



City of Belmont

NOTICE OF MEETING

Dear Councillor

I respectfully advise that an **ORDINARY COUNCIL MEETING** will be held in the Council Chamber of the **City of Belmont Civic Centre**, 215 Wright Street, Cloverdale, on **Tuesday, 25 May 2021**, commencing at 7.00pm.

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

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

MEETING AGENDA ATTACHED

Yours faithfully

JOHN CHRISTIE
CHIEF EXECUTIVE OFFICER

14 May 2021

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City of Belmont
ORDINARY COUNCIL MEETING
AGENDA
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**Councillors are reminded to retain the
OCM Attachments for discussion with the Minutes**

1. OFFICIAL OPENING

The Presiding Member will read aloud the Acknowledgement of Country.

Before I begin I would like to acknowledge the Noongar Whadjuk people as the Traditional Owners of this land and pay my respects to Elders past, present and emerging. I further acknowledge their cultural heritage, beliefs, connection and relationship with this land which continues today.

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

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

2. APOLOGIES AND LEAVE OF ABSENCE

Ms M Reid (Apology)

Director Infrastructure Services

3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT

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

3.1 FINANCIAL INTERESTS

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

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

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

3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY

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

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

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

4.1 ANNOUNCEMENTS

4.2 DISCLAIMER

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

5. PUBLIC QUESTION TIME

5.1 RESPONSES TO QUESTIONS TAKEN ON NOTICE

5.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

6. CONFIRMATION OF MINUTES/RECEIPT OF MATRIX

**6.1 ORDINARY COUNCIL MEETING HELD 27 APRIL 2021
(Circulated under separate cover)**

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 27 April 2021 as printed and circulated to all Councillors, be confirmed as a true and accurate record.

**6.2 MATRIX FOR THE AGENDA BRIEFING FORUM HELD 18 MAY 2021
(Circulated under separate cover)**

OFFICER RECOMMENDATION

That the Matrix for the Agenda Briefing Forum held on 18 May 2021 as printed and circulated to all Councillors, be received and noted.

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

8. QUESTIONS BY MEMBERS WITHOUT NOTICE

8.1 RESPONSES TO QUESTIONS TAKEN ON NOTICE

8.2 QUESTIONS BY MEMBERS WITHOUT NOTICE

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

10. BUSINESS ADJOURNED FROM A PREVIOUS MEETING

11. REPORTS OF COMMITTEES

12. REPORTS OF ADMINISTRATION

12.1 AMENDMENT NO. 18 TO LOCAL PLANNING SCHEME NO. 15 – MODIFYING THE USE CLASS PERMISSIBILITY OF ‘MESSAGE PARLOUR’ FROM ‘X’ TO ‘D’ WITHIN THE ‘COMMERCIAL’, ‘SPECIAL DEVELOPMENT PRECINCT’ AND ‘TOWN CENTRE’ ZONES, AND MODIFYING THE USE CLASS PERMISSIBILITY OF ‘MEDICAL CENTRE’ FROM ‘X’ TO ‘D’ WITHIN THE ‘TOWN CENTRE’ ZONE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1 – Item 12.1 refers	Land Subject to the Proposed Amendment
Attachment 2 – Item 12.1 refers	Proposed Modification to Table 1 – Zoning Table

Voting Requirement	:	Simple Majority
Subject Index	:	LPS15/018 – Scheme Amendment 18 – Amendment to Zoning Table for Massage Parlour and Medical Centre
Location / Property Index	:	Various
Application Index	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	Nil
Applicant	:	Element Pty Ltd
Owner	:	Various
Responsible Division	:	Development and Communities Division

COUNCIL ROLE

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

Item 12.1 Continued

PURPOSE OF REPORT

For Council to consider initiating Scheme Amendment No. 18 to Local Planning Scheme No. 15 (LPS 15) for the purpose of:

- Amending the use class permissibility of 'Massage Parlour' from 'X' to 'D' within the 'Commercial', 'Special Development Precinct' and 'Town Centre' zone.
- Amending the use class permissibility of 'Medical Centre' from 'X' to 'D' within the 'Town Centre' zone.

SUMMARY AND KEY ISSUES

- 'Massage Parlour' is currently designated with an 'X' use class permissibility within the 'Commercial' 'Town Centre' and 'Special Development Precinct' zone of LPS 15. 'Medical Centre' is currently designated with an 'X' use class permissibility within the Town Centre zone of LPS 15. An 'X' use class permissibility means a use is not permitted by LPS 15 within that zone.
- A 'Massage Parlour' has been designated with an 'X' use class permissibility since 1999, with the gazettal of District Zoning Scheme No. 14 (DZS 14). A 'Medical Centre' has been a not permitted use since 1972.
- A 'Massage Parlour' is likely to provide services of a personal nature similar to a hairdresser or beauty therapist which would be classified as a 'Shop'. A 'Massage Parlour' may also offer remedial or sports massage services which would be reflective of a service similar to a 'Consulting Room' land use. Both 'Consulting Room' and 'Shop' are currently designated a 'D' use class permissibility within the City's activity centres. A 'D' use class permissibility means that a use class is not permitted unless the local government has exercised its discretion by granting development approval.
- A 'Massage Parlour' is designated as a land use and is unlikely to generate any nuisances which are detrimental to the amenity of an area, provided that the City has exercised its discretion in considering the context of a particular proposal prior to granting development approval.
- 'Medical Centre' is currently designated a 'D' use class permissibility within the City's neighbourhood and local activity centres but is prohibited with an 'X' use classification in the 'Town Centre' zone.
- The current 'X' use class permissibility for 'Medical Centre' and 'Massage Parlour' does not align with contemporary planning practices listed within State Planning Policy 4.2 – Activity Centres (SPP 4.2).
- It is recommended that the amendment is supported for the purpose of public advertising on the basis that:
 - The proposed modification of the 'Medical Centre' use class permissibility will provide clarity and consistency across activity centres.
 - The proposed use class permissibility promotes an increased mix of goods and services able to be offered within the City's activity centres.
 - Both 'Medical Centre' and 'Massage Parlour' are appropriate land uses to be located within activity centres.

Item 12.1 Continued

- It is recommended that Council initiate Amendment No. 18 to LPS 15 as a 'standard' amendment.

LOCATION

The subject amendment relates to:

- The Belmont Town Centre which is designated through a 'Town Centre' zoning.
- The City's Neighbourhood and Local activity centres, which are designated through the 'Commercial' and 'Special Development Precinct' zoning.

Each precinct subject to the amendment is detailed in [Attachment 1](#).

CONSULTATION

No consultation has been undertaken on the proposed amendment at this point in time.

