



Agenda Briefing Forum

Amended

Matrix¹

17 February 2026



**City of
Belmont**

¹ The Matrix was amended on 25 February 2026 to update Tabled Attachment 4.1.1 at Item 4.1.

CITY OF BELMONT

Agenda Briefing Forum

Matrix

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Tabled Attachments Index

Attachment 4.1.1 – Item 4.1 refers

Attachment 5.1.1 – Item 5.1 (12.1) refers

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.

Matrix from the Agenda Briefing Forum held in the Council Chamber of the City of Belmont Civic Centre, 215 Wright Street, Cloverdale on Tuesday 17 February 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 | Central Ward |
| Cr J Harris | Central Ward |
| Cr B Ryan | East Ward |
| Cr P Marks | East Ward |
| Cr C Kulczycki | West Ward |

In attendance

| | |
|--|--|
| Mr J Christie (dep. 7:36pm, ret. 7:45pm) | Chief Executive Officer |
| Mr S Downing | Director Corporate and Governance |
| Mr W Loh (dep. 7:36pm, ret. 7:45pm) | Director Development and Communities |
| Mr M Murphy (dep. 7:36pm, ret. 7:45pm) | Director Infrastructure Services |
| Ms E Kania | Manager Governance and Legal |
| Mr D Boylan (arr. 7:16pm, dep. 7:36pm) | Manager City Facilities and Property |
| Mr S Reeves (dep. 7:36pm) | Manager Parks, Leisure and Environment |
| Mr A Bott (dep. 7:09pm) | Manager Planning Services |
| Ms C Gilbert (dep. 7:09pm) | Coordinator Planning Projects |
| Ms L Chaplyn (dep. 7:36pm) | Coordinator Media and Communications |
| Ms E Nicholls (dep. 7:36pm, ret. 7:45pm) | Coordinator Governance |
| Mr B Houweling (dep. 7:09pm) | Senior Planning Officer |
| Ms S Bell (dep. 7:36p, ret. 7:45pm) | Senior Governance Officer |

Members of the gallery

There were two 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 Harris to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Elected Members. Cr Harris 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 Abedin (apology)

South Ward

Cr J Davis (apology)

South Ward

3 Announcements by the Presiding Member (without discussion)

3.1 Announcements

"The Victoria Park Belmont Baseball Club celebrates 90 years today.

Formed on 17 February 1936 by a passionate group of locals, it is the only club still in existence from the very first season of the Western Australian Baseball League. From humble beginnings to a thriving, community-driven club, its journey has been built on dedication, resilience, and love for the game.

Tonight, we honour the generations of players, coaches, volunteers, families, and supporters who have shaped its history and continue to make it what it is today. Congratulations to the Victoria Park Belmont Baseball Club.

Secondly, On Sunday, Wilson Park Zone 2 – the Heart and Playground was officially opened, drawing a large crowd to celebrate and enjoy the event. It's wonderful to see families enjoying the park from day into early evening, bringing the space to life like never before. Congratulations to everyone who contributed to making Wilson Park a place for all ages to come together."

3.2 Disclaimer

6:34pm 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

6:35pm The Presiding Member opened the period allotted for Public Submission Time and drew the gallery's attention to the Rules for Public Submission Time. One Public Submission was received.

4.1 Ms. L Hollands, Redcliffe

Submission Request – Approved by Presiding Member

Ms L Hollands presented a submission for Item 12.2 - Draft Local Planning Policy No. 21 - Trees on Private Land.

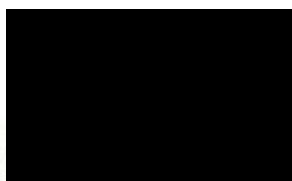
(refer Tabled Attachment 4.1.1.)



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 | Lisa Hollands | | |
| Address | [Redacted] Rodcliffe | | |
| Business, Organisation or Group (if presenting on behalf of) | | | |
| Agenda Briefing Forum Date | 17/2/2026 | Reported Item No. referred to | 12.2 |
| Please tick the appropriate box to indicate what type of presentation you wish to make | <input checked="" type="checkbox"/> Submission | <input type="checkbox"/> Deputation | |
| Are you speaking in support or opposition to the Officer Recommendation? Please tick appropriate box. | <input type="checkbox"/> Support | <input type="checkbox"/> 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. | | | |
| <p>More needs to be done</p> | | | |
| 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.
- 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.

Privacy Collection Notice

The City of Belmont is committed to protecting your privacy. The personal information requested on this form is being collected by the City of Belmont – Governance Department for the purpose of liaising with you to respond to your question/s.

Your personal information will not be disclosed to any other external party without your consent, unless required or authorised by law.

