries?

Response

The Chief Executive Officer refuted the content of BRRAG letters claiming that the City discriminates against people with disabilities and advised that the City's Civic Centre building is universally accessible. Any person with a disability can freely access the building, which has lifts and ramps.

9. Is there going to be a follow up from the City of Belmont regarding all these brochures and the allegations of copyright breaches?

Response

The Chief Executive Officer advised the City is not aware of any copyright breach.

5.2.5 MR P HITT, 14 MCLACHLAN WAY, BELMONT

1. Are you Mr Mayor happy to continue to vote against live video streaming of Council meetings, therefore excluding a large percentage of residents from obtaining a fair and unbiased view of how Councillors vote on Council relating issues, if you are re-elected?

Response

The Presiding Member advised he is yet to decide how he will vote on this matter. He referred to the Special Electors' Meeting held 16 September 2019 and suggested that with the poor behaviour of some members of the gallery on that night, it was probably preferable that it was not livestreamed.

2. Is the ongoing refusal by the City of Belmont to livestream its meetings to residents a symptom of the City trying to distance itself and the ramifications of its decision making to the residents of City of Belmont?

Response

The Chief Executive Officer advised it is a fallacy for anybody to claim the City of Belmont is not open, transparent, accountable, and that it is distancing itself from the residents of the City of Belmont when the following is considered:

There is no requirement for the City to record or livestream Public Question Time or to livestream Council meetings. The Council decision to record Public Question Time is as a direct result of a request from members of the gallery, who questioned the accuracy of the minutes. The City now records Public Question Time and can, therefore, confirm the accuracy of the minutes should they be contested. When the minutes are published on the City's website, they become available for all members of the public to download free of charge and provide a clear understanding of what happened within the Council Chamber.

3. The Town of Bassendean recently voted to record Council meetings. Mayor McLennan said the Council was committed to enhance opportunities for genuine engagement within the community. Is this Council unwilling or unable to rise to the challenge of providing full transparency in its decision making to the residents in Belmont? Everybody else is doing it. Why can't the City of Belmont?

Response

The Chief Executive Officer advised that Council will consider this matter at the 29 October 2019 Ordinary Council Meeting.

7.43pm ROSSI MOVED, POWELL SECONDED that question time be extended.

CARRIED 9 VOTES TO 0

5.2.6 Ms J GEE, 97 GABRIEL STREET, CLOVERDALE

1. If CPI does not reach 1.75% will Council refund the difference back to ratepayers?

Response

The Director Corporate and Governance advised he did not expect that the City would be refunding rates back to ratepayers.

2. Regarding the Community Building -
What was the original cost?
What is the current cost to fit out?
What is the cost of the fitout?
What was the original contract cost?
What grants were obtained from whom and for how much?
How much are the ratepayers going to be paying when you take the grants out?
Who will be paying interest on any loans?

Response

The Presiding Member advised that the questions would be taken on notice.

3. At the last OCM the Council voted to collect rates from three organisations and to give them a grant back to cover the rates. What was missing was that there was no time frame. Is it just for this year, or is it for five years? Does it mean that at some point Council will fetch that back?

Response

The Director Corporate and Governance advised that the Council resolution will remain in place until Council make an alternative decision in the future. Even if a decision is made in perpetuity there is no certainty of its continuity as at any point the decision can be reviewed and changed by a future Council.

4. Mr Mayor you stated in your election material that the Council is run as a business. Has State Government been informed that Council is now a business and not a Local Government entity?

Response

The Presiding Member advised that Councils are businesses and Local Government entities in one, the idea being Councils must make certain they manage their organisation so as not to cost ratepayers unnecessary expenses.

5. I thought we (Council) didn't pay GST and stuff like that so that technically makes Council not for profit?

Response

The Director Corporate and Governance advised the City is a registered entity for GST purposes. It pays GST and recovers input tax credits in the same manner as other business. The only reason GST is not paid by residents on rates and other statutory charges is because they are statutory charges and specifically excluded under the determination applied by the Australian Taxation Office.

5.2.7 MR R BROINOWSKI, 66 ARMADALE ROAD, RIVERVALE

Thank you, firstly for listening about the ferrel birds, the ibis, they carry very serious diseases. I received a letter from Council saying there is not a lot they can do.

I would like Council to know that I have an appointment with a Senior Veterinarian at Parliament House to discuss the problem of ferrel birds, and this is a problem that is happening throughout lots of Councils.

1. I would like to ask the Mayor to keep in touch with me on this matter.

I have been very active doing crime control situations in Rivervale with the junior criminals. I would like to congratulate Council for their patrols, they have done an excellent job.

Generally not many criminals have been seen around the City parks in the last two weeks. We believe some of them have been put to one side in an institution for rehabilitation.

2. Could Council please keep up these patrols?

I have also done a lot of work with media and residents who are concerned with what is happening in Nannine Place.

3. Will the Council please keep in touch with Police and other patrols on Nannine Place?

4. Can Council confer closer with authorities on elections? We have information that they don't want to act on minor things. Something has to be pretty major before they will act on cheating etc. in the last stages of Council elections.

Response

The Chief Executive Officer advised that the Western Australian Electoral Commission (WAEC) play a critical role in managing Local Government elections.

The Manager Governance advised the City is aware of at least one complaint made, which is now in the realm of WAEC to address. If any resident, Councillor or candidate has a concern relating to potential breaches, the City's Returning Officer should be contacted. There are certain types of complaints that the City is able to address and in these instances it may be appropriate for the City to become involved in a complaint or breach.

5.2.8 MR P HITT, 14 MCLACHLAN WAY, BELMONT (CONTINUED)

4. I am personally aware that at the last election at least two people from Knutsford Avenue who came into the City to vote were told that somebody had already voted for them. Have they tightened up their processes?

Response

The Manager Governance advised that WAEC keep records of all information sent to voters. Any breach of this nature, where there is a question of whether a person may have voted more than once, should be referred to the WAEC.

5.2.9 Ms J GEE, 97 GABRIEL STREET, CLOVERDALE (CONTINUED)

6. Regarding the issue from the last election, what would Council do? Would Council look at putting this information down? When somebody sends it back, how do they know who a vote has come from? Would you guys be looking at writing down their details?

Response

The Manager Governance advised that control of the entire election process is in the realm of the WAEC and carried out through the Returning Officer. Officers of the City have very little involvement in the process. If there are any questions about improper behaviour or validity of votes, enquiries must be forwarded to the WAEC.

5.2.10 Ms L HOLLANDS, 2 MILLER AVENUE, REDCLIFFE (CONTINUED)

10. When will ballot papers be posted?

Response

The Principal Governance and Compliance Advisor stated that the WAEC will commence mailing out electoral packages for the whole of Western Australia from Wednesday 25 September 2019. Residents should expect to receive their packs within the week following that date.

- 8.00pm As there were no further questions, the Presiding Member declared Public Question Time closed and requested that the Governance Officer cease audio recording.**

6. CONFIRMATION OF MINUTES/RECEIPT OF MATRIX

**6.1 ORDINARY COUNCIL MEETING HELD 27 AUGUST 2019
(Circulated under separate cover)**

OFFICER RECOMMENDATION

SEKULLA MOVED, WOLFF SECONDED,

That the Minutes of the Ordinary Council Meeting held on 27 August 2019 as printed and circulated to all Councillors, be confirmed as a true and accurate record.

CARRIED 9 VOTES TO 0

**6.2 MATRIX FOR THE AGENDA BRIEFING FORUM HELD 17 SEPTEMBER 2019
(Circulated under separate cover)**

OFFICER RECOMMENDATION

DAVIS MOVED, WOLFF SECONDED,

That the Matrix for the Agenda Briefing Forum held on 17 September 2019 as printed and circulated to all Councillors, be received and noted.

CARRIED 9 VOTES TO 0

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

Nil.

8. QUESTIONS BY MEMBERS WITHOUT NOTICE

8.1 RESPONSES TO QUESTIONS TAKEN ON NOTICE

Nil.

8.2 QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil.

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

Nil.

10. BUSINESS ADJOURNED FROM A PREVIOUS MEETING

Nil.

11. REPORTS OF COMMITTEES

11.1 EXECUTIVE COMMITTEE MEETING HELD 19 AUGUST 2019
(Circulated under separate cover)

OFFICER RECOMMENDATION

SEKULLA MOVED, POWELL SECONDED,

That the Minutes for the Executive Committee Meeting held on 19 August 2019 as previously circulated to all Councillors, be received and noted.

CARRIED 9 VOTES TO 0

12. REPORTS OF ADMINISTRATION

WITHDRAWN ITEMS

Item 12.1 was withdrawn at the request of Cr Wolff
Item 12.3 was withdrawn at the request of Cr Sekulla

DAVIS MOVED, POWELL SECONDED,

That with the exception of Items 12.1, and 12.3, which are to be considered separately, the Officer or Committee Recommendations for Items 12.2, 12.4, 12.5, 12.6, 12.7, and 12.8 be adopted en bloc by an Absolute Majority decision.

