



**City of Belmont**  
**ORDINARY COUNCIL MEETING**  
**MINUTES**  
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25 February 2014

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**CONFIDENTIAL ATTACHMENTS INDEX**

- Confidential Attachment 1 – Item 12.9 refers

**TABLED ATTACHMENTS INDEX**

- Tabled Attachment 1 – Item 13.2 refers

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

## MINUTES

### PRESENT

Cr P Marks, Mayor	East Ward
Cr R Rossi JP, Deputy Mayor	West Ward
Cr L Cayoun	West Ward
Cr P Hitt	West Ward
Cr M Bass	East Ward
Cr B Ryan	East Ward
Cr J Powell	South Ward
Cr S Wolff	South Ward

### IN ATTENDANCE

Mr S Cole	Chief Executive Officer
Mr N Deague	Director Community and Statutory Services
Mr R Garrett	Director Corporate and Governance
Mr R Lutey	Director Technical Services
Mr J Olynyk, JP	Manager Governance
Mr J Hardison (arr 7.13pm)	Manager Property and Economic Development
Mrs R Brockman	Senior Governance Officer
Ms S Johnson	Governance Officer

### MEMBERS OF THE GALLERY

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

#### 1. OFFICIAL OPENING

The Presiding Member opened the meeting at 7.08pm, welcomed those in attendance and invited Cr Bass to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers. Cr Bass read aloud the affirmation.

**Affirmation of Civic Duty and Responsibility**

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

#### 2. APOLOGIES AND LEAVE OF ABSENCE

Cr P Gardner (Apology) South Ward

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

##### 3.1 FINANCIAL INTERESTS

Nil.

### 3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY

Name	Item No and Title
Cr Cayoun	12.5 Accommodation Assistance – Belmont Business Enterprise Centre
Cr Gardner	12.5 Accommodation Assistance – Belmont Business Enterprise Centre
Cr Cayoun	12.6 Request for Funding Support for 2014 Belmont Small Business Awards
Cr Gardner	12.6 Request for Funding Support for 2014 Belmont Small Business Awards

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

### 4.1 ANNOUNCEMENTS

The Presiding Member made the following announcements:

#### Announcement 1

*“Faulkner Park was buzzing on Sunday with approximately 5,000 people enjoying the sunshine at our annual Kidz Fest and Junior Sports Expo.*

*This is always a popular event and this year was no exception, with a great turn out of both local community and visitors alike.*

*Yet again the City put on a fantastic array of free entertainment, including live performances, games and activities, workshops, animals and sports.*

*Thank you to my fellow councillors Cr Robert Rossi and Cr Bernie Ryan for coming along and supporting the event and helping to man the Back Belmont stall”.*

#### Announcement 2

The Presiding Member welcomed the new press representative Jamie Shurmer to her first meeting of Council.

#### **4.2 DISCLAIMER**

**7.10pm 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. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material."*

#### **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**

The following questions were Taken on Notice at the Ordinary Council Meeting of 17 December 2013.

##### **5.1.1 Mr B Childs, 122 Sydenham Street, Kewdale**

Mr Childs was provided with a response on 29 January 2014. The response from the City is recorded accordingly:

I have five questions derived from a response to my questions taken on notice at the October 2013 Ordinary Council Meeting.

1. The answer neglected to acknowledge the content of the withdrawn web posting showing all services available to 12 to 25 years.

We are pleased the new service is now in-line with the award winning terminated team.

2. I'm not referring to a play station game; you have again confirmed the asset register is inaccurate. What do you advise to resolve this impasse?
3. What specific risks exist in our City and Community that is not in hundreds of other local government communities?

*Item 5.1.1 Continued*

4. In October I sat with David (YMCA) and the Principal of the Islamic College, I asked David two questions;
  - a. Do you have any Islamic College students involved with the Youth Centre? Answer no.
  - b. Do you have any activities that extend to the Islamic College site? Answer no.
5. Can you confirm that the policies and management practices of the Christian Organisation YMCA have delivered the same excellent mix of staff that were assembled by Director Deague? I.e: is there multi cultural, multi lingual, multi qualified from multi backgrounds with spiritual diversity?

**Response**

**Questions 1-5 are considered to have adequately been answered in the letter dated 14 November 2013 or in previous answers to questions of a similar context provided over more than a two year period.**

6. We are not past two years since the off the cuff, unplanned termination of the Youth and Family Services staff to implement a better for more for less. I.e: better service, for more of our youth for less money. Can I be directed to where I might find the progress to this worthy mantra?

**Response**

**The City's website contains documents that demonstrate the strategic direction, Strategic Community Plan 2012–2032, as well as the more detailed actions required through the Corporate Business Plan 2013–2017. The City's annual budget also contains the monetary detail associated with and in support of these services.**

**5.1.2 Mr T Weston, 15 Mathews Place, Belmont**

Mr Weston was provided with a response on 23 January 2014. The response from the City is recorded accordingly:

1. At the recent Council Elections, the Belmont Community Group ran five candidates. I ask the Council and to the Belmont Community Group Secretary, Councillor Cayoun and the Treasurer, Councillor Gardner:

Are the members of this community group, in particular, Sue Pethick, Jenny Davies, Paul Hitt, Lauran Cayoun, Patrick Gardner and their President Cassie Rowe; Union Members and members of the Labor Party?

*Item 5.1.2 Continued*

**Response**

**The Mayor advised that this would need to be taken on notice as it is political in nature.**

**Cr Gardner advised that he is not aware that it is a conflict of interest to have any political affiliation.**

**The Chief Executive Officer advised that this would be a matter for each Councillor to determine the extent of any conflict and would be the same for any members of any group.**

2. Is the Belmont Community Group (BCG) in fact a front for the Union Movement and the Labor Party?

**Response**

**The Mayor advised that he is not a member of any party group or union.**

**Cr Gardner advised that in relation to political conflicts, declarations will be made where required. Any affiliation and membership will be judged and acted upon accordingly.**

**Cr Gardner advised that the BCG is a collection of local residents concerned around the advocacy of particular interests regarding amalgamation and the effects for Belmont. Among other things, the BCG ran on a strong line to support the opening of a 24 hour police station. Again, where conflicts or interests need to be declared, these will be done as required.**

3. At the recent election it seemed the Belmont Community Group appeared to spend a lot of money on direct mailing, large numbers of fliers, several front and inside page advertising and telephone marketing campaign. Can the Council tell me if the Group members have produced their declarations of gifts over \$200 or receipts of monies paid over \$200 to the Council?

**Response**

**The Chief Executive Officer advised that he is the Officer entrusted with receiving declarations related to gifts and electoral matters and that none have been received to date.**

**Cr Gardner advised that his campaign was funded out of his own pocket. That the most effective method had not been spending money, but knocking on doors.**

**Cr Cayoun advised that her campaign had been paid for out of her own pocket.**

**Specifically in response to your first question which was taken on notice, this is a question that should be asked directly to the members and executive of the group in question and not the Council.**

## 5.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

7.12pm The Presiding Member drew the public gallery's attention to the rules of Public Question Time as written in the Agenda. In accordance with rule (I), the Presiding Member advised that he had registered four members of the public who had given prior notice to ask questions, these being Mr Brewster, Mr McDonald, Mr Birch and Mr Johnson.

The Presiding Member invited the public gallery members, who had yet to register their interest to ask a question, to do so. There were no further questions.

7.13pm The Manager Property and Economic Development entered the meeting.

### 5.2.1 Mr P Brewster, 5 Kooyong Road, Rivervale

Mr Brewster submitted the following questions.

Are Councillors aware of the circumstances surrounding my home situated at 5 Kooyong Rd, Rivervale?

Have any Councillors actually gone to the site to visit the location first hand?

Have you all seen the emails and pictures, have you assessed these new impacts?

Have you read my submissions and multiple correspondences?

Did you all receive a copy of my 17 odd pages objection in this matter from the City to review prior to making your decision?

#### IGA Supermarket

The City has washed its hands of this matter a long ago.

Is it ethical for adverse impacts inflicted upon a long term resident by the actions of the City to be permitted without action, particularly in view of the fact that the City has gone to great lengths to accommodate commercial interests in this matter at the expense of a resident?

The applicant has been successful in obtaining his successful commercial outcome at my great expense, amenity and financial, where is the equity, where is the consideration for the resident and why will the City not entertain some minor form of redress to the affected resident to bring some semblance of balance to the impacts inflicted upon me by this decision making?

I received a response to some matters yesterday. It doesn't matter how the City rationalises its decision.

My home is now accessible to the public on three sides. My home has devalued.

My entire rear yard has lost its privacy, with the City unwilling to make any provision to address the matter, quoting irrelevant chapter and verse regarding building codes to justify no action.

Where is the transparency and the accountability in this whole matter?

*Item 5.2.1 Continued*

The City has exercised its discretion and as such had many additional considerations open to it before approving the use, not solely being dependent upon formal planning considerations, hence that is why it is able to exercise its discretion in these matters. Therefore, it follows that exercising the executive privilege demands that a much higher degree of consultation should have been conducted when a ratepayer is going to be so adversely affected.

Aggravating circumstances which the City could easily provide some degree of comfort and redress by supporting the greatly affected resident in my demands and for a masonry wall of the desired height to offset the noise and privacy issues.

A petition was drafted long ago, why has there been no follow up to any of the petitioners?

Where has the consultation been through this entire process?

The City is bureaucratic and arrogant in its disregard of my legitimate concerns and I am not being afforded natural justice.

Neither I, nor any other person have not been ever contacted in this matter, such a high impacting project, is that a satisfactory way to push through development applications?

My only contact came by letter denying my accounts of deception and underhandedness in these matters.

The development was pushed through Council very rapidly; I almost did not have time to present a formal application, sent through with almost secrecy and without the opportunity for dissent.

Why is there such an adversarial approach by the City, who takes such issue with my legitimate manner? The City complains of my complaining, am I supposed to remain silent throughout these matters and simply take the unjust and adverse impacts that the City determines to give me?

The City has a history of this, Red Chilli – my objection was not permitted to be put before Council for consideration, it was presented in the correct time frame, the offending premises should never have been permitted to operate under the conditions it commenced trading.

Additionally, I was not provided with the opportunity to appear before Council when deliberating on this matter.

Apologies are not accepted as it is an ongoing pattern and has denied me a voice in the matter when at its most pivotal moment.

Why does the City choose to not advocate for the resident now that the commercial interests have all been met?

Impacts include four commercial air conditioning units.

*Item 5.2.1 Continued*

Extended trading hours, emergency dentist, it exceeds Environmental Protection Authority (EPA), no transparency, how has the matter been dealt with, the occupants continue to operate the equipment whenever they choose, public holidays, seven days a week, 365 days a year.

It simply does not work for the occupant to self regulate as the solution to the noise problem.

Red Chilli

Can the City seriously justify the refitting of a commercial restaurant, fast food premises, three metres from an existing home and write off any ongoing noise problems to human activity and good neighbourly relations?

Compressor moved and prosecution only through my determined action only. Had the offender not plead guilty, there would have been technical issues with how the inspectors failed correctly to obtain their sound measurements and great difficulties with getting the readings into evidence.

Advising complainants of their State Administrative Tribunal (SAT) rights months after the expiration limitation is not conscionable and adds to the aftertaste of miss-governance.

Why have there been attempts to portray me a vexatious litigant, all my concerns are well founded and documented?

Councillors would you still sit idly by if it were your home which rapidly had these impacts thrown up with an obdurate City taking adversarial and ad hoc approach?

Remember Councillors, I am subjected to these impacts seven days a week into the night, 365 days a year.

The Chinese tenants do not observe any of the public holidays. The IGA also operates all year.

I am compelled to endure these hardships forever, so the least the City can do is make meaningful and timely efforts to ameliorate the noise and other impacts.

The City claims it can do no more, they can do a lot more but there is no will.

**Response**

**The Presiding Member advised Mr Brewster that his submission was given careful consideration and issues raised by Mr Brewster were investigated and assessed against the relevant legislation before planning approval was given to the IGA Supermarket. Site visits have also been made by the Mayor and Planning Officers of the City.**

**Arrangements will be made for the Director Community and Statutory Services, the Manager Planning Services and the Manager Health and Ranger Services to meet with Mr Brewster on site to resolve outstanding issues he may have.**

**5.2.2 Mr R McDonald, 5/51 Riversdale Road, Rivervale**

1. On numerous occasions over the past few months surveying has been observed taking place in Cracknell Park, could Council please advise purpose of this surveying and advise if any changes ie upgrading etc are planned for now or in the future to this park?

**Response**

**The Director Technical Services advised that a response had previously been provided to Mr McDonald's questions by email, however gave Mr McDonald the following response:**

**Yes. The City did arrange and conduct a feature survey of Cracknell Park which is normal practice when an upgrade of a park is to be considered.**

**Any upgrade of Cracknell Park will not be considered until further development of The Springs subdivision has occurred and an assessment of the needs of the community has been undertaken.**

**A community consultation process would be conducted prior to any upgrade being implemented.**

**There are no plans for improvements in the near future.**

**7.25pm The Director Corporate and Governance departed the meeting.**

**5.2.3 Mr R Birch, 195 Knutsford Avenue, Kewdale**

1. Mr Birch stated that a development of seven single units is being built opposite his property and asked if the parking quota for each unit was 0.75 parking bays? How did the state government arrive at this number? Mr Birch commented that he had great concern about the possible amount of street parking that might occur if the development did not provide adequate parking for its residents.

**Response**

**The Director Community and Statutory Services replied that the City had approached the Department of Planning and they could not explain how they came to 0.75 parking bays per unit. The City believes this number is totally deficient and have actively been requesting changes to the residential design codes for some time. It was also noted that financial institutions are refusing housing loans unless at least one car parking bay is provided per unit.**

*Item 5.2.3 Continued*

2. Mr Birch stated that he had concerns regarding Item 12.5 - Accommodation Assistance – Belmont Business Enterprise Centre and Item 12.6 - Request for Funding Support for 2014 Belmont Small Business Awards. His concerns related to the supply of proper acquittals from the BBEC and the increase in the cost of the Business Enterprise Awards. He asked if Council would consider the appropriate spending of ratepayers' money and the benefits ratepayers would receive from an increase in funding?

**Response**

**The Mayor replied that the items would be considered tonight in the Agenda.**

**7.27pm The Director Corporate and Governance returned to the meeting.**

**7.29pm The Director Corporate and Governance departed the meeting.**

**7.30pm The Director Corporate and Governance returned to the meeting.**

**7.30pm The Manager Governance departed the meeting.**

**7.32pm The Manager Governance returned to the meeting.**

**5.2.4 Mr R Johnson, 25 Pontiac Avenue, Cloverdale**

1. Given the increase in development, due to rezoning and in particular Pontiac Avenue, what will the Council be doing to reduce congestion in the street? Also what action will they take to allow safe passage for pedestrians, as at present there are no footpaths? I represent three households with interest in this question, 28, 25 and 21 Pontiac Avenue.

Mr Johnson also stated he was concerned about the amount of multiple dwelling developments planned for Pontiac Avenue.

**Response**

**The Director Community and Statutory Services advised that the State Government is encouraging people to use more public transport and have reduced the car parking standards for multiple dwelling developments, thereby assuming people will use public transport. This is a matter that the City has no control over; however, it has been endeavouring to lobby for a change to the car parking standards. There still needs to be adequate car parking provisions in multiple dwelling developments, which the car parking standards are not currently providing.**

*Item 5.2.4 Continued*

The Director Technical Services advised that traffic measures can be utilised to maintain residential amenity, for example providing for car parking on only one side of the Avenue. The City's pedestrian footpath network can be used to manage pedestrian safety.

The City will investigate the installation of a footpath and traffic congestion in Pontiac Avenue and will continue to seek changes to the car parking standards legislation.

7.44pm As there were no further questions, the Presiding Member closed question time.

**6. CONFIRMATION OF MINUTES/RECEIPT OF INFORMATION MATRIX**

**6.1 ORDINARY COUNCIL MEETING HELD 17 DECEMBER 2013**  
(Circulated under separate cover)

**OFFICER RECOMMENDATION**

***POWELL MOVED, CAYOUN SECONDED, That the minutes of the Ordinary Council Meeting held on 17 December 2013 as printed and circulated to all Councillors, be confirmed as a true and accurate record.***

**CARRIED 8 VOTES TO 0**

**6.2 INFORMATION MATRIX FOR THE AGENDA BRIEFING FORUM**  
**HELD 18 FEBRUARY 2014**  
(Circulated under separate cover)

**OFFICER RECOMMENDATION**

***POWELL MOVED, WOLFF SECONDED, That the Information Matrix for the Agenda Briefing Forum held on 18 February 2014 as printed and circulated to all Councillors, be received and noted.***

**CARRIED 8 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 CR P HITT**

1. Cr Hitt referred to the inadequate number of car parking bays required for multiple dwelling developments and suggested that Members of the Public Gallery could contact the Minister for Planning to voice their concerns.

**Response**

**The Presiding Member stated that the Members of the Public Gallery were welcome to contact the Minister for Planning to voice their concerns.**

**8.2 CR J POWELL**

1. Cr Powell referred to questions previously asked in Public Question Time by Mr Brewster and asked if it were possible for the City to meet and discuss his concerns.

**Response**

**The Presiding Member advised that the Director Community and Statutory Services had undertaken to meet with Mr Brewster regarding the matter.**

**The Chief Executive Officer added that the City had liaised on numerous occasions with Mr Brewster and had done its best to address his issues in full.**

**8.3 CR B RYAN**

1. Cr Ryan asked if it was possible for the City to only approve planning applications for multiple dwelling developments if they supplied at least one car parking bay per unit.

**Response**

**The Presiding Member replied that the City had to abide by the WA Planning Commission legislation, which was currently 0.75 car parking bays per unit. The City has and will continue to liaise with the appropriate agencies to make changes to the legislation. The City is also investigating what changes can be made to its own Planning Scheme to improve the parking situation. Other local governments in the Perth area are also experiencing problems with the car parking legislation.**

**8.4 CR L CAYOUN**

1. Cr Cayoun asked when was last time we communicated to the Minister for Planning regarding parking issues in the City?

**Response**

**The Presiding Member replied that the latest correspondence was written to the Minister for Planning just before Christmas and a reply was received mid February 2014.**

2. Cr Cayoun stated she would also like to encourage residents to voice their concerns to the Minister for Planning regarding the car parking requirements for multiple dwelling developments.

**Response**

**The Presiding Member stated that the City was doing all it could to convey the car parking legislation to be changed and it welcomed input from residents.**

**8.5 CR M BASS**

1. Cr Bass stated there was a need to be proactive in its approach to changing legislation regarding car parking in the City.

**Response**

**The Presiding Member reiterated that the City had approached all avenues within State Government, including the Property Council in regards to legislation changes and would continue to do so.**

**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**

Nil.

## **12. REPORTS OF ADMINISTRATION**

### **WITHDRAWN ITEMS**

Item 12.1 was withdrawn at the request of Cr Hitt.  
Item 12.2 was withdrawn at the request of Cr Hitt.  
Item 12.5 was withdrawn at the request of Cr Rossi.  
Item 12.7 was withdrawn at the request of Cr Cayoun.

***HITT MOVED, POWELL SECONDED, That with the exception of Items 12.1, 12.2, 12.5 and 12.7 which are to be considered separately, that the Officer Recommendations specifically for Items 12.3, 12.4, 12.6, 12.8, 12.9, 12.10, 12.11, 12.12, 12.13, 12.14, 12.15 and 12.16 be adopted en-bloc by an Absolute Majority decision.***

***CARRIED BY ABSOLUTE MAJORITY 8 VOTES TO 0***

**12.1 PROPOSED ACCESSIBLE RAMP – RESERVE 51322 (SHORTLAND JONES PARK) –  
LOT 8001 (13) ROWE AVENUE, RIVERVALE (THE SPRINGS)**

**BUILT BELMONT**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
Attachment 1 – Item 12.1 refers	<a href="#">Development Plans</a>
Attachment 2 – Item 12.1 refers	<a href="#">Approved Landscaping Plan – Shortland Jones Park</a>
Attachment 3 – Item 12.1 refers	<a href="#">Draft Public Open Space Management Plan (Shortland Jones Park)</a>

Voting Requirement : Simple Majority  
Subject Index : 115/001  
Location / Property Index : Lot 8001 (13) Rowe Avenue, Rivervale  
Application Index : 519/2013/DA  
Disclosure of any Interest : Nil  
Previous Items : Nil  
Applicant : S S Chang Architects  
Owner : City of Belmont  
Responsible Division : Community and Statutory 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**

For Council to consider an application for planning approval for an accessible ramp at Shortland Jones Park in The Springs (refer [Attachment 1](#)).

