



## Agenda Briefing Forum

# Matrix

17 May 2022

**BELMONT**  
CITY OF OPPORTUNITY



# CITY OF BELMONT

## Agenda Briefing Forum

### Matrix

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17 May 2022

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## **Tabled Attachments Index**

Attachment 5.1.1 – Item 5.1 refers

Attachment 5.2.1 – Item 5.2 refers

Attachment 6.1.1 – Item 6.1 (12.1) refers

Attachment 6.1.2 – Item 6.1 (12.1) refers

Attachment 6.1.3 – Item 6.1 (12.1) refers

Attachment 6.1.4 – Item 6.1 (12.7) refers

**Councillors are reminded to retain the  
OCM attachments for discussion with the minutes.**

**Matrix from the Agenda Briefing Forum held in the Council Chambers of the City of Belmont Civic Centre, 215 Wright Street, Cloverdale on 17 May 2022 commencing at 7.04pm.**

## **Matrix**

### **Present**

Cr P Marks, Mayor (Presiding Member)	East Ward
Cr R Rossi, JP (Deputy Mayor)	West Ward
Cr M Bass	East Ward
Cr B Ryan	East Ward
Cr N Carter	South Ward
Cr J Davis	South Ward
Cr S Wolff	South Ward
Cr G Sekulla, JP	West Ward
Cr D Sessions	West Ward

### **In attendance**

Mr J Christie	Chief Executive Officer
Ms J Gillan (dep 8.38pm)	Director Development and Communities
Ms M Reid (dep 8.38pm)	Director Infrastructure Services
Mr J Bidwell (dep 8.15pm)	Manager City Projects
Mr D Boylan (dep 8.38pm)	Manager City Facilities and Property
Ms C Bridges (arr 8.22pm)	Manager People and Culture
Ms N Griggs (dep 8.08pm)	Manager Library, Culture and Place
Mr S Reeves (dep 8.14pm)	Manager Parks, Leisure and Environment
Ms D Morton (dep 8.38pm)	Acting Coordinator Marketing and Communications
Ms J Cherry-Murphy	Senior Governance Officer
Ms H Mark	Governance Officer

### **Members of the gallery**

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

# I Official Opening

**7.04pm 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 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 invited Cr Bass to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers. Cr Bass read aloud the affirmation.

## Affirmation of Civic Duty and Responsibility

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

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

## 2 Apologies and leave of absence

Ms M Bell (apology)  
Ms M Lymon (apology)

Director Corporate and Governance  
Acting Manager Governance

## 3 Declarations of interest that might cause a conflict

### 3.1 Financial Interests

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Mr J Christie	Item 14.2 Staff Matter – Chief Executive Officer Contract Renewal	Direct Financial: Relates directly to the employment of the CEO and as CEO Mr Christie will either gain, loss or benefit from any decision made.

### 3.2 Disclosure of interest that may affect impartiality

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Cr D Sessions	Item 12.1 - Petition - My Coffee Cat	Cr Sessions is a regular customer of My Coffee Cat. The President of the Netball Association was her invited guest at the Civic Dinner 2021.
Mr J Christie	Item 14.1 - Staff Matter – Chief Executive Officer Interim Review 2021-2022	Impartiality: Relates directly to the performance of the CEO and as CEO, Mr Christie will provide an update on the status of his KPI's
Ms C Bridges	Item 14.1 - Staff Matter – Chief Executive Officer Interim Review 2021-2022	Author of the report to be presented
Ms C Bridges	Item 14.2 - Staff Matter - Chief Executive Officer Contract Renewal	Author of the report to be presented.

## **4 Announcements by the Presiding Member (without discussion) and declarations by Members**

### **4.1 Announcements**

Nil.

### **4.2 Disclaimer**

**7.06pm 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.'

### **4.3 Declarations by Members who have not given due consideration to all matters contained in the business papers presently before the meeting**

Nil.

## **5 Public submission time**

**7.08pm The Presiding Member opened the period allotted for Public Submission Time and drew the gallery's attention to the Rules for Public Submission Time. Two Public Submissions were received.**

### **5.1 Ms L Hollands, Redcliffe**

Ms Hollands spoke in opposition of the Officer Recommendation for Item 12.2 Belmont Community Watch Contract Extension.

(Refer Attachment 5.1.1 for further information).

