

Agenda Briefing Forum

Matrix

18 April 2023

BELMONT
CITY OF OPPORTUNITY



CITY OF BELMONT

Agenda Briefing Forum

Matrix

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18 April 2023

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Tabled Attachments Index

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 (12.4) refers

Councillors 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 Chambers, City of Belmont Civic Centre, 215 Wright Street, Cloverdale on Tuesday 18 April 2023 commencing at 7.01pm.

Matrix

Present

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

In attendance

Mr J Christie	Chief Executive Officer
Mr S Downing	Director Corporate and Governance
Ms J Gillan	Director Development and Communities
Mr J Bidwell	Acting Director Infrastructure Services
Ms A Bird	Manager Governance, Strategy and Risk
Ms S Jessop	Manager Finance
Ms G Carter-Nguyen	Manager PR and Stakeholder Engagement
Mr A Bott (dep 8.05pm)	Acting Manager Planning Services
Ms M Lymon	Governance and Compliance Adviser
Ms M Phillips	Governance Officer

Members of the gallery

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

I Official Opening

7.01pm 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 Carter to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers. Cr Carter 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 M Bass (apology)

East Ward

Cr G Sekulla (leave of absence)

West Ward

Ms M Reid (apology)

Director Infrastructure Services

3 Declarations of interest that might cause a conflict

3.1 Financial Interests

Nil.

3.2 Disclosure of interest that may affect impartiality

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Cr D Sessions	12.1 - Development Application for 12 Multiple Dwellings (Double Storey) - Lot 7 (298) and 9 (300) Acton Avenue, Kewdale	The landowner's son is on a football team that I manage.

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

4.1 Announcements

Nil.

4.2 Disclaimer

7.04pm 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

7.05pm The Presiding Member opened the period allotted for Public Submission Time and drew the gallery's attention to the Rules for Public Submission Time.

7.05pm The Presiding Member closed Public Submission Time as no submissions were received.

6 Ordinary Council Meeting Agenda for meeting to be held on 26 April 2023

6.1 Agenda items for review

Cr Sessions disclosed at Item 3 of the Programme "Disclosure of Interest" an Impartiality Interest in the following item in accordance with Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021*.

OCM Item 12.1

Development Application for 12 Multiple Dwellings (Double-Storey) - Lot 7 (298) and 9 (300) Acton Avenue, Kewdale

Deputation Presentation

Mr J Ng spoke against the Officer Recommendation.

(Refer Tabled Attachment 6.1.1 for further information).

Mr L Ball spoke against the Officer Recommendation.

(Refer Tabled Attachment 6.1.2 for further information).

Officer Presentation

The Acting Manager Planning Services provided a presentation which included the following:

- Location Plan
- Extract from Local Planning Scheme Map showing Zoning of Subject Site and Surrounding Zonings
- Aerial of Subject Site
- Overview of Proposed Development

OCM Item 12.1

Development Application for 12 Multiple Dwellings (Double-Storey) - Lot 7 (298) and 9 (300) Acton Avenue, Kewdale

- Consultation
- Design Review Panel
- Assessment Framework
- Setbacks
- Privacy
- Bin Store and Boundary Treatment
- Plot Ratio
- Summary

(Refer Tabled Attachment 6.1.3 for further information).