CARRIED BY ABSOLUTE MAJORITY 9 VOTES TO 0

**12.1 PERTH AIRPORT PRELIMINARY DRAFT MASTER PLAN 2020 – CITY OF BELMONT
SUBMISSION**

BUILT BELMONT

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1 – Item 12.1 refers	<u>Perth Airport Preliminary Draft Master Plan 2020 Summary Document</u>
Attachment 2 – Item 12.1 refers	<u>Draft City of Belmont Submission</u>

Voting Requirement : Simple Majority
Subject Index : 14/010 Airport Developments - Aviation
Location / Property Index : Perth Airport
Application Index : N/A
Disclosure of any Interest : Nil
Previous Items : 26 August 2014 Ordinary Council Meeting – Item 12.2
(Perth Airport Master Plan 2014)
Applicant : Perth Airport Pty Ltd
Owner : Crown Land
Responsible Division : Development and Communities

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 consider the *Perth Airport Preliminary Draft Master Plan 2020* and provide a submission to Perth Airport Pty Ltd.

Item 12.1 Continued

SUMMARY AND KEY ISSUES

- Perth Airport Pty Ltd (Perth Airport) is required by the *Commonwealth Airports Act 1996* to prepare a Master Plan every five years to outline planning and development for the following 20 year period.
- In July 2019, Perth Airport released the *Perth Airport Preliminary Draft Master Plan 2020* for public comment as an update to the previously endorsed 2014 Master Plan.
- Due to the size of the advertised document, it is not practical to provide it as an attachment. A copy of the advertised summary document is provided as [Attachment 1](#). The entire draft Master Plan document is available at: <https://www.perthairport.com.au/Home/corporate/planning-and-projects/master-plan>.
- A review of the draft Master Plan has been undertaken and a draft submission (refer [Attachment 2](#)) has been prepared. Key issues covered by the draft submission include the need for a coordinated approach to development, retail sustainability and tree canopy retention.
- The draft Master Plan is a comprehensive document that continues to provide a clear outline of the proposed development and management of the Perth Airport estate over the next 20 years.
- It is recommended that Council endorse the comments in the draft submission.

LOCATION

Perth Airport incorporates a 2,105 hectare portion of Crown Land situated to the north-east of the Perth Central Business District. Perth Airport is generally bounded by Tonkin Highway to the west and south, Great Eastern Highway to the north and Abernethy Road to the east.

CONSULTATION

As part of the Master Plan process, Perth Airport is required to undertake a 60 business day public comment period where a Preliminary Draft Master Plan is made available to stakeholders and the wider community. Public comments must be taken into account before the draft Master Plan is submitted to the Commonwealth for consideration.

Once the draft Master Plan has been submitted and approved by the Commonwealth Minister, it becomes the Final Master Plan and all future developments at the Perth Airport must be consistent with this Plan. All submissions are due to Perth Airport no later than Friday, 18 October 2019.

Item 12.1 Continued

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the Strategic Community Plan Key Result Area: Built Belmont.

Objective: Achieve a planned City that is safe and meets the needs of the community.

Strategy: Encourage a wide choice and consistent implementation of development approaches.

In accordance with the Strategic Community Plan Key Result Area: Business Belmont.

Objective: Maximise Business Development Opportunities.

Strategy: Attract and support high quality business development and the sustainable use of land in Belmont, including Perth Airport, by providing information and assistance to businesses seeking to establish operations in the City.

Strategy: In partnership with Perth Airport Pty Ltd, support the business development of the airport.

POLICY IMPLICATIONS

City of Belmont Local Planning Policy No.14 – Development Area 6 Vision

The City of Belmont in consultation with the community and Perth Airport has developed a Vision Plan for the area of land identified as 'Development Area 6' (DA6) under the City of Belmont Local Planning Scheme No. 15 (LPS 15). The City's Local Planning Policy No. 14 (LPP 14) – *Development Area 6 Vision Plan and Implementation Strategy* has been prepared to articulate the vision for DA6.

The Vision Plan seeks to ensure effective integration between aviation, commercial and residential land uses, and to promote development that is economically realistic and appropriate. Additional detail and information has been requested as part of the draft submission, to ensure that the draft Master Plan is consistent with LPP 14.

STATUTORY ENVIRONMENT

Land use and development within the Perth Airport are governed by the *Commonwealth Airports Act 1996* and is generally undertaken in accordance with an endorsed Master Plan.

The Perth Airport estate is predominantly reserved for 'Public Purposes – Commonwealth Government' under the Metropolitan Region Scheme (MRS) and by extension LPS 15. This means that development within the Perth Airport estate is not subject to approval by the City of Belmont.

Item 12.1 Continued

BACKGROUND

In accordance with the *Commonwealth Airports Act 1996*, Perth Airport is required to prepare a Master Plan and an Environmental Strategy that outlines the planning and implementation of the Airport over the short to medium term. In July 2019 Perth Airport issued the *Perth Airport Preliminary Draft Master Plan 2020* as an update to the previous 2014 Master Plan. The draft Master Plan 2020 is divided into eleven main sections as follows:

Section 1: Introduction

This section sets the context for the draft Master Plan including an overview of the history and development of Perth Airport. It outlines the current and future development intentions for Perth Airport as well as the benefits of Perth Airport to the Perth Metropolitan Region and Western Australia as a whole.

Section 2: Planning Context

The Planning Context section outlines all relevant commonwealth, state and local government legislation and policy that influences or guides outcomes and operations within the Airport Estate.

Section 3: Land Use Planning

The Land Use Planning section builds upon the previous 2014 Master Plan, in outlining overall objectives and dividing Perth Airport into designated precincts, namely the Airfield Precinct, Airport Central Precinct, Airport North Precinct and Airport West Precinct.

In an effort to ensure integration with various planning regimes of the local and state government surrounding Perth Airport, the draft Master Plan has been divided into separate land use zones. The zones have objectives and permissible (discretionary) land use allocations, and are summarised below:

- Airfield Zone
- Terminal Zone
- Airport Services Zone
- Commercial Zone.

Section 4: Aviation Development

The Aviation Development section outlines the current and future plans for upgrades and consolidation of air services infrastructure within the Airport estate. This section outlines the investments undertaken to date to both the airfield and new terminal facilities as well as the plans for a further \$2.5 billion investment program over the next ten years.

Section 5: Non-Aviation Development Plan

The Non-Aviation Development Plan section outlines the intentions of Perth Airport with respect to the commercial development of surplus land not required for aviation activities, specifically in relation to the Airport North, Airport West and Airport South precincts. The section outlines that there is increasing demand for commercial and industrial development within Perth Airport due largely to the shortage of suitably located and zoned land parcels in close proximity to the Perth Central Business District (CBD) and major freight routes.

Item 12.1 Continued

Section 6: Ground Transport Plan

The Ground Transport Plan section generally outlines the agreed and understood access arrangements for current and future vehicle and passenger traffic entering each of the airport precincts. The section outlines the demands for ground transport access from passengers, employees, commercial development and freight. It also builds upon the framework set out in the 2014 Master Plan with an increased emphasis on public transport, smart traffic management and ride share services.

Section 7: Airport Safeguarding

The Airport Safeguarding section outlines the need to control surrounding development and activities that may constrain aircraft movements in the future, and ensure that the safety of aircraft movements is held paramount. The section reiterates the 'balanced approach' to noise management, with the four elements outlined as:

- Reduction of noise at source (eg. quieter aircraft)
- Noise abatement operational procedures
- Operating restrictions
- Land use planning and management.

This section also notes the use of updated Australian Noise Exposure Forecast (ANEF) modelling.

Section 8: Services

The Services section outlines the relevant drainage and water catchment considerations, in addition to essential servicing requirements for potable water, sewerage, electricity, gas and communications. The section does not outline any identified shortfalls in servicing capacity or critical issues with respect to infrastructure supply, but rather identifies that additional capacity for drainage, water, sewerage and other essential services will be required as and when development occurs over the Master Plan period.

Section 9: Environment Strategy

The Environment Strategy is a component of the draft Master Plan outlining initiatives to be undertaken over a five year period. It considers soil management, groundwater and surface water management, biodiversity, carbon and energy sustainability, water management, air quality, ground-based noise, contamination and hazardous materials and Aboriginal heritage and engagement.

Section 10: Consultation

This section outlines the consultation methods and strategies carried out by Perth Airport. It sets out the consultation processes that must be followed when progressing an Airport Master Plan.

Section 11: Implementation

The Implementation section provides an overview of the regulatory framework required to undertake development on Perth Airport land, and the processes that must be followed prior to any development taking place.

Item 12.1 Continued

OFFICER COMMENT

The following key comments and feedback are provided within the draft submission (refer [Attachment 2](#)).

General Comments

The draft Master Plan is considered to be a comprehensive document in its analysis of key issues and implications. It provides a clear outline of the proposed development and management of the Perth Airport estate over the next 20 years.