# CITY OF BELMONT

Date: 20 April 2021  
Version No. 2

## 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.

Name	Lisa Hollands
------	---------------

Address	2 Miller Avenue Redcliffe
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Business, Organisation or Group (if presenting on behalf of)	
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Agenda Briefing Forum Date:	17 May 2022	Report Item No. referred to:	12.2
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Please tick the appropriate box below to indicate what type of presentation you wish to make.	Submission <input checked="" type="checkbox"/>	Deputation <input type="checkbox"/>
---	--	-------------------------------------

Are you speaking in support or opposition to the matter? Please tick appropriate box.	Support <input type="checkbox"/>	Oppose <input checked="" type="checkbox"/>
---	----------------------------------	--

*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.*

I am an attendee of the Alliance in addition to security issues affecting me personally.

Additional space provided overleaf for Submission/Deputation – Please tick box if continued overleaf



# CITY OF BELMONT

Date: 20 April 2021  
Version No. 2

## Public Submission Time and Deputation Proforma Continued


**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 affected (whether adversely or favourably) by a matter on the attached Ordinary Council Meeting Agenda. A submission may be made at this time in accordance 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	
<p>a) Only those persons, who can demonstrate to the Presiding Member's satisfaction that they are 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.</p> <p>b) Where a directly affected person has sought the prior endorsement of the Presiding Member, 'advocates' will be permitted on the condition that the directly affected person is present at the meeting.</p> <p>c) Where possible, members of the gallery are required to provide submissions/deputations in a written format to the presiding person prior to the commencement of the forum, to assist with the recording of forum notes.</p> <p>d) Only submissions/deputations that relate to a specific item of the Council agenda will be accepted.</p> <p>e) Prior to making a submission/deputation, the person is to give their name and residential address.</p> <p>f) Submissions and deputations are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a presentation.</p> <p>g) As per Council's standing orders, no debating of the issue between the gallery, Councillors or officers is permissible.</p> <p>h) Submissions/Deputations which are considered inappropriate; repetitious; lacking in decorum or adversely reflect on the integrity of any councillor or employee; offensive or otherwise not in good faith; duplicates or variations of earlier submissions; relating to the personal affairs or actions of Council members or employees; legal advice; legal proceedings or other legal processes; will be refused by the Presiding Member as 'out of order' and will not be recorded in the forum notes. The Presiding Member or Chief Executive Officer may offer comment by way of correction, to any false information presented.</p> <p>i) Submissions/Deputations from members of the public that do not comply with the Rules of Public Submission Time and Deputations; or do not abide by a ruling from the Presiding Member; or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member, Councillors or Officers; or refuse to abide by any direction from the Presiding Member, will be ruled 'out of order' and the submission/deputation will not be recorded in the forum notes.</p>	<p>j) Public Submission Time is set for a period of 30 minutes, and will terminate earlier should no further submissions be forthcoming.</p> <p>k) Submissions/Deputations to be made at the forum will be registered, and the priority for making submissions/deputations shall be in accordance with that register. 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 the first instance, in which to make a submission.</p> <p>l) Deputations will be made at the time the matter subject to the deputation is reviewed by Council. Unless otherwise approved by a majority of Councillors, 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 Councillors, is not to exceed 15 minutes.</p> <p>m) 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.</p> <p>n) 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> <p>o) Should there be time remaining of the initial period for Public Submission Time after all members of the public have made their initial submission, the Presiding Member will then allow members of the public to sequentially (in accordance to the register) make a further submission (with a three minute time limit) until the initial period for Public Submission Time has expired.</p> <p>p) 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.</p> <p>q) 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.</p>

## **5.2 Ms S Carter, Ascot**

Ms Carter spoke in opposition of the Officer Recommendation for Item 12.7 Council Policy Manual Review 2021.

(Refer Attachment 5.2.1 for further information).

# CITY OF BELMONT

Date: 20 April 2021  
Version No. 2

## 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.

<b>Name</b>	SUSANNE CARTER
-------------	----------------

<b>Address</b>	3/10 MARINA DVE, ASLOT
----------------	------------------------

<b>Business, Organisation or Group (if presenting on behalf of)</b>	Ratepayer
---	-----------

<b>Agenda Briefing Forum Date:</b>	19/5/22	<b>Report Item No. referred to:</b>	12.7 POLICY MAN.
<b>Please tick the appropriate box below to indicate what type of presentation you wish to make.</b>		Submission <input checked="" type="checkbox"/>	Deputation <input type="checkbox"/>
<b>Are you speaking in support or opposition to the matter? Please tick appropriate box.</b>		Support <input type="checkbox"/>	Oppose <input checked="" type="checkbox"/>

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.