The *Planning and Development Act 2005* requires scheme amendments to be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). The details of this statutory consultation process are outlined in the 'Statutory Environment' section of this report.

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal: Liveable Belmont

Strategy:

- 1.2 Plan and deliver vibrant, attractive, safe and economically sustainable activity centres.
- 1.4 Attract public and private investment and businesses to our City and support the retention, growth and prosperity of our local businesses.

Goal: Responsible Belmont

Strategy:

- 5.5 Engage and consult the community in decision-making.
- 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations.
- 5.7 Engage in strategic planning and implement innovative solutions to manage growth in our City.

Item 12.1 Continued

POLICY IMPLICATIONS

State Planning Policy 4.2 is responsible for guiding planning and development requirements of activity centres within the Perth and Peel region. State Planning Policy 4.2 designates an activity centre hierarchy across the Perth and Peel region, with Belmont Town Centre being the City's highest order activity centre as a 'Secondary Centre'. The City also contains a number of Neighbourhood and Local centres which are designated through the City's existing Commercial Strategy 2008.

State Planning Policy 4.2 seeks to facilitate a mix of land uses within activity centres, as well as setting out a range of typical retail land uses. Furthermore, SPP 4.2 seeks to facilitate the sustainability of activity centres through surrounding residential population, access to public transport and appropriate built form controls.

The subject amendment will examine the intent of SPP 4.2 when considering the appropriateness of proposed modifications to the use class permissibility of 'Massage Parlour' and 'Medical Centre'.

STATUTORY ENVIRONMENT

Local Planning Scheme Amendments

Section 75 of the *Planning and Development Act 2005* provides for an amendment to be made to a local planning scheme. The procedures for amending a local planning scheme are set out within Part 5 of the Regulations.

The Regulations specify three different types of scheme amendments, being 'basic', 'standard' and 'complex'. The main differences between the amendment classifications are the differing advertising requirements, with a 'basic' amendment not having any advertising requirement unless otherwise required by the Western Australian Planning Commission (WAPC). Clause 35(2) of the Regulations requires a resolution of the local government specifying the type of amendment and the reasons for the classification.

Irrespective of the classification of the amendment, where a responsible authority (being the local government) has resolved to amend a scheme, it shall be forwarded to the Environmental Protection Authority (EPA) to determine whether the amendment requires an environmental assessment. Where no environmental assessment is required, the responsible authority shall advertise the amendment for a period of 42 days, by way of:

- Publishing a notice in a newspaper circulating in the Scheme area.
- Displaying a copy of the notice in the offices of the local government for the period of making submissions set out in the notice.
- Giving a copy of the notice to each public authority that the local government considers is likely to be affected by the amendment.
- Publishing a copy of the notice and the amendment on the website of the local government.
- Advertising the amendment as directed by the WAPC and in any other way the local government considers appropriate.

Item 12.1 Continued

After the conclusion of the advertising period, Council is required to consider the submissions and pass a resolution to either support the amendment, with or without modification, or not support the amendment. After passing a resolution, the amendment is to be forwarded to the WAPC to review and provide a recommendation to the Minister for Planning.

BACKGROUND

Proposed Amendment

Amendment No. 18 to LPS 15 proposes to modify the Zoning Table in the following manner:

- Amending the use class permissibility of ‘Massage Parlour’ from ‘X’ to ‘D’ within the ‘Commercial’, ‘Special Development Precinct’ and ‘Town Centre’ zones.
- Amending the use class permissibility of ‘Medical Centre’ from ‘X’ to ‘D’ within the ‘Town Centre’ zone.

The current Zoning Table within LPS 15 can be seen below in Figure 1.

USE CLASSES	ZONES									
	Residential	Town Centre	Commercial	Mixed Use	Mixed Business	Industrial	Service Station	Places of Public Assembly	Residential and Stables	Special Development Precinct
Industry - Noxious	X	X	X	X	X	A	X	X	X	X
Industry - Service	X	X	X	D	D	D	X	X	X	X
Laundromat	X	P	D	D	D	D	X	X	X	X
Liquor Store – Small	X	A	D	A	X	X	X	A	X	A
Liquor Store – Large	X	A	A	X	A	X	X	X	X	X
Logistics Centre	X	X	X	X	A	D	X	X	X	X
Lunch Bar	X	P	D	D	D	D	X	X	X	D
Massage Parlour	X	X	X	A	D	D	X	X	X	X
Medical Centre	X	X	D	D	D	D	X	X	X	A
Mining Operations	X	X	X	X	X	X	X	X	X	X

Figure 1: Current Table 1- Zoning Table (Source: Local Planning Scheme No. 15)

Land Use Definition and Use Class Permissibility

Massage Parlour

The ‘Massage Parlour’ land use was originally included within the Zoning Table of DZS 14, which operated between 1999 and 2011, as a not permitted ‘X’ use class in the ‘Commercial’, ‘Special Development Precinct’ and ‘Town Centre’ zones. Despite being listed within the Zoning Table, ‘Massage Parlour’ was not defined in DZS 14.

The adoption of LPS 15 introduced the following land use definition for ‘Massage Parlour’:

‘a use of land involving the massaging manipulation or other treatment of body parts for therapeutic or remedial massage, of a kind generally administered in association with medical treatment. The term does not include the provision of any sexual services.’

Item 12.1 Continued

The 'X' use classification remained within all three zones through the adoption of LPS 15.

Medical Centre

The 'Medical Centre' land use has been defined within the City's planning framework since at least 1972. Since this time a 'Medical Centre' has been included with differing land use definitions and use class permissibility's in Town Planning Scheme No. 11 (TPS 11), DZS 14 and LPS 15. Town Planning Scheme No. 11 operated between 1972 and 1999, DZS 14 operated between 1999 and 2011, while LPS 15 has been operational since 2011. A breakdown of the 'Medical Centre' land use definition and use class permissibility within each of the abovementioned schemes is listed below:

Town Planning Scheme No. 11

Town Planning Scheme No. 11 defined a 'Medical Centre' as:

'a building (other than a hospital) that contains or is designed to contain facilities not only for the practitioner or practitioners of consulting rooms but also for ancillary services such as chemists, pathologists and radiologists'.

Despite being defined, no use class permissibility was listed within the Zoning Table. In accordance with Clause 3.2.2 of TPS 11 this meant that a 'Medical Centre' was not permitted within the 'Town Centre' zone.

District Zoning Scheme No. 14

District Zoning Scheme No. 14 defined a 'Medical Centre' as:

'A building (other than a hospital) that contains or is designed to contain facilities not only for the practitioner or practitioners mentioned under the interpretations of consulting rooms but also for ancillary services provided by chiropractors, masseurs, paramedicals, pharmacists, pathologists and radiologists provided that the predominant use to which those services are ancillary is carried out on the same premises'.

