



Agenda Briefing Forum

Matrix

15 September 2026



City of
Belmont

CITY OF BELMONT

Agenda Briefing Forum

Matrix

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Tabled Attachments Index

Attachment 5.1.1 – Item 5.1 (12.1) refers

Attachment 5.1.2 – Item 5.1 (12.4) refers

Attachment 5.1.3 – Item 5.1 (12.5) refers

Attachment 5.1.4 – Item 5.1 (12.9) refers

Alternative Formats

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Elected Members are reminded to retain the Ordinary Council Meeting Agenda and any confidential papers for deliberation at the next Ordinary Council Meeting.

Matrix from the Agenda Briefing Forum held in the Council Chamber of the City of Belmont Civic Centre, 215 Wright Street, Cloverdale on Tuesday 15 September 2026 commencing at 6:30pm.

Matrix

Present

Mayor R Rossi, JP (Presiding Member)	Mayor
Cr D Sessions (Deputy Mayor)	West Ward
Cr G Sekulla, JP (dep. 8:06pm, ret. 8:09pm)	Central Ward
Cr B Ryan	East Ward
Cr P Marks	East Ward
Cr Abedin	South Ward
Cr J Davis	South Ward
Cr C Kulczycki	West Ward

In attendance

Mr J Christie	Chief Executive Officer
Mr S Downing	Director Corporate and Governance
Mr W Loh	Director Development and Communities
Mr M Murphy	Director Infrastructure Services
Mr A Bott (dep. 6:48pm)	Manager Planning Services
Mr D Boylan (dep. 7:31pm)	Manager City Facilities and Property
Mr K Davidson (dep. 7:16pm)	Manager Safer Communities
Mr M Hayward (dep. 8:04pm)	Manager Design, Assets and Development
Ms E Kania	Manager Governance and Legal
Ms M Norton (dep. 8:04pm)	Manager Economic and Community Development
Ms L Chaplyn	Coordinator Media and Communications
Ms E Nicholls	Coordinator Governance
Mr B Houweling (dep. 6:48pm)	Acting Coordinator Planning Projects
Mr D Storey (dep. 8:04pm)	Sustainable Transport Officer
Ms S Bell	Senior Governance Officer

Members of the gallery

There were 8 members of the public in the gallery and no press representatives.

1 Official Opening

6:30pm The Presiding Member welcomed all those in attendance and declared the meeting open.

The Presiding Member read aloud the Acknowledgement of Country.

Acknowledgement of Country

Before I begin, I would like to acknowledge the Whadjuk Noongar 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 invited Cr Kulczycki to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Elected Members. Cr Kulczycki 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 efficient, effective and orderly decision making within this forum.

2 Apologies and leave of absence

Cr Harris (absent)

Central Ward

3 Announcements by the Presiding Member (without discussion)

3.1 Announcements

I would like to acknowledge Freeman of the City, Mrs Godfrey who is in the gallery today, welcome.

3.2 Disclaimer

6:32pm The Presiding Member drew the public gallery's attention to the Disclaimer.

The Presiding Member advised the following:

I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that no decisions are made at the meeting tonight. Council will formally resolve agenda items at next week's Ordinary Council Meeting.

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 Public submission time

6:33pm The Presiding Member opened the period allotted for Public Submission Time and drew the gallery's attention to the Rules for Public Submission Time. No Public Submissions were received.

6:34pm The Presiding Member closed Public Submission Time.

5 Ordinary Council Meeting Agenda for meeting to be held on 22 September 2026

5.1 Agenda items for review

OCM Item 12.1

Naming of Common Property Accessway at Lot 600 (No. 39) Central Avenue, Ascot and Amendment to Council Policy 56

Deputation Request

Nil.

Officer Presentation

The Acting Coordinator Planning Projects provided a presentation which included the following:

- Subject Site
- Background
- Council's Role and Process
- Preferred Name – Liepa Lane
- Alternative Name – Caisley Lane
- Consultation
- CP56 Update
- Officer Recommendation

(Refer Tabled Attachment 5.1.1 for further information).

Notes from Forum

- Officers are unable to advise if Edmund and Vera Liepa lived the entirety of their lives in Belmont, or whether there is still current family connection in the area; however, both are possible.
- Council may endorse its preferred and alternative street names; however, Landgate is responsible for approval. If Landgate does not support the preferred name, Council's endorsed alternative would be considered. This is unlikely given the City has received preliminary positive feedback from Landgate.
- The removal of names from Council Policies once they have been used is something officers can consider as part of future Council Policy reviews. However, it should be noted that, while Simone McMahon's name has been used for the naming of a facility, there are two separate policies: one relating to the naming of roads, parks and reserves, and the other relating to Council facilities. Council resolved

OCM Item 12.1

Naming of Common Property Accessway at Lot 600 (No. 39) Central Avenue, Ascot and Amendment to Council Policy 56

to include Simone McMahon's name in both policies. Given the name has not been used for a road, park or reserve, and Council has not resolved to remove the name from the policy, it is appropriate to reinstate it.

- City Officers can investigate options to acknowledge the use of historic names, such as a plaque. This may need to be considered holistically as a broader project by the City as it would involve various departments. It is noted that both names proposed in the Officer Recommendation are included in the City's Library and Museum oral histories.
- If the City was to trial signage or plaques explaining the history behind infrastructure names, Officers would consult other local governments and Landgate to identify any relevant considerations.

Further Information to be Provided

Nil.

Note:

The Presiding Member advised that in accordance with Section 5.23(4)(b) of the *Local Government Act 1995 (WA)* if there was any questions on the Confidential Attachments for Item 12.2, Council would need to go behind closed doors.

As there were no questions on the Confidential Attachments, the meeting did not proceed behind closed doors.

OCM Item 12.2

Community Service Awards 2026

Deputation Request

Nil.

Officer Presentation

Nil.