Notes from Forum

- The element objective of the Residential Design Codes Volume 2 is meeting the acceptable 2m setback or by meeting the design guidelines, either is appropriate.
- There is a small section of the carport that has a nil setback, that setback does turn into a 1.4m setback further along the carport.
- The plans submitted do not show the verge being used as a carpark. The plans show where parking is permitted and the City can liaise with the strata if parking on the verge becomes a problem. The Strata will be responsible for the verge and a street tree is proposed.
- Parking is set out by the Design Codes as a minimum requirement and this proposal is compliant with the Codes. The City is bound by the standards set out by the State. The City has made submissions to the State regarding parking allowances but is bound by the State.
- The entries from Acton Avenue are not vehicle entrances.
- The frontage of the block on Acton Avenue is approximately 40m with an 8m truncation, Charlton Road section is 27.43m to the truncation.
- On page 50 of the agenda there is a marked-up version of the submitted plan that shows the area of the back fence that will be bricked, and the remaining section will be a more traditional style fence.
- Under condition three, the minimum height of the masonry wall will be 2m, to the satisfaction of the City.
- The applicant has provided a traffic plan and it shows this development will have low impact on traffic.
- The applicant has applied for access from Charlton Road therefore if Councillors wanted an amendment for access to be from Acton Avenue, Council would be effectively refusing or deferring the application. The applicant would have a right to an appeal through SAT due to timelines. There would need to be appropriate reasons for refusing or deferring. This has already been considered by the Design Review Panel who consider it a good quality design.
- The bottom half of the second story windows are opaque up to 1.6m from floor level which is the accepted standard. On the plan, windows with "V"

OCM Item 12.1

Development Application for 12 Multiple Dwellings (Double-Storey) - Lot 7 (298) and 9 (300) Acton Avenue, Kewdale

marked on them indicate that the windows can open, bathroom or toilet windows are openable because they are not habitable rooms.

- The purchasers of these properties are obligated to comply with the landscaping conditions. There may be recourse between the purchaser and the developer if the landscaping does not meet the conditions and this becomes a compliance issue. If trees die, the current owners at the time will be contacted by the City and told they need to replace the tree. The City will provide them with education and recommend an appropriate tree.
- The bin storage area is walled in, with the top portion open. The City took guidance from WALGA waste disposal guidelines and this design allows for ventilation which stops odours becoming concentrated.
- The submitted plan has the tap for bin cleaning just inside the bin storage area, as the drainage grate under the storage area drains to the sewer.
- The text on page 38 of the agenda which refers to element objective 2.4.3 relates to the proposed retention of the citrus tree on the boundary. That condition of incorporating it into landscaping plan was included so the retention could be further investigated through the landscaping plan. If the tree cannot be retained the applicant will need to provide an alternative for landscaping in lieu of that tree.
- Deep soil is a requirement under Volume 2 of the Design Codes and is anywhere that medium or large trees can be planted. This site contains deep soil along the Acton Avenue and Charlton Road frontages where proposed trees are to be planted.
- There are 17 car bays in total, 14 for residents and three for visitors.
- The bulk of the dividing fence is proposed to be 1.8m high and for residential context that meets the standards. One section is recommended at 2m and of masonry.
- There are no line markings in the cul-de-sac to stop parking although this is straightforward to implement. It is illegal to park on a cul-de-sac head, Rangers should be notified and they will take action.
- The City's interpretation of the plan is it will be a sliding gate.

Further Information to be Provided

- The Acting Manager Planning Services undertook to investigate how many bins will be on this site.

8.05pm The Acting Manager Planning Services departed the meeting and did not return.

**OCM Item 12.2
Statutory Review Delegation Register**

Deputation Presentation

Nil.

Officer Presentation

Nil.

Notes from Forum

Nil.

Further Information to be Provided

Nil.

**OCM Item 12.3
Proposed Differential Rates for 2023-2024**

Deputation Presentation

Nil.

Officer Presentation

Nil.

Notes from Forum

Nil.

Further Information to be Provided

Nil.

OCM Item 12.4
Annual Electors' Meeting Minutes - 8 March 2023

Deputation Presentation

Ms J Gee spoke against the Officer Recommendation.

(Refer Tabled Attachment 6.1.4 for further information).

Officer Presentation

Nil.

Notes from Forum

Nil.

Further Information to be Provided

- The Acting Director Infrastructure Services undertook to investigate how many parking bays were available at the previous Senior's Centre.

OCM Item 12.5
Accounts for Payment - March 2023

Deputation Presentation

Nil.

Officer Presentation

Nil.

Notes from Forum

Nil.

**OCM Item 12.5
Accounts for Payment - March 2023**

Further Information to be Provided

- The Manager Governance, Strategy and Risk undertook to investigate the \$8,322.99 spent on advertising for Seek on page 261 of the agenda.