*Item 12.1 Continued*

### **SUMMARY AND KEY ISSUES**

The application is for an accessible ramp at Shortland Jones Park in The Springs.

The accessible ramp is intended to permit universal access between Shortland Jones Park and the adjoining 'Springview Towers' development.

Council is required to determine the application given the ramp is proposed to be located on a Council owned reserve and is being constructed by another entity.

The accessible ramp complies with all relevant standards and is recommended for approval subject to conditions.

### **LOCATION**

The subject site is Lot 8001 (13) Rowe Avenue, Rivervale and is known as 'Shortland Jones Park'.

The property forms part of The Springs Development Precinct and is located directly north of the 'Springview Towers' development and west of the Baptist Churches of Western Australia building.

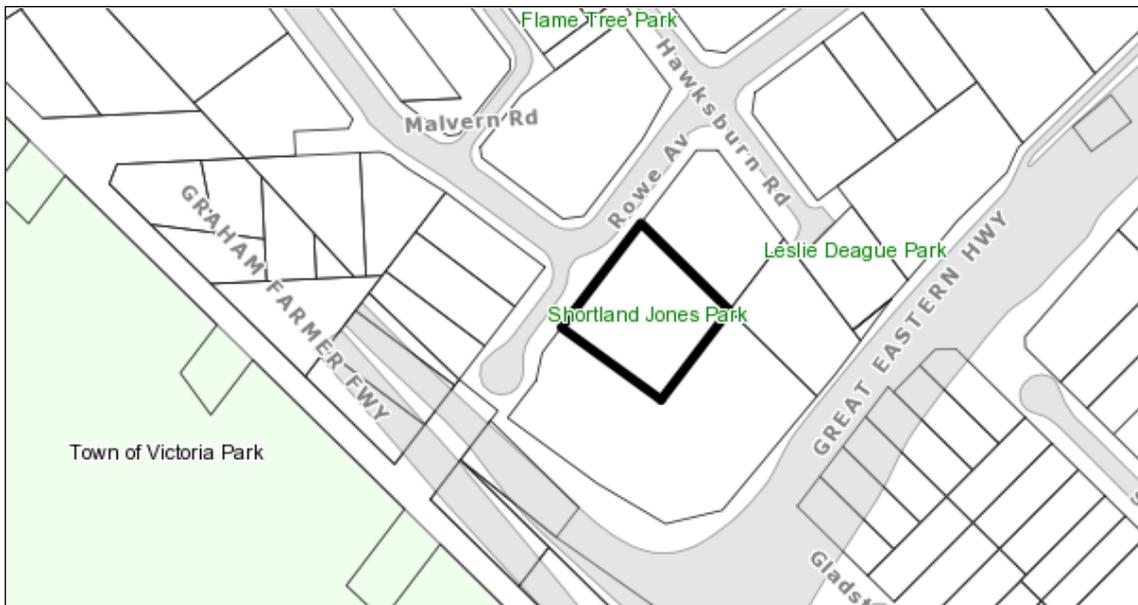


Figure 1: Locality Map

*Item 12.1 Continued*



Figure 2: Aerial photograph (Source: Nearmap)

## **CONSULTATION**

No consultation was required for the subject proposal.

## **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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

**Objective:** Protect and enhance our natural environment.

**Strategy:** Develop quality open space in accordance with community needs.

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.

**Objective:** Maintain public infrastructure in accordance with sound asset management practices.

**Strategy:** Manage the City's infrastructure and other assets to ensure that an appropriate level of service is provided to the community.

*Item 12.1 Continued*

### **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

### **STATUTORY ENVIRONMENT**

#### **Metropolitan Region Scheme**

The subject site is zoned 'Urban' under the Metropolitan Region Scheme. The site is appropriately zoned for the proposed development.

#### **Local Planning Scheme No. 15**

The site is zoned 'Special Development Precinct – The Springs' under City of Belmont Local Planning Scheme No. 15 (LPS15). The site is also identified as 'Development Area 11' (DA11).

LPS15 requires a structure plan to be endorsed prior to supporting development and/or subdivision in a Development Area. The Springs Structure Plan was adopted by Council in November 2009 and endorsed by the Western Australian Planning Commission (WAPC) in December 2009.

#### **Deemed Refusal**

Under Clause 10.9.1 of LPS15 an application is 'deemed to be refused' if it is not determined within a 60 day period. The only exception is where there is a written agreement for further time between the applicant and the City of Belmont. In this case, there is no written agreement for the statutory time period to be extended.

The deemed refusal date for this application passed on 7 February 2014 and the applicant already has deemed refusal rights.

#### **The Springs Structure Plan**

The Springs Structure Plan identifies the subject site as being within the 'Highway Peninsula' precinct. The site is specifically identified as 'Public Open Space' (POS) with a stormwater/drainage function.

The POS is envisaged in the Structure Plan as an urban park suitable for passive and non-formal active recreation, as well as being a central meeting point for the community for formal or informal purposes. The Structure Plan requires that the drainage component of the site shall be landscaped and developed so that the POS is high quality, aesthetic and useable. A concept identified in the Structure Plan to address this was for the potential incorporation of tiered retaining walls to create a minor 'amphitheatre'.

In recognising that the subject site abuts Lot 1019 and 1020 (identified as a 'landmark' development site), the Structure Plan identifies the importance of a high standard of interface between the development site and the POS.

Item 12.1 Continued

### **Local Planning Policy No. 7 – The Springs Design Guidelines**

Local Planning Policy No. 7 (LPP7) was adopted in conjunction with LPS15 on 1 December 2011, and amended by Council on 24 July 2012.

LPP7 contains specific development standards and design guidance for all development within The Springs. The Policy includes a series of detailed area plans, which contain maximum building envelopes (MBEs) for individual sites.

As the subject site is identified as 'POS', there are no applicable MBEs that apply. However, the detailed area plan for adjoining Lots 1019 and 1020 require development to have an appropriate interface with Shortland Jones Park.

### **Disability (Access to Premises – Buildings) Standards 2010**

The Disability (Access to Premises – Buildings) Standards 2010 came into effect on 1 May 2011 primarily to ensure that dignified, equitable, cost-effective and reasonably achievable access to buildings, facilities and services within buildings is provided for people with disabilities. The standards are also intended to give certainty to building certifiers, developers and managers that the provision of access within buildings will be lawful under the *Disability Discrimination Act 1992*.

### **Right of Review**

Is there a right of review?  Yes  No

The applicant/owner may make application for review of a planning approval/planning refusal to the State Administrative Tribunal (SAT) subject to Part 14 of the *Planning and Development Act 2005*. Applications for review must be lodged with SAT within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).

### **BACKGROUND**

<b>Lodgement Date:</b>	9 December 2013	<b>MRS:</b>	Urban
<b>Lot Area:</b>	2,463m <sup>2</sup>	<b>TPS Zoning:</b>	Special Development Precinct – The Springs`
<b>Estimated Value:</b>	\$35,000	<b>Use Class:</b>	Public Recreation – D

### **History**

#### **The Springs Structure Plan**

Prior to redevelopment of The Springs precinct, the subject site had an important role as a drainage basin for stormwater. As part of the structure planning process, it was identified that this site remain as the most suitable location for drainage with the expectation that the stormwater function would be combined with active and passive recreational opportunities.

*Item 12.1 Continued*

In recognising that the POS would be bounded by private development on three sides, The Springs Structure Plan also made provision for an appropriate interface to be achieved between the future 'landmark' development that was identified for Lots 1019 and 1020. These sites were identified as having landmark potential at the gateway to the precinct by virtue of their position at the junction of Great Eastern Highway and Graham Farmer Freeway. The landmark nature also presented the opportunity for development on these sites to not only interface with the POS, but also integrate where possible.

### **Development Approval – Springview Towers**

At its meeting dated 27 September 2012, the Metro Central Joint Development Assessment Panel (JDAP) approved a planning application for a mixed use development comprising 188 multiple dwellings (distributed across two residential towers – one 16 storey and the other nine storey) and a six storey office building (comprising of 6,250m<sup>2</sup> of floor space) on the subject site. The application was approved subject to 31 conditions.

A significant component of this development was its integration with Shortland Jones Park. The rationale for this was that the park had the opportunity to exist as an extension of the communal areas, and also facilitate patronage of the park for residents, visitors and office workers accessing the development.

In recognition of the above, the development proposed a series a tiered stairs that straddled the lot boundary between the development's forecourt and Shortland Jones Park, thus allowing for a seamless transition from public to private space. This arrangement was supported by the City (and subsequently approved by the JDAP) on the condition that appropriate management plans were submitted that addressed the use, interface and maintenance arrangements for the adjoining areas of POS that may result from the development outcomes and operation of the subject development. Such matters include:

- Management and maintenance responsibility for Shortland Jones Park (including any encroachments) and Leslie Deague Park during construction
- Management and maintenance responsibility for the Shortland Jones Park (including any encroachments) and Leslie Deague Park post occupancy of the development, in particular in relation to maintenance of landscaping, reticulation, lighting, services and litter collection
- Arrangements for access to and from the development by pedestrians, particularly through Shortland Jones Park
- Any proposed legal agreements to formalise the agreed management and maintenance arrangements, including indemnification for liability for private development encroaching into Shortland Jones Park.

### **Landscaping Design – Shortland Jones Park**

A landscaping plan for Shortland Jones Park has been prepared by Hassell Pty Ltd, the landscape architects appointed by Landcorp for The Springs project. The landscaping plan has been supported by the City's Parks and Environment Services and is included in [Attachment 2](#).

*Item 12.1 Continued*

Construction and installation of the landscaping in Shortland Jones Park will be undertaken by Landcorp and has been deferred until the completion of the Springview Towers development given the likelihood of damage and disturbance from construction activities. The encroachment of the approved stairs and proposed disabled ramp have no significant bearing on the approved landscaping plan.

**Building Permit – Universal Access**

As part of the building permit process, the Springview Towers development was required to demonstrate compliance with the '*Disability (Access to Premises) Standards 2010*'. This includes access between the development site and Shortland Jones Park. The approved building permit identifies this arrangement being achieved through the installation of an 'open air' lift structure that is capable of accommodating a wheelchair.

Springview Towers is currently under construction, and it has been identified that the proposed lift may be problematic due to the possibility of mechanical failure, as well as misuse and vandalism. As an alternative solution, it has been suggested that a ramp designed to satisfy the Access to Premises Standards may be more suitable. However, in order to facilitate this, the ramp (like the stairs) will need to be partially located on Shortland Jones Park. This forms the basis for the subject application.

**Details of the Proposed Ramp**

The proposed ramp is designed in a U-shape and has a total rise of 0.86 metres from Shortland Jones Park to the forecourt of the residential complex. The ramp has been designed to a gradient of 1:14 in accordance with the requirements of the *Disability (Access to Premises – Buildings) Standards 2010*. Compliance with these Standards will be assessed as part of the assessment and certification of a building permit.

**Management Plans**

As stated, management plans are required in order to satisfy the relationship between the 'Springview Towers' development and adjoining areas of POS.

The applicant, in progressing this proposal, has submitted draft Management Plans for Shortland Jones Park (Lot 8001) and Leslie Deague Park (Lot 8002). The intent of the Management Plans is to provide a framework by which the responsibilities and obligations of each party (ie the City of Belmont and the strata management of Springview Towers) are well established, and ensure that amenity of POS is adequately preserved from adjoining development.

The draft POS Management Plan for Shortland Jones Park is included in [Attachment 3](#). In summary, the Management Plan identifies that the land shaded in 'RED' and 'BLUE' will become the management and maintenance responsibility of the strata management body of Springview Towers, and the remaining areas will remain the responsibility of the City of Belmont. In recognising that a portion of private development encroaches into Shortland Jones Park, the Management Plan identifies that the strata management body will be required to assume legal liability of the area shaded in 'BLUE' (ie the area of private development within public land).

The draft management plan is in the process of being reviewed by the City's Solicitors. Once finalised, a formal agreement will be entered into which will bind the parties to their obligations under the Management Plan.

*Item 12.1 Continued*

**OFFICER COMMENT**

The approved development plans for Springview Towers present two options to satisfy the *Disability (Access to Premises – Buildings) Standards 2010* for access between the development and Shortland Jones Park:

1. A wheelchair lift on private property abutting the boundary (as currently approved) or
2. A ramp structure on public land abutting the common boundary (as proposed under this application).

The potential for mechanical fault, vandalism and misuse of the wheelchair lift has resulted in the developer seeking Council's support for an alternative solution, this being the ramp structure. In order to facilitate this, a portion of Shortland Jones Park is required to be used, in conjunction with the stair structures that already straddle the boundary.

The encroachment of private development into public land is not commonly supported. However, in this case the stairs straddling the boundary between private and public land was supported as an exceptional circumstance in recognition of aspiration for integration and interface between development on Lots 1019-1020 and Shortland Jones Park under The Springs Structure Plan.

In recognising that the proposed ramp is a further extension of private development onto public land, Council is not obliged to support the application. Should Council not support the application, it is anticipated that the developer will continue with the arrangement to install the wheelchair lift wholly within their development site. Although this would satisfy the Access to Premises Standards, the potential likelihood of recurring mechanical failure, vandalism and/or misuse may limit its function, which would subsequently be detrimental to those who many rely on it for access between Shortland Jones Park and the development.

On the other hand, a fixed ramp structure is considered to be a far more practical option and satisfies the objectives of The Springs Structure Plan to achieve suitable interface and integration between the development site and Shortland Jones Park. It is considered that the proposal satisfies legislative obligations and presents fewer obstacles that may otherwise prevent access between Springview Towers and the park. The ramp is considered to be acceptable from a design viewpoint and the City's Building Department has advised that the proposal is expected to comply with the *Disability (Access to Premises – Buildings) Standards 2010*. Similarly, the City's Parks Department are satisfied that there will be no further detrimental impact through 'loss of useable POS' given the ramp has been designed to integrate with the approved stairs and the developer has outlined a series of acceptable management and maintenance measures.

Any risk associated with private development being on public land can be appropriately mitigated and managed through management plans and legal agreements, as outlined in the draft Management Plan submitted by the developer. In principle, City Officers are satisfied with the general provisions of the developer's draft Management Plan, and subject to Council's support for the application, review of the Management Plans by the City's Solicitors can be finalised and a legal agreement entered into (initially between the developer and the City of Belmont, but ultimately by between the Springview Towers Strata Body and the City of Belmont).

*Item 12.1 Continued*

The annual review of the Management Plan will permit the change in relationship and ensure that the Management Plan remains current and up to date.

Having regard to the above, the proposal is considered to be appropriate and is recommended for approval subject to conditions.

**FINANCIAL IMPLICATIONS**

All costs associated with construction of the ramp structure, as well as the maintenance of the POS Management Area, will be borne by the Springview Towers strata body (or the developer in the absence of a constituted strata body).

The City will maintain the areas of Shortland Jones Park that are not subject to the POS Management Plan in accordance with the City's standard specifications for parks and reserves. There are not expected to be any additional financial implications beyond those already in existence.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**SOCIAL IMPLICATIONS**

The provision of the ramp will ensure universal access for all people between the Springview Towers development and Shortland Jones Park.

**OFFICER RECOMMENDATION**

That Council approve planning application 519/2013/DA as detailed in plans received 9 December 2013 submitted by SS Chang Architects on behalf of the owner City of Belmont for an Accessible Pedestrian Ramp at Lot 8001 (13) Rowe Avenue, Rivervale subject to the following conditions:

1. The development plans, as dated marked and stamped 'City of Belmont Planning Consent Granted Subject To The Conditions of Planning Approval', together with any requirements and annotations detailed thereon by the City, are the plans approved as part of this application and shall form part of the planning approval issued.
2. Prior to application for a building permit, the landowner shall submit a Public Open Space Management Plan to the satisfaction of the City's Director Technical Services. The Public Open Space Management Plan shall form the basis for a legal agreement between the City of Belmont and the strata body of the adjoining development on Lots 1019 and 1020, and be thereafter implemented to the satisfaction of the City's Director Technical Services.

*Item 12.1 Continued*

Non-Standard Footnote

- i. In relation to Condition 2, the required Public Open Space Management Plan shall address the use, interface and maintenance arrangements for the adjoining areas of public open space that may result from the development outcomes and operation of the subject development, including:
- Management and maintenance responsibility for the public open space (including any encroachments) during construction
  - Management and maintenance responsibility for the public open space (including any encroachments) post occupancy of the development, in particular in relation to maintenance of landscaping, reticulation, lighting, services and litter collection
  - Arrangements for access to and from the development by pedestrians
  - Any proposed legal agreements to formalise the agreed management and maintenance arrangements.

**Note**

Cr Hitt put forward the following Alternative Councillor Motion.

**ALTERNATIVE COUNCILLOR MOTION**

***HITT MOVED, WOLFF SECONDED, That Council approve planning application 519/2013/DA as detailed in plans received 9 December 2013 submitted by SS Chang Architects on behalf of the owner City of Belmont for an Accessible Pedestrian Ramp at Lot 8001 (13) Rowe Avenue, Rivervale subject to the following conditions:***

- 1. The development plans, as dated marked and stamped 'City of Belmont Planning Consent Granted Subject To The Conditions of Planning Approval', together with any requirements and annotations detailed thereon by the City, are the plans approved as part of this application and shall form part of the planning approval issued.***
- 2. Prior to application for a building permit, the landowner shall submit a Public Open Space Management Plan to the satisfaction of the City's Director Technical Services. The Public Open Space Management Plan shall form the basis for a legal agreement between the City of Belmont and the strata body of the adjoining development on Lots 1019 and 1020, and be thereafter implemented to the satisfaction of the City's Director Technical Services.***
- 3. The ramp to be constructed in such a way that the materials and design selected will minimise possible misuse or abuse of the ramp by others and potential injury risk to the public, to the satisfaction of the Council.***

*Item 12.1 Continued*

**Non-Standard Footnote**

- i. In relation to Condition 2, the required Public Open Space Management Plan shall address the use, interface and maintenance arrangements for the adjoining areas of public open space that may result from the development outcomes and operation of the subject development, including:*
- Management and maintenance responsibility for the public open space (including any encroachments) during construction*
  - Management and maintenance responsibility for the public open space (including any encroachments) post occupancy of the development, in particular in relation to maintenance of landscaping, reticulation, lighting, services and litter collection*
  - Arrangements for access to and from the development by pedestrians*
  - Any proposed legal agreements to formalise the agreed management and maintenance arrangements.*

**CARRIED 6 VOTES TO 2**

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

**REASON**

**Cr Hitt suggested an additional condition may be appropriate to minimise the possibility of misuse or abuse of the ramp.**

**12.2 CLUB DEVELOPMENT SCHEME GRANT APPLICATION**

**SOCIAL BELMONT**

**ATTACHMENT DETAILS**

Nil.

Voting Requirement : Absolute Majority  
Subject Index : 57/002  
Location/Property Index : N/A  
Application Index : N/A  
Disclosure of any Interest : Nil  
Previous Items : N/A  
Applicant : City of Belmont  
Owner : N/A  
Responsible Division : Community and Statutory Services

**COUNCIL ROLE**

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

**PURPOSE OF REPORT**

The purpose of this report is to seek Council approval to accept \$30,000 (GST exclusive) in funding in 2014-2015 and 2015-2016 under the Department of Sport and Recreation's (DSRs) Club Development Officer (CDO) Scheme if the City's funding submission is successful.

*Item 12.2 Continued*

### **SUMMARY AND KEY ISSUES**

The City's Community Wellbeing section recently undertook a review of club issues to analyse the various aspects of club management within the City of Belmont including relationships with clubs, club development opportunities, types of agreements, common issues and fees and charges.

The City's Building, Parks, Crime Prevention and Environmental Health Departments have been consulted as part of the review.

The review highlighted the many challenges faced by clubs. The City's Officers consider the DSRs CDO Scheme to be a solution that would assist in making positive changes with the City's sporting Clubs.

The CDO Scheme is based on a co-contribution arrangement between The Department of Sports and Recreation and local governments. It provides a cost effective means to employ a CDO to build the capacity of community sporting clubs through the provision of education, information, resources and training programs to club administrators in a wide range of management and governance areas.

The Scheme will fund the position from 1 July 2014 to 30 June 2016.

### **LOCATION**

N/A.

### **CONSULTATION**

Internal consultation has been undertaken with Parks, Building, Crime Prevention, and Environment Officers who believe a CDO will have value for the community and Officers.