OCM Item 12.2

Community Service Awards 2026

Notes from Forum

- The *Local Government Act 1995 (WA)* provides the role and functions of Council and that of the Chief Executive Officer. The assessment of the Community Service Awards was performed by City Officers as an operational function.

Further Information to be Provided

Nil.

Note:

The Presiding Member advised that in accordance with Section 5.23(4)(b) of the *Local Government Act 1995 (WA)* if there was any questions on the Confidential Attachments for Item 12.2, Council would need to go behind closed doors.

6:50pm Sekulla moved, Kulczycki seconded, that in accordance with Section 5.23(4)(b) of the *Local Government Act 1995 (WA)*, the meeting proceed behind closed doors to allow questions on the Confidential Attachments for Item 12.3 – City of Belmont 2026 NAIDOC Community Awards.

Carried Unanimously 8 Votes to 0

For: Abedin, Davis, Kulczycki, Marks, Rossi, Ryan, Sekulla and Sessions

Against: Nil

OCM Item 12.3

City of Belmont 2026 NAIDOC Community Awards

Deputation Request

Nil.

Officer Presentation

Nil.

OCM Item 12.3

City of Belmont 2026 NAIDOC Community Awards

Notes from Forum

- Refer to Confidential Matrix.

Further Information to be Provided

Nil.

6:57pm Sessions moved, Kulczycki seconded, that the meeting again be open to the public.

Carried Unanimously 8 Votes to 0

For: Abedin, Davis, Kulczycki, Marks, Rossi, Ryan, Sekulla and Sessions

Against: Nil

Consistent with section 5.23(8) of the *Local Government Act 1995 (WA)*, the following is provided regarding the decision to go behind closed doors.

(a) the decision

The decision to go behind closed doors is included at page 9 of this Matrix.

(b) the subsection under which the decision is made and, if that subsection is subsection (2) or (4), the paragraph of that subsection under which the decision is made

The decision to go behind closed doors was made pursuant to section 5.23(4)(b) of the *Local Government Act 1995 (WA)*.

(c) if the provision recorded under paragraph (b) is subsection (2)(c) or (4)(g) – the applicable regulation (including any applicable subregulation or paragraph)

Not applicable.

(d) if the provision recorded under paragraph (b) is subsection (2)(d) or (4)(h)— a statement that a direction was given under section 5.23AA(1) or (2) (as the case requires)

Not applicable.

(e) an explanation of how the matter or information to which the decision relates falls within the scope of the provision recorded under paragraph (b)

The information contained in the confidential attachments relates to information relating to the personal affairs of an individual.

(f) a summary of the steps taken to ensure that the closure to members of the public is for no longer than required or authorised under the provision recorded under paragraph (b)

Council only discussed the confidential attachments contained within item 12.3 behind closed doors. As soon as discussion on the confidential attachments ended, Council moved to reopen the meeting to the public.

(g) any prescribed information

There is no prescribed information contained in the *Local Government (Administration) Regulations 1996 (WA)* relevant to this section.

6:57pm The meeting came out from behind closed doors. Eight members of the public returned to the meeting.

OCM Item 12.4

Draft Public Health Plan 2026-2031

Deputation Request

Nil.

Officer Presentation

The Manager Safer Communities provided a presentation which included the following:

- Why Do We Need a Public Health Plan?
- How We Prepared the Public Health Plan
- What Does the Public Health Plan Do?
- What Does it Address?
- Next Steps

(Refer Tabled Attachment 5.1.2 for further information).

Notes from Forum

- The introduction of smoke-free and vape-free areas would focus on education and behaviour change rather than enforcement, consistent with the approach used for legislated smoke-free entrances.
- The reference to 'detailed attachment on ten subject matters' at item 10 on page 9 of the Draft Public Health Plan 2026-2031 Engagement Report relates to a large volume of feedback. This feedback was provided to the relevant Officers.
- References to feedback being 'referred' on page 6 of the Engagement Report indicates that matters involving multiple City departments were provided to relevant Officers, such as requests for exercise equipment being referred to the relevant Manager for consideration.

OCM Item 12.4

Draft Public Health Plan 2026-2031

- The Draft Public Health Plan 2026-2031 provides an overarching framework for activities such as outdoor exercise equipment and health programs, with relevant departments responsible for considering related actions and feedback.
- Addressing feedback or concerns relating to affordability of Oasis gym memberships could be best considered during the budget process when the City considers the fees and charges for its various services.
- Community Development programs support and empower community groups to autonomously conduct their own activities, with CountUsIn identified as an example used successfully by the City.

Further Information to be Provided

Nil.

OCM Item 12.5

Belmont Men's Shed Funding Request

Deputation Request

Approved

Mr Young spoke in support of the Officer Recommendation.

(refer Tabled Attachment 5.1.3)

Officer Presentation

Nil.

Notes from Forum

- The proposed funding is sufficient for the Men's Shed at this stage, however future increases in outgoings may require further consideration by Council, dependent on factors such as increased rental costs, in which case the item could be provided to Council with updated financials for consideration.
- The current landlord has not indicated intentions of removing the Men's Shed from the facility in the near future.
- Officers have not investigated alternative City-owned facilities or lower cost options as part of this assessment, with this matter to be considered through the Community Infrastructure Plan intended to be pursued in 2027-28.

OCM Item 12.5

Belmont Men's Shed Funding Request

- The City is acting to assist the Men's Shed with investigating performance measures to better support collecting data which can be used to promote them and the work they do.

Further Information to be Provided

- The Manager Economic and Community Development undertook to provide Elected Members with further information on options to support the Belmont Men's Shed to promote its work, to increase community awareness and involvement.

Note:

The Presiding Member advised that in accordance with Section 5.23(2)(c) and (3)(b) of the *Local Government Act 1995 (WA)* if there was any questions on the Confidential Attachments for Item 12.6, Council would need to go behind closed doors.

As there were no questions on the Confidential Attachments, the meeting did not proceed behind closed doors.