Section 1 - Introduction

Inclusion of the relocation of Qantas operations from T3/T4 to Airport Central by 2025 is supported as it reflects the ongoing consolidation of the airport terminals within the Airport estate. This consolidation provides benefits to the City of Belmont, with passengers and workers having the option of using the future rail line, as well as shifting vehicle movements towards major arterial routes such as Airport Drive and Horrie Miller Drive.

Section 2 – Planning Context

The Environmental Management objective on page 54, as well as the sustainability principles outlined on page 55, are supported. In terms of the sustainability principles, it is suggested that an amendment be made to the second dot point as reflected below (in bold font).

*The consideration of building management, vegetation retention, **canopy provision** and resource conservation opportunities during the planning and design phases of development.*

This measure is consistent with the City's Urban Forest Strategy, and will promote the consideration of canopy provision during planning and design. This will result in benefits to urban liveability and healthy communities through mitigation of the urban heat island effect. It is acknowledged that Section 7 of the draft Master Plan sets out measures for managing the risk of wildlife strikes within the vicinity of Perth Airport. The consideration of canopy provision is consistent with those measures (i.e. netting of open drains, ongoing monitoring and assessment of species).

Section 3 - Land Use Planning

General Comment

Section 3.3 of the draft Master Plan outlines the zones within each precinct area, and includes a list of objectives and discretionary uses for each zone. It is noted that the 'Mixed Use' zone is a new zone that has been included in the draft Master Plan however there are no associated objectives for discretionary uses listed for the zone.

To avoid confusion, it is recommended that this could be more clearly illustrated by simply showing a combined Airport Services and Commercial zone (perhaps by hatching both zone colours) rather than create a new zone altogether which does not have any objectives for considering discretionary uses.

Item 12.1 Continued

Hospital and Education Establishment Land Uses on Perth Airport Estate

It is noted that the 'sensitive' land uses of 'Hospital' and 'Education Establishment' are to be included within the 'Commercial' zone. This proposal is supported considering:

- The lack of supply for both a university and tertiary hospital in the north-east region;
- The Airport West precinct (the portion of the Airport estate within the City of Belmont's DA6 is not within land affected by the Australian Noise Exposure Forecast contours.
- Development of education and hospital land uses in the Airport West precinct is consistent with Transit Oriented Development (TOD) principles as it provides employment opportunities and services within the walkable catchment of the future Redcliffe Train Station.
- The land uses are considered to produce outcomes consistent with the objectives of planning for Activity Centres, which is the desired approach for DA6.
- The proposed sensitive land uses do not deviate from the commercial nature of land uses contemplated by the current Airport Master Plan, and the Vision Plan for DA6.
- Development of the land uses is considered to bring significant long term opportunities and benefits to both residents and businesses in the City of Belmont.

Development Area 6

The draft Master Plan should provide a holistic plan for the Airport West precinct to inform future planning surrounding DA6 and the Redcliffe Train Station and allow for a coordinated approach in line with the objectives of Local Planning Policy 14.

As a result, the draft Master Plan should identify the appropriate land uses immediately adjacent to and within a walkable catchment of the future Redcliffe Train Station as well as key pedestrian routes through the Airport West Precinct to encourage and maximise access to Redcliffe Train Station.

Activity Centre Hierarchy and Retail Sustainability

In considering the future planning for the Airport West Precinct in the context of the activity centres hierarchy, it is important for the draft Master Plan to consider and provide detail on whether the nature and scale of future development and land uses in the Airport West Precinct appropriately align with the 'Specialised Centre' activity centre designation under SPP 4.2 and/or a 'Neighbourhood Centre' as identified by the draft Master Plan.

Therefore it is recommended that the draft Master Plan be amended to establish a 'Neighbourhood Centre' zone (or similar) immediately adjacent to the Redcliffe Train Station and DA6. This will provide for special land use and development control that supports transit-oriented development principles and that are distinct from the remainder of the Airport West precinct.

In addition, the draft Master Plan should also be amended to clearly define the main role/function and typical characteristics of the Airport West Precinct to better align with SPP 4.2. Ideally, the draft Master Plan should also be supported by a Retail Needs Analysis.

Item 12.1 Continued

Environmental Considerations

The inclusion of the following statement under 3.2.3 Airport North Precinct is supported: *'to retain certain areas containing high environmental and heritage values'*. It is suggested that this statement also be included for the Airfield Zone. This will reflect the presence of the Airport Conservation Walk Trail and surrounding vegetation, and the likely ability to retain low lying vegetation (including threatened flora *Macarthuria keigheryi*) close to Tonkin Highway in the approach to the proposed new runway.

The inclusion of 'Recreation - Public' as a discretionary use for the Airfield Zone and Airport West Precinct (Commercial Zone) is supported, as this reflects the presence of the Airport Conservation Walk Trail and Public Viewing Area, respectively.

Previous development such as the Taxiway Charlie Extension proposed that offsets would occur within the estate "by the provision of a net environmental benefit within the estate". For the purposes of clarity, it is suggested that more information be provided within the draft Master Plan as to whether these areas of vegetation will be retained, and if not, whether off-site offsets will be purchased.

Section 6 – Ground Transport

Whilst private vehicles will still be the predominant form of transport to and from the Perth Airport estate for the foreseeable future, the inclusion of commentary relating to shared path and cycleway facilities, end of trip facilities and new and emerging modes of transport is welcomed and the shift away from the dominance of private car travel is supported.

Re-Closure of Grogan Road

It is noted that that the option of tunnelling Grogan Road under the new runway (previously proposed in the 2014 Master Plan) is no longer being considered. It is understood that this option is now deemed cost prohibitive considering that over 60% of traffic during peak hours use Grogan Road as a shortcut and are non-airport related trips. Notwithstanding that, the City acknowledges the concerns of the Cities of Swan and Kalamunda and the Shire of Mundaring regarding the 40% of traffic which uses Grogan Road for access into the airport.

Section 8 – Services

The proposal (as outlined on page 191) to design new infrastructure to control the velocity and quality of water flow into Munday Swamp is supported. This will assist in keeping peak water levels and inundation times close to existing levels as well as within the tolerance levels of wetland flora and fauna.

Section 9 - Environment Strategy

The statement on page 204 (amended from the previous Master Plan) that "*Perth Airport continually reviews its environmental processes, seeking to minimise environmental impacts of airport operations and improve sustainability outcomes*" is supported. The previous version sought to "minimise environmental impacts on Airport operations".

Item 12.1 Continued

Section 9.7.6.2 (page 212) refers to a project assessment being undertaken by Perth Airport Pty Ltd (PAPL) to determine the requirement for construction and operational Environmental Management Plans (EMP).

For the purposes of clarity, it is suggested that more information be provided within the draft Master Plan on whether:

- This requirement applies to the construction and operational activities of PAPL (eg: Living Stream construction), or is limited to tenants;
- The EMPs are reviewed by an environmental professional within PAPL; and
- External auditing is undertaken for construction EMPs (this is currently only referenced under operational EMPs).

Finally, it is suggested that Environmental Management Initiative No. 5 to review the Precinct Development Guidelines is expanded to include consideration of canopy provision. Examples may include the use of tree cells or other technology to maximise the available soil volume in carparks. This would be consistent with the objectives of the City's Urban Forest Strategy and result in benefits to urban liveability and healthy communities through mitigation of the urban heat island effect.

Summary

The Perth Airport Preliminary Draft Master Plan 2020 is considered to be a clear and comprehensive plan for the ongoing development of the Perth Airport estate, and meets the requirements imposed by the *Airports Act 1996*.

On the basis of the above, it is recommended that Council endorse the submission on the Perth Airport Preliminary Draft Master Plan 2020 and forward a copy to Perth Airport by the closing date of 18 October 2019.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

Environmental implications are outlined within the *Perth Airport Preliminary Draft Master Plan 2020*. Perth Airport have provided justification through the technical reports in support of the draft Master Plan.

SOCIAL IMPLICATIONS

The *Perth Airport Preliminary Draft Master Plan 2020* seeks to provide social benefit through improvements in connectivity between business, tourism and employment. The social impact on local residents needs to be carefully balanced with the benefits associated with the ongoing operation and expansion of the Perth Airport.

Item 12.1 Continued

OFFICER RECOMMENDATION

That Council endorse the submission on the Perth Airport Preliminary Draft Master Plan 2020 contained within [Attachment 2](#) and lodge the submission with Perth Airport Pty Ltd accordingly by the closing date of 18 October 2019.

AMENDED OFFICER RECOMMENDATION

WOLFF MOVED, RYAN SECONDED,

That Council endorse the submission on the Perth Airport Preliminary Draft Master Plan 2020 contained within amended [Attachment 2](#) and lodge the submission with Perth Airport Pty Ltd accordingly by the closing date of 18 October 2019.