Information you disclose is collected in accordance with Standing Orders 2017 s6.2.

Personal information collected by City of Belmont will be stored in our Corporate Recordkeeping system and retained for a minimum timeframe as stipulated by the General Retention and Disposal Authority produced by the State Records Commission or as long as it is still in use, whichever is later.

If you wish to alter any of the personal information you have supplied to City of Belmont please contact Council via telephone 08 9477 7209 or email Belmont@Belmont.wa.gov.au

OCM Item 12.1

Draft Local Planning Policy No. 22 – Design Review Panel

- The State Government made the changes after considering feedback from the development industry raising concerns that the threshold for mandatory design review was too low at many local governments, and that this was potentially impacting timeframes for the delivery of development. Furthermore, there were concerns about a lack of consistency in thresholds across local governments.
- A proponent can design their proposal to meet the statutory planning framework, and from a design perspective there is limited ability to require a proponent to incorporate design review panel feedback. Applicants can submit an application that meet only the requirements of the Building Amendment Regulations 2018 (WA).
- The purpose of the 'voluntary submission' under the Draft Local Planning Policy No. 22 to encourage applicants to take mandatory development proposals through to Design Review Panel.
- The current Terms of Reference are provided to Council for information purposes only and do not constitute part of Council's decision. The Terms of Reference are considered primarily operational in nature.
- Under the Draft Local Planning Policy, there is no requirement to go to the Draft Review Panel for development proposals with building heights under 15 storeys. This is consistent with the state position.
- The City does not receive many development proposals with building heights over 15 storeys. For proposals that are below this threshold, the Draft Local Planning Policy proposes to allow development applicants to voluntarily opt in or be recommended to go through the Design Review Panel.
- There is potential that the new thresholds will affect the number of properties proposals that are required to go through Design Review Panel.
- There will be a section on the City's website to provide information to the public on the Design Review Panel and the requirements of the Local Planning Policy.

Further Information to be Provided

Nil

OCM Item 12.2

Draft Local Planning Policy No. 21 – Trees on Private Land

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

- Officers confirmed that if one criteria of tree damaging activity (as defined) is met, it would require a development application.
- The policy is resilient to future State Administrative Tribunal (SAT) review, as it is aligned with recent case law, and is largely in line with the WALGA Policy.
- In relation to the cumulative impacts of infill, it is noted that the State planning framework provides limited scope in this regard, and the policy simply seeks to set out guidance for when tree removal requires approval on a site-by-site basis. Given the context of the State framework, it would be difficult for the City to reasonably go beyond this. Measuring the City's canopy over time is addressed in the City's Urban Forest Strategy and can inform future planning.
- The Draft Local Planning Policy's purpose is to define exemptions and where approval is required, establish an assessment framework. It is recommended that incentives are investigated and progressed a separate Planning instrument. It is open for Council to delay the adoption of the Draft Local Planning Policy, however, that would mean there would be no policy to set out when approval is required, and when not. The current stage in the process is to proceed with advertising, after which Council can review the matter further.
- As a local planning policy, the document is required to be drafted using a level of legal wording. It is intended that, if the draft policy is finalised, it would be accompanied by plain English guidance and diagrams that clearly set out the provisions.

OCM Item 12.3

Draft Redcliffe Station Precinct Improvement Scheme – City of Belmont Submission

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

- The City's submission highlights concerns about the potential effects of eliminating minimum parking requirements on future development.
- The draft submission outlined concerns in relation to the reduced scope of minimum frontage and lot size requirements, and that this could potentially lead to fragmented development outcomes in areas not subject to these provisions. It is ultimately for the State to consider this feedback when reviewing the matter.

Further Information to be Provided

Nil.

7:09pm The Manager Planning Services, Coordinator Planning Projects and Senior Planning Officer departed the meeting and did not return.

OCM Item 12.4

Accounts for Payment December 2025

Deputation Request

Nil.

Officer Presentation

OCM Item 12.4

Accounts for Payment December 2025

Nil.

Notes from Forum

Nil.

Further Information to be Provided

Nil.

OCM Item 12.5

Accounts for Payment January 2026

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

Nil.

Further Information to be Provided

Nil.

OCM Item 12.6

Monthly Financial Report for December 2025

Deputation Request

OCM Item 12.6

Monthly Financial Report for December 2025

Nil.

Officer Presentation

Nil.

Notes from Forum

Nil.

Further Information to be Provided

Nil.

OCM Item 12.7

Monthly Financial Report for January 2026

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

Nil.

Further Information to be Provided

Nil.