OCM Item 12.6

Community Lease – Paddle Western Australia Incorporated – Garvey Park Waterside Hub

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

- Site isolation was considered by City Officers, with CCTV to be installed and connected to the City's system as part of the fit-out, and the facility is planned to operate alongside Ascot Kayak Club in cross-pollination exercises.
- The City has proposed a 10-year initial lease for Paddle WA at the site with the amount of investment put into the building by Paddle WA supported by a State Government grant, the longer tenure will also allow Paddle WA to recoup some funds.

OCM Item 12.6

Community Lease – Paddle Western Australia Incorporated – Garvey Park Waterside Hub

- The building is considered structurally sound, with condition assessments undertaken every three years to identify any maintenance requirements.
- Paddle WA will undertake community outreach as part of its lease to encourage broader participation and use of the facility.

Further Information to be Provided

Nil.

OCM Item 12.7

Petition – Request to Update Intersection – Durban Street and Hardey Road

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

- The petition works would require cost estimates and grant funding consideration, with delivery likely to be considered through the normal budget process at least two years from funding approval.
- The roads affected by the petition are local roads, and the City can apply for grant funding for works.
- Traffic calming measures will be scoped, including cost estimates and potential grant funding. The City will advocate to the Western Australia Police Force for additional patrols and traffic enforcement in the interim.
- Residents on the affected streets and side streets will be informed through Belmont Connect and a letter box drop.
- The petitioner will receive an explanatory letter confirming the rationale and likely timeframes for the recommended actions.

OCM Item 12.7

Petition – Request to Update Intersection – Durban Street and Hardey Road

Further Information to be Provided

Nil.

OCM Item 12.8

Sustainable Transport Strategy 2026-2031

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

- By June 2027, the Abernethy Road and Keane Street project is expected to reach 85% design, including an updated cost estimate, following which grant funding options will be considered.
- The Sustainable Transport Strategy (STS) is a strategic document that references the Abernethy Road Study but it is not the key driver for the Abernethy Road upgrades. Firmer timelines on the delivery of the Abernethy Road projects to be communicated on the Belmont Connect project page. It should be noted that the works has major impacts on services such as Western Power assets, requiring significant stakeholder engagement, along with associated cost.
- The STS is considered an appropriate strategic document, with a detailed implementation plan to be developed following the extensive engagement process.
- The City is seeking to improve sustainable transport options through a combination of infrastructure, advocacy, accessibility and safety measures for the desired long-term outcomes.
- The Engagement Report identifies safe crossings and infrastructure, with these matters to be addressed through the relevant STS actions, including connectivity and wayfinding initiatives.
- The City will consider a range of sustainable transport options, as no single solution is suitable for every route. The City is aware of various options available to develop the Long Term Cycle Network, however

OCM Item 12.8

Sustainable Transport Strategy 2026-2031

there is not one particular solution which will suit every route, and many routes may require a combination of these options.

- Protected cycle paths are difficult to deliver due to existing road widths and verge constraints, including infrastructure, powerlines, trees, gardens and crossovers, requiring alternative route-specific solutions. Many of the City's roads are inconsistent with delivering protected cycle ways due to these constraints.
- The City has reviewed best-practice sustainable transport examples locally and nationally, including through other local governments and national forums. (refer Perth Local Governments, page 12, Agenda page 187).
- Safe access to the park via Kooyong Road may be considered as a potential green route in the STS implementation plan, having regard to feasibility, funding, resourcing, and prioritisation against the broader program of 200+ actions identified through community engagement.
- The first action for Officers to consider in the Implementation Plan will be establishing a baseline for each performance measure, with progress against these baseline measures available on Belmont Connect and reported annually.
- The wording of priority actions was selected to reflect that local governments cannot unilaterally reduce speed limits, as speed zones are determined through a Main Roads processes under their Speed Zoning, Policy and Application Guidelines.
- Raised intersections, raised plateaus, murals and other traffic calming measures are being considered as part of a broader process to reduce speeds across the city centre precinct, subject to Main Roads considerations. Safety improvements are planned for the Wright Street and Fulham Street pedestrian crossings following a recent audit.

Further Information to be Provided

- The Director Infrastructure Services undertook to provide Elected Members with further information regarding the underpass at Surrey Road, and whether any action can be considered for safety measures.
- The Director Infrastructure Services undertook to provide Elected Members with further information on point 45 in Appendix 1 of the Engagement Report, including its relationship to points 35, 36 and 44 and the proposed safety barrier at Kooyong Road.

OCM Item 12.8

Sustainable Transport Strategy 2026-2031

- The Director Infrastructure Services undertook to provide Elected Members further advice as to how point 65 in Appendix 1 of the Engagement Report on 'lack of parks' is addressed by key action 1.1.

OCM Item 12.9

Rules of Public Statement Time

Deputation Request

Approved

Ms Hollands spoke in opposition of the Officer Recommendation.

(refer Tabled Attachment 5.1.4)

Officer Presentation

Nil.

Notes from Forum

- Written statements submitted before a meeting may be included in the Council meeting minutes where the content of the submitted statement reflects what is stated at the meeting, and where approved by the Presiding Member.

Further Information to be Provided

Nil.

OCM Item 12.10

Accounts for Payment August 2026

Deputation Request

Nil.

Officer Presentation

Nil.

OCM Item 12.10

Accounts for Payment August 2026

Notes from Forum

Nil.

Further Information to be Provided

Nil.

OCM Item 12.11

Monthly Financial Report for August 2026

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

Nil.

Further Information to be Provided

Nil.

OCM Item 13.2.1

Notice of Motion – Information Forum Policy

Deputation Request

Nil.

Officer Presentation

Nil.