CARRIED 9 VOTES TO 0

12.2 CITY OF BELMONT DESIGN REVIEW PANEL – TERMS OF REFERENCE

BUILT BELMONT

ATTACHMENT DETAILS

Attachment No	Details
Attachment 3 – Item 12.2 refers	<u>City of Belmont Design Review Panel Draft Terms of Reference</u>

Voting Requirement : Simple Majority
Subject Index : 167/011: Design Review Panel
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 : Development and Communities

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

For Council to endorse the Design Review Panel Terms of Reference.

Item 12.2 Continued

SUMMARY AND KEY ISSUES

- The City of Belmont is seeking to establish a Design Review Panel of independent experts to assess and provide advice on the design quality of planning proposals.
- The need to establish a Design Review Panel has resulted from the introduction of *State Planning Policy 7.0: Design of the Built Environment* which seeks to elevate the importance of design quality in planning assessment.
- Draft Terms of Reference ([Attachment 3](#)) for the operation of the Design Review Panel have been prepared. The 2019-2020 Budget allocates funds for the operation of a Design Review Panel for the City of Belmont.
- The draft Terms of Reference sets out the purpose, objectives and guiding principles for the Design Review Panel. It details the types of applications that are to be considered and establishes criteria for the membership and operation of the Design Review Panel.
- It is recommended that Council endorse the City of Belmont Design Review Panel draft Terms of Reference and seek Expressions of Interest for Design Review Panel members.

LOCATION

Not applicable.

CONSULTATION

Internal

The proposal for a Design Review Panel and the associated draft Terms of Reference has involved consultation with Elected Members at an Information Forum and an internal workshop with representatives from Building, Infrastructure, Parks and Environment, Health and Community Place Making.

External

The draft Terms of Reference has been prepared following consultation with the Office of the Government Architect, attendance at Design Review Panel meetings hosted by the Town of Victoria Park and liaison with other Local Authorities with established Design Review Panels (including the City of Cockburn, City of Perth and City of Melville).

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the Strategic Community Plan Key Result Area: Built Belmont.

Objective: Achieve a planned City that is safe and meets the needs of the community.

Strategy: Encourage a wide choice and consistent implementation of development approaches.

Corporate Key Action: Implement LPS 15.

Item 12.2 Continued

In accordance with the Strategic Community Plan Key Result Area: Business Excellence Belmont.

Objective: Achieve excellence in the management and operation of the local government.

Strategy: Ensure community requirements drive internal policies and processes.

Corporate Key Action: Implement LPS 15.

POLICY IMPLICATIONS

State Planning Policy 7.0 – Design of the Built Environment

State Planning Policy 7.0 – Design of the Built Environment became operational on 24 May 2019 and seeks to address design quality and built form outcomes for development in Western Australia. It sets out the objectives, measures, principles and processes which apply to design and planning assessment.

State Planning Policy 7.0 sets out a range of design quality mechanisms to help achieve positive design outcomes, including the establishment of overarching design principles, the provision of design expertise as well as the introduction of design review processes.

State Planning Policy 7.0 states that *“Planning authorities, including State and Local Government, should establish or arrange access to design review processes to review complex planning proposals, those proposals identified as benefitting from design review...”*

The establishment of a Design Review Panel for the City of Belmont is consistent with the objectives of State Planning Policy 7.0, which seeks to elevate the importance of design quality in planning assessment.

State Planning Policy 7.3 – Residential Design Codes Volume 2 - Apartments

State Planning Policy 7.3 – Residential Design Codes Volume 2 – Apartments also became operational on 24 May 2019 as part of Design WA Stage 1. State Planning Policy 7.3 sets out Element Objectives, Acceptable Outcomes and Design Guidance for the siting, design and amenity of apartment development.

The establishment of a Design Review Panel for the City of Belmont is consistent with the requirements of State Planning Policy 7.3, which is a performance based policy. A Design Review Panel will allow for the independent evaluation of the design quality of proposals, to provide planning staff with expert input in the assessment of relevant applications.

STATUTORY ENVIRONMENT

There is currently no statutory requirement to establish a Design Review Panel. However the establishment of a Design Review Panel and its associated Terms of Reference will allow the City to vigorously assess relevant applications against the criteria set out in State Planning Policy 7.3 – Residential Design Codes Volume 2 – Apartments.

Item 12.2 Continued

BACKGROUND

Design Review Panels

Design Review Panels have been operating in Western Australia in various forms for many years. The City of Perth and Town of Victoria Park established their Design Review Panels over 20 years ago. With the introduction of State Planning Policy 7.0, there has been an increased emphasis on local governments establishing Design Review Panels.

A Design Review Panel comprises a group of independent professionals. These are primarily from the fields of architecture, urban design and landscape architecture, but also potentially from a background of sustainability, engineering, transport, heritage, and/or accessibility. These professionals are appointed to provide objective advice on relevant development proposals.

The feedback given by a Design Review Panel is advisory only, however it allows for objective advice to be provided to assist with assessment. State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments allows for assessment to be undertaken considering the design merit of proposals. The advice provided by a Design Review Panel is an integral component of that assessment process.

Terms of Reference

The draft Terms of Reference ([Attachment 3](#)) sets out the purpose of the Design Review Panel, which is *“to have independent experts assess and provide constructive and objective advice to deliver quality development outcomes and increased certainty for applicants through early identification of design issues”*.

The draft Terms of Reference sets out the Objectives as well as the Guiding Principles which must be applied by the Design Review Panel in their review of any proposal. These Guiding Principles are those outlined in State Planning Policy 7.0, as follows:

- Context and Character
- Landscape Quality
- Built Form and Scale
- Functionality and Build Quality
- Sustainability
- Amenity
- Legibility
- Safety
- Community
- Aesthetics.

Item 12.2 Continued

The process of design review is typically applied to proposals that are 'significant' – due to their size, location, use and/or impact. Therefore it is necessary to establish thresholds for development to be considered by the Panel in order to ensure that minimum levels of design quality are being achieved. The following types of applications shall be referred to the Design Review Panel:

- Proposals which include a building that is three storeys or greater in height (above natural ground level);
- Proposals for 6 or more multiple dwellings (apartments) at or above the R40 density;
- Proposals to be determined by the Joint Development Assessment Panel;
- Development fronting Great Eastern Highway;
- Development located within Development Area 6;
- Development located within the Golden Gateway precinct;
- Any other proposal referred to the panel by the Director Development and Communities or Manager Planning Services. Proposals may include preliminary assessment applications, scheme amendments, design guidelines, local planning policies, local development plans, structure plans and/or activity centre plans.

Composition of the Panel

The draft Terms of Reference also sets out requirements relating to the composition of the Design Review Panel. Whilst the Panel shall be multi-disciplinary in nature, comprising a pool with seven members, it is essential that the Chairperson has an architectural background. Furthermore, it is important to have Panel members with Urban Design and Landscape Architecture experience. This is in recognition of the types of applications to be considered by the Panel as well as the intended outcome – which is to independently assess the design merit of development proposals.

Other desirable areas of expertise for Panel members include:

- Civil and/or structural engineering
- Services engineering
- Heritage
- Sustainability and environmental design
- Accessibility
- Transport planning

Term of Appointment and Remuneration

Membership of the Design Review Panel is proposed to be fixed to 2 years. Members of the Panel shall be paid sitting fees for each meeting attended.

Panel members are to be paid at a set standard rate per hour for the duration of the design review meeting, plus one hour of preparation. The Chairperson will receive a higher hourly fee due to the additional responsibility of the role, plus time for preparation and time spent advising and editing reporting as needed.

The draft Terms of Reference also sets out requirements for the protocols to be observed and management of the Design Review Panel.

Item 12.2 Continued

OFFICER COMMENT

Need for a Design Review Panel

It is important that the City of Belmont establish a Design Review Panel in order to not only meet the requirements of State Planning Policy 7.0, but also provide expert input to help support innovative high quality design.

This is critical for the City of Belmont given impending development in a number of strategic precincts (i.e. Development Area 6, Golden Gateway and the Great Eastern Highway Urban Corridor). A Design Review Panel will allow for a consistent approach to design, and set the expectation of high quality design to be established from the outset.

The Design Review Panel will use the guiding principles from State Planning Policy 7.0 when assessing developments, as well as the City's local planning framework.

Benefits of a Design Review Panel

The establishment of a Design Review Panel will provide the following benefits:

- Setting an expectation for high design quality;
- Good design provides benefits in terms of crime prevention, well being, quality of life and economic growth;
- Provision of benefits to development assessment through the provision of specialist, expert advice;
- The provision of expert advice can add weight to arguments presented at the Joint Development Assessment Panel (JDAP) and/or the State Administrative Tribunal;
- Reduces risk for applicants by the identification of design issues early in the process;
- City of Belmont staff will be exposed to independent advice from experts and in doing so, staff capacity and expertise will be built up, becoming better assessors of design;
- Costs will be saved on the hiring of independent design consultants on an ad-hoc basis; and
- Time sensitive comment can be accommodated by an existing established pool of expertise.