**OCM Item 12.6
Monthly Activity Statement for March 2023**

Deputation Presentation

Nil.

Officer Presentation

Nil.

Notes from Forum

Nil.

Further Information to be Provided

- The Director Corporate and Governance undertook to investigate the reduction in a full-time position to 0.4 due to AI/Automation technology on page 270 of the agenda.

From: no-reply@belmont.wa.gov.au
Sent: Mon, 17 Apr 2023 09:31:53 +0800
To: "Belmont" <Belmont.Belmont@belmont.wa.gov.au>
Subject: Public Submission Time and Deputation Proforma



**City of
Belmont**

Hi Governance Team,

You have a new public submission or deputation from J. Ng for the 18/4/2023 Meeting.

PublicSubmissionDeputationID	10
Form inserted	17/04/2023 9:31:04 AM
Form updated	17/04/2023 9:31:04 AM
Date of Meeting	18/4/2023
First name	J.
Last name	Ng
Address	1/296 Acton Avenue Kewdale
Business, organisation or group (if presenting on behalf of)	
Please indicate what type of presentation will be made	Deputation
Please tick to indicate if your submission or deputation is in support or opposition to the Officer Recommendation	Oppose
Agenda item number	12.1 on the Ordinary Council Meeting Agenda Report 26/4/23
Enter your submission/deputation	Dear Mayor and Councillors, In relation to the DA 496/2022 it is noted that the R-codes Acceptable Outcomes specify a minimum of 2.0m side setback to an adjacent property boundary. The set back from the proposed 2 storey apartment (No. 6 and No. 12), is thus non-compliant with this requirement, being only 1.2m to 1.7m from the boundary fence adjacent to my property. The decreased setback will result in increased noise, odour and light pollution from the residents in the ground

and upper floor of the proposed two storey apartment, thus negatively affecting the amenity and liveability of my property. My objections to this have not been addressed in the planning report item 12.1. Whilst the proposed upper story apartment 12, windows are all to be obscured glazing, to address the privacy concerns they will not provide an effective level of screening, as it is noted the windows can be opened and can thus look directly into my windows, living areas and outdoor areas. My objections to this have not been adequately addressed in the planning report item 12.1. For the above reasons the compliance with the minimum 2m set back from the side boundary fence adjacent to my property should be met, in addition to the obscured glazing of all the upper apartment unit 12 windows, which should be fixed windows that cannot be opened. It would be more appropriate if all the windows on the proposed upper apartment 12, should be removed from the design as it currently stands as they overlook into my property. There is also much more, empty and verge space on the North-Eastern side adjacent to Charlton Road, of the proposed development for it to be positioned across to that side, to meet the minimum R-Code 2m side setback from the boundary fence next to my property on the North-Western side. This has not been considered in the planning report. The current DA 496/2022 has 9 objections and zero agreement submissions submitted from the neighbours affected. The current development as it stands is too large and does not fit the character of the area, should be restricted to single storey dwellings of units to meet the amenity and privacy requirements of the existing neighbours. Thus, can I please ask that the council take another look at this application and permanently reject it as it currently stands. Thankyou

reCAPTCHA

Thanks,

City of Belmont



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	Lester Ball
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Address	6 CHARLTON Rd Wendle
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Business, Organisation or Group (if presenting on behalf of)	
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Agenda Briefing Forum Date:	18/4/23	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 don't agree with over Papadating small streets with too many units causing a slum no room to allow this amount of traffic in this area. Council will not administer this, they will not inspect for compliance or enforce it, we had purchase in this area to live in a slum.

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.

