



Shire of
Peppermint Grove

AGENDA BRIEFING FORUM

DRAFT

AGENDA eMeeting

<https://www.youtube.com/channel/UC5yIH4gwdRDdpqX5xUVXrGQ>

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 MAY 2020
AT
5.30 PM



Shire of Peppermint Grove

NOTICE OF MEETING

DRAFT MEETING AGENDA ATTACHED

Please note that this meeting will be conducted as an eMeeting, and if you would like to observe you will need to access the YouTube link:

<https://www.youtube.com/channel/UC5yIH4gwdRDdpqX5xUVXrGQ>

Yours faithfully

A handwritten signature in black ink, appearing to read 'Don Burnett', is written over a large, light grey 'DRAFT' watermark.

Mr Don Burnett
CHIEF EXECUTIVE OFFICER

8 MAY 2020

DISCLAIMER

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

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, 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 Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request.



Shire of Peppermint Grove

TABLE OF CONTENTS

ITEM	SUBJECT HEADING	PAGE
1	DECLARATION OF OFFICIAL OPENING	5
2	RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE	5
2.1	ATTENDANCE	5
2.2	APOLOGIES	5
2.3	LEAVE OF ABSENCE	5
2.4	NEW REQUEST FOR LEAVE OF ABSENCE	5
3	DELEGATIONS AND PETITIONS	6
3.1	DELEGATIONS	6
3.2	PETITIONS	6
4	PUBLIC QUESTION TIME	6
4.1	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE FROM A PREVIOUS MEETING	6
4.2	QUESTIONS FROM MEMBERS OF THE PUBLIC	6
4.3	DEPUTATIONS OF THE PUBLIC	6
5	DECLARATIONS OF INTEREST	7
5.1	FINANCIAL INTEREST	7
5.2	PROXIMITY INTEREST	7
5.3	IMPARTIALITY INTEREST	7
5.4	INTEREST THAT MAY CAUSE A CONFLICT	7
5.5	STATEMENT OF GIFTS AND HOSPITALITY	8
6	ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)	8

7	CONFIRMATION OF MINUTES	8
8	OFFICER REPORTS	9
8.1	MANAGER DEVELOPMENT SERVICES	9
8.1.1	30R Leake Street – Two Car Garage and En-suite Expansion - LPS 4 variation.	9
8.1.2	38 Leake Street – New Garage and Gym - Single House Addition	9
8.2	MANAGER INFRASTRUCTURE SERVICES	10
8.3	MANAGER LIBRARY SERVICES	10
8.4	MANAGER CORPORATE AND COMMUNITY SERVICES	11
8.4.1	Financial Report – April 2020	11
8.4.2	Accounts Paid – April 2020	11
8.5	CEO / MANAGEMENT / GOVERNANCE / POLICY	12
8.5.1	Delegations Register – 3.4 Development Approvals	12
8.5.2	Matters for Information and Noting	12
8.6	COMMITTEE REPORTS	13
9	NEW BUSINESS OF AN URGENT NATURE	13
10	MOTIONS ON NOTICE	13
11	CONFIDENTIAL ITEMS OF BUSINESS	13
12	CLOSURE	13



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 email the CEO Don Burnett Don.burnett@peppermintgrove.wa.gov.au prior to commencement of the meeting.

2 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

2.1 ATTENDANCE

Shire President	Cr R Thomas
Deputy Shire President	Cr C Hohnen
Elected Member	Cr K Farley
Elected Member	Cr D Horrex
Elected Member	Cr G Peters
Elected Member	Cr P Macintosh
Elected Members	Cr P Dawkins
Chief Executive Officer	Mr D Burnett
Manager Corporate Services & Community Services	Mr M Costarella
Manager Infrastructure Services	Mr D Norgard
Manager Development Services	Mr R Montgomery
Manager Library Services	Ms D Burn

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

4 PUBLIC QUESTION TIME

The Presiding Member will open the public question time and read out questions submitted prior to the commencement of the meeting.

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 on the submitted question.

If the question relates to an item on the agenda, the item number should also be stated. The Presiding Member will read out the response to the question and a written response will also be provided.

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.

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8 OFFICER REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

8.1.1 30R Leake Street – Two Car Garage and En-suite Expansion - LPS 4 variation.