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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

**Objective:** Develop community capacity and self reliance.

**Strategy:** Assist clubs and community group to be viable and active.

**Corporate Key Action:** Assist new and existing local sporting clubs to be sustainable.

### **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

*Item 12.2 Continued*

## **STATUTORY ENVIRONMENT**

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

## **BACKGROUND**

The CDO Scheme is a collaborative partnership between the DSR and local governments to build the capacity of community based clubs through Club Development Officers (CDOs).

Between 2009-2010 to 2012-2013 the Scheme demonstrated a total commitment of \$6.28 million. The Scheme currently employs 38 CDOs in 48 local governments across the State from Kununurra to Esperance.

The role of the CDO is to build the capacity of community sport and recreation clubs through the provision of education, information, resources and training programs to club administrators in a wide range of management and governance areas.

A review of the Scheme has recently been undertaken by DSR. They have highlighted the Schemes greatest achievements to date:

- Increased capacity built within sport and recreation clubs to improve administration, governance and management practices
- An increase in employment opportunities within the sport and recreation industry in particular in regional areas
- Increased focus from local government to develop local clubs
- Improved relationships between DSR and local governments.

The DSR have provided the Schemes project objectives and guiding principles as follows:

- Advocate and support the development of sustainable high-level sport and recreation clubs
- Recognise and respond to the diverse cultures, changing environments and the needs of sport and recreation clubs
- Provide leadership and develop partnerships to achieve club development initiatives
- Provide education, training and professional development opportunities for club volunteers and community organisations
- Collaborative approach to club development by connecting state sporting associations, regional sporting associations, local governments and community organisations
- Utilise the Australian Sports Commission (ASC) Healthy Club Checklist (HCC) as a governance assessment, benchmarking and planning tool for clubs

*Item 12.2 Continued*

- Promote Sport 4 All and its programs; KidSport, Community Volunteer Project and Club Talk to clubs
- Club Development staff participate in professional development provided by DSR.

The City applied to participate in the Scheme in 2006, but was unsuccessful. It is unknown as to the reasons why the application was unsuccessful.

The DSR have advised that another 11 local governments (including the City of Belmont) have expressed an interest in participating in the Scheme to co-fund a CDO position on a contract basis.

Currently there are 16 metropolitan local governments out of a total of 48 local governments throughout the State participating in the Scheme. This does not include CDOs that have been employed outside of the Scheme, such as the City of Stirling.

An overview of local governments that are comparable in size and have employed a CDO as part of the Scheme are shown below:

<b>Local Government Authority</b>	<b>Capacity of CDO</b>
Bunbury: 31,000 population	1 full time CDO
South Perth: 45,000 population	1 full time CDO
Kwinana: 32,500 population Serpentine - Jarrahdale: 21,500 population	1 full time CDO covering both local governments

As part of business improvement, a review of club management has been undertaken by the City's Community Wellbeing section in consultation with internal stakeholders, other local governments and DSR. The purpose of the review was to identify issues around various aspects of club management within the City of Belmont including relationships with clubs, club development opportunities, types of agreements, common issues and fees and charges. Comparative analyses with other local governments were included to compare various aspects of their club management policies, procedures and practices.

Although each club may provide a different sport and service to the Belmont community, healthy clubs all share similar characteristics. Clubs can provide a healthy, welcoming, safe and inclusive environment having a positive impact on physical activity levels, mental health, social inclusion, self esteem, community pride and decrease in high risk behaviours such as drugs and crime.

An Information Only item on the club usage review and overview of the CDO Scheme was presented at the Standing Committee (Community Vision) meeting on the 19 August 2013 with the following excerpt from the recorded minutes outlining responses to questions raised:

- *Discussion continues to take place regarding Wilson Park. Presently, the courts, kiosk and change-rooms are under a seasonal hire arrangement. The Wilson Park club rooms is an asset of the City and negotiations are in place regarding the future management structure of the clubrooms.*
- *There are monitoring systems in place regarding disruptive behaviour at the community centres and this includes the use of Rangers, Security and Cleaners who report incidents as they arise.*

*Item 12.2 Continued*

- *This review has highlighted that there is an ad-hoc and reactive relationship with clubs. The City would like to have a proactive relationship with clubs.*
- *Workshops have been held previously at the City of Belmont regarding management of sporting clubs, volunteers, insurance and other matters specific to sporting groups.*
- *The new Recommendations following the Club Development Review are as follows:*
  - *Include a condition requiring sporting clubs to provide a copy of their liquor licence and minutes of their Annual General Meeting (AGM) each year*
  - *Implement a three strike breach system*
  - *Maintain regular contact with all clubs by meeting with incoming and outgoing clubs at the beginning of each season*
  - *Develop a formal monitoring mechanism to ensure that clubs are complying with the seasonal conditions*
  - *Investigate what is involved with the recruitment of a CDO in partnership with the DSR. This role would form part of the DSRs CDO Scheme via a financial co-contribution.*
- *Sporting Clubs are seasonal hirers and are unable to sublet the facilities.*
- *The CDO would work with sporting groups and clubs to improve their long term viability through support and education.*
- *The CDO appointment would be a formalisation of current duties being undertaken.*
- *The CDO benefits sporting clubs who in turn are able to build up social inclusion and healthier communities.*
- *Investigation will be carried out to determine if clubs will be compelled to attend meetings with City staff to secure their facility hire.*
- *There are a number of sporting clubs which would benefit from an increase in membership and a greater awareness of Council programs and opportunities.*

**OFFICER COMMENT**

It is widely recognised by all levels of government and providers of sport and recreation that community clubs play a critical role in developing communities; however, a standardised, coordinated and focused approach has been lacking.

*Item 12.2 Continued*

Currently the City has 20 sporting clubs utilising City managed reserves (this does not include the Belmont Tennis Club or the Belmont Sport and Recreation Club). Based on the 2012-2013 season, these clubs have a combined membership of over 2,300 members. One thousand eight hundred (1,800) of these members are juniors (under 18 years old).

With current resourcing, the City has minimal opportunity to undertake proactive club development initiatives. Accordingly, club development opportunities are haphazard in nature. The exception to this is the annual Junior Sports Expo event held in February which successfully promotes local junior clubs.

The City's relationship with Clubs is generally of an administrative nature. These tasks include:

- Processing seasonal applications
- Invoicing
- Processing and assessing KidSport applications
- Belmont Club Voice E newsletter.

The Community Wellbeing team also ensure that internal stakeholders including the Finance, Building, Rangers and Parks Departments are kept informed of club activities and reserve use such as training and competition times as well as flood lighting requirements for each reserve throughout the City. Furthermore, the Parks Department are provided advanced notice as to when goal posts need installing or removal.

Historically, club development initiatives have had a poor participation rate. This may be due to the differing priorities of clubs and the unavailability of volunteer resources to attend. This is the primary reason why a CDO position needs to have flexible hours to enable outreach to these clubs that operate outside office hours.

It is widely known that sporting clubs face numerous challenges that include:

- Diminishing volunteer bases. There may be a demand by the community to join clubs, but if there are no coaches or strategies in place, clubs cannot increase their membership
- Financial constraints with rising insurance costs and the rising costs in hiring facilities and lighting use
- Changes to the usage agreements and adjusting to facilities that are designed for multipurpose use
- Limited capacity to deal with administrative requirements of Council due to limited skills, knowledge and general volunteer time, resulting in poor management practices
- Feeling undervalued by the City on their positive contribution to the community.

*Item 12.2 Continued*

At an operational level, City Officers have identified a number of challenges in club management, these include:

- Monitoring compliance with seasonal conditions including general misuse of Council facilities (eg litter and non permissible line marking)
- Understanding who our clubs are and identification of their issues
- Understanding the functions of the Departments/Sections within Council and how their operations impact on clubs
- Infrastructure requirement of clubs and future planning and funding arrangements for such projects
- Understanding and assessing expected levels of service from clubs.

Discussions with local government CDOs and the DSR have confirmed the value of such a role in building positive relationships with local government and in turn the community. By ensuring the City's clubs are healthy and sustainable; this will result in a positive impact on the community and the ability to continue to build on Belmont's social capital.

## **THE ROLE**

Due to the operational hours of a sporting club, an important aspect of the CDO role will be the requirement to attend committee and other meetings as needed to address particular issues that the groups may have.

- **Position Objectives**

While it is fully appreciated that each CDO will use a localised and flexible approach towards club development and achievement of the program objectives, standardised or constant philosophies regarding club development are required. These philosophies can best be summarised as 'Education, Facilitation and Communication'.

Position objectives should remain focused on these philosophies with regards to club development. To assist local government(s), the following list of position objectives have been prepared, however local government(s) are welcome to develop additional objectives that will assist with club development within their area:

- Assist club administrators to meet industry standards
- Develop the clubs' ability to increase membership, with an emphasis on increasing physical activity and participation in sport
- Develop long term club development plans including references to facilities, population trends, membership trends, equipment requirements, resource requirements, funding needs and the establishment of new clubs
- Establish and grow a club development network (internal and external)

*Item 12.2 Continued*

- Introduce basic management systems within clubs. This may include the development of procedures, systems and policies
  - Facilitate discussions to develop partnerships between clubs
  - Increase awareness and improve access to available resources and funding
  - Assist clubs to do internal audit/needs assessments
  - Assist clubs to develop strategies to meet needs and address shortfalls
  - Assist clubs with the implementation of identified strategies
  - Assist clubs to access funding and other support services/opportunities etc.
- **Hours of Duty**

Part time – a three day per week position that requires flexibility in working hours as tasks involve working with local community members and volunteers outside normal working times.

Overtime costs will not be incurred as the position is classified as ‘community services’ as per the definitions and interpretations in the *Local Government Industry Award 2010*. Under this classification ordinary hours can be worked Monday to Sunday from 5.00am to 10.00pm.
  - **Contract of Employment**

The grant from DSR is for a two year period. The contract of employment for the CDO is two years in line with the grant period. The outcomes of the position will be reviewed to determine the future of the position.
  - **Performance Measures**

The position’s performance will be measured in line with the DSRs Keys Results Schedule. Measures may include:

    - Assist in the monitoring of facilities
    - Educate clubs on Council processes
    - Production of quarterly newsletters to local clubs
    - Attaining a set level of clubs to undertake the ASC HCC
    - Support clubs in addressing priority areas through training and development
    - Engage Clubs in DSRs Club Talk program
    - Engage Clubs in Sport 4 All Community Volunteer Projects
    - Provide administration assistance and advice regarding the preparation of funding applications.

*Item 12.2 Continued*

### **FINANCIAL IMPLICATIONS**

It should be noted that the grant from the DSR is conditional on the provision of at least 24 hours per week by the CDO in service to physical activity/sporting groups.

A predicted part-time salary for a CDO – 24 hours per week and associated new club development activities has been budgeted as follows for the 2014 2015 and 2015-2016 financial year:

24 hours per week Level 4 Step 2 (including leave loading/superannuation/workers compensation)	\$46,885
IT computer/office equipment	\$2,700
Vehicle (fuel)	\$1,850
Club Development Workshops/Activities	\$2,200
<b>Total Annual Cost</b>	<b>\$53,365</b>
Less grant from DSR	\$30,000
<b>Cost to Council</b>	<b>\$23,365 plus in kind resources</b>

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

### **SOCIAL IMPLICATIONS**

- Ensure that the community has access to the sport and recreation services and facilities it needs
- Assist in developing community capacity, in particular sporting clubs
- Support community sporting groups
- Enhance a sense of community and the image of Belmont
- Provides physical activity and recreation opportunities in a volunteer capacity
- Provides the opportunity for community members to meet one another, create close friendships and feel part of a community
- Contributes towards a tolerant community and providing a positive impact for Culturally and Linguistically Diverse (CALD) communities
- Contributes towards a healthier population resulting in less stress on the health care system
- Positively impacting on children's learning
- Positively impacting on mental health in the wider community
- Reducing anti-social behaviour as community members are more actively engaged in sport resulting in an environment where residents are safe and feel safe.

*Item 12.2 Continued*

**OFFICER RECOMMENDATION**

**HITT MOVED, POWELL SECONDED, that Council**

- 1. Delegate authority to the Chief Executive Officer to accept the grant and sign relevant documentation, if the submission made for funding under the Department of Sport and Recreation's Club Development Scheme is successful.**
- 2. Approve a contribution of \$23,365 (plus any consumer price index/wage increases) to be included in each of the 2014-2015 and 2015-2016 financial year budgets.**

<b>***ABSOLUTE MAJORITY REQUIRED</b>
--------------------------------------

**CARRIED 5 VOTES TO 3**

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

**12.3 COMMUNITY SPORT AND RECREATION FACILITIES FUND (CSRFF) APPLICATION –  
BELMONT OASIS SPORTS COURT LIGHTING UPGRADE**

**SOCIAL BELMONT**

**ATTACHMENT DETAILS**

Nil

Voting Requirement	:	Simple Majority
Subject Index	:	57/003
Location/Property Index	:	220 Alexander Road, Cloverdale (Belmont Oasis Leisure Centre)
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	Belgravia Leisure
Owner	:	City of Belmont
Responsible Division	:	Technical Services

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <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"/> | <b>Executive</b>      | <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"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <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 approval to submit a Community Sport and Recreation Facilities Fund (CSRFF) application on behalf of Belgravia Leisure to upgrade the existing Mercury Vapor sports court lighting at Belmont Oasis to high efficiency Induction lighting.

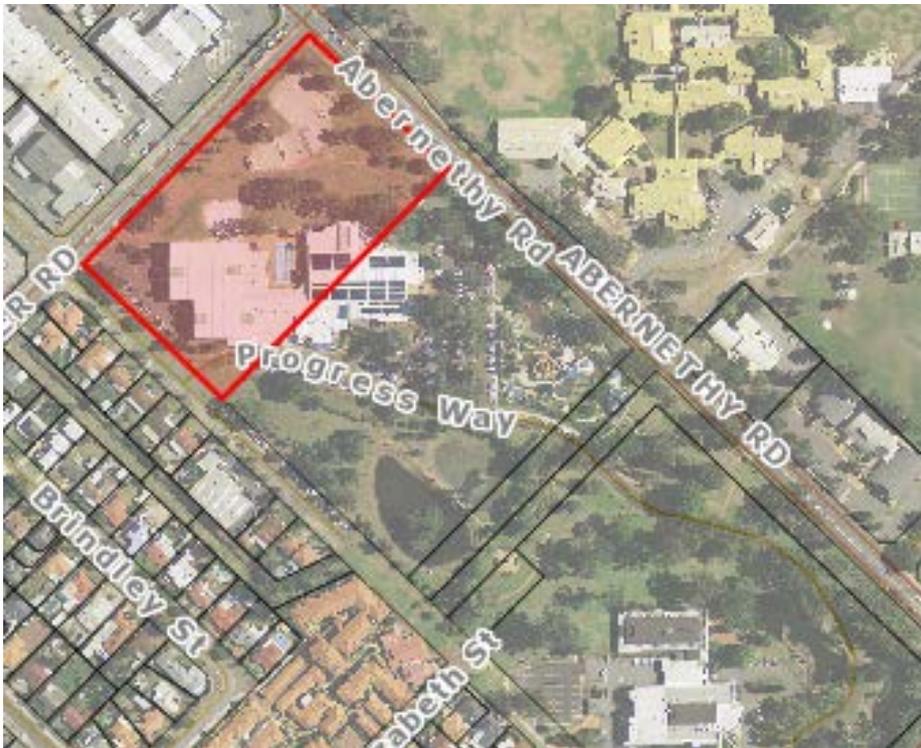
*Item 12.3 Continued*

### **SUMMARY AND KEY ISSUES**

Belgravia Leisure has requested the City of Belmont (City) submit an application to the Community Sport and Recreational Facilities Fund (CSRFF) on their behalf for a lighting upgrade of the indoor sports courts at Belmont Oasis Leisure Centre. The major and minor courts are currently lit by 39 x 400 watt Mercury Vapor lights, which are proposed to be replaced with high efficiency 250 watt Induction lighting providing an improved lighting quality.

### **LOCATION**

Belmont Oasis Leisure Centre - Lots 51 and 52 (220) Alexander Road, Cloverdale.



### **CONSULTATION**

Belgravia Leisure has consulted with the relevant user groups of the sports courts including the State Basketball League, Netball WA and Perth Pinoy-aus Sports Club Inc (PePSCI), who are supportive of the proposed upgrade.

*Item 12.3 Continued*

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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

**Objective:** Create a city that evokes feelings of wellbeing, security and safety.

**Strategy:** The City will continue to design and implement programs which enhance safety, security and wellbeing in the community.

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

**Objective:** Enhance the City's environmental sustainability through the efficient use of natural resources.

**Strategy:** Manage energy use with a view to minimising greenhouse gas emissions.

### **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

### **STATUTORY ENVIRONMENT**

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

### **BACKGROUND**

Belgravia Leisure approached the City regarding an application to CSRFF for a lighting upgrade of the major and minor indoor sports courts at Belmont Oasis. The courts are currently lit by 400 watt Mercury Vapor lighting, which has a life expectancy of 6000-8000 operating hours, uses 40,098 kWh energy annually and costs \$8,755 to maintain per year.

The main user groups of the courts are the State Basketball League, Netball WA and Perth Pinoy-aus Sports Club Inc, who had previously expressed their concerns about player safety under the current lighting levels and how this impacts negatively on player participation.

Belgravia Leisure investigated three options for replacement lighting (Table 1) based on preliminary cost estimates, with induction lighting selected as the preferred option due to having the lowest payback period and best life expectancy. LED High Bay lights were eliminated due to the insufficient lighting output provided.

Item 12.3 Continued

Table 1. Comparison between different lighting options

	Current (Mercury Vapor)	Option 1 Metal Halide	Option 2 LED High Bay	Option 3 Induction High Bay
<b>Lamp size (watt)</b>	400	230	150	250
<b>Life expectancy (operating hours)</b>	6000-8000	50,000	50,000- 100,000	100,000
<b>Qty</b>		39	39	39
<b>Lamp Replacement Cost</b>		539	717	445.5
<b>Wattage</b>		0.23	0.2	0.25
<b>Cost p/KW Hr</b>		0.17	0.17	0.17
<b>Average Hours per week</b>		42	42	42
<b>Weeks in the year (Centre open)</b>		51	51	51
<b>kWh per year</b>	40,098	19,213.74	16,707.60	20,884.50
<b>Payback period (years)</b>		3.96	4.88	3.46

Belgravia Leisure obtained two quotes to supply 39 x 250 watt high bay induction lights, the first from Greenhouse at a cost of \$19,890 (GST exclusive) and the second from Uniquip Industries (at a cost of \$12,675 (GST exclusive). A quote was also obtained for hire of a scissor lift at a cost of \$300 (GST exclusive), with installation to be undertaken by Belgravia Leisure staff as an electrician is not required. Belgravia Leisure has confirmed their preference to accept the quote from Uniquip Industries.

The proposed induction lights will improve lighting quality, have a 100,000 hour rated life and are estimated to use less than 50% of the energy to run than existing lights.

A two year replacement warranty is provided on equipment and labour.

### **OFFICER COMMENT**

The project will benefit Belgravia Leisure, the City of Belmont and the community in providing an improved quality of sports court lighting that is more energy efficient with a longer lifespan, reducing the frequency of maintenance, replacement and operating costs.

The project will complement previous environmental sustainability measures instigated at Belmont Oasis by Belgravia Leisure and the City, through programmes such as Perth Solar City and the Local Government Energy Efficiency Program.

### **FINANCIAL IMPLICATIONS**

The CSRFF grant will cover a third of the total costs and Belgravia Leisure will contribute the remaining two thirds, with no financial impact to the City. A letter has been received from Belgravia Leisure confirming their contribution of \$8,650 towards the project, should the grant application be successful.

*Item 12.3 Continued*

The City will be required to engage the contractor directly and pay any invoices. Due to the total cost being under \$20,000 but over \$10,000, as per the City's Purchasing Policy more than one written quote is required and has been obtained.

**ENVIRONMENTAL IMPLICATIONS**

The replacement of Mercury Vapor lighting with Induction lighting will reduce energy use associated with lighting of the Belmont Oasis sports courts by an estimated 50%. In addition, the longer life expectancy will also reduce waste associated with lamp replacement/disposal.

**SOCIAL IMPLICATIONS**

Existing sporting codes using the courts have expressed their concerns about player safety under the current lighting levels and how this impacts negatively on player participation. The expected improved lighting will remove this barrier, and is supported by the relevant user groups.

