



Shire of
Peppermint Grove

AGENDA BRIEFING FORUM

DRAFT AGENDA

The draft agenda submitted to this Forum is subject to change and should not be read as the final Agenda to the next Ordinary Council Meeting. The final Agenda will be placed on the Shire's website on the Friday before the Scheduled meeting. Council does not make determinations at the Agenda Briefing forum.

TO BE HELD ON
TUESDAY 12 APRIL 2022
AT
5.30 PM



Shire of
Peppermint Grove

NOTICE OF MEETING

Dear Councillor

It is advised that the **AGENDA BRIEFING FORUM** will be held in the Council Chamber of the **Shire of Peppermint Grove**, 1 Leake Street, Peppermint Grove, on **12 APRIL 2022**, commencing at 5.30 pm.

MEETING AGENDA ATTACHED

Yours faithfully

A handwritten signature in black ink, appearing to read 'Don Burnett', is written over a light blue horizontal line.

Mr Don Burnett
CHIEF EXECUTIVE OFFICER

8 April 2022

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Peppermint Grove**TABLE OF CONTENTS**

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Shire of
Peppermint Grove

AGENDA BRIEFING FORUM AGENDA

1 DECLARATION OF OFFICIAL OPENING

At ____ pm, the Shire President declared the meeting open and requested the recording of attendance and apologies.

Council recognises that it is permissible to record the Shire's Council and Forum Meetings in the written, sound, vision medium (or any combination of the mediums) when open to the public, however, people who intend to record meetings are requested to inform the Presiding Member of their intention to do so.

2 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

2.1 ATTENDANCE

Shire President
Deputy Shire President
Elected Member
Elected Member
Elected Member
Elected Members
Elected Member

Cr R Thomas
Cr C Hohnen
Cr D Horrex
Cr K Farley
Cr P Macintosh
Cr P Dawkins
Cr D Jackson

A/CEO Manager Infrastructure Services
Manager Development Services
Manager Corporate Services & Community Services

Mr D Norgard
Mr J Gajic
Mr M Costarella

Gallery _____ Members of the Public
 _____ Members of the Press

2.2 APOLOGIES

Chief Executive Officer

Mr D Burnett

2.3 LEAVE OF ABSENCE

2.4 NEW REQUEST FOR LEAVE OF ABSENCE

3 DELEGATIONS AND PETITIONS

3.1 DELEGATIONS

NIL

3.2 PETITIONS

NIL

3.3 PRESENTATIONS FROM THE PUBLIC

4 PUBLIC QUESTION TIME

The Presiding Member will open council for public question time by asking the gallery if there were any questions or deputation for council.

- The Agenda
- Question to Council Forms and
- Deputation Forms

Have been placed at the end of the Council Meeting table in front of the public gallery, for the public, as well as on the Shire Webpage.

In the event there are no public members present, the Presiding Member will dispense with Public Question Time.

Rules for Council Meeting Public Question Time

- Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.*
-
- During the Special Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.*
- Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.*
- All questions should be directed to the President and only questions relating to matters affecting Council may be answered at an Ordinary meeting, and at a Special meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting, at the discretion of the President.*
- The person presiding will control Public Question Time and ensure that each person wishing to ask a question should state his or her name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated. In general, persons seeking to ask a question will be given 2 minutes within which to address their question to the Council. The person presiding may shorten or lengthen this time in their discretion.*

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE FROM A PREVIOUS MEETING

NIL

4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

4.3 DEPUTATIONS OF THE PUBLIC

5 DECLARATIONS OF INTEREST

Councillors / Staff are reminded of the requirements of section 5.65 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 Shire's Code of Conduct. Councillors / staff are required to submit declarations of interest in writing on the prescribed form.

5.1 FINANCIAL INTEREST

A declaration under this section 5.60 of the Act 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.

5.2 PROXIMITY INTEREST

A declaration under this section 5.60 of the Act 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.

5.3 IMPARTIALITY INTEREST

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 member / employee 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.

5.4 INTEREST THAT MAY CAUSE A CONFLICT

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 member / employee 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.

5.5 STATEMENT OF GIFTS AND HOSPITALITY

Councillors and staff are required (Code of Conduct), to disclose gifts and acts of hospitality which a reasonable person might claim to be a conflict of interest. Gifts and acts of hospitality which exceed that amount of prescribed by regulation are to be recorded in the Councils Gift Register.

6 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Written announcements by the Presiding Member or important forthcoming functions to be tabled at this point. The Presiding Member may, at their discretion, wish to make verbal announcements.

7 CONFIRMATION OF MINUTES

Nil adoption of Minutes at this Forum.

8 OFFICER REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

- 8.1.1 Development Application – 430 (Lot 28-29) Stirling Highway, Peppermint Grove – Partial Demolition & Heritage Additions & Restoration of Category 1 Roman Catholic Church Hall

ORDINARY COUNCIL MEETING ITEM TITLE	Development Application – 430 (Lot 28-29) Stirling Highway, Peppermint Grove – Partial Demolition & Heritage Additions & Restoration of Category 1 Roman Catholic Church Hall
OFFICER	Joel Gajic, Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	
OUTCOME OF DISCUSSION	

8.2 MANAGER INFRASTRUCTURE SERVICES

NIL

8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

8.3.1 Financial Statements February 2022

***Due to end of month processing and the cut off dates for agenda reports, this report will be included in the FINAL Ordinary Council Agenda 22 February 2022.**

8.3.2 Accounts Paid March 2022

ORDINARY COUNCIL MEETING ITEM TITLE	Accounts Paid March 2022
OFFICER	Michael Costarella, Manager Corporate & Community Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	
OUTCOME OF DISCUSSION	

8.4 CHIEF EXECUTIVE OFFICER REPORTS

8.4.1 Matters for Information and Noting

ORDINARY COUNCIL MEETING ITEM TITLE	Matters for Information and Noting
OFFICER	Don Burnett, Chief Executive Officer
DELEGATION	Nil
DISCLOSURE OF INTEREST	
OUTCOME OF DISCUSSION	

8.5 COMMITTEE REPORTS

NIL

9 NEW BUSINESS OF AN URGENT NATURE

10 MOTIONS ON NOTICE

(Automatically sent back to Administration for consideration at the next Council meeting)

11 CONFIDENTIAL ITEMS OF BUSINESS

NIL

12 CLOSURE

At ____ pm, there being no further business the meeting closed.