OCM Item 13.2.1

Notice of Motion – Information Forum Policy

Notes from Forum

- Cr Harris' motion is detailed in the report for Item 13.2.1, which requests that the Chief Executive Officer present a policy for Council consideration and endorsement on Information Forums.
- It is the role of the City Administration to write and present policy to Council, and for Council to adopt and review policies. The Chief Executive Officer oversees the process for internal operational policies.
- A Council policy for Information Forums may be unnecessary where the existing internal process has operated effectively for an extended period.
- The motion as presented was amended from a previously submitted motion which overlapped with other Notices of Motion considered at the 25 August 2026 Ordinary Council Meeting. The initial Notice of Motion was amended following an Information Forum where Elected Members were provided with information on the Notices of Motion. The initial motion was circulated to Elected Members.
- Information Forums are chaired by the Chief Executive Officer, with their purpose and operating guidelines set out in the Programme. The Information Forums are considered operational in nature, providing an opportunity for City Officers to brief and advise Elected Members on current matters.
- Information Forums are not a legislated meeting of Council.
- Any queries on the Notice of Motion would be best directed to the Elected Member who has raised the motion.

Further Information to be Provided

Nil.

Road Naming — Lot 600 (No. 39)

Central Avenue, Ascot

Agenda Briefing Forum - 15 September 2026



**City of
Opportunity**

Subject Site

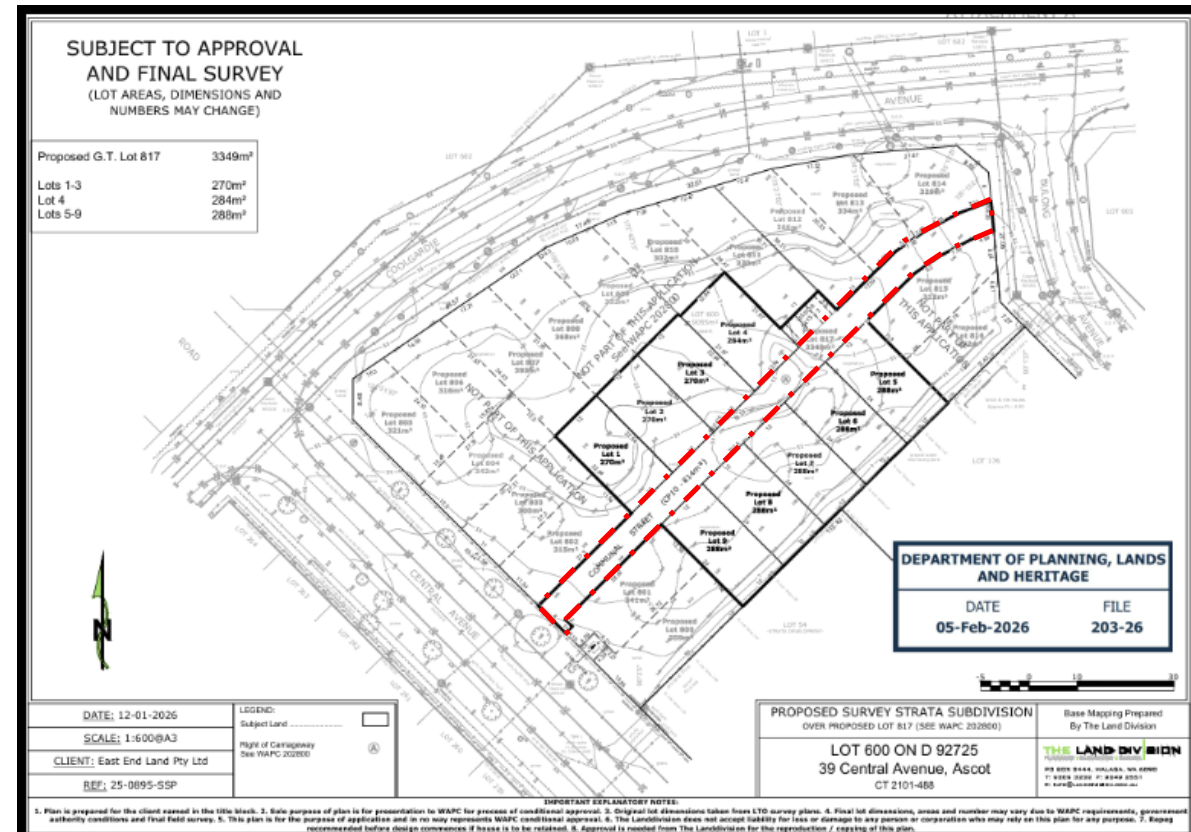
Lot 600 (No. 39) Central Avenue, Ascot



Background



- May 2026 - WAPC approved two subdivision applications
- 26 residential lots; nine of which will obtain access from a new common property accessway
- July 2026 – Surveyor contacted the City requesting that a name be assigned to the accessway
- Landgate advised that a name is appropriate to assist with addressing, mail delivery and emergency services



Council's Role and Process



- The City is responsible for proposing road names in accordance with Landgate's Policies and Standards.
- CP 56 includes a schedule of names from which road names are to be selected.
- Council's recommendation will be referred to Landgate, which is responsible for approving road names.
- Officers undertook preliminary validation using CP 56, Landgate's Policies and Standards, and Landgate's online validation tool.
- Officers had particular regard to historical significance, contribution to Belmont and connection to the locality.
- Liepa and Caisley identified as the two most suitable options

Preferred Name – Liepa Lane



People

- Edmund (1915–1999) and Vera (1909–2018) Liepa migrated from Latvia to Redcliffe in 1949.
- They initially stayed at the Redcliffe Migrant Camp on Stanton Road.

Local Connection

- Their family home and Edmund's cabinet-making workshop were located on Bulong Avenue.
- The proposed accessway connects Central Avenue and Bulong Avenue.

Community Contribution

- Contributed to the construction of local homes.
- Vera assisted local dairy farmers with the production and sale of yoghurt and cottage cheese.
- Supported migrant families settling in the district.

Connection

- The Liepa family has a direct connection to the immediate locality of the proposed accessway.