Next Steps

Once the Terms of Reference have been endorsed, Expressions of Interest will be sought for Panel Members. The call for Expressions of Interest will be advertised for a period of 30 days.

Following advertising, a selection panel will assess the applications received, prior to the appointment of Design Review Panel members. The selection panel will comprise the Director Development and Communities, the Manager Planning Services as well as a representative from the Office of the Government Architect.

Item 12.2 Continued

Conclusion

The establishment of a Design Review Panel makes a public statement that design quality is an important consideration in the planning process. It also provides the City with input from independent experts.

It is recommended that Council endorse the City of Belmont Design Review Panel draft Terms of Reference and seek Expressions of Interest for Design Review Panel members.

FINANCIAL IMPLICATIONS

There are costs involved with the operation of a Design Review Panel, primarily the remuneration to Panel members, who are to be paid at a set standard hourly rate.

The financial implications of operating the Design Review Panel have been considered through the 2019-2020 Budget, which has set aside an amount of \$110,880 to cover operating costs. As the actual number of applications and meetings is unknown the expenses will be closely monitored and the budget will be reviewed as required.

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:

- A. *Note the City of Belmont Design Review Panel Terms of Reference ([Attachment 3](#)).*
- B. *Authorise the Chief Executive Officer establish and manage the City of Belmont Design Review Panel.*

***OFFICER RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –
REFER TO RESOLUTION APPEARING AT ITEM 12***

12.3 SISTER CITY CITIZENS DELEGATION – 35TH ANNIVERSARY

SOCIAL BELMONT

ATTACHMENT DETAILS

Attachment No	Details
Attachment 4 – Item 12.3 refers	<u>35th Sister City Citizens Delegation – Guidelines and Expression of Interest Form</u>

Voting Requirement : Simple Majority
Subject Index : 106/005 Sister City Citizens Delegation – Project Coordination
Location/Property Index : N/A
Application Index : N/A
Disclosure of any Interest : J. Warner, Acting Manager Community Development
Previous Items : 23 March 2004 OCM - Item 10.1.5
28 April 2009 OCM - Item 12.4
28 May 2013 OCM - Item 12.6
Applicant : N/A
Owner : City of Belmont
Responsible Division : Development and Communities

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 consider proposed activities associated with the 35th Anniversary celebrations of the Belmont - Adachi Sister City relationship.

Item 12.3 Continued

SUMMARY AND KEY ISSUES

The year 2019 represents the 35th Anniversary of the Belmont - Adachi Sister City relationship. Following the Adachi citizens visit to Belmont in August 2019, a Belmont Citizens delegation is planned to visit Adachi in January 2020.

This report is for Council consideration of assistance to support those who attend the Citizens Delegation to Adachi and the criteria for choosing the Citizens Delegation.

LOCATION

Not applicable.

CONSULTATION

The Acting Manager Community Development, Director Development and Communities, Chief Executive Officer and Belmont Sister City Association (BSCA) Chairperson worked closely to ensure a successful Adachi to Belmont delegation was delivered.

In order to plan the delegation to Adachi in January 2020, communication will occur with Adachi representatives through the Acting Manager Community Development, who will continue to consult internally with stakeholders as necessary.

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the Strategic Community Plan Key Result Area: Social Belmont.

Objective: The City will take a key leadership role to ensure access to services and facilities and developing collaborative partnerships that enable greater accessibility for a changing community.

Strategy: Provide art and cultural opportunities as a means of community engagement and inclusion.

Corporate Key Action: 232: Strengthen the Adachi Sister City relationship.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

STATUTORY ENVIRONMENT

There are no specific statutory requirements in respect to this matter.

Item 12.3 Continued

BACKGROUND

2019 marks the 35th Anniversary of the signing of the agreement that affiliated the City of Belmont with the Special Ward of Adachi as Sister Cities. The original affirmation was signed in October 1984.

Every five years, the Cities of Belmont and Adachi re-affirm the Agreement signed in 1984. The affirmation statements, developed and signed during anniversary years, highlight both cities' ongoing commitment to this long standing relationship for the benefit of Adachi and Belmont Communities. The re-affirmation signed in 2019 states:

“On 1st October 1984, Adachi City and the City of Belmont became sister cities. This year we celebrate the 35th anniversary of this long and prosperous friendship.

In the original ‘Declaration of the Sister City Agreement’ document, we agreed to promote cultural and friendship exchanges between our two cities.

Today, we reflect upon the success of this strong bond and continue to develop a culture of harmony and friendship between the citizens of Adachi and Belmont.

On the occasion of our 35th anniversary, we will continue to build on the relationships between the citizens of our two cities, strengthening the relationship between Australia and Japan.”

As a result of the Sister City exchange program, a great number of friendships have developed and many Belmont students and residents have had the opportunity to visit Japan and experience firsthand its unique culture. In return, Adachi students and citizens have had the opportunity to visit Perth and Belmont and visit local significant locations and explore Australian history and culture. Previous exchanges have seen as many as 80 Adachi Citizens and 40 Belmont Citizens involved in the delegations.

There have been ongoing discussions with representatives of the Special Ward of Adachi in order to plan the 35th Anniversary delegation. In August 2019, Adachi sent a total of 20 delegates plus three interpreters to visit Belmont. In return, it is expected that a similar number of Belmont delegates should be permitted to travel to Adachi in January 2020, with a maximum number of attendees totalling 25. The Belmont delegation is intended to comprise of the following Council and community representatives:

- City of Belmont's Mayor
- City of Belmont's Chief Executive Officer
- Tour Leader (City's Coordinator Community Projects)
- City of Belmont Councillors
- Community Delegates
- Business Delegates
- Interpreters (three).

In order to determine community membership of the January 2020 delegation, a set of criteria was developed and is outlined in the '35th Sister City Citizens Delegation - Guidelines and Expression of Interest Form' document ([Attachment 4](#)). Applicants will need to evidence their strong contribution (or potential contribution) to the Sister City program, including but not limited to the length of time, level of contribution or whether they have been an active member of the Belmont Sister City Association or any of the other City's Focus or Advisory Groups.

Community delegates who attend the anniversary exchange are required to fund their own travel, accommodation and miscellaneous expenses.

The setting of the itinerary for the Belmont to Adachi delegation has not been finalised as yet. A draft itinerary will be made available when completed.

Item 12.3 Continued

OFFICER COMMENT

An expression of interest from members of the business and wider community who wish to participate in the citizens' delegation will be sought by public advertisement following the October 2019 Local Government elections.

The Selection Panel comprising of the Chief Executive Officer, Director Development and Communities, Manager Economic and Community Development and Coordinator Community Projects will assess submitted Expressions of Interest against the criteria and will determine the most suitable delegates.

The City's 2019-2020 Sister City budget includes an allowance of \$44,400 towards the cost of flights, accommodation and other relevant delegation expenses.

Due to the importance of the anniversary delegation, it is recommended that both the Mayor and the Chief Executive Officer attend the citizens' delegation to Japan. It is proposed that the full cost of return airfare and accommodation for the Mayor, Chief Executive Officer, Tour Leader (an officer managing the Sister City program) and three interpreters are paid by the City. Three interpreters are recommended due to the size of the group and to ensure appropriate facilitation of communication between Belmont delegates and Japanese hosts.

The Mayor and Chief Executive Officer's expenses will be reimbursed in accordance with Council's Policy, "BEXB11B Elected Member Professional Development and Authorised Travel" as a result of performing their duties in their Official Capacities.

Based on previous allocations for Councillors who participated in previous delegations, it is recommended that a contribution of \$2,000 per Councillor is allocated for flight costs and expenses. Existing budget allows for up to eight Councillors to attend. Councillors interested in attending may wish to use their Conference and Training allowance to offset any accommodation and other travel costs.

Adachi representatives see the involvement of individual Councillors very positively and it is recommended that interested Councillors nominate to participate in the 35th anniversary delegation.

FINANCIAL IMPLICATIONS

There is an existing allowance of \$44,400 in the 2019-2020 Sister City budget.

Preliminary costing for flights and accommodation has been undertaken:

Mayor and Chief Executive Officer	- 100% full airfare approximately \$1,700 per person - Accommodation approximately \$2,000 per person
Tour Manager	- 100% full airfare approximately \$1,700 - Accommodation approximately \$2,000
Interpreters	- 100% full airfare approximately \$1,700 per person (three interpreters) - Accommodation approximately \$2,000 per person (three interpreters)
Councillors	- Contribution of \$2,000 per Councillor (up to eight Councillors)

The above estimates total \$38,200.

Item 12.3 Continued

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

SOCIAL IMPLICATIONS

The Sister City Citizens Delegation has various positive social implications including enhanced cultural and educational awareness, future community and economic exchange opportunities as well as enhanced community participation and engagement.

