



# City of Belmont

## AGENDA BRIEFING FORUM

Dear Councillor

I respectfully advise that an **AGENDA BRIEFING FORUM** will be held on **Tuesday, 19 May 2020**, commencing at 7.00pm.

**This meeting will be held electronically in accordance with Regulation 14D(2)(a) of the *Local Government (Administration) Regulations 1996***

Due to the State of Emergency declared in Western Australia on 15 March 2020 and the subsequent government directives with regard to public gatherings, this meeting will be held by electronic means only. The public are unable to attend this meeting.

Public submissions and depositions may be submitted via email to [belmont@belmont.wa.gov.au](mailto:belmont@belmont.wa.gov.au) by noon on the business day prior to the meeting. Further information and relevant forms are available on the City's website [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au)

### MEETING PROGRAMME ATTACHED

Yours faithfully

**PP JOHN CHRISTIE**  
**CHIEF EXECUTIVE OFFICER**

15 May 2020



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☞ PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING ☜

*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.*

*Any statement, comment or decision made at a Council meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.*

*Any person or entity who has an application before the City must obtain, and should only rely on, written notice of the City's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council meeting.*

*Any advice provided by an employee of the City on the operation of a written law, or the performance of a function by the City, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the City. Any advice on a matter of law, or anything sought to be relied upon as a representation by the City should be sought in writing and should make clear the purpose of the request.*



**City of Belmont**  
**AGENDA BRIEFING FORUM**  
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**Councillors are reminded to retain the attached  
Ordinary Council Meeting Agenda (inclusive of the OCM Attachments)  
for deliberation at the meeting scheduled for 26 May 2020**

**PURPOSE OF AGENDA BRIEFING FORUM**

*The purpose of this forum is to provide an opportunity for Councillors to ask questions and obtain additional information in respect to reports and items on the attached Council Agenda. It is not a decision making forum, nor is it open for debate on matters. Members of the public are able to make submissions or present deputations in respect to matters on the Council agenda at this forum, prior to matters being formally deliberated upon at the next Ordinary Council Meeting.*

**1. OFFICIAL OPENING**

The Presiding Member will read aloud the Acknowledgement of Country.

***Before I begin I would like to acknowledge the traditional owners of the land on which we are meeting today, the Noongar Whadjuk people, and pay respect to Elders past, present and future leaders.***

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

**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 the efficient, effective and orderly decision making within this forum.***

**2. APOLOGIES AND LEAVE OF ABSENCE**

**3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT**

*Councillors/Staff are reminded of the requirements of s5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the City's Code of Conduct.*

**3.1 FINANCIAL INTERESTS**

*A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.*

*Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.*

<b>Name</b>	<b>Item No and Title</b>	<b>Nature of Interest (and extent, where appropriate)</b>

### 3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY

*Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member/employee is also encouraged to disclose the nature of the interest. The employee/member must consider the nature and extent of the interest and whether it will affect their impartiality. If the member/employee declares that their impartiality will not be affected then they may participate in the decision making process.*

Name	Item No and Title	Nature of Interest (and extent, where appropriate)

## 4. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

### 4.1 ANNOUNCEMENTS

### 4.2 DISCLAIMER

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## 5. PUBLIC SUBMISSION TIME

### **Definitions**

**'Submission'** is defined as a presentation made to Council by an individual member of the public, who can demonstrate that they are affected (whether adversely or favourably) by a matter on the Ordinary Council Meeting Agenda. A submission may be made at this time in accordance to the Rules of Public Submission Time and Deputations. As this meeting is to be held electronically, submissions are to be provided in writing before 12 noon on the business day prior to the Agenda Briefing Forum.

**'Deputation'** is defined as a presentation made to Council 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 Ordinary Council Meeting Agenda. A deputation will cause the relevant agenda item to be reviewed by Council, at which time a presentation can be made in accordance to the Rules of Public Submission Time and Deputations. As this meeting is to be held electronically, submissions are to be provided in writing before 12 noon on the business day prior to the Agenda Briefing Forum.

**Rules for Public Submission Time and Deputations**

- 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.*
- b) *Members of the public are required to provide submissions/deputations in a written format on the State of Emergency – Public Submissions & Deputation Form before 12 noon on the business day prior to the Agenda Briefing Forum while the meetings are being conducted electronically.*
- c) *Only submissions/deputations that relate to a specific item of the Council agenda will be accepted.*
- d) *The Presiding Member has the discretion of accepting or rejecting a submission or deputation.*
- 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.*
- f) *Public Submission Time is set for a period of 30 minutes, and will terminate earlier if all submissions have been presented.*
- g) *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. Each person shall be provided a maximum three minute time limit to be read by the Mayor.*
- h) *Deputations will be made at the time the matter subject to the deputation is reviewed by Council. The time for a deputation, including interaction from Councillors, is not to exceed 15 minutes.*
- i) *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.*
- j) *A submission/deputation may include a request for the tabling of documents where these are relevant to an issue before Council.*
- k) *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.*

**6. ORDINARY COUNCIL MEETING AGENDA FOR MEETING TO BE HELD 26 MAY 2020**

**6.1 AGENDA ITEMS FOR REVIEW**

To access the agenda items, please view the reports detailed in the Ordinary Council Meeting Agenda of [26 May Ordinary Council Meeting](#).

**7. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**8. CLOSURE**