~~Topic~~ "CCTV policy (55) - 59?"

Additional space provided overleaf for Submission/Deputation – Please tick box if continued overleaf

# CITY OF BELMONT

Date: 20 April 2021  
Version No. 2

## Public Submission Time and Deputation Proforma Continued


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7.18pm The Presiding Member closed Public Submission Time.

## **6 Ordinary Council Meeting Agenda for meeting to be held on 24 May 2022**

### **6.1 Agenda items for review**

Note:

Cr Sessions declared an interest that may affect impartiality in Item 12.1 - Petition - My Coffee Cat - Wilson Park.

#### **OCM Item 12.1 Petition - My Coffee Cat - Wilson Park**

##### **Deputation Presentation**

Ms A Deacon was not in attendance at the meeting. With the permission of the Presiding Member, the Chief Executive Officer read aloud Ms Deacon's deputation, which was in support of the Officer Recommendation for Item 12.1 Petition - My Coffee Cat - Wilson Park.

(Refer Attachment 6.1.1 for further information).

Ms L Hollands representing the proprietor of My Coffee Cat spoke in opposition of the Officer Recommendation for Item 12.1 Petition - My Coffee Cat - Wilson Park.

(Refer Attachment 6.1.2 for further information).

##### **Officer Presentation**

The Manager Library, Culture and Place provided a presentation which included the following:

- Petition Request
- Mobile Food Trader Guidelines
- Current Trader's Permit
- Location
- Considerations
- Recommendation

(Refer Attachment 6.1.3 for further information)

## OCM Item 12.1

### Petition - My Coffee Cat - Wilson Park

#### Notes from Forum

- The Netball season runs from April until September each year. 'My Coffee Cat' is currently unable to trade at the Wilson Park location on Saturday mornings and competition days during the 17-week period of the Netball season.
- The City has offered 'My Coffee Cat' alternative sites in the Wilson Park precinct including near the Belmont Community Growers near Francisco Street, but these have been declined by the applicant.
- If 'My Coffee Cat' were to trade closer to the Rivervale Community Centre and have access to the toilets in the facility for patrons' use, this would impact hirers of the community centre in relation to use of the toilets by the public and responsibility for the cleaning and any damage caused. If permission to use these facilities was granted, the same requirements would need to be taken into consideration for up to 10 other traders that will be able to trade in the area.
- To operate a mobile food business on private property planning approval would be required. If an application to trade on private property was received, the application would be advertised for public submissions. Businesses in the area may be impacted by the operation of a mobile food trader.

#### Further Information to be Provided

- The Manager Library, Culture and Place undertook to determine when 'My Coffee Cat' commenced trading and investigate whether the trader would have been eligible to apply for Job Keeper Allowance during the COVID-19 pandemic.
- The Manager Library, Culture and Place undertook to circulate a copy of the City's Mobile Food Trader Guidelines to Councillors which details the two approved zones for trading, including the access to these zones.
- The Manager Library, Culture and Place undertook to ask the Belmont Netball Association to provide evidence that 'My Coffee Cat' has financially impacted their canteen sales income.
- The Manager Library, Culture and Place undertook to investigate the costs involved if 'My Coffee Cat' were to hire a room in the Rivervale Community Centre to enable them to have access to the toilet facilities.

**OCM Item 12.2  
Belmont Community Watch Contract Extension**

**Deputation Presentation**

Nil.

**Officer Presentation**

Nil.

**Notes from Forum**

- The review of the Belmont Community Watch and Ranger services is not yet completed. Some of the recommendations have commenced, but challenges experienced over the last few months have resulted in adjustments being necessary.
- This extension of the current contract will allow the review to be completed. It is anticipated this will be the only extension required.
- Once further information on some key issues is available, an update will be provided to Councillors at a future Information Forum.
- The City is not proposing a 6-month contract extension as it does not currently have the resources to complete the review within that timeframe. An increase of absenteeism due to COVID-19 cases is evident throughout the workforce in all sectors. It would therefore be more appropriate to offer a 12-month contract extension.