OFFICER RECOMMENDATION:

That Council:

1. Endorse a subsidy for Councillor travel expenses, for a maximum amount of \$2,000 per person for their participation in the Belmont delegation to Adachi in January 2020 as part of Belmont-Adachi Sister City 35th Anniversary Citizens exchange.
2. Endorse the payment of flight and accommodation costs for the Mayor, Chief Executive Officer, Tour Leader and three interpreters participating in the Belmont delegation to Adachi in January 2020 as part of the Belmont-Adachi Sister City 35th Anniversary Citizens exchange.
3. Direct Councillors to advise the Chief Executive Officer of their commitment to attend by 5pm on Friday, 1 November 2019.

AMENDED OFFICER RECOMMENDATION

SEKULLA MOVED, POWELL SECONDED,

That Council:

1. ***Endorse the full payment of flight, accommodation and other eligible travel expenses for up to five Councillors participating in the Belmont delegation to Adachi in January 2020 as part of Belmont-Adachi Sister City 35th Anniversary Citizens exchange.***
2. ***Endorse the payment of flight, accommodation and other eligible travel expenses for the Mayor, Chief Executive Officer, Tour Leader and three interpreters participating in the Belmont delegation to Adachi in January 2020 as part of the Belmont-Adachi Sister City 35th Anniversary Citizens exchange.***
3. ***Direct Councillors to advise the Chief Executive Officer of their commitment to attend by 5pm on Friday, 1 November 2019.***

CARRIED 5 VOTES TO 4

*For: Davis, Marks, Powell, Ryan, Sekulla
Against: Bass, Cayoun, Rossi, Wolff*

8.18pm The Director Corporate and Governance departed the meeting.

**12.4 EASTERN METROPOLITAN REGIONAL COUNCIL (EMRC) CONTAINER DEPOSIT
SCHEME – REFUND POINT OPERATOR(S)**

SOCIAL BELMONT

ATTACHMENT DETAILS

Attachment No	Details
Attachment 5 – Item 12.4 refers	<u>EMRC - Waste Advisory Committee 8 August 2019 – Item 11.2</u>

Voting Requirement	:	Simple Majority
Subject Index	:	42/003: EMRC Policy and Directives
Location/Property Index	:	NA
Application Index	:	NA
Disclosure of any Interest	:	Nil.
Previous Items	:	NA
Applicant	:	Eastern Metropolitan Regional Council (EMRC)
Owner	:	EMRC
Responsible Division	:	Infrastructure Services

COUNCIL ROLE

- | | | |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/> | Advocacy | <i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |
| <input checked="" type="checkbox"/> | Executive | <i>The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i> |
| <input type="checkbox"/> | Legislative | <i>Includes adopting local laws, local planning schemes and policies.</i> |
| <input type="checkbox"/> | Review | <i>When Council reviews decisions made by Officers.</i> |
| <input type="checkbox"/> | Quasi-Judicial | <i>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.</i> |

PURPOSE OF REPORT

To seek Council support and commitment for the Eastern Metropolitan Regional Council (EMRC) to take the lead on behalf of Member Councils to coordinate the preparation of a Regional Refund Point application(s) for submission to the WA Return Recycle Renewal Limited (WARRRL), as part of the Western Australian Container Deposit Scheme (Scheme).

Item 12.4 Continued

SUMMARY AND KEY ISSUES

In March 2019, the *Waste Avoidance and Resource Recovery Act (2007) (WA) (Act)* was amended to provide for the introduction of a state wide Container Deposit Scheme to commence 2 June 2020.

The State Government has appointed a not for profit entity, WA Return Recycle Renew Limited (WARRRL) as the Scheme Coordinator in Western Australia.

At the 22 August 2019 Ordinary Council Meeting, the EMRC recommended that support and commitment be sought from Member Councils, prior to 15 September 2019, for EMRC to take the lead on behalf of the member Councils to coordinate the preparation of a Regional Refund Point application(s), for submission to the WARRRL.

The deadline for the refund point application to WARRRL by the EMRC is 21 October 2019.

LOCATION

Not applicable.

CONSULTATION

Not applicable.

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the Strategic Community Plan Key Result Area: Social Belmont

Objective: Encourage a high standard of community health and wellbeing.

Strategy: Continue to provide and enhance waste management services to the community.

Corporate Key Action: Liaise with Waste Service Provider and EMRC to be aware of and implement new waste strategies that improve services, provide value for money and are consistent with environmental requirements.

In accordance with the Strategic Community Plan Key Result Area: Business Belmont

POLICY IMPLICATIONS

Not applicable.

STATUTORY ENVIRONMENT

Division 4 – Regional Local Governments and Regional Subsidiaries of the *Local Government Act 1995* applies to the establishment and purpose of the EMRC.

The EMRC was established in 1983 and an Establishment Agreement, approved and signed by all Member Council's in 1998, replaced the EMRC's original constitution. The Establishment Agreement governs the operation and objectives of the EMRC.

Item 12.4 Continued

BACKGROUND

The following background information is based on a report presented to the EMRC Waste Advisory Committee on 8 August 2019 and the EMRC Ordinary Council Meeting on 22 August 2019. A copy of the full report is available in [Attachment 5](#).

The Container Deposit Scheme (Scheme) aims to increase the recovery and rate of recycling of beverage containers in order to reduce the impact of litter on the natural environment. The Scheme will also provide opportunities for social enterprise and benefits to the community.

In 2017, it is estimated that approximately 1,800 million beverage containers were used in Western Australia and the Scheme aims to encourage the collection and recycling of beverage containers by providing incentives in the form of a refund (initially 10 cents) on the return of an eligible container to a collection point for empty containers. The Scheme will apply to most beverage containers between 150ml and 3L in size.

A not for profit group, WARRRL, a consortium from the beverage industry, has been appointed as the Scheme Coordinator.

WARRRL will be responsible for:

- Scheme accessibility – Establishing a network of Refund Points to provide communities in Western Australia with access to collection points to return eligible containers
- Product stewardship – Ensuring that all First Responsible Suppliers fund the Scheme including establishing and maintained a process for approval of eligible containers that are supplied into Western Australia
- Scheme payments – Setting and facilitating payments under the Scheme;
- Scheme awareness – Promoting the Scheme and managing complaints with respect to both customers and Scheme participants
- Recycling – Ensuring ongoing, efficient and effective arrangements are available in Western Australia for empty eligible containers to be collected, sorted, processed and recycled
- Scheme Integrity – Ensuring payments and reporting are verified and the Scheme is free from fraud.

The Scheme requires a network of collection points to refund ten (10) cents for containers returned by the public. A key part of designing the Scheme and its collection network is balancing the convenience and cost of the collection network, with consideration also given to the size, remoteness and population density of Western Australia.

Although the exact structure of the refund points network is yet to be determined, it is likely that it will include drop-off points at established waste management facilities, reverse vending machines in approved locations, charitable organisation, shop front drop-offs, and sporting club collection points. It is likely, as seen in other States that established complementary facilities will receive a favourable response from the Scheme Coordinators selection panel.

The tasks/timeframe for completing the processes in readiness for the roll out of the Scheme in June 2020, includes the branding for the Scheme which has just been announced: “Containers for Change”, with the closing date for applications as Refund Point Operators on 27 September 2019.

The Red Hill Waste Management Facility, the Hazelmere Resource Recovery Park and appropriate facilities within the Member Council municipalities such as shopping centres, sporting facilities, libraries and schools, have the potential to establish refund points.

Item 12.4 Continued

WARRRL is now seeking applications from interested persons/entities that will be able to deliver refund points by the Scheme commencement date of 2 June 2020.

Further information on the Scheme can be found on DWER website –
[DWER - WA Container Deposit Scheme](#)

OFFICER COMMENT

The EMRC is in a position to coordinate the application process for the region on behalf of the six (6) Member Councils which will include mapping out the region to ensure that adequate refund points are spread across the region. The EMRC has already registered an interest with the Department of Water and Environmental Regulations (DWER) as a Refund Point operator, donation point and as a processor.

The Scheme is a long term strategy which will provide continuous improvement in resource recovery and minimising litter.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

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:

Supports the Eastern Metropolitan Regional Council to coordinate the preparation of a Regional Refund Point application(s) for submitting to the WA Return Recycle Renew Limited (WARRRL).

***OFFICER RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –
REFER TO RESOLUTION APPEARING AT ITEM 12***

12.5 TENDER 08/2019: SUPPLY AND APPLICATION OF TURF FERTILISER, WETTING AGENT AND PESTICIDES

NATURAL BELMONT

ATTACHMENT DETAILS

Attachment No	Details
Confidential Attachment 1 – Item 12.5 refers	<u>Tender 08/2019 Evaluation Matrix</u>
Confidential Attachment 2 – Item 12.5 refers	<u>Tender 08/2019 Price Schedule</u>
Confidential Attachment 3 – Item 12.5 refers	<u>Tender 08/2019 Cost Comparison</u>

Voting Requirement : Simple Majority
Subject Index : 114/2019-08
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 : 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

To seek Council approval to award Tender 08/2019 – Supply and Application of Turf Fertiliser, Wetting Agent and Pesticides.