Alternative Name – Caisley Lane

Caisley Lane



People / Business

- Caisley's Bus Service commenced in Belmont in 1924 and was the first bus service in the locality.

Local Connection

- The first bus route operated from the Causeway through Belmont towards Guildford, later extending into the Perth Hills.
- The original depot was located on Redcliffe Road, Redcliffe, at the site of the present-day Public Transport Authority depot.

Community Contribution

- The business played an important role in the development of public transport in Belmont and the surrounding area.

Connection

- Caisley has a strong connection to Belmont however it is less direct than Liepa.

Consultation



- Landgate has advised that public consultation is not required as:
 - The accessway is part of a new subdivision
 - There are no existing properties, residents or businesses directly affected by the naming
- Both proposed names are already included in Council's endorsed Schedule of Names
- Landgate has also confirmed that the existing nomination of Liepa by an immediate family member satisfies the family consultation requirement
- Notwithstanding this, officers contacted the Liepa family. The family is very supportive of the proposed use of the name

CP56 Update



- Simone McMahon was endorsed by Council as a commemorative name in April 2024.
- The name was inadvertently omitted from CP56 during the 2026 policy review.
- Recommendation: Reinstate Simone McMahon in CP56, consistent with Council's previous resolution.

Officer Recommendation



1. Endorse the preferred name of Liepa Lane.
2. Endorse Caisley Lane as an alternative name.
3. Authorise the Chief Executive Officer to forward the names to Landgate for review and approval in accordance with the Landgate Policies and Standards for Geographical Naming in Western Australia.
4. Endorse an amendment to Council Policy 56 – Naming or Renaming of Roads, Parks and Reserves to reinstate Simone McMahon as a commemorative name.

Questions



Draft Public Health Plan 2026 - 2031

**Agenda Briefing Forum - 15 September
2026**



**City of
Belmont**



**City of
Opportunity**

Why do we need a Public Health Plan?



- The *Public Health Act 2016* requires the WA Government and each Local Government to prepare one
- Action of the City's Corporate Business Plan 2026 - 2030:
 - 1.2.1 - Develop a Public Health Plan
- To bring together public health related actions from many of the City's strategies and plans under the one Plan.



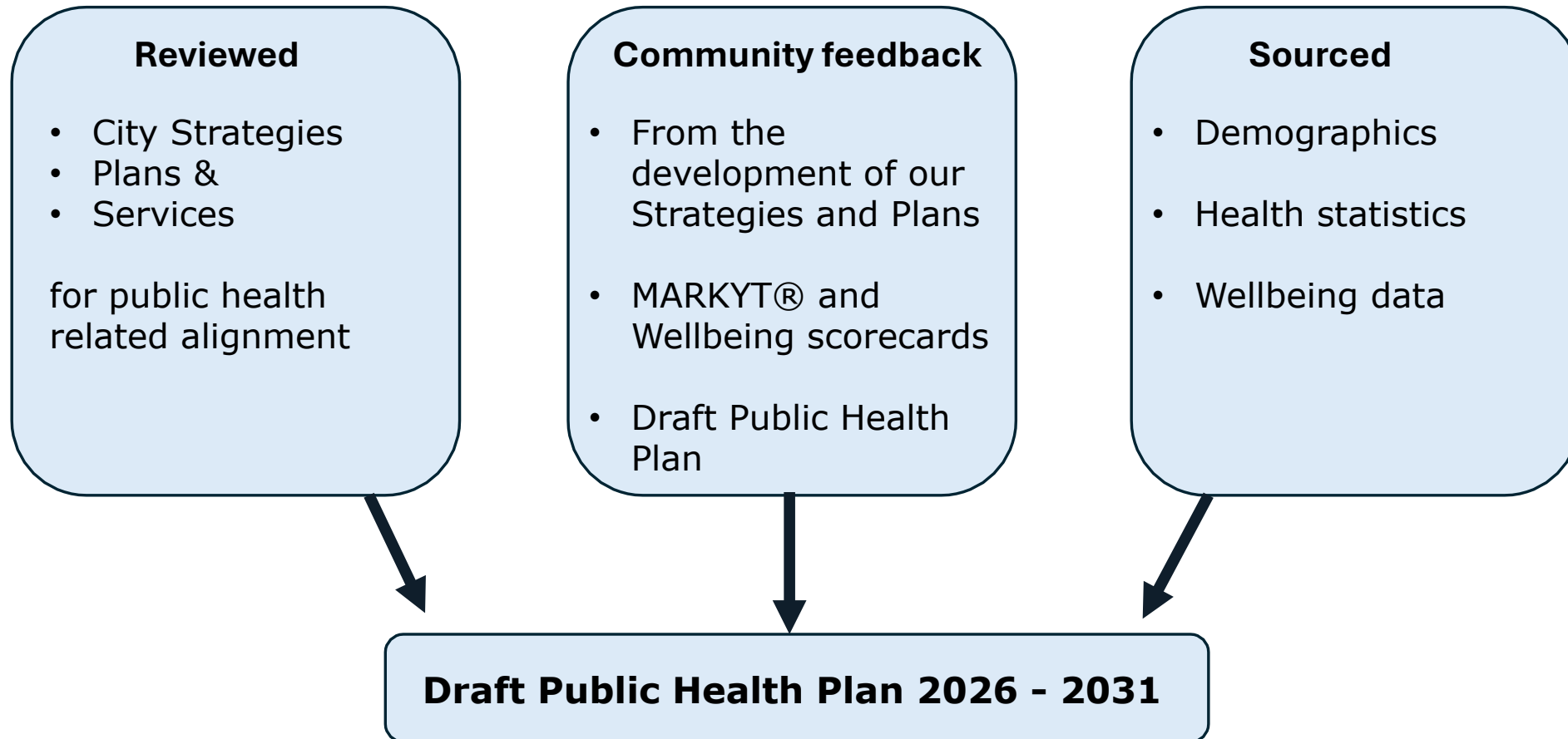
Government of Western Australia
Department of Health

State Public Health Plan for Western Australia

2025-2030



How we prepared the Public Health Plan



What does the Public Health Plan do?