'Medical Centre' was included in DZS 14 with a not permitted 'X' use classification in the 'Town Centre' zone.

Local Planning Scheme No. 15

Within LPS 15, Medical Centre has had two different land use definitions with the originally gazetted definition (2011 – 2016) being amended following the gazettal of the Regulations. 'Medical Centre' was originally defined as:

'premises, other than a hospital' used by one or more health consultant(s) for the investigation or treatment of human injuries or ailments and for general outpatient care (including preventative care, diagnosis, medical and surgical treatment, and counselling)'.

Scheme Amendment No. 7 saw the land use definition amended to be in accordance with the Regulations, and now currently reads as:

'premises other than a hospital used by three or more health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care'.

Item 12.1 Continued

Local Planning Scheme No. 15 has seen a consistent not permitted 'X' use classification applied for 'Medical Centre' since its gazettal.

OFFICER COMMENT

In considering whether to initiate Amendment No. 18 to LPS 15, Council should have regard to the following:

- The appropriateness of the use class permissibility of 'Massage Parlour' within the 'Commercial', 'Special Development Precinct' and 'Town Centre' zones of LPS 15.
- The appropriateness of the use class permissibility of 'Medical Centre' within the 'Town Centre' zone of LPS 15.

These points are discussed in detail below.

Massage Parlour

A 'Massage Parlour' was likely introduced into the local planning framework in order to explicitly restrict provision of sexual services. As a result, there is merit in maintaining the existing 'Massage Parlour' land use definition within LPS 15.

A 'Massage Parlour' land use is currently permitted within the 'Mixed Business' and 'Mixed Use' zones, where the City has exercised its discretion through the granting of development approval. The intent of these zones is to provide for a mix of land uses that will not generate nuisances detrimental to the amenity of the district. The use class permissibility associated with these zones determines that a 'Massage Parlour' is an appropriate commercial land use and one that is unlikely to negatively impact upon amenity.

A 'Massage Parlour' is likely to operate in a similar nature to a 'Consulting Room' or 'Shop' (which are both designated as discretionary 'D' use classes within the City's activity centres). Despite offering services of a similar personal nature, a 'Massage Parlour' is currently not permitted within the City's activity centres.

State Planning Policy 4.2 states that activity centres should provide for a mix of land uses and lists both 'Consulting Room' and 'Shop' as appropriate land uses. Considering this, a 'Massage Parlour' could also be considered an appropriate land use within activity centres, particularly given the explicit restriction of sexual services within the land use definition. Modification of the current 'X' use class permissibility will see an increase in the potential land use mix and align with contemporary planning principles listed within SPP 4.2.

When considering the above, a massage parlour is unlikely to have a negative impact upon the current and future operation of the City's activity centres. In addition, massage parlours are unlikely to produce any greater impact than a 'Consulting Room' or 'Shop'.

Land zoned 'Special Development Precinct' within the City is accompanied by a precinct specific local planning policy (LPP). Each LPP contains controls in order to guide development. The LPP's for the Ascot Waters, Belgravia Estate, Belvidere Street and The Springs precincts designate appropriate locations for commercial land uses, thereby ensuring that proposed land use mix does not result in a detrimental impact on the amenity of an area. It should be noted that the Invercloy Estate LPP envisages solely residential land uses.

Item 12.1 Continued

On this basis, it is considered appropriate to amend the use class permissibility of 'Massage Parlour' within the 'Commercial', 'Special Development Precinct' and 'Town Centre' zones from 'X' to 'D' ([Attachment 2](#)).

Medical Centre

Medical centres provide a high level of service for the surrounding community, allowing convenient access to health care. In addition, they can also produce high levels of activity, which is beneficial for the viability of an activity centre.

The existing 'X' use classification does not align with current contemporary planning practices. State Planning Policy 4.2 states that a medical centre is an acceptable land use for activity centres, as well as designating that activity centres should include a mix of land uses.

In addition, the 'Commercial' and 'Special Development Precinct' zones in LPS 15 designate 'Medical Centre' with a 'D' use class permissibility. The 'Commercial' and 'Special Development Precinct' zones contain the City's neighbourhood and local activity centres, demonstrating that a 'Medical Centre' should also be an appropriate land use within the Town Centre zone.

The proposed amendment will allow for an increase in the range of services provided within the Belmont Town Centre and allow for greater alignment with contemporary planning principles. The proposed amendment will also create greater consistency with the use class permissibility currently listed for other activity centres within the City.

It should also be noted that significant land area remains available for future retail commercial development (which is sufficient to meet future demand). The inclusion of 'Medical Centre' with a 'D' use class permissibility is unlikely to have a negative impact on the ongoing viability of Belmont Town Centre.

Considering the above, a 'Medical Centre' land use is appropriate within the Town Centre zone. It is therefore proposed that Table 1 of LPS 15 is amended to reflect 'Medical Centre' as a 'D' use in the 'Town Centre' zone ([Attachment 2](#)).

Amendment Type

The Regulations specify three different types of Scheme amendments, being 'basic', 'standard' and 'complex'. Clause 35(2) of the Regulations requires a resolution of the local government specifying the type of amendment and the reasons for the classification.

A standard amendment is identified by the Regulations as meaning:

- “(a) An amendment relating to a zone or reserve that is consistent with the objectives identified in the Scheme for that zone or reserve.*
- (b) An amendment that is consistent with a local planning strategy for the Scheme that has been endorsed by the Commission.*
- (c) An amendment to the Scheme so that it is consistent with a Region Planning Scheme that applies to the Scheme area, other than an amendment that is a basic amendment.*

Item 12.1 Continued

- (d) *An amendment to the Scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the Scheme for the land to which the amendment relates if the Scheme does not currently include zones of all the types that are outlined in the plan.*
- (e) *An amendment that would have minimal impact on land in the Scheme area that is not the subject of the amendment.*
- (f) *An amendment that does not result in any significant environmental, social, economic or governance impacts on land in the Scheme area.*
- (g) *Any other amendment that is not a complex or basic amendment.”*

The proposed amendment is considered to be a ‘standard’ amendment for the following reasons:

- i. The proposed amendment relates to the ‘Commercial’, ‘Special Development Precinct’ and ‘Town Centre’ zones and is consistent with the objectives of these zones under LPS 15.
- ii. The proposed amendment will only apply to land zoned ‘Commercial’ ‘Special Development Precinct’ and ‘Town Centre’ and will have no impact on land in the scheme area not the subject of this amendment.
- iii. The proposed amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.
- iv. The proposed amendment will facilitate a greater mix of land uses within the City of Belmont’s activity centres, in accordance with SPP 4.2.