**Further Information to be Provided**

Nil.

**OCM Item 12.3  
Tender 03/2022 - Tree Maintenance and Removal within the City of Belmont**

**Deputation Presentation**

Nil.

**Officer Presentation**

**OCM Item 12.3**

**Tender 03/2022 - Tree Maintenance and Removal within the City of Belmont**

Nil.

**Notes from Forum**

Nil.

**Further Information to be Provided**

Nil.

**OCM Item 12.4**

**Tender 04/2022 - Grant of a Licence to Supply and Install Illuminated Advertising and Directional Street Name Signs**

**Deputation Presentation**

Nil.

**Officer Presentation**

Nil.

**Notes from Forum**

Nil.

**Further Information to be Provided**

Nil.



**OCM Item 12.5  
Tender 05/2022 - Wilson Park Netball Courts Upgrade**

**Deputation Presentation**

Nil.

**Officer Presentation**

Nil.

**Notes from Forum**

Nil.

**Further Information to be Provided**

Nil.

**OCM Item 12.6  
Proposed Differential Rates for 2022-2023**

Late Item - Report to follow.

**OCM Item 12.7  
Council Policy Manual Review - 2021**

**Deputation Presentation**

Ms Hollands spoke in opposition of the Officer Recommendation for Item 12.7  
Council Policy Manual Review - 2021

(Refer Attachment 6.1.4 for further information).

**OCM Item 12.7  
Council Policy Manual Review - 2021**

**Officer Presentation**

Nil.

**Notes from Forum**

- Law enforcement does not have the power to switch on facial recognition software and would be required to issue a warrant for this to be activated during a critical emergency.

**Further Information to be Provided**

- The Director Development and Communities undertook to seek clarification from the Coordinator Community Safety on the implementation of facial recognition and the legalities surrounding the use of the software.
- The Senior Governance Officer undertook to investigate the compliance of Policy BEXB5.8 - Elected Member Registers - Other with the *Local Government Act 1995* and other legislation.

**8.26pm Cr Sekulla departed the meeting.**

**OCM Item 12.8  
Accounts for Payment - April 2022**

**Deputation Presentation**

Nil.

**Officer Presentation**

Nil.

**Notes from Forum**

Nil.

**Further Information to be Provided**

Nil.

8.29pm Cr Sekulla returned to the meeting.

**OCM Item 12.9**  
**Monthly Activity Statement as at 30 April 2022**

**Deputation Presentation**

Nil.

**Officer Presentation**

Nil.

**Notes from Forum**

- The City has deferred some infrastructure projects until there is some stability in the market. This shows as an underspend in capital expenditure.
- Being able to secure contractors and the supply of materials to undertake infrastructure projects has been a challenge and has impacted the decision to defer some projects.
- Although staffing vacancies is an issue experienced in all sectors of the employment market, it has not had an impact on the implementation of projects.

**Further Information to be Provided**

Nil.

# CITY OF BELMONT

## Public Submission and Deputation Form

During the Western Australian  
State of Emergency declared 15  
March 2020

Date of Publication 18/02/2022

### Agenda Briefing Forums

The City of Belmont will be holding its Council Meetings electronically (eMeeting) commencing February 2022, and until further notice, as provided for in the amended *Local Government (Administration) Regulations 1996*.

The City remains committed to continuing to provide the opportunity for its community to participate in the local government process and request that submissions and deputations to the Council be submitted electronically.

To submit a submission or deputation please complete this form and return via email to [belmont@belmont.wa.gov.au](mailto:belmont@belmont.wa.gov.au) before **noon on the business day prior to the Agenda Briefing Forum (ABF)**.

Anyone approved to make a submission or deputation at the ABF will be notified and invited into the electronic Teams Meeting to present at the relevant item. There will be no attendance in person.