1

Confirms the City's commitment to our community's public health

2

Aligns our current and proposed public health related actions with the State Plan's 4 Objectives

3

Consolidates what we are already doing well and identifies opportunities



What does it address ?



Promote

Good planning
Enhanced open spaces
Mental health and wellbeing
Healthier lifestyles
Health opportunities

Prevent

Smoking, drinking and drugs use
Obesity
Chronic and communicable disease and injury
Hospitalisations

Protect

Climate change and sustainability
Emergency, disaster, pandemic management.
Environmental hazards (asbestos, dust, noise, chemicals)

Enable

Collecting health data to track trends
Partnerships with not for profits and State organisations
Advocacy
Annual review

Next Steps



- Once supported by Council, the Plan will be formatted and graphic designed
- The plan will then be published
- The Department of Health will be notified that the City has prepared a Public Health Plan
- Reviewed and reported on annually



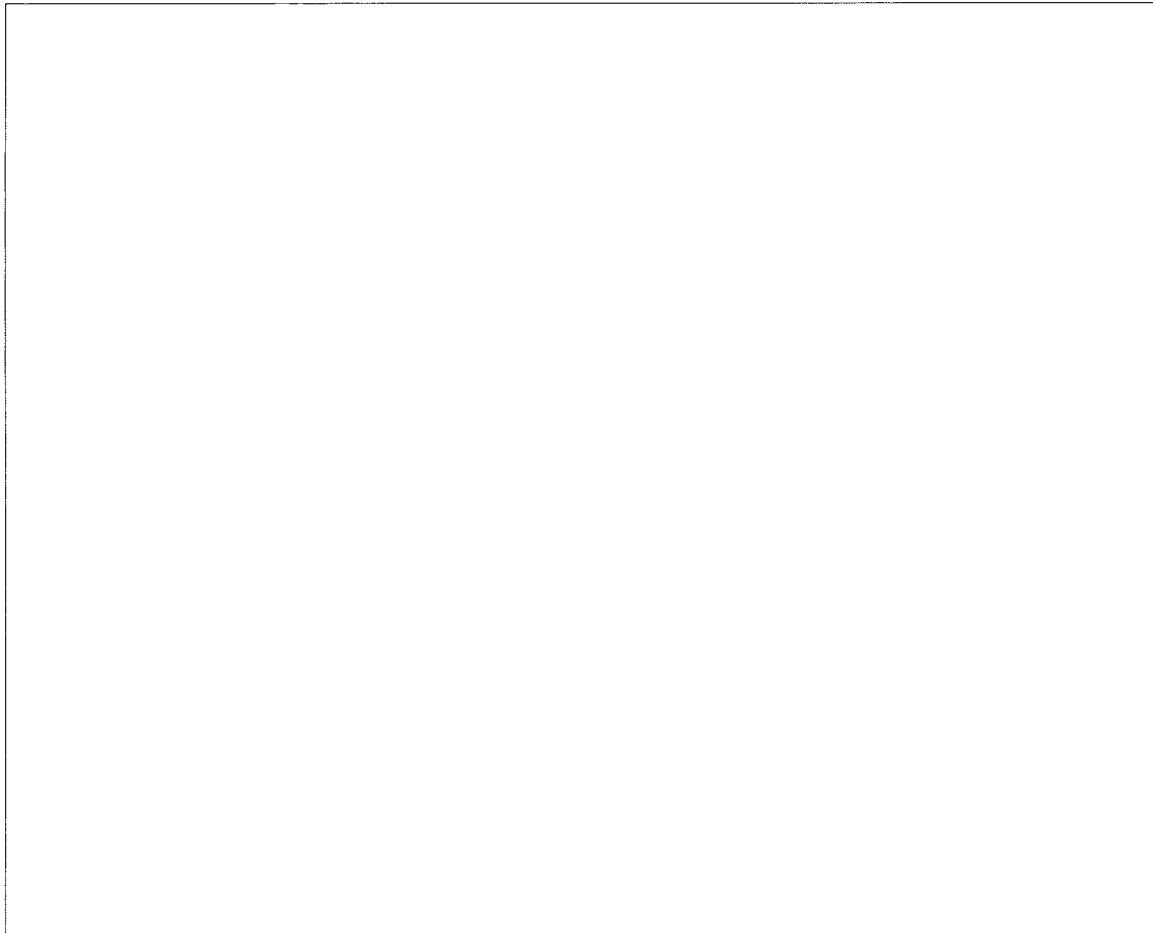




Public Submission Time and Deputation Proforma

Please ensure that your presentation complies with the Rules of Public Submission Time and Deputations as published in the Agenda Briefing Forum Programme and as printed overleaf.

Public Submission Time and Deputation Proforma			
Name	Don Young		
Address	[Redacted] Deputation		
Business, Organisation or Group (if presenting on behalf of)	Belmont mca's site		
Agenda Briefing Forum Date	15/9/26	Reported Item No. referred to	12.5
Please tick the appropriate box to indicate what type of presentation you wish to make	☐ Submission ☒ Deputation		
Are you speaking in support or opposition to the Officer Recommendation? Please tick appropriate box.	☒ Support ☐ Oppose		
Please write a brief overview of you submission / deputation as clearly and concisely as possible. Remember, there are strict time limits applicable. The Presiding Member may limit presenters to a shorter period, if time is restricted.			
Additional space provided overleaf if required. Please tick box if continued overleaf			



Definitions

‘Submission’ is defined as a presentation made to an Agenda Briefing Forum by an individual member of the public, who can demonstrate that they are directly affected (whether adversely or favourably) by a matter on the attached Ordinary Council Meeting Agenda. A submission may be made at this time according to the Rules of Public Submission Time and Deputations. With the exception of the Presiding Member, no interaction between Councillors and the presenter is permitted.