Conclusion

The proposed amendment is seeking to allow an increase in the number of land uses within the City’s activity centres. Both ‘Massage Parlour’ and ‘Medical Centre’ are considered to be appropriate land uses for an activity centre.

The proposed amendment will provide consistency across activity centres and align with contemporary planning practice, as outlined by SPP 4.2. It is recommended that Council initiate Amendment No. 18 for advertising following approval from the WAPC.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

Item 12.1 Continued

SOCIAL IMPLICATIONS

It is considered that the amendment will assist in delivering vibrant, attractive, safe and economically sustainable activity centres, attract public and private investment and businesses to our City and support the retention, growth and prosperity of our local businesses.

OFFICER RECOMMENDATION

That Council:

- A Pursuant to Section 75 of the *Planning and Development Act 2005*, adopts for the purpose of advertising the following amendment to Local Planning Scheme No. 15:**
- (i) Amending the Zoning Table to reflect a 'D' use class permissibility for 'Massage Parlour' within the 'Commercial', Special Development Precinct' and 'Town Centre' zones.**
 - (ii) Amending the Zoning Table to reflect a 'D' use class permissibility for 'Medical Centre' within the 'Town Centre' zone.**
- B Pursuant to Clause 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, determines that Amendment No. 18 to Local Planning Scheme No. 15 is a 'standard' amendment, for the following reasons:**
- (i) The proposed amendment relates to the 'Commercial', 'Special Development Precinct' and 'Town Centre' zones and is consistent with the objectives of these zones under LPS 15.**
 - (ii) The proposed amendment will only apply to land zoned 'Commercial' 'Special Development Precinct' and 'Town Centre' and will have no impact on land in the scheme area not the subject of this amendment.**
 - (iii) The proposed amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.**
 - (iv) The proposed amendment will facilitate a greater mix of land uses within the City of Belmont's activity centres, in accordance with SPP 4.2.**
- C Forwards Amendment No. 18 to Local Planning Scheme No. 15 to the Environmental Protection Authority for comment, pursuant to Section 81 of the *Planning and Development Act 2005*, and subject to no objection being received from the Environmental Protection Authority, advertise the amendment for public comment for a period of 42 days in accordance with Clause 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

12.2 Q10/2021 – SUPPLY AND LAYING OF ASPHALT ROAD SURFACING

ATTACHMENT DETAILS

Attachment No	Details
Confidential Attachment 1 – Item 12.2 refers	Evaluation Matrix (Confidential Matter in Accordance with Local Government Act 1995 Section 5.23(2)(c)(e))
Confidential Attachment 2 – Item 12.2 refers	Price Schedule (Confidential Matter in Accordance with Local Government Act 1995 Section 5.23(2)(c)(e))
Confidential Attachment 3 – Item 12.2 refers	Cost Comparison (Confidential Matter in Accordance with Local Government Act 1995 Section 5.23(2)(c)(e))

Voting Requirement : Simple Majority
Subject Index : 135/2021-10
Location/Property Index : N/A
Application Index : N/A
Disclosure of any Interest : Nil
Previous Items : N/A
Applicant : N/A
Owner : N/A
Responsible Division : Infrastructure Services

COUNCIL ROLE

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

PURPOSE OF REPORT

To seek Council approval to award Quotation Q10/2021 – Supply and Laying of Asphalt Road Surfacing.

Item 12.2 Continued

SUMMARY AND KEY ISSUES

This report outlines the process undertaken to invite quotations and evaluate the responses received.

The contract is for the supply and laying of hot asphalt road surfacing in accordance with the Institute of Public Works Engineering Australasia (IPWEA)/Australian Asphalt Pavement Association (AAPA) Asphalt Specification.

The contract period is for three years.

LOCATION

Not applicable.

CONSULTATION

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

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 5: Responsible Belmont.

Strategy:

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

POLICY IMPLICATIONS

BEXB7.1–Purchasing

STATUTORY ENVIRONMENT

This issue is governed in the main by the *Local Government Act 1995*, in particular Section 3.57 which states:

'3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) Regulations may make provision about tenders.'*

and

The *Local Government (Functions and General) Regulations 1996* Regulation 11(2)(b) which states:

Item 12.2 Continued

'11. When tenders have to be publicly invited

- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
- (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (aa) *the supply of the goods or services is associated with a state of emergency; or*
 - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or ..'*

BACKGROUND

Under the *Local Government (Functions and General) Regulations 1996*, Regulation 11(2)(b), tenders are not required to be publicly invited if the supply of the services is to be obtained through the West Australian Local Government Association (WALGA) Preferred Supplier Program. WALGA has established a panel for Roads Infrastructure and Depot Services. Five panel members were invited to provide a quote and three responses were received from:

- Asphaltech Pty Ltd
- Downer Infrastructure
- Fulton Hogan Industries Pty Ltd.

OFFICER COMMENT

The Evaluation Panel consisted of the Coordinator Works, Supervisor Construction and Coordinator Procurement.

The responses received were assessed (refer Confidential Attachment 1) on the same selection criteria included with the invitation to quote, being:

	CRITERIA	WEIGHTING
1	Company Profile	10%
2	Experience	15%
3	Company Capacity	15%
4	Methodology	15%
5	Safety	10%
6	Price	35%
	TOTAL	100%

Asphaltech is a Western Australian owned civil engineering company that specialises in asphalt surfacing. They have been operating since 1994 and operate their own asphalt plant, laboratory and workshop in addition to their construction division. Asphaltech have demonstrated that they have local government experience and the capacity to meet the City's requirements.

Item 12.2 Continued

FINANCIAL IMPLICATIONS

[Confidential Attachment 2](#) – Price Schedule details the rates submitted while [Confidential Attachment 3](#) – Cost Comparison provides a comparison of costs based on previous works. The cost comparison shows that while overall the rates tendered by all respondents are cheaper than the current rates, Asphalttech will provide the greatest savings.

Expenditure using this contract is budgeted for within specific capital projects that require asphalt, principally but not limited to roads. There is also an allowance within the road maintenance budget for minor repairs that require asphalt.

NVIRONMENTAL IMPLICATIONS

The methodology submitted by Asphalttech shows their commitment to developing sustainable products and to minimising their carbon footprint through waste management and advanced production technologies.

Asphalttech have also included details of an asphalt mix that uses a high percentage of recycled materials which can potentially be used in some locations if assessed as suitable.

SOCIAL IMPLICATIONS

There are no social implications associated with this report.

OFFICER RECOMMENDATION

That Council awards quotation Q10/2021 – Supply and Laying of Asphalt Road Surfacing to Asphalttech Pty Ltd in accordance with the schedule of rates submitted (refer [Confidential Attachment 2](#)) for a period of three years commencing 1 July 2021.