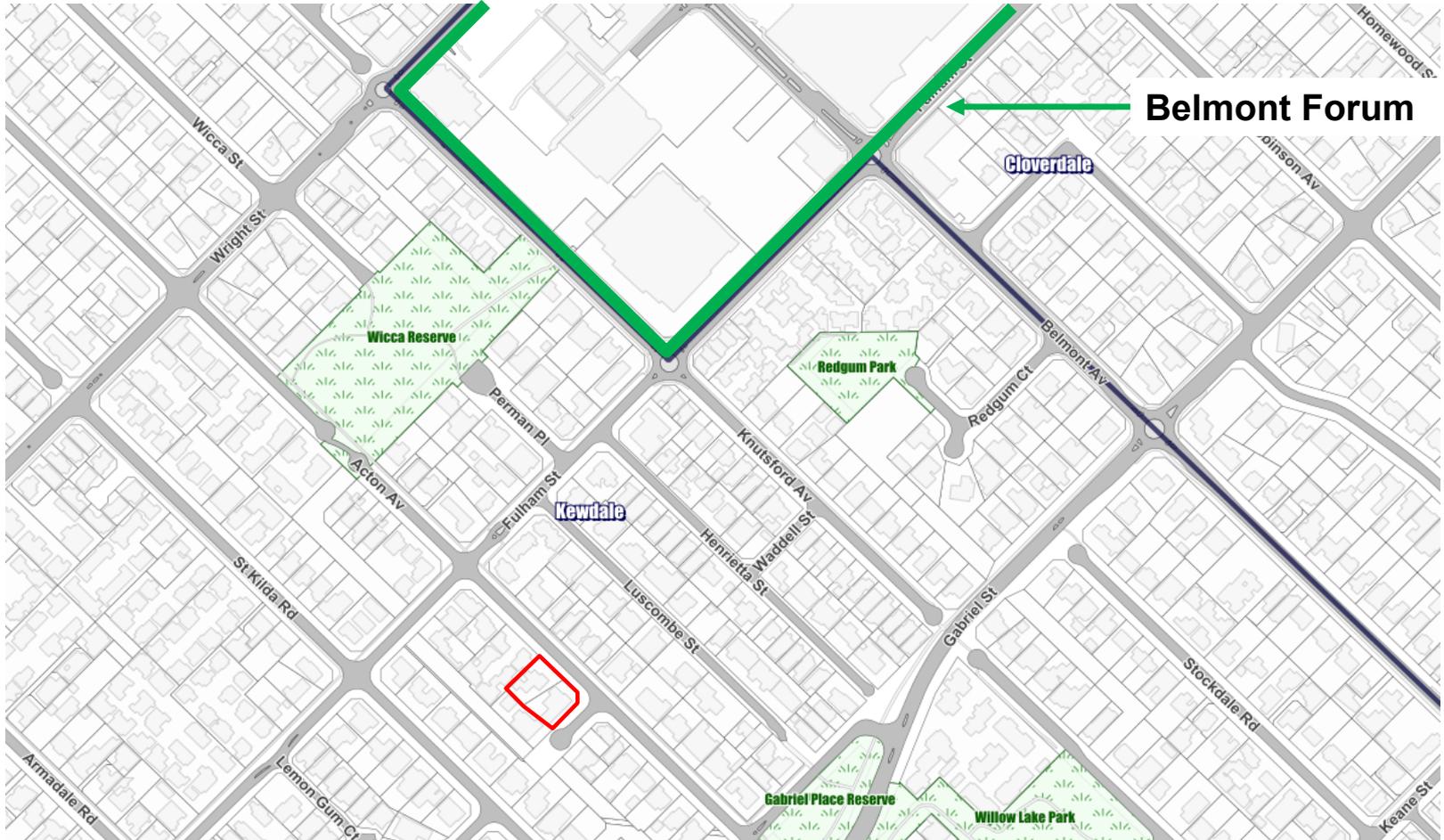
Rules for Agenda Briefing Forum Public Submission Time and Deputations

<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>
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CITY OF BELMONT
Development Application for
12 Multiple Dwellings – Lots
7 and 9 (298 - 300) Acton
Avenue, Kewdale



