



Shire of
Peppermint Grove

ORDINARY COUNCIL MEETING

DRAFT “eMeeting”

Members of the public can view this meeting by watching it on this YouTube Channel:

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

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.

TO BE HELD ON
TUESDAY 28 APRIL 2020
AT
5.30 PM



Shire of Peppermint Grove

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>

DISCLAIMER

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 or Forum meetings 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 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	6
2.3	LEAVES OF ABSENCE	6
2.4	NEW REQUEST FOR A LEAVE OF ABSENCE	6
3	DELEGATIONS AND PETITIONS	6
3.1	DELEGATIONS	6
3.2	PETITIONS	6
4	PUBLIC QUESTION TIME	7
4.1	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE FROM A PREVIOUS MEETING	7
4.2	QUESTIONS FROM MEMBERS OF THE PUBLIC	7
4.3	DEPUTATIONS OF THE PUBLIC	7
5	DECLARATIONS OF INTEREST	8
5.1	FINANCIAL INTEREST	8
5.2	PROXIMITY INTEREST	8
5.3	IMPARTIALITY INTEREST	8
5.4	INTEREST THAT MAY CAUSE A CONFLICT	8
5.5	STATEMENT OF GIFTS AND HOSPITALITY	9
6	ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)	9
7	CONFIRMATION OF MINUTES	9

7.1	ORDINARY COUNCIL MEETING 24 MARCH 2020	9
8	OFFICER REPORTS	9
8.1	MANAGER DEVELOPMENT SERVICES	9
8.2	MANAGER INFRASTRUCTURE SERVICES	9
8.3	MANAGER LIBRARY SERVICES	9
8.4	MANAGER CORPORATE AND COMMUNITY SERVICES	10
8.4.1	Financial Report – 28 March 2020	10
8.4.2	Accounts Paid – March	13
8.5	CEO/ MANAGEMENT / GOVERNANCE / POLICY	16
8.5.1	Toilet Demolition - Freshwater Bay Foreshore toilets (near the Scotch College Boatshed)	16
8.5.2	Resident Access Pass	19
8.5.3	Matter for Information and Noting	22
8.6	COMMITTEE REPORTS	24
9	NEW BUSINESS OF AN URGENT NATURE	24
10	MOTIONS ON NOTICE	24
11	CONFIDENTIAL ITEMS OF BUSINESS	24
12	CLOSURE	24

Shire of
Peppermint Grove

DRAFT ORDINARY COUNCIL MEETING AGENDA

1 DECLARATION OF OFFICIAL OPENING

At _____ pm, the Shire President declared the meeting open and requested that the Affirmation of Civic Duty and Responsibility be read aloud by a Councillor 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.

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

Affirmation of Civic Duty and Responsibility

I make this Affirmation in good faith on behalf of Councillors and Officers of the Shire of Peppermint Grove. We collectively declare that we will duly, faithfully, honestly, and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgment and ability. We will observe the Shire's Code of Conduct and meeting procedures to ensure the efficient, effective and orderly decision making within this forum.

2 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

2.1 ATTENDANCE

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

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

Chief Executive Officer
Manager Library Services
Manager Corporate and Community Services
Manager Development Services
Manager Infrastructure Services

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

2.2 APOLOGIES

2.3 LEAVES OF ABSENCE

2.4 NEW REQUEST FOR A LEAVE OF ABSENCE

3 DELEGATIONS AND PETITIONS

3.1 DELEGATIONS

NIL

3.2 PETITIONS

NIL

DRAFT

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 and send it to admin@peppermintgrove.wa.gov.au

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)

7 CONFIRMATION OF MINUTES

7.1 ORDINARY COUNCIL MEETING 24 MARCH 2020

OFFICER RECOMMENDATION – ITEM 7.1

Moved:

Seconded:

That the Minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 24 March 2020 be confirmed as a true and accurate record.

8 OFFICER REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

NIL

8.2 MANAGER INFRASTRUCTURE SERVICES

NIL

8.3 MANAGER LIBRARY SERVICES

NIL

8.4 MANAGER CORPORATE AND COMMUNITY SERVICES

8.4.1 Financial Report – 31 March 2020

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	Financial Report – 31 March 2020

Voting Requirement	:	Simple Majority
Subject Index	:	FM026A
Responsible Officer	:	Michael Costarella, Manager Corporate and Community Services

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

To report on financial activity for the period 1 July 2019 to 31 March 2020.