Public Submission and Deputation Form – COVID-19			
Date of Meeting:	17/05/2022		
Name:	Anne Deacon		
Address:	Belmont Netball Association, Wilson Park Rivervale		
Email:	belmontnetball@hotmail.com	Phone:	0420383635
Business, Organisation or Group (if presenting on behalf of)	Belmont Netball Association		

<b>Submission</b> <input type="checkbox"/>	<b>Deputation</b> <input checked="" type="checkbox"/>	Please indicate what type of presentation will be made
--	---	--

<b>Support</b> <input checked="" type="checkbox"/>	<b>Oppose</b> <input type="checkbox"/>	Please tick to indicate if in support or opposition to the Officer Recommendation
--	--	---

CITY OF BELMONT  
 215 Wright Street, Cloverdale 6105  
 (Locked Bag 379, Cloverdale 6985)  
 Ph (08) 9477 7222 Fx (08) 9478 1473  
[belmont@belmont.wa.gov.au](mailto:belmont@belmont.wa.gov.au)  
[www.belmont.wa.gov.au](http://www.belmont.wa.gov.au)



### Public Submission and Deputation Form – COVID-19 continued

Please write your submission/deputation as clearly and concisely as possible.

Strict time limits are applicable. The Presiding Member may limit presenters to a shorter period if time is restricted.

**Agenda Item No.**

**12.1**

Belmont Netball Association (BNA) would like to support the Officers recommendations to reject the petition that was submitted. We have been a vital part of the community in the City of Belmont since 1975. We have given Coffee Cat a number of options that we considered reasonable yet all have been declined. Over the past several weeks BNA has had to endure incorrect and intruthful accusations over social media that all started from the Coffee Cat proprietor. We have made a concious decision not to engage in such slander even though individual persons on our committee where personally accused of being raciast and bullies. We have copies of the social media slander that was written as evidence to the disgafeul behaviour of a member of the Belmont community (Rudy Chilwan).

We also are of the understanding that the permit allows Coffee Cat to trade 7 days a week therefore we belive 17 Saturdays per year is a small amount of time given he has the oppotunity to trade on the other 347 days.

Thank you for allowing us to submit on behalf of all the members of Belmont netball Association.

**Signature**

**A Deacon**

### Definitions

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### Rules for Public Submission Time and Deputations

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| <ul style="list-style-type: none"> <li>a) Only those persons, who can demonstrate to the Presiding Member's satisfaction that they are 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.</li> <li>b) Members of the public are required to provide submissions/deputations in a written format on the Public Submission &amp; Deputation Form – COVID-19 before noon on the business day prior to the Agenda Briefing Forum while the meetings are being conducted electronically.</li> <li>c) Only submissions/deputations that relate to a specific item on the Council agenda will be accepted.</li> <li>d) The Presiding Member has the discretion of accepting or rejecting a submission or deputation.</li> <li>e) Submissions/Deputations which are considered inappropriate; repetitious; lacking in decorum or adversely reflect on the integrity of any councillor or employee; offensive or otherwise not in good faith; duplicates or variations of earlier submissions; relating to the personal affairs or actions of Council members or employees; legal advice; legal proceedings or other legal processes; will be refused by the Presiding Member as 'out of order' and will not be recorded in the meeting minutes. The Presiding Member or Chief Executive Officer may offer comment by way of correction, to any false information presented.</li> <li>f) Submissions/Deputations from members of the public that do not comply with the Rules of Public Submission Time and Deputations; or do not abide by a ruling from the Presiding Member; or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member, Councillors or</li> </ul> | <ul style="list-style-type: none"> <li>Officers; or refuse to abide by any direction from the Presiding Member; will be rules 'out of order' and the submission/deputation will not be recorded in the Forum notes. Public Submission Time is set for a period of 30 minutes and will terminate earlier if all submissions have been presented.</li> <li>g) Submissions/Deputations to be made at the meeting will be registered, and the priority for making submissions/deputations shall be in accordance with that register. Each submission shall be provided a maximum three minute time limit.</li> <li>h) Deputations will be made at the time the matter subject to the deputation is being considered by Council. Unless otherwise approved by a majority of Councillors, 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 Councillors, is not to exceed 15 minutes.</li> <li>i) To enable all members of the public a fair and equitable opportunity a person who has earlier made a submission cannot make a deputation on the same subject matter.</li> <li>j) A submission/deputation may include a request for the tabling of documents where these are relevant to an issue before Council.</li> <li>k) The Presiding Member will indicate when the allotted maximum time for a submission/deputation has elapsed. The presentation will cease at that time.</li> <li>l) 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 submissions to be presented.</li> </ul> |
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# CITY OF BELMONT