‘Deputation’ is defined as a presentation made to an Agenda Briefing Forum by members of the public, whether as an individual or a group of up to five people, who can demonstrate that they are directly affected (whether adversely or favourably) by a matter on the attached Ordinary Council Meeting Agenda. A deputation will cause the relevant agenda item to be reviewed by the forum, at which time a presentation can be made in accordance to the Rules of Public Submission Time and Deputations. Interaction between Councillors and the presenter(s) is allowed with the permission of the Presiding Member. The person/people requesting a deputation will need to provide the Presiding Member with prior notice of a request to make a deputation.

Rules for Agenda Briefing Forum Public Submission Time and Deputations

- a) Only those persons, who can demonstrate to the Presiding Member's satisfaction that they are directly affected by the matter on the agenda, will be entitled to make a submission. Those persons that can demonstrate that they are directly affected may make a deputation.
- b) Where a directly affected person has sought the prior endorsement of the Presiding Member, 'advocates' (acting on behalf of the directly affected person) will be permitted on the condition that the directly affected person is present at the meeting.
- c) Where possible, members of the gallery are required to provide submissions/deputations in writing to the Presiding Member prior to the commencement of the forum, to assist with the recording of forum notes.
- d) Only submissions/deputations that relate to a specific item of the Council agenda will be accepted.
- e) Prior to making a submission/deputation, the person is to give their name and suburb of residence.
- f) Submissions and deputations are to be directed through the chair, with the Presiding Member having the discretion to accept or reject a presentation.
- g) As per Council's standing orders, no debating of an agenda item issue between the gallery, Elected Members or officers is permissible.
- h) A Submission/Deputation will be refused by the Presiding Member as 'out of order' and will not be recorded in the forum notes if a Submission/Deputation is:
 - i. inappropriate;
 - ii. repetitious;
 - iii. lacking in decorum or adversely reflect on the integrity of any councillor or employee;
 - iv. offensive or otherwise not in good faith;
 - v. duplicates or variations of earlier submissions;
 - vi. relevant to the personal affairs or actions of Council members or employees; and/or
 - vii. legal advice, legal proceedings or other legal processes.

The Presiding Member or Chief Executive Officer may offer comment by way of correction, to any false information presented.

- i) A Submission/Deputation will be refused by the Presiding Member as 'out of order' and will not be recorded in the forum notes if the person(s) presenting the Submission/Deputation:
 - i. do not comply with the Rules of Public Submission Time and Deputations;
 - ii. do not abide by a ruling from the Presiding Member;
 - iii. behaves/behave in a manner in which they are disrespectful of the Presiding Member, Elected Members or Officers; or
 - iv. refuse to abide by any direction from the Presiding Member.
- j) Public Submission Time is set for a period of 30 minutes and will end earlier if there are no further submissions.
- k) Submissions/deputations to be made at the forum will be registered in order of receipt, and the order of priority for making submissions/deputations will be the order of that register.

- l) To enable all members of the public a fair and equitable opportunity to participate in Public Submission Time, each person shall be provided a maximum three minute time limit in which to make a submission.
- m) Deputations will be made at the time the matter subject to the deputation is reviewed by Council. Unless otherwise approved by a majority of Elected Members, a deputation is to consist of no more than five persons, only two of whom may address the Council (with the exception of a person responding to an instruction by the Presiding Member). The time for a deputation, including interaction from Elected Members, is not to exceed 15 minutes.
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- p) If there is time remaining in the initial period for Public Submission Time after all members of the public have made their initial submission, the Presiding Member may then allow members of the public to, in order of the register, make a further submission (within a three minute time limit) until the initial period for Public Submission Time has expired.
- q) Any extension to the initial period for Public Submission Time is to be limited to a period that will allow sufficient time for any remaining members of the public to make their initial submission.
- r) The Presiding Member may limit presenters to a shorter period to make a submission/deputation if time is restricted and reserves the right to limit the number of submissions/deputations that can be made in respect to any one matter.