12.3 Q07/2021 – PROVISION OF WASTE MANAGEMENT FACILITIES

ATTACHMENT DETAILS

Attachment No	Details
Confidential Attachment 4 – Item 12.3 refers	Evaluation Matrix (Confidential Matter in Accordance with Local Government Act 1995 Section 5.23(2)(c)(e))
Confidential Attachment 5 – Item 12.3 refers	Price Schedule (Confidential Matter in Accordance with Local Government Act 1995 Section 5.23(2)(c)(e))

Voting Requirement : Simple Majority
Subject Index : 135/2021-07
Location/Property Index : N/A
Application Index : N/A
Disclosure of any Interest : Nil
Previous Items : N/A
Applicant : N/A
Owner : N/A
Responsible Division : Infrastructure Services

COUNCIL ROLE

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

PURPOSE OF REPORT

To seek Council approval to award Quotation Q07/2021 – Provision of Waste Management Facilities.

Item 12.3 Continued

SUMMARY AND KEY ISSUES

This report outlines the process undertaken to invite quotations and evaluate the responses received.

The scope of works includes:

- (a) Disposal of waste to landfill from the kerb side collection service including public litter bins.
- (b) Disposal of residual waste from the kerb side recycling collection service.
- (c) Disposal of residual waste from the hard waste bulk bin service.
- (d) Processing of green waste from the bulk collection service.
- (e) The responsible recovery and recycling of various bulk items collected from the On Demand service.
- (f) Processing of Food Organics and Garden Organics (FOGO) from a kerb side collection service.

The contract period is two years for landfill and green waste disposal and one year for FOGO processing.

LOCATION

Not applicable.

CONSULTATION

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

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the 2020 – 2040 Strategic Community Plan:

Goal 3: Natural Belmont.

Strategy:

3.3 Keep our City clean.

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

POLICY IMPLICATIONS

BEXB7.1–Purchasing

Item 12.3 Continued

STATUTORY ENVIRONMENT

This issue is governed in the main by the *Local Government Act 1995*, in particular Section 3.57 which states:

'3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) Regulations may make provision about tenders.'*

and

The *Local Government (Functions and General) Regulations 1996* Regulation 11(2)(b) which states:

'11. When tenders have to be publicly invited

- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —*
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (aa) the supply of the goods or services is associated with a state of emergency; or*
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or ..'*

BACKGROUND

The release of the State Government Waste Avoidance and Resource Recovery Strategy 2030 (WARR Strategy) forecast fundamental changes to how the City was to undertake waste management practices into the future by preparing a Waste Plan.

The City's Waste Plan was endorsed by Council at its Ordinary Council meeting on 24 November 2020.

The WARR Strategy contains targets for the reduction of waste generated per capita and also targets for the recovery of resources from the waste generated by 2025.

With this in mind and in conjunction with ongoing service delivery reviews, the City invited quotations from suitably qualified suppliers to potentially accelerate progress towards the recovery targets and to compare rates of disposal with those currently paid to the Eastern Metropolitan Regional Council (EMRC).

Under the *Local Government (Functions and General) Regulations 1996* Regulation 11(2)(b), tenders are not required to be publicly invited if the supply of the services is to be obtained through the West Australian Local Government Association (WALGA) Preferred Supplier Program. WALGA has established a panel for Waste Collection Goods & Services. The following panel members were invited to provide a quote:

- Cleanaway
- Southern Metropolitan Regional Council (SMRC)
- SUEZ Recycling & Recover Pty Ltd (SUEZ).

All three submitted a response.

Item 12.3 Continued

OFFICER COMMENT

The Evaluation Panel consisted of the Manager Works, Coordinator Works and Coordinator Procurement.

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

	CRITERIA	WEIGHTING
1	Experience	10%
2	Company Capacity	10%
3	Environment	20%
4	Value Adding	10%
5	Safety	10%
6	Price	40%
	TOTAL	100%

The scope of works was divided into three separable portions:

- Part 1 - Waste Disposal to Landfill
- Part 2 - FOGO
- Part 3 - Green Waste Processing and Recovery.

Cleanaway and SUEZ submitted prices for all three parts while SMRC only responded to the FOGO and Green Waste processing.

In evaluating the responses, the Evaluation Panel assessed Part 1 and scored Cleanaway and SUEZ. They also undertook a separate assessment for Parts 2 and 3, including SMRC in this assessment. [Confidential Attachment 4](#) – Evaluation Matrix sets out the scores awarded by the Evaluation Panel for each part.

SUEZ demonstrated that they have the capacity to process the City’s waste with a landfill site in North Bannister, a transfer station in Welshpool with a backup site in Bibra Lake and an organics transfer station also in Bibra Lake. They also offered relevant ‘value adds’ that would be of benefit to the City.

The cost for the processing of FOGO is related to the level of contamination in the material and all three respondents provided variable rates.

It is expected that despite an extensive community education plan prior to the rollout of the three bin kerbside collection, contamination will be higher than desired in the first year. Ongoing education, monitoring and communication should reduce contamination into future years.

Contamination within the FOGO material in the initial year is expected to be between 8%–15%. SUEZ has submitted two fixed rates for processing that allows for this, providing a more economical outcome and reducing the financial risk. In addition, any loads having a level of contamination considered to be not worthy of processing, can be diverted to landfill within the same site.

Table 6 in the Price Schedule (refer [Confidential Attachment 5](#)) shows the annual cost to process 4,898t of FOGO material based on the rates provided by each respondent with respect to the level of contamination.

Item 12.3 Continued

FINANCIAL IMPLICATIONS

[Confidential Attachment 5](#) – Price Schedule details the rates submitted and provides a comparison of costs based on estimated tonnages.

This contract was offered in three separable parts to maximise the financial benefit to the City.

SUEZ has made a submission that provides the most advantageous outcome for Separable Parts 1 and 2 of the contract.

In relation to Separable Part 3, the difference in cost between the lowest submission and SUEZ equates to \$4,860 per annum. This component of the contract equates to approximately 0.18% of the overall contract value in the first year and is considered a minor part of the contract. With reporting requirements associated with waste management, the City believes improved outcomes and contract management efficiencies would be achieved by also awarding this portion of the contract to SUEZ.

The dry bulk green waste is also beneficial in the processing of FOGO to balance the dense material from the kerbside collection to produce a high quality end product.

SUEZ will make the resulting AS 4454-certified soil conditioner available from their Welshpool Resource Recovery Park at a discounted rate per cubic metre or in 1m³ bulk bags. This will support the circular economy and enable the City to provide a market for its recovered and recycled material.