**OFFICER RECOMMENDATION**

***That Council:***

- 1. Authorise the Chief Executive Officer to accept the Belgravia Leisure Community Sport and Recreation Facilities Fund grant if successful.***
- 2. That the required budget adjustment be made at the March 2014 Budget Review.***
- 3. Note that if successful, Belgravia Leisure will contribute the remaining \$8,650 excluding GST.***

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

**12.4 PETITION – AMENDMENT TO THE DRAFT FORESHORE CONCEPT PLAN FOR ‘THE ESPLANADE, ASCOT’**

**NATURAL BELMONT**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
<b>Attachment 4 – Item 12.4 refers</b>	<a href="#"><b>Petition</b></a>

Voting Requirement	:	Simple Majority
Subject Index	:	11/010 - Petition
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	Mr M Macliver
Owner	:	N/A
Responsible Division	:	Corporate and Governance and Technical Services

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <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"/> | <b>Executive</b>      | <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"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <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**

The purpose of this report is to consider a petition received regarding the draft foreshore concept plan for ‘The Esplanade, Ascot’.

*Item 12.4 Continued*

### **SUMMARY AND KEY ISSUES**

On 24 December 2013, a petition (refer to [Attachment 4](#)) bearing 15 signatures was received. The petition reads as follows:

*“We the undersigned electors of the City of Belmont request the Draft Foreshore Concept Plan for ‘The Esplanade’ be amended so that the ‘formalisation of fishing area at the end of Forbes Street’ is removed from the plan and that no ‘deck or fishing structure’ be erected at this location.”*

The petition states the following reasons:

*“The end of Forbes Street is a cul-de-sac with no parking available at the end. Formalising this area as a fishing point would cause all sorts of parking problems with cars and trucks coming down the street unable to turn at the end. This would also cause a safety issue for these vehicles as well as the pedestrians and horses that walk along The Esplanade pathway.*

*Secondly, the very close proximity to residential houses also becomes a safety issues with children going from house to house in a normally quiet cul-de-sac. This close proximity also creates a problem in relation to anti-social behaviour and a possible increase in crime in the street. In the past this area was subject to numerous break-ins and intrusions when it was opened up for people who used to frequent the riverbank. Fortunately, steps were successfully introduced by the Council to alleviate this:*

*Bollards were erected to stop people parking on lawns on the riverbank nature strip and under the bridge;*

*Signs were erected that no parking was allowed at the end of the street;*

*The road along The Esplanade between Forbes Street and the water playground was restricted to vehicles of residents only.*

*To now designate this as a formalised fishing spot would be going back to how it was.”*

*Item 12.4 Continued*

## **LOCATION**

The petition specifically refers to The Esplanade, Ascot as shown in red below:



## **CONSULTATION**

The community consultation period for the Foreshore Concept Plan for 'The Esplanade' (Ford Street to Redcliffe Bridge), Ascot opened on Saturday, 7 December 2013 and closed on Wednesday, 8 January 2014. This petition was received during the public consultation period.

A community meeting was held on Wednesday, 12 February 2014, due to interest expressed in the survey responses. Seventeen community members and three Councillors attended, as well as the City's Parks Projects Coordinator, Project Officer Community Safety and Crime Prevention, Coordinator Environment and Manager Property and Economic Development. The Coordinator Environment presented on:

- Background to Concept Plan
- Consultation process and results
- Additional feedback required - path connections
- Where to from here?

In relation to the concerns expressed in the survey responses regarding the Forbes Street fishing area, advice was provided that the Concept Plan would be modified to exclude the designated fishing area at Forbes Street. Fishing will still be possible from this location, however no structure/deck will be installed and the area would not be promoted as such. Attendees of the community meeting were satisfied with this outcome.

*Item 12.4 Continued*

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

In accordance with the Strategic Community 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:** Ensure that open space within the City of Belmont is accessible, robust and safe and assist with community 'place building' whilst being economically and environmentally sustainable.

### **POLICY IMPLICATIONS**

*BEXB3 Correspondence from Members of the Public*

*"In regard to petitions (or items of correspondence submitted by multiple correspondents), the City:*

- will promote to the community, guidelines consistent with the City of Belmont Standing Orders Local Law for the submission of petitions*
- will generally correspond with the petition initiator, expecting that this person (or group) will correspond with all petitioners*
- will in the case of petitions with a small number of petitioners, endeavour where practicable, to provide individual response to each correspondent."*

### **STATUTORY ENVIRONMENT**

City of Belmont Standing Orders Local Law 2012 stipulates:

#### **"6.8 Petitions**

- (1) A petition is to—
  - (a) be addressed to the Mayor;*
  - (b) be made by electors of the district;*
  - (c) state the request on each page of the petition;*
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;*
  - (e) contain a summary of the reasons for the request; and*
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.**
- (2) Upon receiving a petition, the local government is to submit the petition to the relevant employee to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subsection (3).*
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless—
  - (a) the matter is the subject of a report included in the agenda; and*
  - (b) the Council has considered the issues raised in the petition."**

*Item 12.4 Continued*

### **BACKGROUND**

The City of Belmont is responsible for the river frontage of 'The Esplanade' between Ford Street and Redcliffe Bridge in Ascot, which is affected by foreshore erosion.

A Draft Foreshore Concept Plan has been developed for the area, with an aim to reduce riverbank erosion and improve amenity and recreational uses of the area.

### **OFFICER COMMENT**

Concerns regarding the proposed fishing structure at Forbes Street were also raised in the survey responses. The main concerns related to the limited parking available on Forbes Street, potential anti-social behaviour, littering and the safety/security of adjacent premises and residents. It is worth noting that this area is currently used for fishing without any structure in place.

### **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.

### **OFFICER RECOMMENDATION**

***That the Petition which reads:***

***“We the undersigned electors of the City of Belmont request the Draft Foreshore Concept Plan for ‘The Esplanade’ be amended so that the ‘formalisation of fishing area at the end of Forbes Street’ is removed from the plan and that no ‘deck or fishing structure’ be erected at this location.”***

***be received.***

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

**12.5 ACCOMMODATION ASSISTANCE – BELMONT BUSINESS ENTERPRISE CENTRE**

**BUSINESS BELMONT**

**ATTACHMENT DETAILS**

Nil

Voting Requirement	:	Simple Majority
Subject Index	:	22/003 – Funding – Donations and Sponsorship
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	Item 12.4, 25 June 2013
Applicant	:	Carol Hanlon, Belmont Business Enterprise Centre
Owner	:	N/A
Responsible Division	:	Corporate and Governance

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <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"/> | <b>Executive</b>      | <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"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <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 review the information provided in support of the request by Belmont Business Enterprise Centre for accommodation assistance funding and resolve whether this meets the conditions of Belmont City Council's original resolution.

*Item 12.5 Continued*

### **SUMMARY AND KEY ISSUES**

During the middle of 2013 the Belmont Business Enterprise Centre (BBEC) made a formal request for funding support to assist with their accommodation expenses. Whilst the BBEC has been successful in recent applications seeking funding to deliver Federal Government programs in the area, it was reported that the funding is tied to program delivery and cannot be used to fully offset expenditure on accommodation.

On 25 June 2013 Belmont City Council agreed to provide \$40,000 per annum quarterly in arrears (\$10,000 per quarter), contingent upon the receipt of a quarterly report outlining the level and type of services provided to businesses based in Belmont. Council's recommendation at that time outlined the details required in this report.

During February 2014 the City received two quarterly activity reports from the BBEC and an invoice for \$20,000. However, the detail provided in these reports does not match the details outlined in the 25 June 2013 Council resolution.

This report seeks clarification from Council as to whether funding support to offset the BBEC accommodation expenses can be made based on the level of information provided in the quarterly activity reports.

### **LOCATION**

N/A.

### **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter. There has been a significant level of discussion with representatives of the BBEC.

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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

**Objective:** Achieve and maintain an image of Belmont as an ideal location for business growth and opportunities

**Strategy:** Promote the City of Belmont through various promotional and informative materials, facilitated networks and media targeting the business community that will make it clear that the City is a great place to do business

**Corporate Key Action:** Maintain ongoing liaison with appropriate business advocacy, support and representative organisations

### **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

*Item 12.5 Continued*

## **STATUTORY ENVIRONMENT**

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

## **BACKGROUND**

Belmont BEC is a non-profit community based organisation established in 1994 to assist in the growth and development of small business. Over the years the BBEC has originated a large range of projects and programs for the benefit of its small business clients. These have included the Belmont Small Business Awards, the Designedge Innovation Festival, Multicultural Business Support Services, and the WA Racing Industry Project. The Belmont BEC is also an industry specialist on creative industry, Fashion and Textile, Clothing, Footwear and Leather (TCFL) industries.

It is noted that whilst the BBEC regularly applies for and receives funding through Commonwealth Government contracts, they are restricted in the amount of funds that can be used for administration and accommodation costs. As a result, the BBEC is forced to rely on its diminishing reserves if it is to continue to support small and micro business within Belmont.

During the middle of 2013 the Belmont Business Enterprise Centre (BBEC) made a formal request for funding support to assist with their accommodation expenses. In response a report was presented to the 25 June 2013 Council meeting recommending:

*That Council:*

- 1. Provide funding of \$40,000 ex GST to the Belmont Business Enterprise Centre as a contribution towards accommodation costs, with funding to be identified at the October 2013 Budget Review.*
- 2. Require the Belmont Business Enterprise Centre to, as a condition of funding, provide the Chief Executive Officer with quarterly reports detailing the name, location and nature of services provided for Belmont based recipients.*

Council requested this recommendation be amended and passed the following resolution:

## **ALTERNATIVE COUNCILLOR MOTION**

**MOVED WOLFF, SECONDED POWELL, That Council:**

- 1. Provide funding of \$40,000 ex GST per annum, paid quarterly in arrears, following receipt of report as mentioned in point 2, to the Belmont Business Enterprise Centre as a contribution towards accommodation costs, with funding to be identified at the October 2013 Budget Review.*

*Item 12.5 Continued*

2. *Require the Belmont Business Enterprise Centre to, as a condition of funding, provide the Chief Executive Officer with quarterly reports detailing the name (business and/or personal as appropriate), address (business and/or personal as appropriate) and nature of services provided for Belmont based recipients.*

**CARRIED BY ABSOLUTE MAJORITY 6 VOTES TO 3**

*Against: Bass, Dornford, Gee*

*Reason*

*To ensure that adequate supporting documentation is received by the City of Belmont prior to payment of funds.*

On 2 February 2014 the BBEC provided two activity reports to the City, for the periods July-September 2013 and October-December 2013 in support of a request for \$20,000. The detail provided in these reports comprises:

- Year/month
- Suburb name
- Post code
- A first name.

Further to this, the correspondence from the BBEC stated, "As advised our Annual Auditor will view the full reports and certify the full address details of the summary reports."

The reports indicate that there were 295 instances of service delivery during the period of July-December 2013. However, given that only first names were provided, and there seem to be duplicates of common names, it is impossible to ascertain how many individuals were provided assistance. Further, there is no indication of what services were provided.

The information provided in the quarterly activity reports does not match the information requirement outlined in either the initial officer recommendation to Council on 25 June 2013 or the subsequent revised, and approved, Council resolution.

**OFFICER COMMENT**

An essential requirement for the consideration of any funding support to the BBEC must be that the City can be satisfied that the resources are being effectively used to support the local business community. This can only be achieved if the BBEC provides the City with a regular, confidential, report outlining the names and location of businesses that have been supported and the level/nature of support provided.

The BBEC has previously expressed concerns that the *Federal Privacy Act 1988* prevents the BBEC from providing this information. However, the disclosure of personal information can be undertaken with the approval of the person whose information it is. Consequently, the ability to provide the information to the City in support of funding can be managed by the BBEC as part of their Privacy Statement and agreement process with participants.

*Item 12.5 Continued*

As an alternative to this, the City would be prepared to sign a legally approved confidentiality agreement with the BBEC guaranteeing that the information provided will not be used for any other purpose than to verify the delivery of services. The City regularly receives confidential information from the Federal Government on the basis of a signed memorandum of understanding by the Chief Executive Officer. If Federal Government departments don't have concerns about breaching the *Federal Privacy Act 1988* on the basis of a memorandum of understanding it is felt that the BBEC should have the same level of confidence if the City were to sign a similar confidentiality agreement.

As stated, the intent of requiring this information is so City Officers can validate the use of ratepayers' funds and ensure that they are being used to support local business. There are ways that the BBEC can provide this information whilst also respecting their obligations under the *Federal Privacy Act 1988*.

It is the opinion of Officers that the receipt of an Annual report from the BBEC Auditor certifying they have viewed the full address details of the summary reports is not sufficient to justify the expenditure of \$40,000 per year.

Subsequent to the Council resolution of 25 June 2013 the BBEC directed several emails to the Chief Executive Officer continuing to reiterate their concerns that the provision of the information outlined in the resolution would violate the *Federal Privacy Act 1988* and stating that they could only provide the level of information that was eventually provided on 2 February 2014. On each occasion the BBEC was advised of Council's resolution.

Eventually, on 11 October 2013 the Chief Executive Officer responded to the BBEC with the following statement:

*"By all means forward your report and we will assess its suitability and decide whether we need to go back to Council.*

*Not implementing Council resolutions is poor Governance and something I have to be very mindful of.*

*I will advise you after we have received your first report and assessed it."*

As a result of receiving the report, and making an assessment, it has been decided to bring the information to Council for further discussion.

### **FINANCIAL IMPLICATIONS**

As a result of the 25 June 2013 Council resolution \$40,000 was placed in the 2013-2014 Annual Budget for the purpose of providing a contribution towards the accommodation costs of the BBEC. To date, this has not been spent. If Council does decide that the level of reporting satisfies their accountability requirements then there is no impact on the budget bottom line. If Council decides that the level of reporting does not satisfy their accountability requirements then the funds will be used for other municipal purposes.

*Item 12.5 Continued*

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

### **SOCIAL IMPLICATIONS**

The original proposal sought to ensure that both the existing business community and potential businesses continue to have access to facilities and services developed to assist them to succeed and continue to employ and benefit the Belmont community. This is still an aim of City Officers. However, it needs to be determined if the accountability requirements associated with the provision of funding to this area is satisfactory enough to justify the funds not being allocated elsewhere within the City's activities.

**Cr L Cayoun declared an Impartiality Interest in Item 12.5 Accommodation Assistance – Belmont Business Enterprise Centre.**

**Cr P Gardner declared an Impartiality Interest in Item 12.5 Accommodation Assistance – Belmont Business Enterprise Centre.**

### **OFFICER RECOMMENDATION**

That Council:

1. Not accept the current report as provided to the City by the Belmont Business Enterprise Centre as evidence of services provided to Belmont businesses.
2. Require the Belmont Business Enterprise Centre to, as a condition of funding; provide the Chief Executive Officer with confidential quarterly reports detailing the full name, location and nature of services provided for Belmont based recipients.

*Item 12.5 Continued*

**Note:**

**Cr Rossi foreshadowed an Alternative Councillor Motion.**

**ALTERNATIVE COUNCILLOR MOTION**

**ROSSI MOVED, WOLFF SECONDED, That Council**

- 1. *Not accept the current report as provided to the City by the Belmont Business Enterprise Centre as evidence of services provided to Belmont businesses.***
- 2. *Require the Belmont Business Enterprise Centre as a condition of funding, to provide to the Chief Executive Officer, a report from an independent auditor; agreed to by both the Belmont Business Enterprise Centre and the City. The report must be based on the full name, location and nature of services provided for Belmont based recipients.***

**CARRIED 8 VOTES TO 0**

**Reason:**

**To resolve the issue of privacy and reach an agreement that satisfies both parties as to the disclosure of Belmont recipients.**

**12.6 REQUEST FOR FUNDING SUPPORT FOR 2014 BELMONT SMALL BUSINESS AWARDS**

**BUSINESS BELMONT**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
Attachment 5 – Item 12.6 refers	<a href="#"><u>Belmont Small Business Awards Partnership Opportunities 2014</u></a>

Voting Requirement : Absolute Majority  
Subject Index : 22/003 – Funding – Donations and Sponsorship  
Location/Property Index : N/A  
Application Index : N/A  
Disclosure of any Interest : N/A  
Previous Items : Item 12.11, 28 April 2009  
Item 9.1, 23 March 2010  
Item 12.12, 21 December 2010  
Item 12.14, 22 February 2011  
Item 12.4, 22 March 2011  
Applicant : Carol Hanlon, Belmont Business Enterprise Centre  
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**

The report seeks the approval of Council for an allocation of funds in the 2014-2015 budget for the purpose of supporting the Belmont Business Enterprise Centre in delivering the 2014 Belmont Small Business Awards.

*Item 12.6 Continued*

### **SUMMARY AND KEY ISSUES**

The Belmont Business Enterprise Centre is seeking funding support to run the Belmont Small Business Awards 2014. If approved, this activity would be included in the draft 2014-2015 Annual Budget.

The Belmont Business Enterprise Centre (BBEC) is seeking \$25,000 for the Belmont Small Business Awards 2014.

BBEC has run the Belmont Small Business Awards since 1994.

### **LOCATION**

N/A.

### **CONSULTATION**

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

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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

**Objective:** Achieve and maintain an image of Belmont as an ideal location for business growth and opportunities.

**Strategy:** Promote the City of Belmont through various promotional and informative materials, facilitated networks and media targeting the business community that will make it clear that the City is a great place to do business.

**Corporate Key Action:** Maintain ongoing liaison with appropriate business advocacy, support and representative organisations.

### **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

### **STATUTORY ENVIRONMENT**

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

### **BACKGROUND**

The Belmont Business Enterprise Centre is a community based organisation operating from 7 Fairbrother Street, Belmont.

*Item 12.6 Continued*

The BBEC receives Federal funding to provide low cost advisory services in the areas of business planning advice, advice on loans and banking products including preparing for and seeking access to credit through financial service providers, development of simple marketing plans, assistance accessing legal and accounting services, leasing guidance, advice on government regulation or mentoring for business.

Like all of the Business Enterprise Centres, the BBEC seeks additional funding from a range of sources to enhance and supplement its activities.

The BBEC has run the annual Belmont Small Business Awards since 1994. The Awards attract a wide coverage of media interest and corporate support and seek to recognise businesses that strive for business excellence. The 2013 Awards Presentation night was held at the Crown Entertainment Complex. Further information on the 2013 Awards night, as well as the request for 2014 funding support is provided in [Attachment 5](#). In summary, the BBEC is seeking \$25,000 direct financial support and the use of the Belmont Civic Centre, in April 2014, for the official launch of the Awards.

The City of Belmont has traditionally provided some level of funding support for the Small Business Awards and has traditionally sponsored an award.

### **OFFICER COMMENT**

The annual Belmont Small Business Awards are a well organised and well attended celebration of business achievement. The Awards attract sponsorships from a diverse and extensive range of organisations, including Belmont Forum, Curtin Business School and Perth Airport. Through sponsorship the City continues to publicly demonstrate its support for business.

This proposal is considered to be in line with the City's sponsorship guidelines.

In previous years, the City has sponsored the Best New Business Award. If it is agreed to provide sponsorship, it is felt that this is the most appropriate award to sponsor.

### **FINANCIAL IMPLICATIONS**

The proposal from BBEC seeks \$25,000 for the Belmont Small Business Awards 2014. This funding would be provided from the 2014-2015 Property and Economic Development budget. This represents an increase of 38.9% on last year's sponsorship of \$18,000.

There are further costs associated with hosting the launch of the awards at the Civic Centre. The elements of these additional costs include the provision of security and bar staff. There are also some additional cleaning requirements and some minor costs associated with having the Administration Centre open. These costs come to approximately \$1,000. These costs have traditionally been absorbed within the City's Marketing budget.

The City also dedicates two pages of the Belmont Business Talk to showcase the Belmont based businesses who win awards at the Small Business Awards. This is neither a direct nor indirect subsidy for the Awards themselves as the purpose of the article is to promote local business excellence to the rest of the business community.

*Item 12.6 Continued*

However, it is a cost that is related to the Business Awards. The article on the 2013 Business Awards will run in the March 2014 edition of the Belmont Business Talk. The cost of these two pages is \$530.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**SOCIAL IMPLICATIONS**

The proposal provides support to the Belmont Business Enterprise Centre and seeks to enhance the image of Belmont.

