



Agenda Briefing Forum Programme

16 September 2025



Notice of Meeting

An **Agenda Briefing Forum** will be held in the Council Chamber of the **City of Belmont Civic Centre**, 215 Wright Street, Cloverdale, on **Tuesday 16 September 2025**, commencing at 6:30pm.

John Christie
Chief Executive Officer

Please read the following important disclaimer before proceeding

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CITY OF BELMONT

Agenda Briefing Forum

Programme

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Alternative Formats

This document is available on the City of Belmont website and can be requested in alternative formats including electronic format by email, in hardcopy both in large and standard print and in other formats as requested. For further information please contact the Community Development team on (08) 9477 7219. For language assistance please contact TIS (Translating and Interpreting Service) on 131 450.

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

Purpose of Agenda Briefing Forum

The purpose of this forum is to provide an opportunity for Elected Members to ask questions and obtain additional information in respect to reports and items on the Council Agenda. It is not a decision-making forum, nor is it open for debate on matters. Subject to the provisions of the City of Belmont Standing Orders Local Law 2017, members of the public can make submissions or present deputations in respect to matters on the Council agenda at this forum. Agenda items will be formally considered by Council at the next Ordinary Council Meeting.

1 Official Opening

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

Affirmation of Civic Duty and Responsibility

I make this affirmation in good faith and declare that I will duly, faithfully, honestly, and with integrity fulfil the duties of my office for all the people in the City of Belmont according to the best of my judgement and ability.

I will observe the City's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

2 Apologies and leave of absence

3 Announcements by the Presiding Member (without discussion)

3.1 Announcements

3.2 Disclaimer

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4 Public submission time

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 Elected Members 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 Elected Members 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 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.

- n) To enable all members of the public a fair and equitable opportunity to participate, a person who has earlier made a submission cannot make or participate in a deputation on the same subject matter.
- o) A submission/deputation may include a request for the tabling of documents where these are relevant to an issue before Council. The Presiding Member will indicate when the allotted maximum time for a submission/deputation has elapsed. The presentation will cease at that time.
- 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.

5 Ordinary Council Meeting Agenda for meeting to be held on 23 September 2025

To access the agenda items, please view the reports detailed in the 23 September 2025 [Ordinary Council Meeting Agenda](#).

6 Matters for which the meeting may be closed

7 Closure