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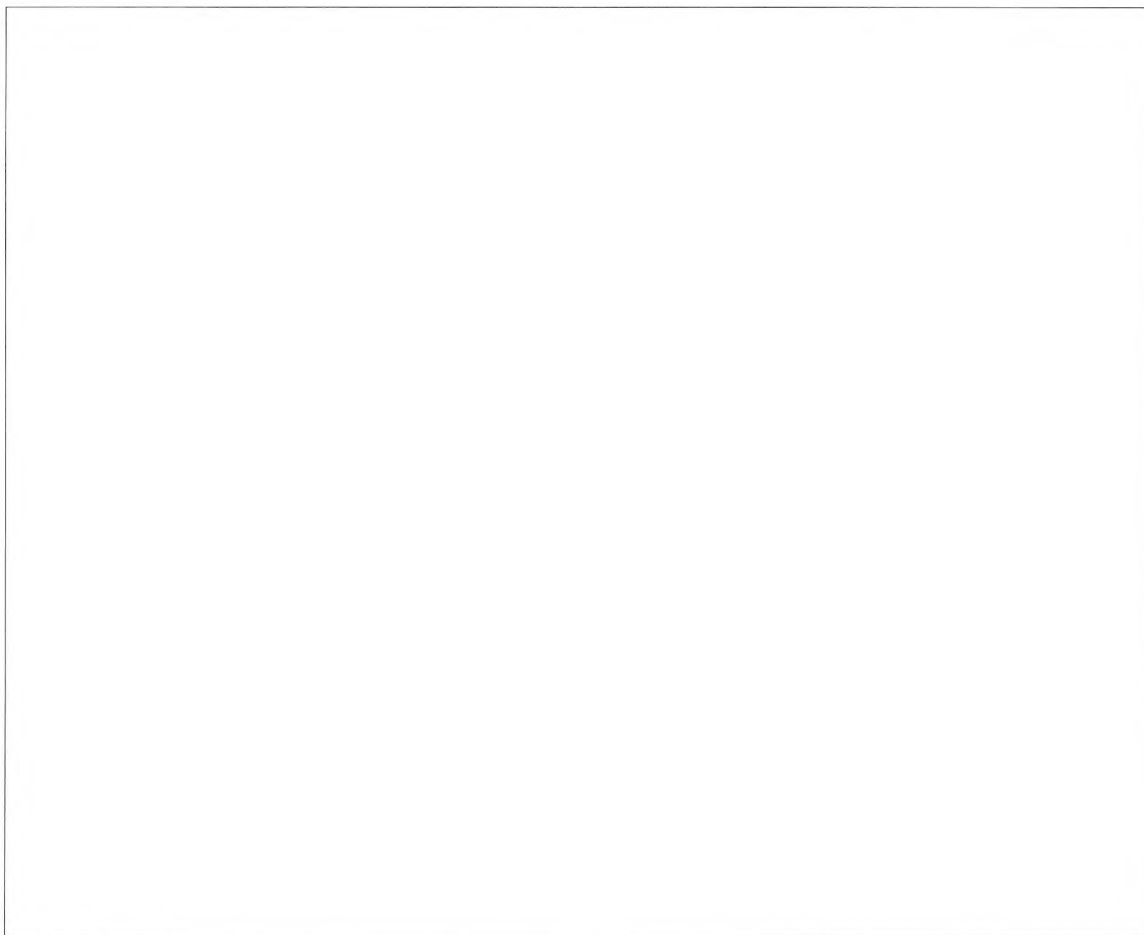
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Public Submission Time and Deputation Proforma

Please ensure that your presentation complies with the Rules of Public Submission Time and Deputations as published in the Agenda Briefing Forum Programme and as printed overleaf.

Public Submission Time and Deputation Proforma			
Name	Lise Hollands		
Address	[Redacted]		
Business, Organisation or Group (if presenting on behalf of)			
Agenda Briefing Forum Date	15/9/2026	Reported Item No. referred to	12.9
Please tick the appropriate box to indicate what type of presentation you wish to make	☐ Submission	☒ Deputation	
Are you speaking in support or opposition to the Officer Recommendation? Please tick appropriate box.	☐ Support	☒ Oppose	
Please write a brief overview of your submission / deputation as clearly and concisely as possible. Remember, there are strict time limits applicable. The Presiding Member may limit presenters to a shorter period, if time is restricted.			
Public Statement Time			
[Redacted]			
Additional space provided overleaf			



Definitions

'Submission' is defined as a presentation made to an Agenda Briefing Forum by an individual member of the public, who can demonstrate that they are directly affected (whether adversely or favourably) by a matter on the attached Ordinary Council Meeting Agenda. A submission may be made at this time according to the Rules of Public Submission Time and Deputations. With the exception of the Presiding Member, no interaction between Councillors and the presenter is permitted.

'Deputation' is defined as a presentation made to an Agenda Briefing Forum by members of the public, whether as an individual or a group of up to five people, who can demonstrate that they are directly affected (whether adversely or favourably) by a matter on the attached Ordinary Council Meeting Agenda. A deputation will cause the relevant agenda item to be reviewed by the forum, at which time a presentation can be made in accordance to the Rules of Public Submission Time and Deputations. Interaction between Councillors and the presenter(s) is allowed with the permission of the Presiding Member. The person/people requesting a deputation will need to provide the Presiding Member with prior notice of a request to make a deputation.

Rules for Agenda Briefing Forum Public Submission Time and Deputations

- a) Only those persons, who can demonstrate to the Presiding Member's satisfaction that they are directly affected by the matter on the agenda, will be entitled to make a submission. Those persons that can demonstrate that they are directly affected may make a deputation.
- b) Where a directly affected person has sought the prior endorsement of the Presiding Member, 'advocates' (acting on behalf of the directly affected person) will be permitted on the condition that the directly affected person is present at the meeting.
- c) Where possible, members of the gallery are required to provide submissions/deputations in writing to the Presiding Member prior to the commencement of the forum, to assist with the recording of forum notes.
- d) Only submissions/deputations that relate to a specific item of the Council agenda will be accepted.
- e) Prior to making a submission/deputation, the person is to give their name and suburb of residence.
- f) Submissions and deputations are to be directed through the chair, with the Presiding Member having the discretion to accept or reject a presentation.
- g) As per Council's standing orders, no debating of an agenda item issue between the gallery, Elected Members or officers is permissible.
- h) A Submission/Deputation will be refused by the Presiding Member as 'out of order' and will not be recorded in the forum notes if a Submission/Deputation is:
 - i. inappropriate;
 - ii. repetitious;
 - iii. lacking in decorum or adversely reflect on the integrity of any councillor or employee;
 - iv. offensive or otherwise not in good faith;
 - v. duplicates or variations of earlier submissions;
 - vi. relevant to the personal affairs or actions of Council members or employees; and/or
 - vii. legal advice, legal proceedings or other legal processes.The Presiding Member or Chief Executive Officer may offer comment by way of correction, to any false information presented.
- i) A Submission/Deputation will be refused by the Presiding Member as 'out of order' and will not be recorded in the forum notes if the person(s) presenting the Submission/Deputation:
 - i. do not comply with the Rules of Public Submission Time and Deputations;
 - ii. do not abide by a ruling from the Presiding Member;
 - iii. behaves/behave in a manner in which they are disrespectful of the Presiding Member, Elected Members or Officers; or
 - iv. refuse to abide by any direction from the Presiding Member.
- j) Public Submission Time is set for a period of 30 minutes and will end earlier if there are no further submissions.
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6 Matters for which the meeting may be closed

Nil.

7 Closure

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 8:32pm.