**Cr P Gardner declared an Impartiality Interest in Item 12.6 Request for Funding Support for 2014 Belmont Small Business Awards.**

**Cr L Cayoun declared an Impartiality Interest in Item 12.6 Request for Funding Support for 2014 Belmont Small Business Awards.**

**OFFICER RECOMMENDATION**

***That Council approve the inclusion of \$25,000 for the Belmont Small Business Awards 2014 within the 2014-2015 Annual Budget for the purpose of sponsoring the Best New Business Award.***

<b>***ABSOLUTE MAJORITY REQUIRED</b>
--------------------------------------

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

**12.7 APPROVAL TO ADVERTISE THE PROPOSED DISPOSAL OF 52 GRANDSTAND ROAD,  
ASCOT**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

Nil

Voting Requirement	:	Simple Majority
Subject Index	:	68/004 – Council Land Acquisitions and Management
Location/Property Index	:	52 Grandstand Road, Ascot
Application Index	:	N/A
Disclosure of any Interest	:	None
Previous Items	:	N/A
Applicant	:	Craigcare
Owner	:	City of Belmont
Responsible Division	:	Corporate and Governance

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <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"/> | <b>Executive</b>      | <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"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <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 obtain Council's approval to advertise the proposed disposal of 52 Grandstand Road, Ascot, pursuant to Section 3.58 (3) of the *Local Government Act 1995*, to Craigcare for the purpose of establishing an aged care residential facility and apartment complex.

*Item 12.7 Continued*

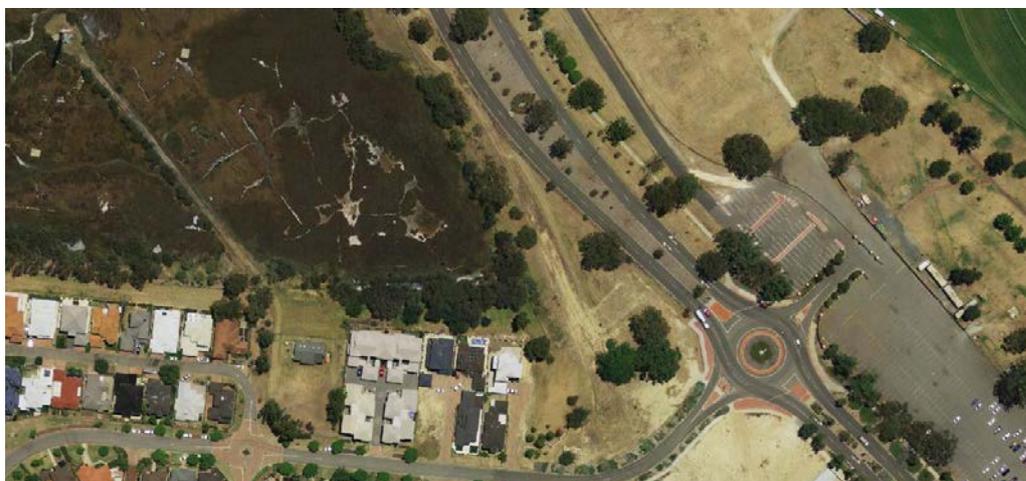
### **SUMMARY AND KEY ISSUES**

The development of the Ascot Waters Estate led to the formation of a new parcel of land at 52 Grandstand Road, Ascot. As a result of a combination of land acquisitions and land exchanges, this property is now owned freehold by the City of Belmont. Since the inception of the Ascot Waters estate it has been the objective of the Council to see a 'landmark' or iconic development on this site and accordingly, the land was zoned 'Mixed Use'.

The Manager Property and Economic Development has had several meetings with representatives of Craigcare, a provider of residential aged care, exploring a proposal for them to purchase this land from the City for the purpose of establishing an aged care residential facility and apartment complex on this property. This proposal is supported by the City's Planning Department.

The first step to be taken to advance this disposal and subsequent development is for the Council to approve the advertising of the proposed disposal of the property pursuant to Section 3.58 (3) of the *Local Government Act 1995*.

### **LOCATION**



*52 (Lot 1003) Grandstand Road, Ascot*

*Item 12.7 Continued*

### **CONSULTATION**

To date there has been no specific consultation undertaken in respect to this matter. The intention of this Council item is to advertise the proposed disposal of the property and seek submissions from the community.

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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

**Objective:** Apply sound and sustainable business management principles.

**Strategy:** Operate Council's land and facilities portfolio as an efficient investment.

**Corporate Key Action:** Implement the City's Land Asset Management Plan.

### **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

### **STATUTORY ENVIRONMENT**

Section 3.58 of the *Local Government Act 1995* specifies the actions required of Local Government when disposing of property. Section 3.58 states that:

- (2) *Except as stated in this section, a local government can only dispose of property to —*
  - (a) *the highest bidder at public auction; or*
  - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
  - (a) *it gives local public notice of the proposed disposition —*
    - (i) *describing the property concerned; and*
    - (ii) *giving details of the proposed disposition; and*
    - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

*and*
  - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

*Item 12.7 Continued*

It is intended to advance the proposed disposal of 52 Grandstand Road, Ascot pursuant to Section 3.58 (3) of the *Local Government Act 1995*.

The City has received advice from its solicitors that the disposal of this property in the manner proposed does not constitute a Major Land Transaction within the terms of the *Local Government Act 1995*.

## **BACKGROUND**

The land that currently comprises 52 Grandstand Road, Ascot was originally a combination of land owned by the City of Belmont, Perth Racing and the State Government. The establishment of Grandstand Road as a single, dual laneway, road through the area and the associated creation of Waterway Crescent, required a range of land exchanges between Perth Racing, the City of Belmont and the State Government. Further, the City purchased some land in the area from Perth Racing. In September 2009, the City became the freehold owner of both 52 and 54 Grandstand Road, Ascot.

Throughout the process of developing the Ascot Waters Estate, it has been accepted that the City of Belmont sought to see a 'landmark' development on this site.

During 2013, the Manager Property and Economic Development was approached by representatives of Craigcare, a provider of residential aged care, for the purpose of investigating a proposal by them to purchase 52 Grandstand Road, Ascot from the City for the purpose of establishing an aged care residential facility and apartment complex on this property. Officers from the City's Planning Department also attended several of these meetings to ensure that any proposed development was compliant with the City's Local Planning Scheme 15.

Both City Officers and Craigcare feel that the proposal is sufficiently advanced to move to the next step of receiving a formal development application for assessment. However, Craigcare is understandably reluctant to commit the expenditure necessary for the preparation of this development application without some degree of certainty that the City will agree to sell them 52 Grandstand Road, Ascot. In keeping with the requirements of the *Local Government Act 1995*, the first step to be taken to advance this disposal and subsequent development is for the Council to approve the advertising of the proposed disposal of the property pursuant to Section 3.58 (3) of the *Local Government Act 1995*.

## **OFFICER COMMENT**

Agreement to advertise the proposed disposal of 52 Grandstand Road, Ascot will not inevitably lead to either the actual sale of the land or the establishment of the residential aged care/apartment complex. There are several steps that must be addressed before either of these actions can happen.

The entire process is outlined overleaf at Figure 1.

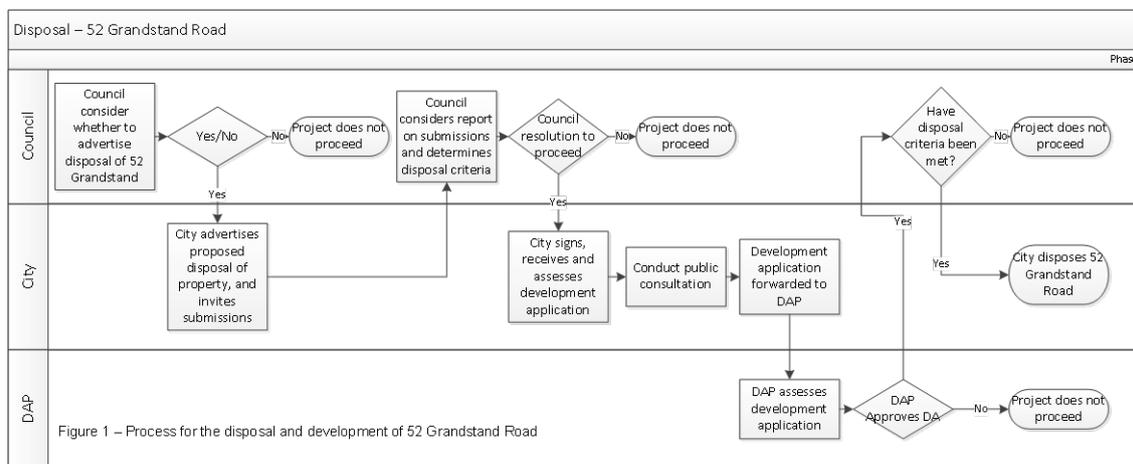
There are several key decision points where Council must be satisfied with the proposal for it to go forward. The first decision point is the topic of this item seeking Council's approval to advertise and seek submissions.

Item 12.7 Continued

Once the submission period has closed, a further item will be referred to Council to consider any submissions and the sale of the property. In conjunction with this consideration of submissions, a series of criteria should be set by Council to ensure the proposed development meets Council's expectations. Council would also need to resolve the sale of the property, if agreed, subject to these criteria being met by the purchaser/developer.

If Council approve the sale of the property subject to its conditions, a development application will be lodged by the developers. The value of this proposed development will require assessment by the Development Assessment Panel (DAP).

If the DAP approve the application, Council will review the approved development to ensure that these criteria have been met. Only then will it be necessary for Council to finally approve the disposal.



It is the opinion of the relevant Officers that this process will ensure that the expectations of Council are met.

**FINANCIAL IMPLICATIONS**

In June 2013, Pember Wilson Eftos valued 52 Grandstand Road, Ascot as being worth \$3,150,000. Pursuant to clause 3.58 (3) (a) (ii) of the *Local Government Act 1995*, a new valuation will be commissioned to ensure that the advertisement outlining the proposed disposal includes a current price.

The proceeds of the disposal will be placed in the City's Land Acquisition Reserve.

**ENVIRONMENTAL IMPLICATIONS**

Given its history of use as a salvage yard, the land comprising 52 Grandstand Road, Ascot is listed by the Department of Environmental Regulation as a known or suspected contaminated site pursuant to the *Contaminated Sites Act 2003*. However, the proposed residential aged care/apartment complex has significant undercroft car parking, which will result in the contaminated land being removed.

*Item 12.7 Continued*

**SOCIAL IMPLICATIONS**

As the population profile steadily becomes older there will be an increased level of demand for residential aged care. The proposal by Craigcare to introduce a new, quality, residential aged care/apartment complex into Belmont is a necessary addition to the City's social fabric.

**OFFICER RECOMMENDATION**

**CAYOUN MOVED, POWELL SECONDED, That Council approve the public advertising of the proposed disposal of 52 Grandstand Road, Ascot to Craigcare pursuant to the requirements of Section 3.58 (3) of the Local Government Act 1995.**

**CARRIED 5 VOTES TO 3**

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

**12.8 ANNUAL ELECTORS MEETING MINUTES – 11 DECEMBER 2013**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
Attachment 6 – Item 12.8 refers	<a href="#"><u>Annual Electors Meeting Minutes – 11 December 2013</u></a>

Voting Requirement : Simple Majority  
Subject Index : 32/012  
Location/Property Index : N/A  
Application Index : N/A  
Disclosure of any Interest : N/A  
Previous Items : Nil  
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**

The purpose of this report is to consider the outcomes and confirm the Minutes of the Annual Electors Meeting held on Wednesday, 11 December 2013 and as contained in [Attachment 6](#).

*Item 12.8 Continued*

### **SUMMARY AND KEY ISSUES**

In accordance with the requirement of the *Local Government Act 1995*, Section 5.33, this report seeks Council's endorsement and confirmation of the Minutes of the Annual Electors Meeting held on Wednesday, 11 December 2013.

### **LOCATION**

N/A.

### **CONSULTATION**

Public notice of the meeting was placed in the *West Australian* on 29 November 2013 and the *Southern Gazette Newspaper* on 3 December 2013 10 December 2013.

Public notice was also placed on the Notice Board of the Ruth Faulkner Library and the City of Belmont Administration Building Notice Board, in accordance with the *Local Government Act 1995*.

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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 that community requirements are understood and drive internal policies and processes.

**Corporate Key Action:** Provide interactive, open and useful community consultations in accordance with Communication and Consultation Plan.

### **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

### **STATUTORY ENVIRONMENT**

The *Local Government Act 1995*, Section 5.27 requires that an Annual Electors Meeting be held once every financial year. The meeting is to occur not more than 56 days after the local government accepts the Annual Report (which occurred at the Ordinary Council Meeting held 26 November 2013). Matters to be discussed at the Annual Electors Meeting are to be those prescribed in *Local Government (Administration) Regulations 1996*, Regulation 15, being the contents of the Annual Report and then any other general business.

*Item 12.8 Continued*

The *Local Government Act 1995*, Section 5.32 requires the Minutes of the Annual Electors Meeting to be kept and made available for public inspection before the Council Meeting at which decisions made at the Electors Meeting are first considered.

The *Local Government Act 1995*, Section 5.33 requires all decisions made at Electors Meetings to be considered at the next available Ordinary Council Meeting or, if not possible, at a special meeting called for that purpose, whichever happens first. The reasons for a decision made at a Council Meeting in response to a decision made at an Electors Meeting are to be recorded in the minutes of the Council Meeting.

## **BACKGROUND**

The Annual Electors Meeting was held on Wednesday, 11 December 2013 at the City of Belmont Civic Centre, 215 Wright Street, Cloverdale.

## **OFFICER COMMENT**

In accordance with Section 5.33 of the *Local Government Act 1995*, all decisions made at an Electors Meeting are to be considered at the next Ordinary Council Meeting or, should this not be possible, at a Special Council Meeting called for that purpose.

The following decision was made at the Annual Electors Meeting held on Wednesday, 11 December 2013.

Receipt of the following reports included in the City of Belmont 2012-2013 Annual Report:

- Annual Financial Statements
- Auditor's Report
- Report of the Mayor
- Report of the Chief Executive Officer
- Report of Presiding Member – Executive Committee
- Report of Presiding Member – Standing Committee (Audit and Risk)
- Report of Presiding Member – Standing Committee (Environmental)
- Report of Presiding Member – Standing Committee (Community Vision).

There were three members of the Public in attendance, Mr Jonathan Bass of 77 Keymer Street, Belmont, Mr Robert Greenwood of 151 Coolgardie Avenue, Redcliffe and Mr Edward Teasdale of 132 Briggs Street, Kewdale.

Questions were asked throughout the evening, with those questions and responses recorded in the Minutes of the meeting.

One question was taken on notice and a response was provided on 24 December 2013. The question related to a submission made at the 10 December 2013 Agenda Briefing Forum relating to Development Area 6.

*Item 12.8 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.

**OFFICER RECOMMENDATION**

*That Council:*

1. ***Note the decisions to receive the following reports included in the City of Belmont 2012-2013 Annual Report:***
  - ***Annual Financial Statements***
  - ***Auditor's Report***
  - ***Report of the Mayor***
  - ***Report of the Chief Executive Officer***
  - ***Report of Presiding Member – Executive Committee***
  - ***Report of Presiding Member – Standing Committee (Audit and Risk)***
  - ***Report of Presiding Member – Standing Committee (Environmental)***
  - ***Report of Presiding Member – Standing Committee (Community Vision).***
  
2. ***Confirm the Minutes of the Annual Meeting of Electors held on Wednesday, 11 December 2013, as provided under [Attachment 6](#), as a true and accurate record.***

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

**12.9 QUOTATION 02/2014 – ELECTRICAL ENERGY SUPPLY FOR FOUR CONTESTABLE SITES**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
<b>Confidential Attachment 1 – Item 12.9 refers</b>	<a href="#"><u>Price Schedule</u></a>

Voting Requirement : Simple Majority  
Subject Index : 135/2014-02  
Location/Property Index : N/A  
Application Index : N/A  
Disclosure of any Interest : Nil  
Previous Items : N/A  
Applicant : N/A  
Owner : N/A  
Responsible Division : Corporate and Governance

**COUNCIL ROLE**

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

To seek Council approval to award Quotation 02/2014 - Electrical Energy Supply for Four Contestable Sites.

*Item 12.9 Continued*

### **SUMMARY AND KEY ISSUES**

To seek Council approval to award Quotation 02/2014 in accordance with the requirement of the *Local Government Act 1995* and the City of Belmont's purchasing policy.

Three quotes for the provision of electrical energy supply for four contestable sites were invited from members of the West Australian Local Government Association's (WALGA) preferred supplier panel as follows:

- Alinta Sales Pty Ltd
- Perth Energy Pty Ltd
- Synergy.

### **LOCATION**

- Gerry Archer and Belmont Oval (bore)
- Ascot Waters (lake circulating pump and bollard park lighting)
- Operations Centre
- Administration Building.

### **CONSULTATION**

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

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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

**Objective:** Enhance the City's environmental sustainability through the efficient use of natural resources.

**Strategy:** Manage energy use with a view to minimising greenhouse gas emissions.

**Corporate Key Action:** Implement the key action in the Climate Change chapter of the Environment Plan.

### **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.

*Item 12.9 Continued*

## **STATUTORY ENVIRONMENT**

This issue is governed in the main by the *Local Government (Functions and General) Regulations 1996*, in particular Regulation 11(2) (b) which states that “Tenders do not have to be publicly invited according to the requirements of this Division if the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA”.

## **BACKGROUND**

Large electricity users with an energy consumption over the regulatory threshold, currently 50,000 kWh (units) of electricity per annum, are able to choose their supplier of electricity. The City of Belmont has five contestable sites:

- Gerry Archer and Belmont Oval (bore)
- Ascot Waters (bore)
- Youth and Family Services Centre
- Operations Centre
- Administration Building.

The City entered into a contract with Synergy for four of the sites commencing 1 April 2012 for two years.

At this time it was noted that the Youth and Family Services Centre was utilising an irregular amount of electricity and a separate one year contract was agreed to while an investigation of the cause of this was conducted. Following an energy audit and a noticeable decrease in energy use, a two year contract for this site alone was entered into commencing 1 April 2013.

An invitation to quote for the supply of energy to the other four sites was posted on the West Australian Local Government Association’s (WALGA) e-Quotes portal giving members of the preferred supplier panel for the retail supply of energy to contestable sites the opportunity to respond. Although the establishment of this panel eliminates the need for the City to go to public tender, it still has an obligation under its Purchasing Policy to obtain more than three written quotes where the contract value is over \$100,000.

The invitation to quote was issued on Monday, 13 January 2014 and closed on Wednesday, 29 January 2014. Responses from all three of the invited panel members were received and an assessment was conducted to see which submission offered the best value for money.

## **OFFICER COMMENT**

Synergy has identified that energy consumption at two of the sites, namely Belmont Oval and Ascot Waters, has fallen below the threshold of 50,000 units per annum and has therefore offered the best tariff available based on the annual consumption for each site, the R1 tariff.

Once a site has been deemed contestable, it remains classed as such even though it no longer meets the 50,000 units per annum criteria and therefore Alinta and Perth Energy are still able to offer their best tariff for these two sites.

*Item 12.9 Continued*

All suppliers submitted quotes based on a two year contract.

Alinta's offer includes a Clean Energy Charge pricing based on a carbon intensity of 0.55 which is lower than the SWIS average. A price has been quoted for the current financial year but after this the Clean Energy Charge will be charged at the Floating Market Price for Certificates still using the 0.55 carbon intensity. The daily supply charge is also subject to change as are network charges.

The offer from Perth Energy includes an Independent Market Operator (IMO) Market Fee and a carbon cost both of which are subject to variation and any increase in network charges will also be passed on. Peak and Off-Peak rates will escalate by CPI on the anniversary date of the agreement. The offer is based on a minimum usage of 70% of the agreed annual consumption although variation is allowable on provision of two months' notice. In addition, the City will be responsible for any upgrade to the metering equipment that may be required.

The rates quoted by Synergy include all charges but any changes in network, access or regulatory charges will be passed through.

All respondents have confirmed that if the Carbon Tax is repealed they will remove any related charges.

[Confidential Attachment 1](#) – Price Schedule shows the Respondents' offers in Table 1, including charges detailed above. Table 2 illustrates how the offers compare based on energy consumption over the past 12 months.

Based on the rates offered, the quote from Synergy represents the best value for money and it is therefore recommended that this offer is accepted.

### **FINANCIAL IMPLICATIONS**

The estimated annual expenditure for electrical energy consumption at the four nominated sites, based on the rates quoted by Synergy. This is 13% lower than the current rates and 8% lower than the next best offer. Although these rates will increase in accordance with any changes to network, access or regulatory charges the variations will be less than those likely to be experienced with the other two respondents.