Item 12.5 Continued

SUMMARY AND KEY ISSUES

This report outlines the process undertaken to invite and evaluate the tenders received and includes a recommendation to award Tender 08/2019 to Turfcare WA Pty Ltd in accordance with the requirements of the *Local Government Act 1995*.

The objective of the contract is to ensure the maintenance, development and optimal growth of a healthy turf sward on active and premier passive reserves within the City.

The contract is for a three year term commencing 1 November 2019.

LOCATION

Not applicable.

CONSULTATION

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

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the Strategic Plan Key Result Area: Natural Belmont.

Objective: Protect and enhance our natural environment

Strategy: Develop quality public open space in accordance with community needs

Corporate Key Action: Operational activities which support predominantly this Public Open Space Development Strategy.

POLICY IMPLICATIONS

BEXB28 – Purchasing

POLICY OBJECTIVE

This policy aims to deliver a high level of accountability whilst providing a flexible, efficient and effective procurement framework.

STATUTORY ENVIRONMENT

This issue is governed in the main by the *Local Government Act 1995*, in particular Section 3.57 which states that “a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services”.

Item 12.5 Continued

BACKGROUND

An invitation to tender for the supply and application of turf fertiliser, wetting agent and pesticides was advertised in the West Australian on Saturday, 27 July 2019, closing on Tuesday, 6 August 2019 at 2pm.

Thirteen prospective tenderers downloaded the tender documents from the City's eTendering portal and four responses were received from:

- Baileys Fertilisers
- Lawn Doctor
- Turfcare WA Pty Ltd
- Turfmaster Facility Management

One of the tenderers did not provide rates for all items on the price schedule which made their submission non-compliant and they were therefore not included in the evaluation process.

OFFICER COMMENT

The Evaluation Panel consisted of Coordinator Parks, Supervisor Parks North and Procurement Administrator. Each panel member has signed a Declaration of Confidentiality and Impartiality Form confirming that they have no known conflict of interest to disclose.

The responses received were assessed on the same selection criteria included with the invitation to tender, being:

	CRITERIA	WEIGHTING
1	Company Profile	10%
2	Experience	15%
3	Company Capacity	15%
4	Methodology	10%
5	Environment	10%
6	Safety	10%
7	Price	30%
	TOTAL	100%

Turf Care WA has been providing turf maintenance services, including the application of fertilisers, wetting agents and pesticides to local governments in Western Australia for 20 years. All personnel that will be involved in this contract, including grounds staff, hold a Certificate III in Turf Management as a minimum as well as pesticide application licences. Turf Care WA has invested heavily in plant and technologies that promote greater efficiency and quality services.

All equipment is fitted with GPS tracking and mapping units which produce maps to show the area covered, time and date of application and the rate applied. Turf Care WA is the current incumbent and have impressed with their professionalism, proactive attitude and thorough reporting.

[Confidential Attachment 1](#) – Evaluation Matrix outlines the scores awarded by the Evaluation Panel and identifies Turfcare WA as the recommended supplier.

Item 12.5 Continued

FINANCIAL IMPLICATIONS

Expenditure for the supply and application of fertilisers, wetting agents and pesticides for the financial year 2018-2019 was \$172,161. This was a reduced amount as the application of wetting agents on active reserves was undertaken in house.

[Confidential Attachment 2](#) – Price Schedule sets out the rates tendered by Turf Care WA while [Confidential Attachment 3](#) – Cost Comparison estimates the requirements for the year ahead and indicates an annual spend of \$290,423.

The extent of the fertiliser and pesticide programme varies each year depending on turf conditions. There is \$679,044 set aside in the 2019-2020 budget for turf maintenance services of which \$367,166 is allocated for fertilising, wetting agent and pesticide applications.

ENVIRONMENTAL IMPLICATIONS

Fertiliser and pesticide applications must be undertaken in a safe and responsible manner to prevent pollution and ensure the protection and enhancement of the natural environment is adhered to.

The Contractor is required to:

- carry spill kits on vehicles at all times;
- check equipment to ensure there are no leaks;
- ensure shrouded booms are used when applying foliar applications
- ensure 50m buffer zone is maintained adjacent to water bodies for all granular fertiliser applications
- No application during heavy rainfall.

SOCIAL IMPLICATIONS

There are no social implications associated with this report.

OFFICER RECOMMENDATION

That Council:

- 1. Accepts the response submitted by Turfcare WA Pty Ltd for Tender 08/2019 – Supply and Application of Turf Fertiliser, Wetting Agent and Pesticides as specified in accordance with the schedule of rates; and***
- 2. Award the contract to Turfcare WA Pty Ltd for a period of three years commencing 1 November 2019.***

***OFFICER RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –
REFER TO RESOLUTION APPEARING AT ITEM 12***

12.6 INTERIM FINANCIAL AUDIT REPORT

BUSINESS EXCELLENCE BELMONT

ATTACHMENT DETAILS

Attachment No	Details
Confidential Attachment 4 – Item 12.6 refers	<u>Interim Audit Management Letter</u>

Voting Requirement : Simple Majority
Subject Index : 19/001
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 affects 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

This report provides Council feedback from the City's auditors as a result of their Interim Audit conducted in June 2019.

SUMMARY AND KEY ISSUES

The interim audit is a key factor in the audit of the Annual Financial Report. This was explained in the Audit Planning Summary Report that was presented during the February meeting.

Results of the Interim Audit can be found in [Confidential Attachment 4](#).

Item 12.6 Continued

LOCATION

Not applicable.

CONSULTATION

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

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the Strategic Plan Key Result Area: Business Excellence Belmont.

Objective: Achieve excellence in the management and operation of the local government.

Strategy: Ensure Council is engaged at a strategic level to enable effective decision making

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY ENVIRONMENT

Section 7.2 of the *Local Government Act 1995* requires that “the accounts and Annual Financial Report of a local government for each financial year are audited by an auditor appointed by the local government.”

Section 7.3 of the *Local Government Act 1995* only allows for the appointment of an auditor by the local government if the appointment occurs by the commencement date being the day on which the *Local Government Amendment (Auditing) Act 2018* section 10 came into operation.

As the City had not appointed an auditor by the commencement date, the Office of the Auditor General (OAG) is the City’s auditor.

BACKGROUND

During March 2019, the OAG undertook an interim audit for the purposes of assessing the internal controls and compliance aspects of the City’s operations. This provides the auditors with an indication of the extent to which they can rely on the City’s systems and controls in determining the accuracy of the City’s Annual Financial Report as at 30 June of the year in question.

Item 12.6 Continued

OFFICER COMMENT

The Interim Audit Management Letter from the OAG ([Confidential Attachment 4](#)) details items found during the audit including a Management response to each item. The table below summarises the items found.

INDEX OF FINDINGS			
Current Year Findings	RATING		
	Significant	Moderate	Minor
1. Changes to employee master file	✓		
2. Stocktake of non-current assets not undertaken	✓		
3. Standing Committee (Audit and Risk) oversight of risk register		✓	
4. Internal audit function		✓	
5. Delegation limits for purchase order approval		✓	
6. Verification of manual signatures		✓	
7. Review of monthly reconciliations		✓	
8. Credit card self-approval		✓	
9. Credit note approval		✓	
10. Journals not independently approved		✓	

The Interim Audit Management Letter was presented to the Standing Committee (Audit and Risk) held on 22 July 2019.

Committee Notes

Ms R Venkatraman from the Office of the Auditor General thanked the Manager Finance and his team for their help during the interim audit undertaken in March. Ms Venkatraman stated the Audit went smoothly and that a further audit on the City's IT controls has also recently taken place and a letter has been sent to Management outlining the outcomes.

A series of questions were asked and responded to as follows:

- With regard to the Risk Register, more information will be forthcoming on what information will be brought to the Standing Committee (Audit and Risk) and how often.
- The Independent Member made the following suggestions with regard to the Risk Register:-
 - Strategic and Emerging Risks should be included.
 - Council should identify some of its organisational risk.
 - A one page document, perhaps quarterly or half yearly, unless there is a substantial change.

The Coordinator Business Continuity and Risk advised these suggestions would be taken into consideration when preparing the Risk Register Report.

Item 12.6 Continued

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

COMMITTEE RECOMMENDATION

That the Council note the results of the 2018-2019 Interim Audit Report as detailed in [Confidential Attachment 4](#).

***COMMITTEE RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –
REFER TO RESOLUTION APPEARING AT ITEM 12***

12.7 ACCOUNTS FOR PAYMENT – AUGUST 2019

BUSINESS EXCELLENCE BELMONT

ATTACHMENT DETAILS

Attachment No	Details
Attachment 6 – Item 12.7 refers	Accounts for Payment – August 2019

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.*
- 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

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*.

Item 12.7 Continued

LOCATION

Not applicable.

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*, Clause 12.