ORDINARY COUNCIL MEETING ITEM TITLE	30R Leake Street – Two Car Garage and En-suite Expansion - LPS 4 variation.
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	
OUTCOME OF DISCUSSION	

8.1.2 38 Leake Street – New Garage and Gym - Single House Addition

ORDINARY COUNCIL MEETING ITEM TITLE	38 Leake Street – New Garage and Gym - Single House Addition
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	
OUTCOME OF DISCUSSION	



8.2 MANAGER INFRASTRUCTURE SERVICES

Nil

8.3 MANAGER LIBRARY SERVICES

Nil

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8.4 MANAGER CORPORATE AND COMMUNITY SERVICES

8.4.1 Financial Report – April 2020

ORDINARY COUNCIL MEETING ITEM TITLE	Financial Report – April 2020
OFFICER	Michael Costarella ~ Manager Corporate & Community Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	
OUTCOME OF DISCUSSION	

8.4.2 Accounts Paid – April 2020

ORDINARY COUNCIL MEETING ITEM TITLE	Accounts Paid – April 2020
OFFICER	Michael Costarella ~ Manager Corporate & Community Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	
OUTCOME OF DISCUSSION	

8.5 CEO / MANAGEMENT / GOVERNANCE / POLICY

8.5.1 Delegations Register – 3.4 Development Approvals

ORDINARY COUNCIL MEETING ITEM TITLE	Delegations Register – 3.4 Development Approvals
OFFICER	Don Burnett, Chief Executive Officer
DELEGATION	Nil
DISCLOSURE OF INTEREST	
OUTCOME OF DISCUSSION	

8.5.2 Matters for Information and Noting

ORDINARY COUNCIL MEETING ITEM TITLE	Matters for Information and Noting April 2020
OFFICER	Don Burnett, Chief Executive Officer
DELEGATION	Nil
DISCLOSURE OF INTEREST	
OUTCOME OF DISCUSSION	

8.6 COMMITTEE REPORTS

NIL

9 NEW BUSINESS OF AN URGENT NATURE

(New business of an urgent nature approved by the Presiding Member)

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.

AGENDA BRIEFING FORUMS

Principles

These are forums for Elected Members to become more informed on matters prior to formal consideration at the Ordinary Meeting of Council. The forums encourage open dialogue between Elected Members, Officers and members of the public, and allow Elected Members to gain maximum knowledge and understanding of issues prior to presentation at the Ordinary Meetings of Council.

Agenda forums involve Elected Members, staff, residents and/or their representatives, and external advisors (where appropriate) and will be open to the public.

Agenda forums provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters to the next Ordinary Meeting of Council for formal consideration and decision.

Agenda Briefing Forums are not decision-making forums and items on the agenda are not to be debated at the Forum.

Process

Agenda Briefing Forums occur two weeks prior to a Council meeting and consider the agenda prepared for the next Ordinary Meeting of Council.

The Agenda should be read in conjunction with the agenda for the next Ordinary Meeting of Council which will be issued at the same time. Both agendas will be publicly available in the Library and on the Shire's website.

The Agenda Briefing Forum will be open to the public except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the Local Government Act 1995 and as detailed in the meeting procedure for the Ordinary Meeting of Council.

The Chief Executive Officer will ensure timely written notice and an agenda for each forum will be provided to all Elected Members. The agenda will be available to the public at the Library and on the Shire's website.

The President is to be the Presiding Member. If the President is unable or unwilling to assume the role of Presiding Member, then the Deputy President may preside. If the Deputy President is unable or unwilling, those Elected Members present may select one from amongst themselves to preside.

The Meeting Procedures for the Ordinary Meetings of Council will generally apply including procedures around deputations and questions from the public which will be adhered to.

There is to be no debate or decision-making amongst Elected Members on any matters raised, however elected members may seek further information or request additional information be supplied prior to the Ordinary Meeting of Council.

Relevant employees of the Shire will make a presentation on agenda items and be available to respond to questions on matters listed on the agenda.

All Elected Members will be given a fair and equal opportunity to participate.

The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.

Elected Members, employees and relevant consultants shall disclose their interests on any matter listed in accordance with the meeting procedure for Ordinary Meetings of Council.

A record shall be kept during the forum, however, as no decisions are made, the record need only be a general record of the items covered but shall record requests for further information and any disclosure of interests as declared by individuals. A copy of the record is to be forwarded to all Elected Members and shall be posted on the Shire's website.

Additional requested information will be provided to elected members prior to the Ordinary Meeting of Council as soon as available.

Members of the public may make a deputation by making a written request to the Chief Executive Officer on the working day immediately prior. Deputations must relate to matters listed on the agenda.

DECLARATION OF FINANCIAL / PROXIMITY / IMPARTIAL INTEREST THAT MAY CAUSE A CONFLICT

TO: Chief Executive Officer
SHIRE OF PEPPERMINT GROVE

NAME: _____

POSITION: _____

MEETING DATE: _____

ITEM NO & SUBJECT: _____

**NATURE OF
INTEREST:**

Financial / Proximity / Impartiality
Interest that may cause a Conflict*

* Please *Circle*
applicable

**EXTENT OF
INTEREST:** _____

SIGNATURE: _____

DATE: _____

Section 5.65(1) of the Local Government Act 1995 states that:

FINANCIAL & PROXIMITY INTERESTS

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.

DISCLOSURE OF 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.

“A member who has an interest in any matter to be discussed at a Council or Agenda Briefing Forum meeting that will be attended by that member must disclose the nature of the interest”:

- (a) In a written notice given to the CEO before the meeting; or*
- (b) At the meeting immediately before the matter is discussed.*