



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 14 DECEMBER 2021**  
AT  
**5.30 PM**



# Shire of Peppermint Grove

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 **14 DECEMBER 2021**, commencing at 5.30 pm.

## MEETING AGENDA ATTACHED

Yours faithfully

**Mr Don Burnett**  
**CHIEF EXECUTIVE OFFICER**

**10 December 2021**

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Shire of  
Peppermint Grove

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Shire of  
Peppermint Grove

## AGENDA BRIEFING FORUM AGENDA

### 1 DECLARATION OF OFFICIAL OPENING

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

Chief Executive Officer  
Manager Development Services  
Manager Infrastructure Services  
Manager Corporate Services & Community Services

Mr D Burnett  
Mr R Montgomery  
Mr D Norgard  
Mr M Costarella

**Gallery**     \_\_\_\_\_ Members of the Public  
                  \_\_\_\_\_ Members of the Press

#### 2.2 APOLOGIES



## **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 Draft Heritage Conservation Grants Scheme – Guidelines

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Draft Heritage Conservation Grants Scheme – Guidelines
<b>OFFICER</b>	Ross Montgomery, Manager Development Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	
<b>OUTCOME OF DISCUSSION</b>	

### 8.2 MANAGER INFRASTRUCTURE SERVICES

NIL

### 8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

#### 8.3.1 Financial Statements November 2021

**\*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 26 October 2021\***

#### 8.3.2 Accounts Paid November 2021

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Accounts Paid November 2021
<b>OFFICER</b>	Michael Costarella, Manager Corporate & Community Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	
<b>OUTCOME OF DISCUSSION</b>	

## 8.4 CEO / MANAGEMENT / GOVERNANCE / POLICY

### 8.4.1 Local Government Reform

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Local Government Reform
<b>OFFICER</b>	Don Burnett, Chief Executive Officer
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	
<b>OUTCOME OF DISCUSSION</b>	

### 8.4.2 Budget reallocation for CAPEX Projects

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Budget reallocation for CAPEX Projects
<b>OFFICER</b>	Don Burnett, Chief Executive Officer
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	
<b>OUTCOME OF DISCUSSION</b>	

### 8.4.3 Matters for Information and Noting

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



## **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.