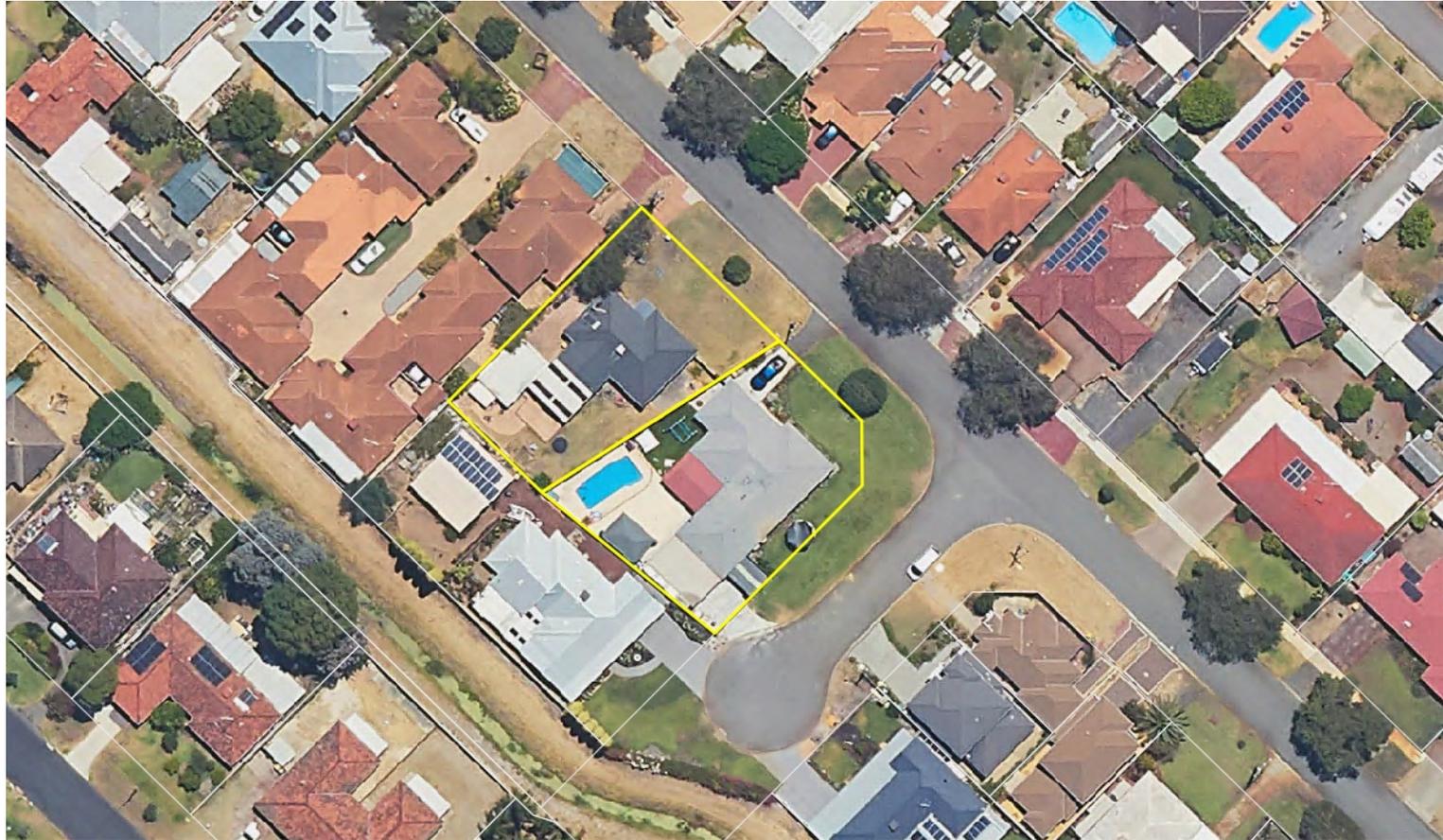
Location Plan



Extract from Local Planning Scheme Map Showing Zoning of Subject Site and Surrounding Zonings



Aerial of Subject Site



Overview of Proposed Development

- 12 multiple dwelling units in a two-storey building at R40 density.
- A total of 15 car parking bays, consisting of 12 bays for residents and 3 bays for visitors.
- Access to the site and car parking areas provided via a 6m wide driveway from Charlton Road.
- Dedicated pedestrian entry adjacent to the driveway.
- Landscaping – Including 12 trees within the courtyards of the ground floor units and a central communal open space for the planting of five small/medium sized trees. Also includes landscaping in setbacks area.