### **ENVIRONMENTAL IMPLICATIONS**

The quoted prices include the purchase of 25% natural power. In the Environment Plan 2010-2015, the City of Belmont has committed to the purchase of 25% renewable energy for the top five highest electricity consuming sites.

### **SOCIAL IMPLICATIONS**

There are no social implications at this time.

*Item 12.9 Continued*

**OFFICER RECOMMENDATION**

***That Council accepts the proposal submitted by Synergy for the provision of energy to the contestable sites at Belmont Oval, Ascot Waters, Operations Centre and Administration Building for a two year period, including the purchase of 25% natural power for all sites and in accordance with the schedule of rates submitted, as the most advantageous.***

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

**12.10 TIMETABLE 2014-2015 ANNUAL BUDGET**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

Nil.

Voting Requirement	:	Simple Majority
Subject Index	:	54/004 Budget Documentation - Council
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance Division

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <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"/> | <b>Executive</b>      | <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"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <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's endorsement of the 2014-2015 Annual Budget timetable.

*Item 12.10 Continued*

### **SUMMARY AND KEY ISSUES**

The 2014-2015 Annual Budget timetable enables the Budget to be prepared in a disciplined manner, meet all statutory obligations and adopt the Annual Budget in a timely manner.

### **LOCATION**

N/A.

### **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter other than with the Executive and Managers of this organisation.

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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 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 6.2 of the *Local Government Act 1995* (LGA) requires Council to prepare an Annual Budget and specifies the basic form, content and timeframe.

This timetable has been prepared to ensure that all requirements of the LGA and the *Local Government (Financial Management) Regulations 1996* have been considered to enable statutory advertising and public consultation requirements are adhered to.

### **BACKGROUND**

Each year the Council formally adopts a timetable for the preparation of the Annual Budget to ensure the Annual Budget is prepared in a timely manner and all the statutory advertising periods are adhered to. This process needs to commence in February to enable a Budget to be adopted in July.

*Item 12.10 Continued*

**OFFICER COMMENT**

The timetable has been endorsed by the members of the Senior Management Group. Should Council require additional time to consider the Budget then special meetings will be called to accommodate this. There has been more time allowed for consideration of the Budget with up to three Information Forums being identified to receive presentations.

The timetable is obviously dependent on the receiving of relevant budget information in a timely manner. It should be noted that this includes receiving updated Gross Rental Valuations from Landgate given the 2014-2015 Budget will be based on triennial property re-evaluations.

*Item 12.10 Continued*

The proposed Budget Timetable is shown below:

**CITY OF BELMONT**  
**TIMETABLE**  
**2014-2015 ANNUAL BUDGET**

3 February 2014	Commence March Budget Review on-line (Finance 1)
18 February 2014	Budget Timetable Presented To Agenda Briefing Forum
21 February 2014	Last day for Budget Review Information
25 February 2014	Budget Timetable adopted by full Council (this document)
4 March 2014	Commence Salaries Worksheets (Finance 1)
5 March 2014	Proposed 2014-2015 Capital Works Programme as per Asset Management Plans to be discussed at SMG with relevant managers
11 March 2014	IF to consider March Budget Review
21 March 2014	Final date to complete Salaries Worksheets
24 March 2014	Commence Annual Budget update on-line (Finance 1), Commence review of Fees and Charges (shared Excel file)
25 March 2014	OCM - Full Council – March Budget Review
8 April 2014	IF to consider Proposed 2014-2015 Capital Works Programme as per Asset Management Plans
16 April 2014	Last day for on-line Annual Budget update Last day for review of Fees and Charges
24 April 2014	Last day to send Budget Review to the Department of Local Government
2 May 2014	First draft of Budget available to SMG
3 June 2014	SIF to be advised of Divisional Budgets, Rate Setting Information and Fees and Charges
10 June 2014	IF follow-up of Divisional Budgets, Rate Setting Information and Fees and Charges if required.
24 June 2014	OCM - Full Council – to adopt Rate Setting Budget
28 June 2014 - 20 July 2014	Statutory advertising period commences for proposed differential rates (21 days)
21 July 2014	Closure of Rate Submissions and Assessment of Submissions
22 July 2014	OCM - Full Council – formal adoption of 2014-2015 Budget
11 August 2014	Rates issue date
19 August 2014	Last day to send Budget to the Department of Local Government
1 September 2014	Commence October Budget Review on-line (Finance 1)
15 September 2014	Rates Due Date (35 days following issue date)
24 September 2014	Last day for October Budget Review Information
14 October 2014	IF to consider October Budget Review

*Item 12.10 Continued*

**FINANCIAL IMPLICATIONS**

The timetable ensures that the Budget is adopted on a date as early as possible in July to ensure a positive cash flow can be generated as soon as possible and the organisation is aware of approved incomes and expenditure items.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**SOCIAL IMPLICATIONS**

There are no social implications at this time, although the actual preparation of the Annual Budget will consider any social implications as part of the process.

**OFFICER RECOMMENDATION**

***That Council endorse the 2014-2015 Annual Budget timetable.***

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

**12.11 STRATEGIC COMMUNITY PLAN 2012-2032: KEY PERFORMANCE INDICATOR REVIEW**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
<b>Attachment 7 – Item 12.11 refers</b>	<a href="#"><b>Key Performance Indicator Review</b></a>

Voting Requirement	:	Simple Majority
Subject Index	:	32/027, 32/001
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	12.11, OCM 20 December 2011 12.13, OCM 21 December 2010 12.7, OCM 25 May 2010 12.11, OCM 16 December 2008
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <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"/> | <b>Executive</b>      | <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"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <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 consider amendments to the Key Performance Indicators associated with the Strategic Community Plan 2012-2032.

*Item 12.11 Continued*

### **SUMMARY AND KEY ISSUES**

The City's Strategic Community Plan 2012–2032 was revised and adopted by Council at its meeting in December 2011. Key Performance Indicators provide a summary of Councils overall performance. These are the key indicators which determine how successful and sustainable the City is in the activities it undertakes.

The Corporate Business Plan is formulated to support delivery of objectives and strategies emanating from the Strategic Community Plan 2012-2032 as well as the legislative and Integrated Planning Framework Standards imposed by the Minister for Local Government through the Department of Local Government and Communities (DLGC).

### **LOCATION**

N/A.

### **CONSULTATION**

The Strategic Community Plan was created through a process of significant public consultation during 2009-2010 and adopted in May 2010. It was then further revised and adopted as the Strategic Community Plan 2012-2032 in December 2011. Community consultation occurs annually through the Community Perceptions Survey, and the outcomes of this survey are considered as required.

The Key Performance Indicators (KPIs) supporting the Strategic Community Plan 2012-2032 has been formulated by the City's executive and management team in conjunction with elected members. Elected Members received a presentation and documentation demonstrating the proposed amendments at a workshop conducted on the 16 December 2013.

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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 and Apply sound and sustainable business management principles.

**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.

Item 12.11 Continued

## **STATUTORY ENVIRONMENT**

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

### **Part 5 — Annual reports and planning**

[Heading inserted in Gazette 26 Aug 2011 p. 3482.]

#### **Division 1 — Preliminary**

[Heading inserted in Gazette 26 Aug 2011 p. 3482.]

#### **19BA. Terms used**

In this Part —

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

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

[Regulation 19BA inserted in Gazette 26 Aug 2011 p. 3482-3.]

#### **19CA. Information about modifications to certain plans to be included (Act s. 5.53(2)(i))**

- (1) This regulation has effect for the purposes of section 5.53(2)(i).
- (2) If a modification is made during a financial year to a local government's strategic community plan, the annual report of the local government for the financial year is to contain information about that modification.
- (3) If a significant modification is made during a financial year to a local government's corporate business plan, the annual report of the local government for the financial year is to contain information about that significant modification.

[Regulation 19CA inserted in Gazette 26 Aug 2011 p. 3483.]

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

[Heading inserted in Gazette 26 Aug 2011 p. 3483.]

#### **19C. Strategic community plans, requirements for (Act s. 5.56)**

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

(2)A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

(3)A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

(4)A local government is to review the current strategic community plan for its district at least once every 4 years.

(5)In making or reviewing a strategic community plan, a local government is to have regard to —

- (a) the capacity of its current resources and the anticipated capacity of its future resources; and
- (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and

Item 12.11 Continued

(c) demographic trends.

(6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.

(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

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

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted in Gazette 26 Aug 2011 p. 3483-4.]

**19DA. Corporate business plans, requirements for (Act s. 5.56)**

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

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

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

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

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

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

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

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

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

\*Absolute majority required.

*Item 12.11 Continued*

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

*[Regulation 19DA inserted in Gazette 26 Aug 2011 p. 3484-5.]*

**19D. Adoption of plan, public notice of to be given**

*(1)After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with subregulation (2).*

*(2)The local public notice is to contain —*

*(a)notification that —*

- (i) a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and*
- (ii) details of where and when the plan may be inspected;*

*or*

*(b)where a strategic community plan for the district has been modified —*

- (i)notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and*
- (ii)details of where and when the modified plan may be inspected.*

*[Regulation 19D inserted in Gazette 31 Mar 2005 p. 1033-4; amended in Gazette 26 Aug 2011 p. 3486.]*

## **BACKGROUND**

The Framework and Guidelines supporting Integrated Planning have been developed as part of the State Government's Local Government Reform Program.

On 26 August 2010, the Minister for Local Government introduced regulations which establish new requirements for the Plan for the Future under the *Local Government Act 1995*. Under these regulations, all local governments in Western Australia are required to have developed and adopted two key documents by 30 June 2013: a Strategic Community Plan and a Corporate Business Plan - supported and informed by resourcing and delivery strategies.

These plans will drive the development of each local government's Annual Budget and will ultimately help local governments plan for the future of their communities.

## **OFFICER COMMENT**

A review of the Key Performance Indicators was undertaken by the Chief Executive Officer, the Executive and Management teams, together with the organisation, to facilitate the review process.

*Item 12.11 Continued*

Elected Members have also had an opportunity for input to the process through a facilitated workshop conducted on 16 December 2013. Information to Councillors on the proposed amendments was provided in hard copy form prior to the workshop in the understanding that sufficient lead time was required for Councillors to absorb the detail from this comprehensive document. Councillor input was invited prior to 31 January 2014.

Summary of fundamental amendments follow (Reference should be made to the Strategic Community Plan 2012-2032, on the City's Website, for expanded detail):

**Key Performance Indicators.**

**Success.**

1. Employee satisfaction measurement metric amended from a score out of 5. The new target is greater than 40, with the National average across various sectors being 38. The change in measurement is based upon the new service provider's, Integral Development, methodology.

**Sustainability.**

1. The Ratio of Infrastructure Investment to Depreciation is proposed to be deleted. This is to be replaced by the Asset Sustainability Ratio from the Annual Financial Report. See below.
2. Asset Sustainability Ratio is the extent to which assets are replaced at the end of their useful lives. This is one of the new statutory ratios that are required to be reported in the Annual Financial Report and are considered important from both an asset management and financial perspective.
3. Asset Consumption Ratio is the extent to which assets have been consumed. This is another of the new statutory ratios that are required to be reported in the Annual Financial Report and are considered important from both an asset management and financial perspective.
4. The Own Source Coverage Ratio is the ability to cover costs through Council's own revenue. This is another of the new statutory ratios that are required to be reported in the Annual Financial Report and are considered important from both an asset management and financial perspective.
5. The Interest Coverage Ratio which measures ability to finance debt is proposed to be deleted. This is to be replaced by the Debt Service Ratio. See below.
6. Debt Service Cover Ratio is the capacity to meet annual debt commitments as described by the *Local Government Act 1995*. This is another of the new statutory ratios that are required to be reported in the Annual Financial Report and are considered important from both an asset management and financial perspective.
7. Operating Surplus Ratio is the measure of Council's financial performance. This is another of the new statutory ratios that are required to be reported in the Annual Financial Report and are considered important from both an asset management and financial perspective.

*Item 12.11 Continued*

8. The Overall Community Wellbeing is proposed to be deleted. The Community Wellbeing Survey is no longer undertaken as the focus has changed to understanding community needs through the Community Infrastructure Planning process.

**Other Community Satisfaction and Wellbeing.**

No change.

**KRA: Built Belmont.**

1. Ratio of Annual Investment versus Depreciation to be deleted and replaced with the Asset Sustainability Ratio contained under the Sustainability heading above.

**KRA: Business Belmont.**

No change.

**KRA: Business Excellence.**

1. Rate of Return on Land Assets is proposed to be deleted as it is not an accurate indicator for a government instrumentality.
2. Asset Renewal Funding Ratio is the ability to fund asset renewal as required. This is another of the new statutory ratios that are required to be reported in the Annual Financial Report and are considered important from both an asset management and financial perspective.
3. Debt Ratio (%) is the total assets expressed as a percentage of the City's current assets. This has been made redundant by the DLGC and adds no value.

**KRA: Natural Belmont.**

1. Corporate Greenhouse Gas Emissions is proposed to be deleted. Inventory has not been completed since 2007 and methodology has changed. New emission reduction goals will be set by June 2014.

**KRA: Social Belmont**

No change.

Strategic and Corporate Business Plan performance will continue to be monitored and provided to elected members on a monthly basis via the Councillors Portal with quarterly reviews facilitated at an appropriate Information Forum.

**FINANCIAL IMPLICATIONS**

Some of the KPIs are closely related to financial performance and based on achievement can have an effect on the financial wellbeing of the organisation.

It should be noted that the KPIs derived from the Long Term Financial Plan are within or above the targets set by the DLGC.

*Item 12.11 Continued*

**ENVIRONMENTAL IMPLICATIONS**

There are numerous references to the environment in the Strategic Community Plan and KPIs that will see the City's Environmental Plan delivered and measured.

**SOCIAL IMPLICATIONS**

There are numerous references to the social aspect in the Strategic Community Plan and KPIs that will see a range of Plans delivered and measured.

**OFFICER RECOMMENDATION**

***That Council adopt the revised Key Performance Indicators as per [Attachment 7](#) and that the Strategic Community Plan 2012-2032 be amended accordingly.***

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

**12.12 CORPORATE BUSINESS PLAN 2014-2018**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
<b>Attachment 8 – Item 12.12 refers</b>	<a href="#"><b>Corporate Business Plan 2014-2018</b></a>

Voting Requirement	:	Absolute Majority
Subject Index	:	32/027, 32/001
Location/Property Index	:	N/A
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	12.7, OCM 26 February 2013 12.11, OCM 20 December 2011 12.13, OCM 21 December 2010 12.7, OCM 25 May 2010 12.11, OCM 16 December 2008
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <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"/> | <b>Executive</b>      | <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"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <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 undertake the annual review of the Corporate Business Plan, consider amendments and adopt the Corporate Business Plan 2014-2018 as the new version.

*Item 12.12 Continued*

### **SUMMARY AND KEY ISSUES**

The City's Strategic Community Plan 2012–2032 was revised and adopted by Council at its meeting in December 2011.

The current Corporate Business Plan 2013-2017 is formulated to support delivery of objectives and strategies emanating from the Strategic Community Plan 2012-2032 as well as the legislative and Integrated Planning Framework Standards imposed by the Minister for Local Government through the Department of Local Government and Communities (DLGC).

### **LOCATION**

N/A.

### **CONSULTATION**

The Corporate Business Plan has been formulated by the City's executive and management team in conjunction with elected members who received a presentation and documentation demonstrating the proposed amendments at a workshop conducted on 16 December 2013.

The DLGC by way of its Integrated Planning and Reporting Standard, with reference to regulations also require that notice be given to the public when the Corporate Business Plan is adopted or modified.

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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 and apply sound and sustainable business management principles.

**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.

*Item 12.12 Continued*

## **STATUTORY ENVIRONMENT**

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

### **Part 5 — Annual reports and planning**

*[Heading inserted in Gazette 26 Aug 2011 p. 3482.]*

#### **Division 1 — Preliminary**

*[Heading inserted in Gazette 26 Aug 2011 p. 3482.]*

#### **19BA. Terms used**

*In this Part —*

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

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

*[Regulation 19BA inserted in Gazette 26 Aug 2011 p. 3482-3.]*

#### **19CA. Information about modifications to certain plans to be included (Act s. 5.53(2)(i))**

- (1) *This regulation has effect for the purposes of section 5.53(2)(i).*
- (2) *If a modification is made during a financial year to a local government's strategic community plan, the annual report of the local government for the financial year is to contain information about that modification.*
- (3) *If a significant modification is made during a financial year to a local government's corporate business plan, the annual report of the local government for the financial year is to contain information about that significant modification.*

*[Regulation 19CA inserted in Gazette 26 Aug 2011 p. 3483.]*

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

*[Heading inserted in Gazette 26 Aug 2011 p. 3483.]*

#### **19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*

*Item 12.12 Continued*

(5) *In making or reviewing a strategic community plan, a local government is to have regard to —*

- (a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
- (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
- (c) *demographic trends*

(6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of*

(7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications*

*\*Absolute majority required.*

(8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan*

(9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan*

(10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

*[Regulation 19C inserted in Gazette 26 Aug 2011 p. 3483-4.]*

**19DA. Corporate business plans, requirements for (Act s. 5.56)**

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

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

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

- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
- (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

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

*Item 12.12 Continued*

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

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

*\*Absolute majority required.*

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

*[Regulation 19DA inserted in Gazette 26 Aug 2011 p. 3484-5.]*

**19D. Adoption of plan, public notice of to be given**

(1) *After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with subregulation (2).*

(2) *The local public notice is to contain —*

(a) *notification that —*

(i) *a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and*

(ii) *details of where and when the plan may be inspected;*

*or*

(b) *where a strategic community plan for the district has been modified —*

(i) *notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and*

(ii) *details of where and when the modified plan may be inspected.*

*[Regulation 19D inserted in Gazette 31 Mar 2005 p. 1033-4; amended in Gazette 26 Aug 2011 p. 3486.]*

**BACKGROUND**

The Framework and Guidelines supporting Integrated Planning have been developed as part of the State Government's Local Government Reform Program.

On 26 August 2010, the Minister for Local Government introduced regulations which establish new requirements for the Plan for the Future under the *Local Government Act 1995*. Under these regulations, all local governments in Western Australia are required to have developed and adopted two key documents by 30 June 2013: a Strategic Community Plan and a Corporate Business Plan - supported and informed by resourcing and delivery strategies. These plans will drive the development of each local government's Annual Budget and will ultimately help local governments plan for the future of their communities. This is demonstrated in the model below.

Item 12.12 Continued

### Elements of the Integrated Planning Framework



The City's Strategic Community Plan 2012–2032 was adopted by Council at its meeting in December 2011.

This report focuses upon the Corporate Business Plan element of the Integrated Planning Framework. The Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available.

The plan details the services, operations and projects a local government will deliver within a defined period. It also includes the processes for delivering these and the costs associated.

The Corporate Business Plan has been formulated to support delivery of the objectives and strategies emanating from the Strategic Community Plan 2012-2032 as well as the legislative and Integrated Planning Framework Standards imposed by the DLGC.

*Item 12.12 Continued*

**OFFICER COMMENT**

The Chief Executive Officer has engaged the Executive and Management teams, together with the organisation, to facilitate the review process of the Corporate Business Plan 2013-2017. Elected Members have also had an opportunity for input to the Corporate Business Plan through a facilitated workshop conducted on 16 December 2013. Information to Councillors on the proposed amendments to the Corporate Business Plan was provided in hard copy form prior to the workshop in the understanding that sufficient lead time was required for Councillors to absorb the detail from this comprehensive document. Councillor input was invited prior to 31 January 2014.

Summary of fundamental amendments follow (Reference should be made to the Corporate Business Plan 2013–2017, on the City's Website, for expanded detail):

**KRA: Built Belmont.**

1. Key Action 1, Encourage completion of preparation of Structure Plans for Special Development Area 8. Timeframe amended from June 2014 to December 2014.
2. Key Action 2, Encourage Preparation of Structure Plans for Development Areas 4, 5 and 6. Amended to exclude DA6 with DA6 created as its own Key Action. Timeframes for DA's 4 and 5 amended from January 2015 to December 2015. Timeframe for development of DA6 Structure Plan, December 2018.
3. Key Action 8, Develop and implement the Street Tree Plan. Street Tree Plan adopted by Council February 2013, Action complete.
4. Key Action 10, Review design of City's Entry Statements. Project suspended pending State Government local government reform outcome.