The annual sanitation budget for the coming year is based on the forecast total expenditure for all waste services provided by the City including collection, disposal or processing.

ENVIRONMENTAL IMPLICATIONS

This contract allows for the disposal of some waste to landfill in the second year. However, when the East Rockingham Waste to Energy plant begins operation in the first quarter of 2022-2023, the volume of waste to landfill will reduce significantly.

The awarding of this contract prepares the City to accelerate its introduction of the FOGO resource collection system allowing earlier than anticipated progress towards achieving recovery targets set within the City's Waste Plan.

SOCIAL IMPLICATIONS

There are no social implications associated with this report.

OFFICER RECOMMENDATION

That Council awards quotation Q07/2021 – Provision of Waste Management Facilities to SUEZ Recycling & Recovery Pty Ltd for all three separable parts in accordance with the schedule of rates submitted (refer [Confidential Attachment 5](#)) for a period of two years for separable Parts 1 and 2 commencing 1 July 2021 and one year for separable Part 3 commencing 1 July 2022.

**12.4 REQUEST FOR RATE EXEMPTION – SALVATION ARMY WA PROPERTY TRUST
96-98 NORWOOD ROAD, RIVERVALE**

ATTACHMENT DETAILS

Nil.

Voting Requirement	:	Simple Majority
Subject Index	:	98/008 – Rate Exemption
Location/Property Index	:	96-98 Norwood Road, Rivervale
Application Index	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	Salvation Army WA Property Trust
Owner	:	Salvation Army WA Property Trust
Responsible Division	:	Corporate and Governance

COUNCIL ROLE

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

PURPOSE OF REPORT

To consider a request for rates exemption.

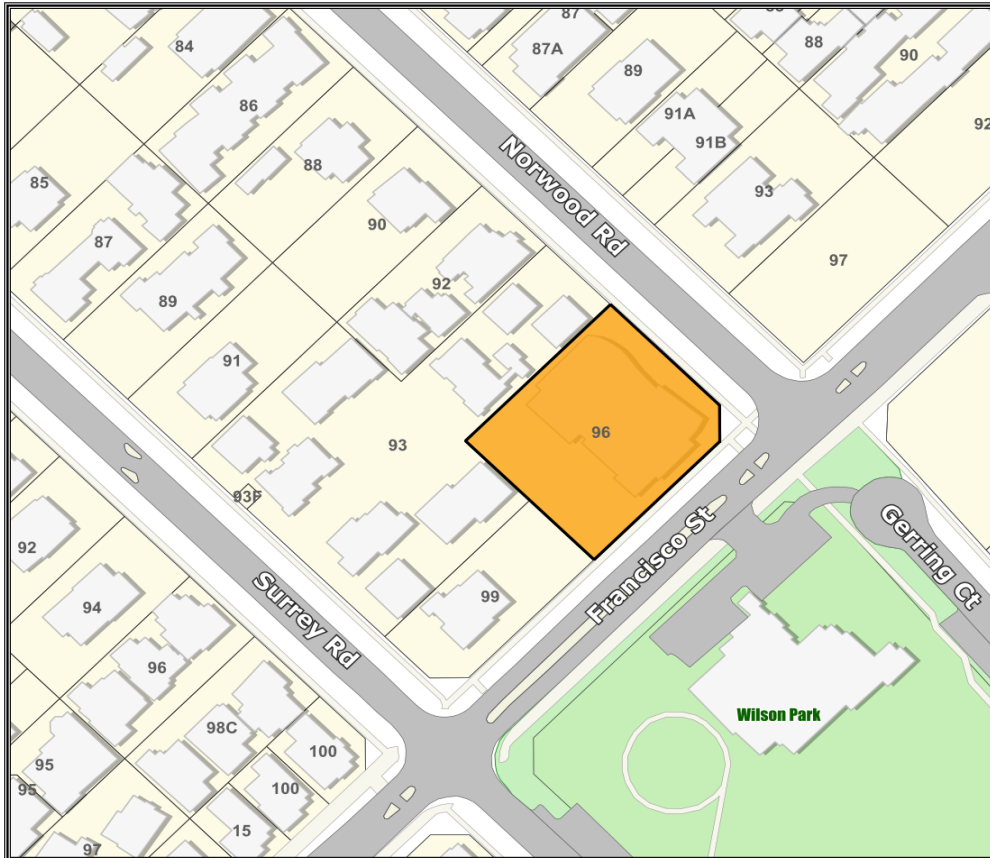
SUMMARY AND KEY ISSUES

- The Salvation Army WA Property Trust is a worldwide Christian Church that have requested a rates exemption for their property known as 96-98 Norwood Road, Rivervale.
- The property is used as a church/office by various Church groups and for associated community engagement programs.
- It is recommended that Council endorse the rate exemption.

Item 12.4 Continued

LOCATION

Lot 1 on Diagram 48352 known as 96-98 Norwood Road, Rivervale



CONSULTATION

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

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the 2020 - 2040 Strategic Community Plan:

Goal 5: Responsible Belmont

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

POLICY IMPLICATIONS

There are no policy implications associated with this report.

Item 12.4 Continued

STATUTORY ENVIRONMENT

The relevant sections of the *Local Government Act 1995* that apply are:

‘6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.*
- (2) The following land is not rateable land — ..*
 - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and ..’*

‘6.53. Land becoming or ceasing to be rateable land

Where during a financial year —

- (a) land that was not rateable becomes rateable land; or*
- (b) rateable land becomes land that is not liable to rates,*

the owner of that land —

- (c) is liable for rates proportionate to the portion of the year during which the land is rateable land; or*
- (d) is entitled to a refund of an amount proportionate to the portion of the year during which the land is not rateable land,*

as the case requires.’

‘6.76. Grounds of objection

- (1) A person may, in accordance with this section, object to the rate record of a local government on the ground —*
 - (a) that there is an error in the rate record —*
 - (i) with respect to the identity of the owner or occupier of any land;*
or
 - (ii) on the basis that the land or part of the land is not rateable land;*
 - or*
 - (b) if the local government imposes a differential general rate, that the characteristics of the land recorded in the rate record as the basis for imposing that rate should be deleted and other characteristics substituted.*
- (2) An objection under subsection (1) is to —*
 - (a) be made to the local government in writing within 42 days of the service of a rate notice under section 6.41; and*
 - (b) identify the relevant land; and*
 - (c) set out fully and in detail the grounds of objection.*
- (3) An objection under subsection (1) may be made by the person named in the rate record as the owner of land or by the agent or attorney of that person.’*

Item 12.4 Continued

BACKGROUND

The Salvation Army WA Property Trust previously had rate exemption status on this property until December 2015 when the hall was closed and therefore the exemption was no longer applicable.