OFFICER COMMENT

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

Municipal Fund Cheques	788212 to 788245	\$150,651.29
Municipal Fund EFTs	EF063299 to EF063827	\$5,772,234.83
Municipal Fund Payroll	August 2019	\$1,667,331.48
Trust Fund EFT	EF062751 to EF062752	<u>\$17,209.18</u>
Total Payments for August 2019		\$7,607,426.78

A copy of the Authorised Payment Listing is included as [Attachment 6](#) to this report.

Item 12.7 Continued

FINANCIAL IMPLICATIONS

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

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 August 2019 as provided under [Attachment 6](#) be received.

***OFFICER RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –
REFER TO RESOLUTION APPEARING AT ITEM 12***

12.8 MONTHLY ACTIVITY STATEMENT AS AT 31 AUGUST 2019

BUSINESS EXCELLENCE BELMONT

ATTACHMENT DETAILS

Attachment No	Details
Attachment 7 – Item 12.8 refers	<u>Monthly Activity Statement as at 31 August 2019</u>

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.*
- 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 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.

Item 12.8 Continued

LOCATION

Not applicable.

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.

Item 12.8 Continued

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.

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 eg: tied grants.*

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

Council is required to adopt a percentage or value to determine material variances in accordance with the requirements of Australian Accounting Standards.

AASB108 discusses the principles to be applied in determining if a variance is material. AASB108 states that:

Information is material if its omission, misstatement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial statements or affect the discharge of accountability by the management or governing body of the entity. In deciding whether an item or an aggregate of items is material, the size and nature of the omission or misstatement of the items usually need to be evaluated together.

In the case of Council's Annual Budget (and related monthly Statement of Financial Activity), it is felt that the potential impact on the estimated closing balance should determine if an item is material or not. For this reason, Council has previously adopted 10 per cent of the budgeted closing balance as the materiality threshold.

In order to provide more details regarding significant variations as included in [Attachment 7](#) the following summary is provided.

Report Section	Budget YTD	Actual YTD	Comment
Expenditure - Capital			
Ruth Faulkner Library	158,333	57,439	Equipment purchases for the new library are currently on order.
Road Works	276,003	476,252	Ahead of budget due to carryover projects.
Operations Centre	95,015	581	Fleet purchases are currently below budget.
Building Operations	2,592,478	2,219,670	Variance mainly relates to the New Community Centre.
Expenditure – Operating			
Finance Department	382,683	321,749	Budget spread issue with the salary budget allowing for an additional pay run.
Marketing and Communications	375,829	291,267	Employee and printing costs are currently below budget.

Item 12.8 Continued

Report Section	Budget YTD	Actual YTD	Comment
Reimbursements	25,333	90,713	Includes prior year wages that will be accrued and recognised in 2018-2019.
Human Resources	305,186	205,222	Due to salary budget spread issue.
Governance	548,335	464,210	Activity Based Allocations (ABC's) are below budget.
Financing Activities	Nil	51,962	Includes prior year expenses that will be accrued and recognised in 2018-2019.
Belmont Community Watch	224,072	114,150	Invoices outstanding for August.
Health	311,543	226,888	Costs have yet to be incurred or reimbursed in regards to the Contiguous Local Authority Group (CLAG) funding scheme.
Belmont HACC Services	504,827	360,323	Due to salary budget spread issue.
Youth Services General	122,479	63,140	Invoices outstanding for August.
Town Planning	586,625	414,913	Mainly due to the salary budget spread issue.
Sanitation Charges	662,737	426,512	Invoices outstanding for August.
Ruth Faulkner Library	486,719	394,651	Due to salary budget spread issue.
Road Works	196,123	116,711	Budget spread issue regarding road maintenance.
Building Control	265,305	164,435	Staff costs have been reallocated and the budget will be updated as part of the review process.
Building Operations	202,208	148,413	Employee costs are under budget mainly due to staff leave arrangements.
Technical Services	483,531	417,888	Due to salary budget spread issue.
Revenue - Capital			
Crime Prevention and Community Safety	(97,000)	Nil	Grant income was received earlier than expected and recognised in 2018-2019.
Road Works	(361,867)	(418,999)	Timing issue regarding receipt of grant income.
Building Operations	(1,824,839)	(1,551,262)	Timing issue regarding receipt of grant income.
Revenue - Operating			
Computing	(425,518)	(642,230)	ABC recoveries currently below budget.
Human Resources	(283,772)	(205,222)	ABC recoveries currently below budget.
Rates	(50,057,380)	(49,366,156)	Ex gratia rates currently less than budget.
Financing Activities	(332,201)	11,978	Due to year-end matters the investment income received in 2019-2020 has yet to be recognised.
Health	(189,361)	(134,073)	Costs have yet to be incurred or reimbursed in regards to the Contiguous Local Authority Group (CLAG) funding scheme.
Public Works Overheads	(104,000)	(157,884)	Overhead recoveries currently above budget.

Item 12.8 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 July 2019	\$	Comment
Cash and investments	64,672,519	Includes municipal and reserves
- less non rate setting cash	(58,833,384)	Reserves
Receivables	56,752,365	Rates levied yet to be received and Sundry Debtors
ESL Receivable	(9,724,676)	ESL Receivable
Stock on hand	216,827	
Total Current Assets	53,083,652	
Current Liabilities		
Creditors and provisions	(19,195,270)	Includes ESL and deposits
- less non rate setting creditors and provisions	13,070,779	Cash Backed LSL, current loans and ESL
Total Current Liabilities	(6,124,491)	
Nett Current Assets 31 July 2019	46,959,161	
Nett Current Assets as Per Financial Activity Report		
Nett Current Assets as Per Financial Activity Report	46,959,161	
Less Restricted Assets	(91,815)	Unspent grants held for specific purposes
Less Committed Assets	(46,367,346)	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

1. ***That Council adopt ten percent of the estimated closing balance as the base amount for determining materiality of variations in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996.***
2. ***That the Monthly Financial Reports as at 31 August 2019 as included in [Attachment 7](#) be received.***

**OFFICER RECOMMENDATION ADOPTED EN BLOC BY ABSOLUTE MAJORITY –
REFER TO RESOLUTION APPEARING AT ITEM 12**

8.19pm The Director Corporate and Governance returned to the meeting.

13. REPORTS BY THE CHIEF EXECUTIVE OFFICER

13.1 REQUESTS FOR LEAVE OF ABSENCE

Cr Cayoun requested leave of absence for the period 11 November 2019 to 26 November 2019 inclusive.

DAVIS MOVED, POWELL SECONDED,

That Cr Cayoun be granted leave of absence for the period 11 November 2019 to 26 November 2019 inclusive.

CARRIED 9 VOTES TO 0

8.19pm The Acting Manager Community Development departed the meeting and did not return.

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

8.20pm Having declared a Direct Financial Interest in Item 14.1, Mr J Christie departed the meeting.

Note:

The Presiding Member advised that in accordance with Section 5.23(2) of the *Local Government Act 1995* if there were any questions on Confidential Item 14.1, then Council will need to go behind closed doors. As there were no questions the meeting did not proceed behind closed doors.

8.20pm The Acting Director Infrastructure Services and the Acting Director Development and Communities departed the meeting.

14.1 STAFF MATTER – CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE APPRAISAL 2018-2019

BUSINESS EXCELLENCE BELMONT

Attachment No.	Details
Confidential Attachment 5 - Item 14.1 refers	<u>Report Item – Staff Matter – Chief Executive Officer Annual Performance Appraisal 2018-2019</u>
Confidential Attachment 6 - Item 14.1 refers	CEO Performance Management Plan 2018-2019 – Executive Committee Submission (Circulated under Separate Cover)
Confidential Attachment 7 - Item 14.1 refers	<u>CEO Current Salary Scale</u>

Item 14.1 Continued

COMMITTEE RECOMMENDATION

CAYOUN MOVED, POWELL SECONDED,

That Council:

1. **Accept the Executive Committee's assessment of the CEO's performance for the period 25 September 2018 to 30 June 2019 (refer Confidential Attachment 6).**
2. **Approve the CEO's performance Goals and Targets as determined for the next review period ending 30 June 2020 (refer Confidential Attachment 6).**
3. **Approve the remuneration package for the CEO being increased to Step 4 of the current pay scale (refer [Confidential Attachment 7](#)) with effect from 1 July 2019.**

CARRIED 9 VOTES TO 0

8.21pm The Chief Executive Officer returned to the meeting.

8.21pm The Acting Director Infrastructure Services and the Acting Director Development and Communities returned to the meeting.

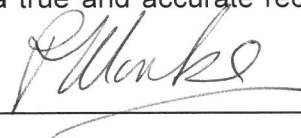
15. CLOSURE

8.21pm There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting.

MINUTES CONFIRMATION CERTIFICATION

The undersigned certifies that these minutes of the Ordinary Council Meeting held on 24 September 2019 were confirmed as a true and accurate record at the Ordinary Council Meeting held 29 October 2019:

Signed by the Person Presiding: _____



PRINT name of the Person Presiding: _____

PHILIP MARKS

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