Consultation

- Advertised twice, from 13 Jan 2023 to 27 Jan 2023, and 21 Feb 2023 to 7 Mar 2023.
- Five submissions were received during the second advertising period.
- Relevant issues raised in submissions include:
 - Overlooking concerns.
 - Impact on character of the street.
 - Overshadowing of adjoining properties and restriction of direct sunlight and airflow.
 - Increased traffic
 - Potential odours from bins storage area.
 - Noise and dust caused by vehicles during the construction stage.

Design Review Panel

- Design Review Panel is an independent expert panel.
- Received a score of 8 greens, indicating a positive evaluation.
- Orange scores addressed by:
 - Revised landscaping plan;
 - Screening of bedroom windows from the communal area by landscaping;
 - Ensure construction code compliance for balcony balustrades.

Design Evaluation Principle:	Quality	Design Panel Meeting	Review Score –
Principle 1 – Context & character			Green
Principle 2 – Landscape quality			Orange
Principle 3 – Built form & scale			Green
Principle 4 – Functionality and build quality	4 –		Green
Principle 5 – Sustainability	5 –		Green
Principle 6 – Amenity			Orange
Principle 7 – Legibility			Green
Principle 8 – Safety			Orange
Principle 9 – Community			Green
Principle 10 – Aesthetics			Green

Assessment Framework

- Residential Design Codes Volume 2 applies to this development proposal.
- Volume 2 is a merit-based assessment approach. Evaluates proposals against objectives rather than fixed requirements.
- Merit-based policies encourage tailored and context-sensitive design solutions.
- While it can achieve improved results, merit-based assessment may be challenging for those who are not familiar with such planning and design concepts.
- Acknowledging that merit-based assessment may be challenging for members of the public to interpret, all submissions received during the consultation period have been carefully considered in the assessment.

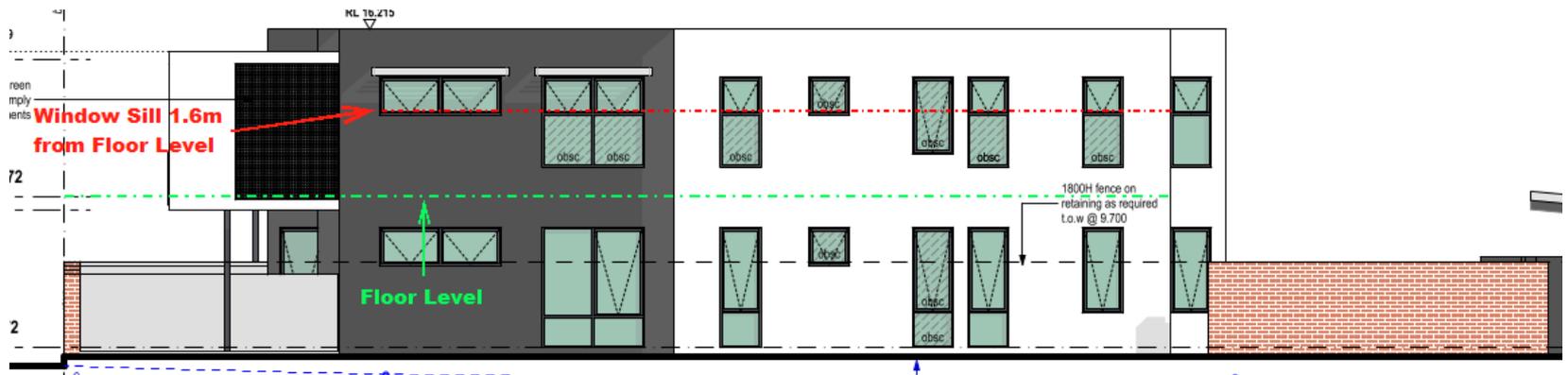
Setbacks

- Objectives of the R-Codes are achieved.
- Setbacks provide adequate separation distances.
- Facilitate deep soil areas for landscaping.
- Street setbacks have facades that engage the public realm.
- Overshadowing is within acceptable limits.