The Salvation Army WA Property Trust have reapplied for a rate exemption due to the property again being used since December 2019 for religious and charitable services.

The property is currently used by the following groups -

- The Salvation Army – Urban Mission movement – 12-month leadership development training programme. Also use office and have fortnightly gatherings.
- Collective Hope – Run an array of community engagement programs including recovery college – Weekly Church service and use of small office space.
- Harvest Community Church – weekly Church service and run small groups during the week at various times also use office space.
- Mount Zion Indigenous Church – weekly Church service and a small group meeting during the week.

OFFICER COMMENT

The following documentation has been provided:

- An application for Rate exemption from the Best Practices Guidelines (Western Australian Local Government Association approved documentation)
- Statutory Declaration confirming the use of the property
- Deed of Constitution
- Notice of Endorsement for Charity Tax Concessions with the Australian Taxation Office.

Planning approval was granted in 1998 and the building was approved in 1999 for the use as a Church/Hall.

Due to the building not being used for quite a few years, there has also been an up to date Public Buildings Inspection carried out by the City.

FINANCIAL IMPLICATIONS

Section 6.26(2)(d) of the *Local Government Act 1995* states land used or held exclusively by a religious body as a place of public worship or in relation to that worship is not rateable land. Section 6.53 of the *Local Government Act 1995* defines when during a financial year the land is deemed rateable compared to non-rateable.

The property has a Gross Rental Value (GRV) of \$61,000 and is rated commercial. If the request for exemption is approved, the 2020-2021 financial year loss of revenue to the City will be \$4,225.53.

Item 12.4 Continued

The Fire Services levy is still applicable and is required to be paid in full and the payment forwarded to the Department of Fire and Emergency Services (DFES) as per the current legislative requirements.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

SOCIAL IMPLICATIONS

There are no social implications associated with this report.

OFFICER RECOMMENDATION

That Council endorse the rate exemption for the property known as 96-98 Norwood Road, Rivervale under section 6.26 (2)(d) and Section 6.53 of the *Local Government Act 1995* effective from 1 July 2020.

12.5 ACCOUNTS FOR PAYMENT – APRIL 2021

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 3 – Item 12.5 refers	Accounts for Payment – April 2021

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

COUNCIL ROLE

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

PURPOSE OF REPORT

Confirmation of accounts paid and authority to pay unpaid accounts.

SUMMARY AND KEY ISSUES

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

LOCATION

Not applicable.

Item 12.5 Continued

CONSULTATION

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

STRATEGIC COMMUNITY PLAN IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated with this report.

STATUTORY ENVIRONMENT

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

“If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;*
- (b) the amount of the payment;*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.”*

BACKGROUND

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

OFFICER COMMENT

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

Municipal Fund Cheques	788653 to 788665	\$28,066.68
Municipal Fund EFTs	EF072609 to EF073088	\$5,076,042.01
Municipal Fund Payroll	April 2021	\$1,512,136.15
Trust Fund EFTs	EF072618 to EF072619	<u>\$15,540.25</u>
Total Payments for April 2021		\$6,631,785.09

A copy of the Authorised Payment Listing is included as [Attachment 3](#) to this report.

Item 12.5 Continued

FINANCIAL IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

SOCIAL IMPLICATIONS

There are no social implications associated with this report.

OFFICER RECOMMENDATION

That the Authorised Payment Listing for April 2021 as provided under [Attachment 3](#) be received.

12.6 MONTHLY ACTIVITY STATEMENT AS AT 30 APRIL 2021

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 4 – Item 12.6 refers	<u>Monthly Activity Statement as at 30 April 2021</u>

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

COUNCIL ROLE

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

PURPOSE OF REPORT

To provide Council with relevant monthly financial information.

SUMMARY AND KEY ISSUES

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

LOCATION

Not applicable.

Item 12.6 Continued

CONSULTATION

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

STRATEGIC COMMUNITY PLAN IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated with this report.

STATUTORY ENVIRONMENT

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

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

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

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* requires that financial statements are presented on a monthly basis to Council. Council has adopted 10% of the budgeted closing balance as the materiality threshold.

OFFICER COMMENT

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

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

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

Item 12.6 Continued

The monthly financial report is to be accompanied by:

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

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

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

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

In order to provide more details regarding significant variations as included in [Attachment 4](#) the following summary is provided.

Report Section	Budget YTD	Actual YTD	Comment
Expenditure Capital -			
Computing	560,420	409,428	A number of IT projects are under review and likely to be deferred to 2021-2022.
Environment	252,093	124,876	A number of foreshore design projects are behind budget.
Belmont Oasis	122,813	70,266	Relates to the purchase of gym and pool equipment with some items below the capitalisation threshold and transferred to operating.
Ruth Faulkner Library	304,857	188,080	The purchase of furniture for Belmont Hub is likely to be under budget with total costs less than anticipated.
Grounds Operations	1,644,291	1,007,107	Variance relates to a number of projects with Brearley Ave and Faulkner Park irrigation and Peachey Park and Volcano Playground renewals being the more significant. It's expected all jobs will be finalised this year with the exception of one job to be carried forward.
Road Works	4,214,997	3,466,080	It's expected all jobs will be finalised this year with the exception of one job to be carried forward.
Footpath Works	679,216	368,527	It's expected all jobs will be finalised this year with the exception of one job to be carried forward.
Building Operations	2,462,670	2,059,380	Primarily due to renewal works at the Oasis that are expected to be completed in early 2021-2022.
Expenditure – Operating			
Marketing & Communications (General Admin.)	1,792,649	1,545,790	Variance mainly relates to employee and printing costs.
Executive Services	1,130,628	1,076,042	Variance mainly relates to employee costs.
Chief Executive Officer	631,908	569,036	Variance relates to employee and training costs that are below the budget projection.
Human Resources	1,105,231	1,024,743	Variance mainly relates to legal and consulting costs.