Date: 20 April 2021  
Version No. 2

## 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.

Name	Lisa Hollands
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Address	2 Miller Avenue Redcliffe
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Business, Organisation or Group (if presenting on behalf of)	BRRAG
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Agenda Briefing Forum Date:	17 May 2022	Report Item No. referred to:	12.1
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Please tick the appropriate box below to indicate what type of presentation you wish to make.	Submission <input type="checkbox"/>	Deputation <input checked="" type="checkbox"/>
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Are you speaking in support or opposition to the matter? Please tick appropriate box.	Support <input type="checkbox"/>	Oppose <input checked="" type="checkbox"/>
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*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.*

I not only use this coffee van on Saturdays (so it does affect me) but I will be speaking on behalf of the Proprietor who will be attending as of lunchtime today and will be submitting a potential resolution to this issue.

Additional space provided overleaf for Submission/Deputation – Please tick box if continued overleaf

# CITY OF BELMONT

Date: 20 April 2021  
Version No. 2

## Public Submission Time and Deputation Proforma Continued


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**CITY OF BELMONT**  
**Petition Request**  
**My Coffee Cat**  
**– Wilson Park**



# Petition Request

On 21 March 2022, a petition bearing 59 elector signatures was received. The petition reads as follows:

*“Gives permission for the Coffee Van (My Coffee Cat) to remain at Wilson Park on a Saturday morning during the Netball season. Belmont Netball sells pod coffee and an array of other food products. We only sell freshly roasted coffee beans and packaged cake slices. What we sell does not clash with netball or local businesses.”*

# Mobile Food Trader Guidelines

- The City's Mobile Food Traders Guidelines were first developed in 2018 and reviewed in 2020.
- The City's Mobile Food Trader Guidelines detail the requirements to be addressed by applicants in applying for a Trader's Permit.
- As part of the review in 2020, City Officers sought feedback from local sporting clubs to gauge their interest and support for mobile food traders to trade at reserves during sporting events. The feedback highlighted that some sporting clubs were in favour of mobile food trading whilst some were opposed.
- **It was identified that many sporting clubs are financially reliant on their canteen sales and subsequently expressed concern over the financial impact of competing with mobile food traders during the sporting season.**

# Current Trader's Permit

In alignment with the City's Mobile Food Trading Guidelines, 'My Coffee Cat' has a Trader's Permit subject to compliance with the following conditions:

1. Trading is permitted at Wilson Park (Corner of Kooyong Road & Gerring Court) 128 Kooyong Road RIVERVALE 6103.
2. Trading must comply with the City of Belmont Consolidated Local Law 2020.
3. Trading must comply with conditions of the Food Business Registration issued by the City of Belmont.
4. Authorised date of trade is 7am to 1pm daily - 1st August 2021 - 31st July 2022. No trading permitted during Netball season

*Note: Point 4 of the permit conditions restricts My Coffee Cat from trading on the Association's competition days for **the current season which runs between 30 April 2022 to 17 September 2022 (not including school holidays and long weekends)**. My Coffee Cat can trade on three Saturdays coinciding with the July School Holidays and one Saturday over the WA Day long weekend.*

# Location

- The petition refers to Wilson Park, in particular the area closest to the corner of Kooyong Road and Gerring Court.
- Traders are required to obtain a written letter of endorsement from the relevant sporting club committee where proposed trading times coincide with sporting club activities.
- The proximity of My Coffee Cat (a commercial business) operating approximately 45 metres from the Association's canteen was a consideration when approving the current Trader's Permit.



# Considerations

- Whilst the City acknowledges the social value that mobile food traders can offer to the community, it also recognises that sporting clubs rely heavily on fundraising through canteen sales for their ongoing sustainability.
- The Mobile Food Trader Guidelines were revised specifically to address the potential negative impact mobile traders could have on sporting clubs and in particular their ability to fundraise at sporting activities.
- The Guidelines remain an effective means to ensure the City's local sporting clubs are consulted prior to issuing Food Traders Permits.