OCM Item 12.8

Annual Electors' Meeting Minutes – 15 December 2025

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

- This week, the Mayor wrote to the Minister for Local Government and the Chief Executive Officer wrote to the Director General of the Department of Local Government seeking an update on when the Standardised Meeting Procedures will be released. At a WALGA Zone Meeting approximately three months ago, the Department of Local Government indicated that a draft may be ready for circulation by mid-2026. The Chief Executive Officer will share updates as more information becomes available.

Further Information to be Provided

Nil.

OCM Item 12.9

Sitting Fees – Independent Members Audit, Risk and Improvement Committee

Deputation Request

Nil.

Officer Presentation

Nil.

OCM Item 12.9

Sitting Fees – Independent Members Audit, Risk and Improvement Committee

Notes from Forum

Nil.

Further Information to be Provided

Nil.

OCM Item 12.10

Request for Rates Exemption – Intelife Group Limited – 28 Belgravia Street, Belmont

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

- No response has been received from WALGA regarding the request for information about rate exemptions for charitable organisations. If no reply is provided before next Thursday, the Chief Executive Officer will raise the matter at the WALGA Zone meeting scheduled for that day.

Further Information to be Provided

- The Director Corporate and Governance undertook to provide Elected Members with the number of the total rates exemptions provided to charitable organisations.

OCM Item 12.11

Council Policy Review 2025 – 1st Tranche

Deputation Request

Not approved:

The Presiding Member did not approve Ms Hollands' request to make a deputation in relation to Item 12.11 as the Presiding Member determined that Ms Hollands was not directly affected by the matter, in accordance with Clause 6.7 (1)(b) of the *Standing Orders Local Law 2017* and Clause a) of the Rules for Agenda Briefing Forum Public Submission Time and Deputations.

Officer Presentation

Nil.

Notes from Forum

Nil.

Further Information to be Provided

Nil.

Draft Local Planning Policy No.22 - Design Review Panel



City of
Belmont

Agenda Briefing Forum – 17 February 2025



City of
Opportunity

Background



- City's Design Review Panel established in 2019.
- Operates as an independent panel of design experts.
- Provide feedback on certain proposals against principles of design from State Planning Policy 7.
- In June 2025, the Department of Planning, Lands and Heritage (DPLH) released the Local Government Design Review Manual and Terms of Reference template.
- Draft LPP 22 prepared and existing Terms of Reference reviewed.

Updates



Terms of Reference

- Minor formatting updates to be consistent with the State Government template.
- No longer includes the list of planning proposals to be referred to the Design Review Panel, as this is now addressed in draft LPP 22.

Draft LPP

- Provides a clear statutory basis for referring planning proposals to the City's Design Review Panel.
- Outlines the types of development to be reviewed by the Panel consistent with State Manual.

Officer Recommendation



- It is recommended that Council endorse draft LPP 22 for public advertising.

Thank you

Chantelle Gilbert – Coordinator Planning Projects



6 Matters for which the meeting may be closed

Note:

The Presiding Member advised that in accordance with Section 5.23(4)(c) and (g) of the *Local Government Act 1995 (WA)*, Council will need to go behind closed doors if there are any questions on Confidential Items 14.1, 14.2, 14.3 and 14.4.

7:16pm Sessions moved, Harris seconded that in accordance with Section 5.23(4)(c) and (g) of the *Local Government Act 1995 (WA)*, the meeting will proceed behind closed to allow questions on Confidential Items 14.1, 14.2, 14.3 and 14.4.

Carried unanimously 7 votes to 0

For: Harris, Kulczycki, Marks, Rossi, Ryan, Sekulla and Sessions

Against: Nil

7:16pm Members of the public gallery departed the meeting.

OCM Item 14.1

Lease – Belmont Senior Citizens Club

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

- Refer to Confidential Matrix – Part 1.

Further Information to be Provided

- Refer to Confidential Matrix – Part 1.

OCM Item 14.2

Tender 06/2025 – Supply and Application of Turf Fertiliser Wetting Agent and Pesticides

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

- Refer to Confidential Matrix – Part 1.

Further Information to be Provided

- Refer to Confidential Matrix – Part 1.

OCM Item 14.3

Tender 16/2025 – Supply and Delivery of Trees

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

- Refer to Confidential Matrix – Part 1.

Further Information to be Provided

- Refer to Confidential Matrix – Part 1.

OCM Item 14.4

Code of Conduct Matter

Deputation Request

Nil.

Officer Presentation

Nil.

Notes from Forum

- Refer to Confidential Matrix – Part 2.

Further Information to be Provided

- Refer to Confidential Matrix – Part 2.

7:45pm The meeting came out from behind closed doors. No members of the public returned to the meeting.

7 Closure

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 7:46pm.