Item 12.6 Continued

Report Section	Budget YTD	Actual YTD	Comment
Governance	2,860,096	2,510,486	Activity Based Costing (ABC) allocations are the primary reason for the variance.
Belmont Trust	90,000	2,789	Variance mainly relates to legal and consulting costs.
City Facilities & Property	808,127	698,838	Variance mainly relates to employee costs.
Rangers	801,652	734,040	Relates to a number of items that have minor cost variances.
Health	1,144,562	1,092,599	Relates to a number of items that have minor cost variances.
Engagement Strategies	1,410,230	1,177,176	Variance mainly relates to employee costs and a number of other minor cost variations.
Town Planning	2,506,349	2,350,941	Variance mainly relates to employee costs and ABC's.
Sanitation Charges	4,549,982	4,635,793	Variance relates to a minor budget spread issue.
Marketing & Communications (Events)	706,635	444,512	Budget spread issue regarding the events.
Donations and Grants	323,333	263,713	Variance will be reduced following the final round of the Community Contribution Fund.
Ruth Faulkner Library	2,680,709	2,424,276	Relates to operational costs associated with the final fit-out as well as other minor cost variances.
Community Place Making	193,683	82,934	Variance largely relates to public art projects.
Building - Active Reserves	588,567	485,271	Primarily under budget due to contractors which are generally paid one month in arrears
Grounds Operations	4,560,415	4,426,268	Employee and contractor costs are below budget with invoices outstanding.
Grounds - Active Reserves	1,157,090	1,061,170	Plant and other maintenance costs currently below budget.
Footpath Works	202,198	137,651	Maintenance is on an as reported or observed basis and currently all requests have been completed.
Drainage Works	277,706	212,636	Maintenance to the system in Belmont Ave/Kew St has been scheduled otherwise all requests have been completed.
Operations Centre	633,774	714,266	Relates to a number of items that have minor cost variances.
Building Operations	1,037,184	925,970	General maintenance costs are below budget.
Plant Operating Costs	771,408	695,275	Employee related and fuel costs are below budget.
Technical Services	2,254,405	2,093,997	Variance mainly relates to employee costs.
Revenue Capital	-		

Item 12.6 Continued

Report Section	Budget YTD	Actual YTD	Comment
Town Planning	(61,249)	(247,141)	Variance relates to the receipt of a development contribution payable to Landcorp.
Grounds Operations	(210,245)	Nil	Budget relates to Brearley Ave. irrigation works that are also under budget.
Road Works	(630,104)	(513,272)	Budget timing issue regarding receipt of grant funding.
Operations Centre	(475,413)	(60,364)	Budget timing issue regarding plant replacement.
Revenue Operating	-		
Finance Department	(1,818,305)	(1,711,572)	ABC recoveries are below budget.
Computing	(2,257,318)	(2,181,157)	ABC recoveries are below budget.
Reimbursements	(220,968)	(168,380)	Variance is offset by reimbursable expenses.
Human Resources	(1,110,702)	(1,024,742)	ABC recoveries are below budget.
Accommodation Costs	(448,114)	(379,425)	ABC recoveries are below budget.
Rates	(50,380,243)	(50,751,693)	Interim rates have been better than expected.
City Facilities & Property	(889,345)	(818,015)	Nil impact with variance relating to internal cost recoveries.
Financing Activities	(764,078)	(433,895)	Monthly variances are expected due to the timing of term deposits maturing.
Town Planning	(1,057,912)	(955,059)	ABC recoveries are below budget.
Public Facilities Operations	(145,126)	(208,602)	Income from facility hire is better than expected.
Grounds Operations	(26,088)	(152,846)	Reimbursement for recovery type costs regarding a storm event that occurred in the prior year.
Streetscapes	(48,657)	(160,326)	Variance relates to reimbursement from MRWA for verge maintenance issues along Orrong Rd.
Customer Service	(543,362)	(485,717)	ABC recoveries are below budget.
Public Works Overheads	(1,208,479)	(998,854)	Overhead recoveries are below budget.
Plant Operating Costs	(1,276,948)	(827,228)	Overhead recoveries are below budget.
Other Public Works	(48,167)	(98,172)	Income for private works is higher than anticipated.

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 12.6 Continued

Reconciliation of Nett Current Assets to Statement of Financial Activity		
Current Assets as at 30 April 2021	\$	Comment
Cash and investments	70,435,495	Includes municipal and reserves
- less non rate setting cash	(48,359,205)	Reserves
Receivables	3,854,688	Rates levied yet to be received and Sundry Debtors
ESL Receivable	(337,409)	ESL Receivable
Stock on hand	222,533	
Total Current Assets	25,816,102	
Current Liabilities		
Creditors and provisions	(9,042,178)	Includes ESL and deposits
- less non rate setting creditors & provisions	3,109,541	Cash Backed LSL, current loans & ESL
Total Current Liabilities	(5,932,637)	
Nett Current Assets 30 April 2021	19,883,464	
Nett Current Assets as Per Financial Activity Report		
Nett Current Assets as Per Financial Activity Report	19,883,464	
Less Committed Assets	(19,383,464)	All other budgeted expenditure
Estimated Closing Balance	500,000	

FINANCIAL IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

Item 12.6 Continued

SOCIAL IMPLICATIONS

There are no social implications associated with this report.

OFFICER RECOMMENDATION

That the Monthly Financial Reports as at 30 April 2021 as included in [Attachment 4](#) be received.

12.7 PROPOSED AMENDMENT TO CONDITION OF DEVELOPMENT APPROVAL – CAFÉ/RESTAURANT TENANCY SEATING CAPACITY, BELMONT HUB – LOT 33 (213) WRIGHT STREET, CLOVERDALE

(Report to follow)

13. REPORTS BY THE CHIEF EXECUTIVE OFFICER

13.1 REQUESTS FOR LEAVE OF ABSENCE

13.2 NOTICE OF MOTION

Nil.

14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1 STAFF MATTER – CHIEF EXECUTIVE OFFICER – INTERIM REVIEW 2020-2021 (CONFIDENTIAL MATTER IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 1995 SECTION 5.23(2)(A)(B)(C)(E))

ATTACHMENT DETAILS

<u>Attachment No.</u>	<u>Details</u>
Confidential Attachment 6 - Item 14.1 refers	Report Item – Staff Matter – Chief Executive Officer – Interim Review 2020-2021 (Confidential Matter in Accordance with Local Government Act 1995 Section 5.23(2)(a)(b)(c)(e))

COMMITTEE RECOMMENDATION

That Council note the information provided by the Chief Executive Officer on interim progress against the Goals and Targets set by Council for the Officer for the 2020-2021 review year, as contained in [Confidential Attachment 7](#).

14.2 STAFF MATTER – CHIEF EXECUTIVE OFFICER – ANNUAL REMUNERATION REVIEW 2019-2020 (CONFIDENTIAL MATTER IN ACCORDANCE WITH *LOCAL GOVERNMENT ACT 1995* SECTION 523(2)(A)(B)(C)(E))

ATTACHMENT DETAILS

Attachment No.	Details
Confidential Attachment 8 - Item 14.2 refers	<u>Report Item – Staff Matter – Chief Executive Officer – Annual Remuneration Review 2019-2020 (Confidential Matter in Accordance with Local Government Act 1995 Section 5.23(2)(a)(b)(c)(e))</u>

COMMITTEE RECOMMENDATION

That Council approve Option 1 as contained in this report.

15. CLOSURE