# Recommendation

## **That Council:**

- 1. Receive the petition on behalf of the petitioners requesting My Coffee Cat be given permission to continue to trade at Wilson Park on Saturday mornings during the Netball season.**
- 2. Reject the petition request for Council to amend Condition 4 (authorised dates of trade) of the Traders Permit for 'My Coffee Cat' (registration licence 6/2021/TRADER), prior to the expiry date of 31st July 2022 due to the negative financial impact that trading on competition days has on the Belmont Netball Association.**
- 3. Continue to implement the City of Belmont Mobile Food Trader Guidelines as best practice.**



## City of Belmont

215 Wright Street, Cloverdale WA 6105

Locked Bag 379, Cloverdale WA 6985

Open 8:30am - 4:45pm, Monday - Friday

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[belmont@belmont.wa.gov.au](mailto:belmont@belmont.wa.gov.au)

[belmont.wa.gov.au](http://belmont.wa.gov.au)





# CITY OF BELMONT

Date: 20 April 2021  
Version No. 2

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Name	Lisa Hollands
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Address	2 Miller Avenue Redcliffe
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Business, Organisation or Group (if presenting on behalf of)	
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Agenda Briefing Forum Date:	17 May 2022	Report Item No. referred to:	12.7
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*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.*

As a resident policy changes affect me personally including the tree. CCTV and policies that affect finances.

Additional space provided overleaf for Submission/Deputation – Please tick box if continued overleaf

# CITY OF BELMONT

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## Public Submission Time and Deputation Proforma Continued


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## **7 Matters for which the meeting may be closed**

**8.37pm** Having declared a Direct Financial Interest in Item 7.2 Staff Matter - Chief Executive Officer Contract Renewal, the Chief Executive Officer departed the meeting.

**Note:**

The Presiding Member advised that in accordance with Section 5.23(2)(a) of the Local Government Act 1995 in order to discuss Confidential Item 7.1 Staff Matter - Chief Executive Officer Interim Review 2021-2022 and Confidential Item 7.2 Staff Matter - Chief Executive Officer Contract Renewal, Council would need to go behind closed doors.

**8.38pm** Davis moved, Bass seconded that in accordance with Section 5.23(2) of the Local Government Act 1995, the meeting proceed behind closed doors to discuss Confidential Item 7.1 - Staff Matter - Chief Executive Officer Interim Review 2021-2022 and Confidential Item 7.2 - Staff Matter - Chief Executive Officer Contract Renewal

**Carried 9 votes to 0**

**8.38pm** The Presiding Member requested that all members of the gallery and Officers, with the exception of the Manager People and Culture and the Senior Governance Officer depart the meeting.

**Note:**

Six members of the public in the gallery departed the meeting.

**8.38pm** The Director Development and Communities, Director Infrastructure Services, Manager City Facilities and Property and the Acting Coordinator Marketing and Communications departed the meeting and did not return.

**8.38pm** The Governance Officer departed the meeting.

## 7.1 Staff Matter - Chief Executive Officer Interim Review 2021-2022

**Note:** The Chief Executive Officer and Manager People and Culture declared an interest that may affect impartiality in Item 7.1 Staff Matter - Chief Executive Officer Interim Review 2021-2022.

<b>OCM Item 14.1 Staff Matter - Chief Executive Officer Interim Review 2021-2022</b>
<b>Deputation Presentation</b>
Nil.
<b>Officer Presentation</b>
Nil.
<b>Notes from Forum</b>
Nil.
<b>Further Information to be Provided</b>
Nil.

## 7.2 Staff Matter - Chief Executive Officer Contract Renewal

**Note:** The Chief Executive Officer declared a Direct Financial Interest in Item 7.2 Staff Matter - Chief Executive Officer Contract Renewal.

The Manager People and Culture declared an interest that may affect impartiality in Item 7.2 Staff Matter - Chief Executive Officer Contract Renewal.

<b>OCM Item 14.2 Staff Matter - Chief Executive Officer Contract Renewal</b>
<b>Deputation Presentation</b>
Nil.

**OCM Item 14.2  
Staff Matter - Chief Executive Officer Contract Renewal**

**Officer Presentation**

Nil.

**Notes from Forum**

Nil.

**Further Information to be Provided**

Nil.

**8.39pm** Rossi moved, Carter seconded, that the meeting again be open to the public.

**Carried 9 votes to 0**

**8.39pm** The meeting came out from behind closed doors.

**8.39pm** The Chief Executive Officer and Governance Officer returned to the meeting. No members of the public returned to the meeting.

## **8 Closure**

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 8.39pm.