**KRA: Business Belmont.**

1. Key Action 29, Work with Perth Airport to sponsor a Property Council event promoting new opportunities. Timeframe amended from ongoing to June 2015.
2. Key Action 30, Promote the City as a place to do business. Incorporated with Key Action 36, Facilitate business investment by advising, supporting and promoting Belmont as a place of business.
3. Key Action 31, Develop branding strategies for the specific commercial areas within the City. Target amended to Branding Strategy Prepared with target moved from January to June 2014.
4. Key Action 32, Lobby for increased public transport options for business areas, consistent with Actions 36 and 38 of the City of Belmont Travel Smart Plan. Target amended from Additional bus routes in commercial areas to Active lobbying for increased public transport options in business areas. Timeframe amended from January 2014 to ongoing.
5. Key Action 34, Facilitate the effective interpretation and use of Local Planning Scheme 15 (LPS15) by business. Incorporated with Key Action 36, Facilitate business investment by advising, supporting and promoting Belmont as a place of business.

*Item 12.12 Continued*

6. Key Action 36, Facilitate business investment by advising, supporting and promoting Belmont as a place of business. Measure of success and methodology amended to include reference to Local Planning Scheme 15.
7. Key Action 37, Provide assistance to businesses who are seeking to relocate into Belmont. Incorporated with Key Action 36, Facilitate business investment by advising, supporting and promoting Belmont as a place of business.
8. Key Action 45, Design and implement a Mixed Business Area improvement plan. Incorporated with Key Action 31, Develop branding strategies for the specific commercial areas within the City.
9. Key Action 53, Pursue the construction of an alternative road access to the Domestic Terminal from Tonkin Highway to remove the traffic black spot at Brearley Avenue and allow for the provision of public transport access into the Redcliffe area and to the Belmont City Centre. This key Action is deleted as the alternate access will be constructed through the Gateway WA project which is currently under way.
10. Key Action 61, Continue the industry familiarisation process and extend to the Councillors. Incorporated with Key Action 64, Contribute to the development of regional initiatives to be undertaken by the East Metropolitan Regional Council (EMRC).
11. Key Action 62, Establish links from the City's website to the EMRC website as a means of promoting a realistic and practical profile of opportunities across the region. Incorporated with Key Action 64, Contribute to the development of regional initiatives to be undertaken by the EMRC.
12. Key Action 65, Work with the EMRC to contribute to the development of plans, programs and policies that both support and increase the tourism potential of Belmont. Incorporated with Key Action 64, Contribute to the development of regional initiatives to be undertaken by the EMRC.

**KRA: Business Excellence.**

1. Key Action 70, Development of a Trust Strategic Plan. Timeframe amended based on progress to date from June 2014 to December 2014.
2. Key Action 74, Provide and maintain electronic interactive services which enable community engagement. Cost impacts deleted as this is now a part of the Long Term Financial Plan.
3. Key Action 87, Implement and maintain Unified Communication - voice, video and email. Amended to Develop a Unified Communications Plan - voice, video and email. Timeframe changed from ongoing to June 2014.
4. Key Action 90, Develop innovation and process management support strategy. Timeframe amended from June 2013 to June 2014 based on progress to date.

*Item 12.12 Continued*

**KRA: Natural Belmont.**

1. Key Action 127, Undertake a review of land of high environmental value not currently owned or managed by the City with a view to establishing appropriate management arrangements with the current governmental owner/agency. Time frame amended from December 2014 to commence 2015 in line with Gateway WA project.

**KRA: Social Belmont**

1. Key Action 139, Develop a Leisure, Art and Lifestyle Plan 2014-2018 to ensure the City continues to deliver relevant programs and services in the areas of healthy lifestyle, leisure and arts. Plan date changed from 2014-2018 to 2015-2018. Timeframe changed from December 2014 to Commence December 2014.
2. Key Action 145, Ongoing implementation and review of Youth Services Strategic Plan 2009-2014. Amended to read Review of existing Plan 2009-2014 and development of new Youth Strategic Plan 2014 onwards. Methodology amended from Monthly review of Plan's Strategies and Actions as reported at Community Development Team Meetings and on Strategy Manager to Undertake study of current and future Youth services to provide a plan with recommendations to guide future Youth service provision across the City. Measure of success amended to read High quality report with recommendations to inform future Youth services developed.
3. Key Action 151, Implement an Age Friendly Communities Plan 2013-2016. Amended to read Ongoing deployment and review of Age Friendly Communities Plan 2013-2016.
4. Key Action 154, Set out the City's Future Vision in this area by developing an Aboriginal Engagement Plan containing 3 stages. Stage 1: Listening – current status and project scope, Stage 2: Visioning – statement of intent and strategic direction, Stage 3: Voicing – establish and implement a Community Plan. Amended to Development of City's Aboriginal Engagement Plan. Measurement amended from Stages 2 and 3 of the Aboriginal Engagement Plan completed to Aboriginal Engagement Plan developed.
5. Key Action 155, Reference to Aboriginal Liaison Officer amended to Aboriginal Engagement Officer.
6. Key Action 157, Engage a Consultant to assist with the development of a Cultural Diversity Plan to encourage participation and inclusion of all cultures and sectors of our community. Amended financial impact from \$5,000 operating in years 1-4 to \$50,000 operating in year 2. Target changed from December 2014 to 2014-2015.
7. Key Action 166, Plan and implement the Civic Centre revitalization project utilising input from technical studies, research and community surveys. Timeframe amended from June 2013 to March 2014.

*Item 12.12 Continued*

8. Key Action 167, Ongoing implementation and review of Youth Services Strategic Plan 2009-2014. Amended to Review of existing Plan 2009-2014 and development of new Youth Strategic Plan 2014 onwards. Methodology amended from Monthly review of Plan's Strategies and Actions as reported at Community Development Team Meetings and on Strategy Manager to Undertake study of current and future Youth services to provide a plan with recommendations to guide future Youth service provision across the City. Measure of success amended to read High quality report with recommendations to inform future Youth services developed.
9. Key Action 168, Partner with internal and external stakeholders to work towards accessing prevention and support services to address emerging 'hoarding' issues. Timeframe amended from 2015 and beyond to ongoing.
10. Key Action 170, Develop a Cultural Diversity Plan to encourage participation and inclusion of all members of our community. Amended to Recruitment of City's inaugural Cultural Diversity Engagement Officer to encourage further participation and inclusion of all members and groups within the City and to oversee the development of the City's Cultural Diversity Engagement Plan. Target amended from Plan developed that promotes community engagement and inclusivity for residents from Culturally Diverse backgrounds to Officer employed to oversee development of Cultural Diversity Plan that promotes community engagement and inclusivity for residents from Culturally Diverse backgrounds. Timeframe changed from December 2013 to 2014-2015.
11. Key Action 171, Investigate and identify potential sites within the City of Belmont that could facilitate art and music activities. Amended to In conjunction with the art facilities feasibility study, investigate and identify potential sites within the City of Belmont that could facilitate theatre/music activities. Timeframe changed from December 2015 to December 2014.
12. Key Action 172, Undertake feasibility study to determine the direction of the City's specialised art facilities to encourage future growth in art and craft. Timeframe changed from December 2015 to December 2014.
13. Key Action 174, Ongoing implementation and review of Youth Services Strategic Plan 2009-2014. Amended to Review of existing Plan 2009-2014 and development of new Youth Strategic Plan 2014 onwards. Methodology amended from Monthly review of Plan's Strategies and Actions as reported at Community Development Team Meetings and on Strategy Manager to Undertake study of current and future Youth services to provide a plan with recommendations to guide future Youth service provision across the City. Measure of success amended to read High quality report with recommendations to inform future Youth services developed.
14. Key Action 177, Continue to promote and celebrate Aboriginal art through the City's annual Art and Photographic Exhibition and other avenues. Reference to Aboriginal Liaison Officer amended to Aboriginal Engagement Officer.
15. Key Action 180, Develop the Library and Heritage Plan 2013-2017. Financial impact timing amended.

*Item 12.12 Continued*

16. Key Action 181, Develop a Leisure, Art and Lifestyle Plan 2015-2018 to ensure the City continues to deliver relevant programs and services in the areas of healthy lifestyle, leisure and arts. Timeframe changed from 2014-2018 to commence December 2014.
17. Key Action 188, Conduct and report on a thorough assessment of the extent to which the community infrastructure and services within the City addresses current and future community requirements. Amended to Ongoing implementation and review of Community Infrastructure Plan. Methodology changed from Consultant to undertake study of current and future infrastructure and services to provide a plan with recommendations to guide future infrastructure to Regular review of Plan's Strategies and Actions as reported at CIP Working Group meetings.

The Corporate Business Plan provides a greater level of detail in support of the Strategic Community Plan which sets the direction that Council will take, and management will follow, in the City of Belmont. It establishes key Actions, methodology considerations, financial impacts, human resource requirements, measures of success, targets, timeframes and risk assessments, all enabling Council the opportunity to review its progress in a professional businesslike manner.

It is a requirement of the Department of Local Government and Communities (DLGC) that notice be given to the public when the Corporate Business Plan is adopted or modified. This notice will be undertaken after adoption by the Council.

Strategic and Corporate Business Plan performance will continue to be monitored and provided to elected members on a monthly basis via the Councillor's Portal with quarterly reviews facilitated at an appropriate Information Forum.

### **FINANCIAL IMPLICATIONS**

The Corporate Business Plan has been assessed to gauge estimated additional costs which have been included in the City's Long Term Financial Plan (LTFP). The LTFP is integrated with other strategic plans including Asset Management Plans and allows the City to assess not only its ability to fund the Corporate Business Plan but also ensure the City's financial sustainability.

The LTFP is based on the City's current operational budgets and is underpinned by a number of key assumptions. These are listed in the Corporate Business Plan and are determined through a combination of external source (eg Australian Bureau of Statistics) and historical trend data. The LTFP currently covers the ten year period 2014-2015 to 2023-2024 and will be updated on an annual basis to be used in the development of annual budgets.

It should be noted that The Key Performance Indicators (KPI's) derived from the LTFP are within or above the targets set by the DLGC.

### **ENVIRONMENTAL IMPLICATIONS**

There are numerous references to the environment in the Corporate Business Plan that will see the City's Environmental Plan delivered.

*Item 12.12 Continued*

**SOCIAL IMPLICATIONS**

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

**OFFICER RECOMMENDATION**

*That Council adopt the Corporate Business Plan 2014–2018 (Refer [Attachment 8](#)).*

<b>**ABSOLUTE MAJORITY REQUIRED**</b>
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*OFFICER RECOMMENDATION ADOPTED EN BLOC –  
REFER TO RESOLUTION APPEARING AT ITEM 12*

**12.13 ACCOUNTS FOR PAYMENT – DECEMBER 2013**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
<b>Attachment 9 – Item 12.13 refers</b>	<b><a href="#">Accounts for Payment – December 2013</a></b>

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

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <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"/> | <b>Executive</b>      | <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"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <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**

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 12.13 Continued*

**LOCATION**

N/A.

**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 significant policy implications evident at this time.

**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*
- (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	785381 to 785430	\$258,387.85
Municipal Fund EFTs	EF030816 to EF031243	\$3,439,964.41
Municipal Fund Payroll	December 2013	\$1,315,912.47
Trust Fund Cheques	905412	\$19,472.35
Trust Fund EFTs	EF030849	<u>\$8,002.72</u>
Total Payments for December 2013		<b>\$5,041,739.80</b>

*Item 12.13 Continued*

**FINANCIAL IMPLICATIONS**

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

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**SOCIAL IMPLICATIONS**

There are no social implications at this time.

**OFFICER RECOMMENDATION**

*That the Authorised Payment Listing for December 2013 as provided under [Attachment 9](#) be received.*

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

**12.14 ACCOUNTS FOR PAYMENT – JANUARY 2014**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
<b>Attachment 10 – Item 12.14 refers</b>	<a href="#"><b>Accounts for Payment – January 2014</b></a>

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

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <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"/> | <b>Executive</b>      | <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"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <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**

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 12.14 Continued*

**LOCATION**

N/A.

**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 significant policy implications evident at this time.

**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*
- (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	785431 to 785474	\$210,935.32
Municipal Fund EFTs	EF031244 to EF031618	\$2,774,433.46
Municipal Fund Payroll	January 2014	\$1,757,795.95
Trust Fund Cheques	905414 to 905415	\$42,754.26
Trust Fund EFTs	EF031277 and EF031278	<u>\$30,381.32</u>
Total Payments for January 2014		<b>\$4,816,300.31</b>

*Item 12.14 Continued*

**FINANCIAL IMPLICATIONS**

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

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**SOCIAL IMPLICATIONS**

There are no social implications at this time.

**OFFICER RECOMMENDATION**

*That the Authorised Payment Listing for January 2014 as provided under [Attachment 10](#) be received.*

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

**12.15 MONTHLY ACTIVITY STATEMENT AS AT 31 DECEMBER 2013**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
Attachment 11 – Item 12.15 refers	<a href="#"><u>Monthly Activity Statement as at 31 December 2013</u></a>

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

**COUNCIL ROLE**

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

**PURPOSE OF REPORT**

To 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 12.15 Continued*

### **LOCATION**

N/A.

### **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 significant policy implications evident at this time.

### **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* require that financial statements are presented on a monthly basis to Council. Council has adopted ten per cent 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 12.15 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 per cent of the budgeted closing balance as previously adopted by Council.*

In order to provide more details regarding significant variations as included in [Attachment 11](#) the following summary is provided.

<b>Report Section</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Comment</b>
<b>Expenditure – Capital</b>			
Finance Department	91,778	40,918	Fleet purchase outstanding.
Technical Services	251,247	35,613	Swan River foreshore erosion control project had been delayed (started in January) due to a delay in the availability of funding.
Grounds Operations	318,332	189,178	Parks projects are tracking well with invoices paid one month in arrears.
Road Works	2,712,512	2,378,317	Roads projects are tracking well with invoices paid one month in arrears.
Footpath Works	461,501	83,783	The footpath replacement program has been delayed but it is anticipated the full year program will be delivered.
Operations Centre	548,401	172,445	Chargeable plant is on order and awaiting delivery.
Building Operations	1,448,973	1,041,842	Building projects are tracking well with invoices paid one month in arrears.
<b>Expenditure – Operating</b>			
Reimbursements	111,000	169,529	Relates to the outstanding allocation of wages.
Executive Services	853,541	788,288	Employee and Local Government Reform related expenses are below budget.
Governance	1,701,735	1,495,914	Activity Based Costing (ABC's) allocations are under budget.
Belmont Trust	75,000	1,346	Consulting costs are below budget.
Property and Economic Development	352,422	288,454	Relates to consulting costs and contributions to the Belmont Business Enterprise Centre (subject to supporting documentation).

Item 12.15 Continued

<b>Report Section</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Comment</b>
Criminal Damage	153,002	101,148	Graffiti removal costs are below budget.
Aboriginal Strategies	146,949	63,733	The Aboriginal Engagement Officer position has only recently been filled and the CALD Officer position is vacant.
Community Services	315,200	230,160	Consulting costs are below budget.
Town Planning	1,005,656	947,789	Salaries and Consulting costs are below budget.
Sanitation Charges	2,186,096	2,130,879	Contractor payments are generally one month in arrears.
Ruth Faulkner Public Library	1,023,488	934,546	Local History Project (printing and consulting) costs are below budget.
Community and Recreation Services	460,290	362,285	Public Art costs are below budget.
Building – Active Reserves	310,260	258,047	Building Maintenance costs are below budget.
Grounds Operations	2,308,206	2,063,433	Consulting costs are below budget.
Grounds Active Reserves	373,952	473,274	Turf maintenance programs are ahead of schedule.
Grounds Overheads	871,024	740,023	Employee related costs are currently behind budget.
Road Works	457,644	388,977	Maintenance costs are lower than expected however expenditure will increase as specific projects are scheduled.
<b>Revenue – Capital</b>			
Belmont Trust	(89,149)	(13,338)	Reserve transfers are lower than anticipated.
Property and Economic Development	(0)	(102,850)	Advance (part) payment for compensation of Lot 166 Morgan Rd Redcliffe.
Road Works	(285,312)	(145,694)	Capital grants (Roads To Recovery) outstanding.
<b>Revenue – Operating</b>			
Rates	(37,988,456)	(38,097,501)	Growth through interim rates is stronger than expected.
Volunteer Emergency Services	(30,716)	(103,025)	Grant income received earlier than expected.
Belmont HACC Services	(1,193,715)	(1,249,111)	The quarterly operating grant allocation was slightly higher than expected.
Grounds Overheads	(791,592)	(672,448)	The use of contract staff has led to a lower recovery of overheads.
Public Works Overheads	(804,578)	(672,455)	The use of contract staff has led to a lower recovery of overheads.

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.

Item 12.15 Continued

<b>Reconciliation of Nett Current Assets to Statement of Financial Activity</b>		
<b>Current Assets as at 31 December 2013</b>	<b>\$</b>	<b>Comment</b>
Cash and investments	52,630,980	Includes municipal, reserves and deposits
- less non rate setting cash	(29,619,037)	Reserves and deposits held
Receivables	8,863,307	Rates levied yet to be received and Sundry Debtors
- less non rate setting receivables	(1,535,924)	ESL levied and GST payable
Stock on hand	302,732	
<b>Total Current Assets</b>	<b>30,642,058</b>	
<b>Current Liabilities</b>		
Creditors and provisions	(7,067,152)	Includes deposits
- less non rate setting creditors and provisions	3,387,613	ESL, GST and deposits held
<b>Total Current Liabilities</b>	<b>(3,679,539)</b>	
<b>Nett Current Assets 31 December 2013</b>	<b>26,962,519</b>	
<b>Nett Current Assets as Per Financial Activity Report</b>		
Nett Current Assets as Per Financial Activity Report	26,962,519	
Less Restricted Assets	(371,027)	Unspent grants held for specific purposes
Less Committed Assets	<b>(26,091,492)</b>	All other budgeted expenditure
<b>Estimated Closing Balance</b>	<b>500,000</b>	

### **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 at this time.

### **SOCIAL IMPLICATIONS**

There are no social implications at this time.

*Item 12.15 Continued*

**OFFICER RECOMMENDATION**

***That the Monthly Financial Report as at 31 December 2013 as included in [Attachment 11](#) be received.***

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

**12.16 MONTHLY ACTIVITY STATEMENT AS AT 31 JANUARY 2014**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
Attachment 12 – Item 12.16 refers	<a href="#"><u>Monthly Activity Statement as at 31 January 2014</u></a>

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

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <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"/> | <b>Executive</b>      | <i>The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>  |
| <input type="checkbox"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <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 (e.g. 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 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 12.16 Continued*

### **LOCATION**

N/A.

### **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 significant policy implications evident at this time.

### **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* require that financial statements are presented on a monthly basis to Council. Council has adopted ten per cent 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 12.16 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 e.g. tied grants.*

*\*\*\*Based on a materiality threshold of 10 per cent of the budgeted closing balance as previously adopted by Council.*

In order to provide more details regarding significant variations as included in [Attachment 12](#) the following summary is provided.

<b>Report Section</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Comment</b>
<b>Expenditure – Capital</b>			
Computing	136,483	192,010	Business Applications and Equipment purchases behind budget.
Technical Services	303,355	36,003	Swan River foreshore erosion control project had been delayed (started in January) due to a delay in the availability of funding.
Grounds Operations	443,421	233,945	Parks projects are generally tracking well with invoices paid one month in arrears although two projects (Wicca Park playground and Centenary Park exercise equipment) have been delayed.
Road Works	2,905,848	2,580,541	Roads projects are tracking well with invoices paid one month in arrears.
Footpath Works	520,036	95,024	The footpath replacement program has been delayed but it is anticipated the full year program will be delivered.
Operations Centre	585,809	321,758	Chargeable plant is on order and awaiting delivery.
Building Operations	2,179,691	1,270,814	Most building projects are tracking well with invoices paid one month in arrears. Two projects behind budget are the Civic Centre Revitalisation project which has progressed to the preliminary concept stage and the Matheson Road subdivision which is currently on hold pending taxation advice.
Technical Services	245,232	194,225	Fleet/Plant is on order and awaiting delivery.