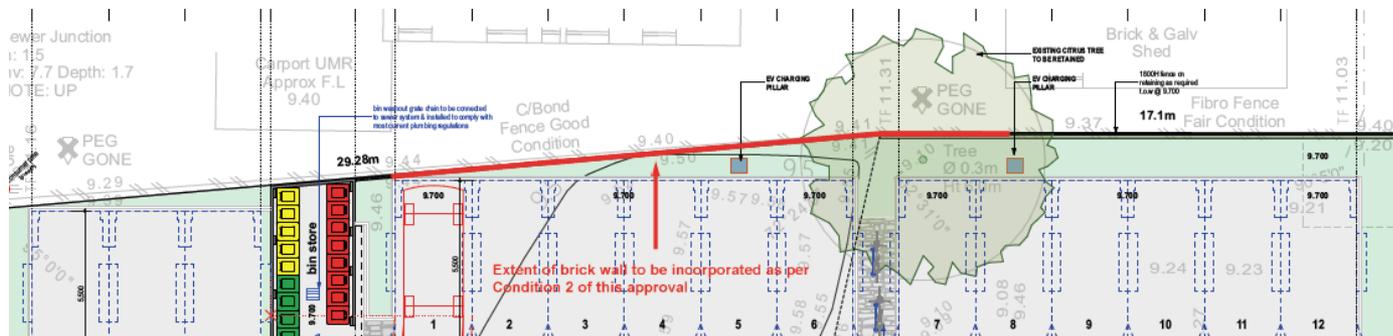
Privacy

- The relevant Element Objective is met as the proposal is consistent with the Design Guidance.
- Incorporates obscure glazing up to 1.6m above floor level.
- Habitable room windows are unopenable below 1.6m.
- Clear glazing and openable sections are permitted above 1.6m



Bin Store and Boundary Treatment

- A submission raised concerns about odour from the bin store and potential noise from vehicles in the carport.
- Bin Store
 - Meets relevant WALGA guidelines as it is ventilated.
 - Has a hose tap for cleaning bins.
 - Local law has mechanism to deal with offensive odours.
- Noise:
 - Multiple dwelling land use is residential in nature.
 - The noise generated will not exceed that expected in a residential area.
 - However, 5 Charlton could potentially be impacted by noise associated with the parking spaces.
 - Recommend this be mitigated by a condition for a masonry wall for portion of the boundary.
 - This portion aligns with the dwelling at 5 Charlton.



Plot Ratio

Plot Ratio Area

- Plot Ratio is a planning term used to describe the amount of floor space built on a site, in relation to the site's total land area.
- Minor variation to plot ratio.
- Element objective of the R-Codes is achieved as:
 - Building bulk is acceptable.
 - Height is 6.7m, which is below the 8m allowed for a single house or group dwelling on the site
 - The proposed development is consistent with the siting and scale of five grouped dwellings.
 - Incorporates landscaping and tree planting that complements the materials of the building.
- The extra floor area has been used to increase the size of the units above the minimum specification and not used to seek extra units on the site
- Having units above the minimum specification improves liveability and can appeal to a broader range of potential residents.

Summary

- The proposal is considered consistent with the objectives of LPS 15 and Element Objectives of the R-Codes.
- Officers recommend approval subject to conditions.



City of Belmont

215 Wright Street, Cloverdale WA 61059477 7222

Locked Bag 379, Cloverdale WA 6985 (A/H) 9477 7224

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

belmont@belmont.wa.gov.au

belmont.wa.go.au



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	Janet Gee
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Address	2/97 Gabriel St Clarendale
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Business, Organisation or Group (if presenting on behalf of)	BRRA6
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Agenda Briefing Forum Date:	17/4/2023	Report Item No. referred to:	12.4.
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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 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.

Support for BRRA6 MOTIONS
Not being raised w/out individual
assessment.

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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'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>
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7 Matters for which the meeting may be closed

Nil.

8 Closure

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 8.15pm.