Item 12.16 Continued

<b>Report Section</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Comment</b>
<b>Expenditure – Operating</b>			
Donations and Grants	0	52,740	Timing issue regarding the budget spread.
Executive Services	1,005,148	923,224	Employee and Local Government Reform related expenses are below budget.
Governance	1,959,163	1,721,852	Activity Based Costing (ABC's) allocations are under budget.
Belmont Trust	87,500	4,607	Consulting costs are below budget.
Property and Economic Development	395,414	339,393	Relates to consulting costs and contributions to the Belmont Business Enterprise Centre (subject to supporting documentation).
Criminal Damage	175,168	119,725	Graffiti removal costs are below budget.
Aboriginal Strategies	200,288	74,190	The Aboriginal Engagement Officer and CALD Officer positions are currently vacant.
Community Services	352,685	277,633	Consulting costs are below budget.
Belmont HACC Services	1,261,710	1,320,961	Timing issue regarding the budget spread of internal allocations.
Ruth Faulkner Library	1,181,776	1,126,396	Local History Project (printing and consulting) costs are below budget.
Community and Recreation Services	523,399	446,036	Public Art costs are below budget.
Grounds Operations	2,636,573	2,474,529	Contractor costs are behind budget with invoices generally paid in arrears.
Grounds Active Reserves	483,975	598,283	Turf maintenance programs are ahead of schedule.
Grounds Overheads	1,002,165	855,255	Employee related costs are currently behind budget.
Road Works	539,575	459,050	Maintenance costs are lower than expected however expenditure will increase as specific projects are scheduled.
Drainage Works	183,750	124,113	Timing issue regarding the budget spread.
<b>Revenue – Capital</b>			
Belmont Trust	(104,007)	(16,518)	Reserve transfers are lower than anticipated.
Property and Economic Development	(390,000)	(113,135)	Land sales are behind budget with income from lot 166 Morgan Road only partially received.
Road Works	(326,997)	(244,361)	Capital grants (Roads To Recovery) outstanding.
Operations Centre	(267,941)	(120,087)	The sale of chargeable plant is dependent on the arrival of plant that is currently on order.
<b>Revenue – Operating</b>			
Rates	(38,019,813)	(38,165,956)	Growth through interim rates is stronger than expected.

Item 12.16 Continued

<b>Report Section</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Comment</b>
Financial Activities	(560,079)	(696,349)	Investment income is currently above budget.
Volunteer Emergency Services	(51,802)	(135,285)	Grant income received earlier than expected.
Belmont HACC Services	(1,642,148)	(1,702,337)	The quarterly operating grant allocation was slightly higher than expected.
Grounds Overheads	(922,147)	(790,611)	The use of contract staff has led to a lower recovery of overheads.
Streetscapes	(105,427)	(6,799)	Streetscapes maintenance agreements are currently being re-negotiated with Main Roads WA.
Public Works Overheads	(919,695)	(771,856)	The use of contract staff has led to a lower recovery of overheads.

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.

<b>Reconciliation of Nett Current Assets to Statement of Financial Activity</b>		
<b>Current Assets as at 31 January 2014</b>	<b>\$</b>	<b>Comment</b>
Cash and investments	53,591,497	Includes municipal, reserves and deposits
- less non rate setting cash	(30,218,893)	Reserves and deposits held
Receivables	4,724,383	Rates levied yet to be received and Sundry Debtors
- less non rate setting receivables	(895,779)	ESL levied and GST payable
Stock on hand	242,198	
<b>Total Current Assets</b>	<b>27,443,406</b>	
<b>Current Liabilities</b>		
Creditors and provisions	(6,924,539)	Includes deposits
- less non rate setting creditors and provisions	3,335,176	ESL, GST and deposits held
<b>Total Current Liabilities</b>	<b>(3,589,362)</b>	
<b>Nett Current Assets 31 January 2014</b>	<b>23,854,044</b>	
<b>Nett Current Assets as Per Financial Activity Report</b>		
Nett Current Assets as Per Financial Activity Report	23,854,044	
Less Restricted Assets	(459,793)	Unspent grants held for specific purposes
Less Committed Assets	<b>(22,894,251)</b>	All other budgeted expenditure
<b>Estimated Closing Balance</b>	<b>500,000</b>	

*Item 12.16 Continued*

**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 at this time.

**SOCIAL IMPLICATIONS**

There are no social implications at this time.

**OFFICER RECOMMENDATION**

***That the Monthly Financial Report as at 31 January 2014 as included in [Attachment 12](#) be received.***

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

**13. REPORTS BY THE CHIEF EXECUTIVE OFFICER**

**13.1 REQUESTS FOR LEAVE OF ABSENCE**

Nil.

**13.2 NOTICE OF MOTION (CR ROSSI) - LOCAL GOVERNMENT REFORM: MAYORAL, DEPUTY MAYOR AND CHIEF EXECUTIVE OFFICER AUTHORITY**

**BUSINESS EXCELLENCE BELMONT**

**ATTACHMENT DETAILS**

Nil.<sup>1</sup>

Voting Requirement	:	Simple Majority
Subject Index	:	111/008 - Local Government Reform
Location/Property Index	:	City of Belmont
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	Item 6.1 Special Council Meeting, 2 October 2013. Item 12.11 Ordinary Council Meeting, 27 August 2013. Item 12.11 Ordinary Council Meeting, 26 March 2013. Item 12.11 Ordinary Council Meeting, 22 May 2012. Item 12.14 Ordinary Council Meeting, 20 December 2011. Item 12.9 Ordinary Council Meeting, 25 August 2009.
Applicant	:	N/A
Owner	:	N/A
Responsible Division	:	Corporate and Governance

**COUNCIL ROLE**

- |                                     |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="checkbox"/>            | <b>Advocacy</b>       | <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"/> | <b>Executive</b>      | <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"/>            | <b>Legislative</b>    | <i>Includes adopting local laws, local planning schemes and policies.</i>   |
| <input type="checkbox"/>            | <b>Review</b>         | <i>When Council reviews decisions made by Officers.</i>   |
| <input type="checkbox"/>            | <b>Quasi-Judicial</b> | <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> |

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<sup>1</sup> The Tabled Attachment circulated to Councillors on 24 February 2014 incorrectly referred to an attachment (Tabled Attachment 1). There was no attachment to Item 13.2.

*Item 13.2 Continued*

### **PURPOSE OF REPORT**

To submit for Council consideration a Notice of Motion prepared by Councillor Rossi in regard to Council authorising the Mayor, Deputy Mayor and Chief Executive Officer (CEO) to commence discussion with the Shire of Kalamunda toward the formulation of a Local Implementation Committee (LIC) and other communication matters.

### **SUMMARY AND KEY ISSUES**

The Deputy Mayor, Cr Rossi, has submitted a Notice of Motion in regard to Council authorising the Mayor, Deputy Mayor and CEO to commence discussion with the Shire of Kalamunda toward the formulation of a LIC and other communication matters.

Various documents emanating from the Minister for Local Government and Communities Office (Minister) and the Department of Local Government and Communities (DLGC) indicate an intention that local governments begin communicating on reform related matters. In the City of Belmont's case that involves the Shire of Kalamunda, in the main, and to a lesser degree the City's of Canning and Swan. The Minister and DLGC directive is that it is to take the form of a LIC.

The Minister has made it abundantly clear on a number of occasions and more recently at the launch of the Local Government Reform Tool Kit on the 5 February 2014, that the DLGC has been instructed to monitor the formulation of LICs and it is expected that all local governments will form a LIC. Failure to do so may necessitate Ministerial intervention.

However, it is also necessary to mention for Council and public knowledge that a decision on local government reform is not expected to be made until at least July 2014.

### **LOCATION**

N/A.

### **CONSULTATION**

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

### **STRATEGIC COMMUNITY PLAN IMPLICATIONS**

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

**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.

*Item 13.2 Continued*

### **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

### **STATUTORY ENVIRONMENT**

There is no statutory compulsion that requires the Council to formulate a LIC or communicate with other local governments pending the decision by the Local Government Advisory Board (LGAB).

DLGC through its publications and guidelines is of the view, allegedly supported through State Solicitors Office advice, that guidelines may be taken in a similar if not same context as legislation. This view is the subject of some conjecture, yet important for Council to be aware of.

### **BACKGROUND**

The notice of motion provided by Cr Rossi reads as follows:

*“That Council:*

- 1. Authorises the Mayor and Chief Executive Officer to commence discussion with the Shire of Kalamunda and undertake the necessary communication with other local government representatives and state government agencies, including but not limited to the Local Government Advisory Board, City of Swan and City of Canning.*
- 2. Appoints the Mayor and Deputy Mayor or as required, the Mayor’s nominated Councillor Representative and the Chief Executive Officer, or as required the Chief Executive Officer’s nominated representative/s to represent the City of Belmont as members of the Local Implementation Committee.*
- 3. Requests that the Mayor and Chief Executive Officer undertake to update Councillors in the appropriate manner as required.*

*Reason: The Minister’s view is that it is expected, although there is no legal requirement, that local governments will communicate and commence with Local Implementation Committees (LICs). The Minister has indicated that there is a very real prospect of action being taken against local governments, that is Council being dismissed, where no progress is being made on reform. Also, due to the large volume of work required by way of the reform process and even though a decision is yet to be made communication and preliminary planning is required. The City’s resolved position is that it does not wish to amalgamate with any other local government and that has not changed. However, I believe it is prudent to grant authority for communication to take place, establish the LIC and ensure that a reporting structure is in place to keep all Councillors informed”.*

*Item 13.2 Continued*

**OFFICER COMMENT**

The authorisation by Council to allow the Mayor, Deputy Mayor and Chief Executive Officer to communicate with the Shire of Kalamunda over the formulation of the LIC and others associated with the current reform process is considered appropriate.

However, it is again important to highlight that Council's resolved position adopted in June 2009 has never varied:

**"HITT MOVED, ROSSI SECONDED,**

1. *That Council confirms that it does not support the need to amalgamate with any other Local Government.*

**CARRIED 9 VOTES TO 1**

*Against: Dornford"*

Secondly, it is felt necessary to bring to Council's attention that in two of its previous resolutions there has been an indication that communication of this nature was implied.

At the Special Council Meeting of the 2 October 2013 Council resolved:

**"AMENDED OFFICER RECOMMENDATION**

**WOLFF MOVED, POWELL SECONDED,** *that Council resolves that:*

1. *The City of Belmont, being an affected local government within the meaning of Schedule 2.1 of the Local Government Act 1995 (LGA), resolves to submit a proposal to the Local Government Advisory Board, pursuant to clause 2 (1) of Schedule 2.1 of the LGA, that orders be made by the Governor under Section 2.1 of the LGA which would: (a) abolish the district of the Shire of Kalamunda; (b) vary the boundary of the district of the City of Belmont so as to include within it the area of the former district of the Shire of Kalamunda; and (c) further vary the boundary between the district of the City of Belmont, as so constituted, and the districts of City of Canning and the City of Swan; in accordance with the attached proposal and plan illustrating the proposed changes in Revised Attachment 1.*
2. **The Mayor and Chief Executive Officer be authorised to undertake any necessary communication with other local government representatives and state government agencies.**
3. *The Mayor and Chief Executive Officer update Councillors in the appropriate manner as required.*

**CARRIED 6 VOTES TO 3**

*For: Bass, Marks, Martin, Powell, Rossi, Wolff  
Against: Gee, Hitt, Dornford*

Item 13.2 Continued

Reason

A memorandum was circulated to Councillors on 2 October 2013 providing the following reason for the Amended Officer Recommendation:

*"In regard to the Item presented to this Special Council Meeting an additional map is required to be inserted to the City of Belmont Proposal to the Local Government Advisory Board. The map will be marked as Attachment 3 to the Proposal and simply outlines the State Government's intended boundaries for the City of Belmont and Shire of Kalamunda with one minor amendment to include two lots as part of the Perth Airport inadvertently excluded from the Minister's proposal".*

Further, Council at its meeting of 27 August 2013 resolved:

"ALTERNATIVE COUNCILLOR MOTION

WOLFF MOVED, POWELL SECONDED, That Council:

1. *Acknowledges the State Government's announcement of 30 July 2013 and its intention toward merging the City of Belmont and the Shire of Kalamunda.*
2. *Expresses its concern that the State Government's decision is essentially a fait accompli allowing little or no provision for Council or the community to influence or amend the outcome.*
3. *With the best interest of the Belmont Community in mind addresses the State Governments merger proposal by working with the Shire of Kalamunda and state government agencies in a proactive manner.*
4. **Authorises the Mayor and Chief Executive Officer to commence discussion with the Shire of Kalamunda and undertake the necessary communication with other local government representatives and state government agencies.**
5. **Appoint Cr Phil Marks and Cr Steve Wolff or as required, the Mayor's nominated Councillor Representative and the Chief Executive Officer to represent the City of Belmont as members of the Local Implementation Committee.**
6. **Request that the Mayor and Chief Executive Officer undertake to update Councillors in the appropriate manner as required.**

CARRIED 8 VOTES TO 1

*For: Bass, Hitt, Gee, Powell, Marks, Martin, Rossi, Wolff  
Against: Dornford*

*Item 13.2 Continued*

*Reason*

*Point 5 amended to include “the Mayor’s nominated Councillor Representative” in the event of one of the other representatives being unavailable.”*

It is apparent from the underlined and bold portions of the resolutions from August and October 2013, that Council has given a range of approvals in regard to communication and the representation on the Local Implementation Committee. However, the Notice of Motion provides an opportunity to revisit Council’s previous resolutions and in particular representation on the LIC, as representation was established prior to the October 2013 election. Representation established in August 2013 included the Mayor, Cr Marks and the then Deputy Mayor - Cr Wolff.

*Governance Structure*

The DLGC in various documents and recently through the launch of the Reform Tool Kit has reiterated its suggested governance structure for which it proposes to deal with local governments involved in the reform process. This structure is described as follows:

*“A high level committee, the Metropolitan Reform Implementation Committee (MetRIC), has been established to provide advice and oversight for the amalgamation of local governments.*

*The first meeting was held on 29 August 2013.*

*Currently, membership of the MetRIC comprises:*

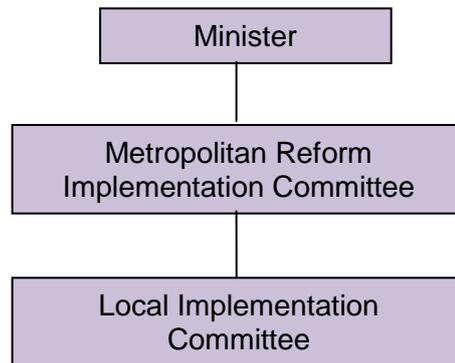
- *Director General, Department of Local Government and Communities (Chair)*
- *President, Western Australian Local Government Association and*
- *President, Local Government Managers Australia (WA).*

*The MetRIC’s role is to provide guidance, facilitate information sharing and collaboration, monitor milestones, report to the Minister, and communicate with the sector and the community.*

*Local Implementation Committees (LIC) and sub-committees. Elected Members will oversee the implementation of the Local Government Reform process. The LICs will be a significant governance vehicle that provides the authority, resources and drive to successfully implement the transition process.”*

Further planning is currently being undertaken by the Department of Local Government and Communities to clarify the role and responsibilities of the LIC and sub-committees. Once confirmed, this will be communicated as soon as possible.

Item 13.2 Continued



The Local Implementation Committee has a key responsibility for leading the change process through stages 1, 2 and 3 of the transition plan contained in the Reform Toolkit. This responsibility may extend to stage 4 in circumstances where a Commissioner has not been appointed. The stages are described as follows:

“STAGE 1: REVIEW (From now to July 2014)

*The Review Stage refers to current state and identifying what takes place within the existing local governments. The overall aims of the activities and tasks undertaken during Stage 1 are to identify, review, audit and document all the current activities and information such as processes, frameworks, policies, databases and plans that exist within each local government and to identify the common and distinct features of those activities and items.*

*The Governor’s Orders have not been released at this point and therefore it is essential that this time is used to review and collate as much information as possible about the current state.*

*The inventory of information collated will assist staff in understanding and determining the areas that require further analysis and planning, key risks, resources required and time frames necessary to complete the tasks effectively in readiness for Stage 2. The due diligence process will begin along with the establishment of key working groups, overall project planning, confirmation of governance structures and the identification of project leaders. Capturing the costs and benefits of the transition will also be flagged during the due diligence process.*

STAGE 2: PLAN (August 2014 to March 2015)

*During this stage, local governments will know how they are affected by the reform changes and with which other local governments they will be merging.*

*Stage 2 is focused on the exploration, analysis, consolidation and integration of data from the amalgamating partners which will inform decision-making and the development of key plans and strategies. The due diligence process continues as well as the review of services, service delivery, organisational and staffing structures. Consultation with communities, stakeholders and employees continues in addition to regular reporting and risk management. Achievement of milestones and time-critical tasks is paramount.*

*Item 13.2 Continued*

**STAGE 3: MOBILISE (April 2015 to June 2015)**

*During this stage, the organisation will need to finalise the interim service delivery model and interim organisational and staffing structures. Consolidation of the Corporate Business Plans for the amalgamating entities will also need to be completed so that the annual budget 2015/16 can be finalised.*

*Communications will begin to shift from a message of preparation to one of implementation. New systems and processes may also be rolled out to support a smooth transition for customers and employees. Preparation will also continue in readiness for the commencement of an interim CEO and Commissioner(s) if necessary.*

**STAGE 4: IMPLEMENT (July 2015 onwards)**

*July 2015 marks the beginning of a new era and the acknowledgement of the effort and contribution made by all from the merging partners. Implementation is in full swing and will continue for the next six to 12 months”.*

Managing and supporting the merging of different cultures and norms is a key focus during the implementation stage and will require strong leadership and meaningful engagement with employees. Adjusting local governments will also need to manage the transition as the impact upon employees will be significant with the loss of networks and changes to their workplace environment.

New systems and processes are activated as the workforce begins to adjust to the new structure and way of doing business. For some, it will mean little change and business as usual, for others a more significant level of change with a period of adjustment will be required.

If Commissioner(s) and an interim CEO are appointed, they will commence in their roles. The inaugural meeting of the organisation will take place in July-August 2015 with the annual budget 2015-16, the interim organisational structure and key policies adopted.

The interim CEO or CEO will monitor customer satisfaction levels, the effectiveness of the interim service delivery model and the level of staff engagement. In due course the interim CEO/CEO will commence planning for the October 2015 Council election and the induction program for the newly elected Council, who will then begin the recruitment process for the new CEO if required.

Establishing a vision for the new local government will be paramount and the appointment of the new CEO will see this process continue into late 2015 and beyond.

*Item 13.2 Continued*

### Reform Principles

Finally it is perhaps worthy to mention the Reform Principles espoused through the Reform Toolkit:

- Principle 1: Embrace opportunity and strive for best practice
- Principle 2: Attract and retain quality staff and develop career opportunities
- Principle 3: Engage community and work together
- Principle 4: Increase local government capacity and improve community outcomes
- Principle 5: Reduce local government bureaucracy and streamline systems
- Principle 6: Deliver open and transparent communication.

### **FINANCIAL IMPLICATIONS**

There will be significant financial implications but these are unable to be fully quantified at this stage.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

### **SOCIAL IMPLICATIONS**

There will be social implications but these are unable to be quantified at this stage.

*Item 13.2 Continued*

**COUNCILLOR RECOMMENDATION**

**ROSSI MOVED, WOLFF SECONDED, That Council**

1. ***Authorises the Mayor and Chief Executive Officer to commence discussion with the Shire of Kalamunda and undertake the necessary communication with other local government representatives and state government agencies, including but not limited to the Local Government Advisory Board, City of Swan and City of Canning.***
2. ***Appoints the Mayor and Deputy Mayor or as required, the Mayor's nominated Councillor Representative and the Chief Executive Officer, or as required the Chief Executive Officer's nominated representative/s, to represent the City of Belmont as members of the Local Implementation Committee.***
3. ***Requests that the Mayor and Chief Executive Officer undertake to update Councillors in the appropriate manner as required.***

**CARRIED 6 VOTES TO 2**

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

**Reason:**

The Minister's view is that it is expected, although there is no legal requirement, that local governments will communicate and commence with Local Implementation Committees. The Minister has indicated that there is a very real prospect of action being taken against local governments; that is Council being dismissed, where no progress is being made on reform. Also, due to the large volume of work required by way of the reform process and even though a decision is yet to be made communication and preliminary planning is required. The City's resolved position is that it does not wish to amalgamate with any other local government and that has not changed. However, I believe it is prudent to grant authority for communication to take place, establish the LIC and ensure that a reporting structure is in place to keep all Councillors informed.

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

Nil.

**15. CLOSURE**

There being no further business the Presiding Member closed the meeting at 9.23pm.

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**MINUTES CONFIRMATION CERTIFICATION**

The undersigned certifies that these minutes of the Ordinary Council Meeting held 25 February 2014 were confirmed as a true and accurate record at the Ordinary Council Meeting held 25 March 2014:

Signed by the Person Presiding:



PRINT name of the Person Presiding:

Phil Marks.