SUMMARY AND KEY ISSUES

- **Total Operating** revenue is \$32,000 or 2% less than the year to date budget
- **Total Operating expenditure** is some \$145,000 less than the year to date budget and mainly due to other expenses under spent for the period and depreciation to be raised for the period.
- Capital expenditure- This is some \$350,000 less than the year to date budget and mainly due to the works for Johnston street and plant not yet purchased.

LOCATION

N/A

BACKGROUND

Nil

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

Objectives within the Governance section of the Strategic Community Plan

POLICY IMPLICATIONS

Shire of Peppermint Grove Financial Management Policies

STATUTORY IMPLICATIONS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

FINANCIAL IMPLICATIONS

The financial report for March 2020 shows the current net assets (surplus) of \$776,750.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications evident at this time.

SOCIAL IMPLICATIONS

There are no social implications evident at this time.

OFFICER COMMENT

The following comments relate to year-to-date (YTD) budget versus actuals variances or forecasts that vary from the full year estimate that are greater than \$10,000.

(1) Grants and Subsidies- (\$56,000)

Grants and subsidies revenue was \$103,000 less than the budget however we received a prepayment from the Metropolitan Roads Grant of \$57,000. This resulted in a variance of \$56,000 less than the year to date budget. The grant of \$103,000 is corrected in the revised budget.

(2) Contributions and Reimbursements - \$28,000

The year to date actual is some \$28,000 more than the budget and this relates to funds transferred from the trust fund of \$15,000 as well as a recoup of costs associated with property clearing of \$5,000. The balance of \$8,000 relates GST corrections for contributions for the library from the previous year.

(3) Materials & Contract

This year's actual expenditure is some \$131,000 less than the year to date budget and relates to the projects not being completed or under expended. eg Cottesloe Activity Centre \$45,000, and waste recycling of \$36,000 (invoice not yet received in March), other expenditure of \$50,000.

(4) Other Expenses

The year to date budget is some \$11,000 more than the actual amount and relates to the payment of the other costs.

OFFICER RECOMMENDATION/S – ITEM NO. 8.4.1

That Council receive the monthly financial report for the period 1 July 2019 to 31 March 2020.

8.4.2 Accounts Paid – March
CORPORATE
ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	Accounts Paid March

Voting Requirement	:	Simple Majority
Subject Index	:	FM045A
Disclosure of any Interest	:	N/A
Responsible Officer	:	Michael Costarella, Manager Corporate and Community Services

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The purpose of this report is to advise the details of all cheques drawn, credit card and electronic funds payments and direct debits since the last report.

SUMMARY AND KEY ISSUES

Significant payments in March 2020 included the following:

- GST & PAYG remittance to ATO;
- Payments for waste disposal to WMRC;
- Staff & Shire superannuation contributions;
- Renovations for the Manners Hill Park Pavillion;
- Reticulation maintenance for Parks and Reserves;
- DFES ESL quarterly Levy

LOCATION

N/A

BACKGROUND

Attachment 1 lists details of all payments made since the last report. The following summarises the cheques, credit card payments, electronic fund transfers and direct debits included in the list presented for information.

PAYMENT TYPE	FUND	NUMBER SERIES	AMOUNT
EFT	MUNI 1	334 - 338	\$194,866.87
TEFT	TRUST	21 – 22	\$3,050.00
DIRECT DEBIT	MUNI 1	134 – 138	\$12,470.20
BPAY	MUNI 1	117 – 125	\$9,1060.51
CREDIT CARDS	MUNI 1	4	\$6,319.41
TOTAL			\$225,866.99

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Accounts are paid during the month in accordance with Delegation 2 “Payments from the Municipal Fund and the Trust Fund”. Power to delegate to the CEO is contained in Section 5.42 of the Local Government Act 1995.

FINANCIAL IMPLICATIONS

The payments processed by the Shire relate to expenditure approved in the 2019/20 annual budget.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Nil

OFFICER RECOMMENDATION/S – ITEM NO. 8.4.2

That Council receive the list of payment of accounts by cheques, electronic funds transfers, direct debit payments and credit card payments for March 2020, totalling \$225,866.99.

8.5 CEO/MANAGEMENT / GOVERNANCE / POLICY

8.5.1 Toilet Demolition - Freshwater Bay Foreshore toilets (near the Scotch College Boatshed)

MANAGEMENT/GOVERNANCE/POLICY

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Nil	Nil

Voting Requirement : Simple majority
 Subject Index : Freshwater Bay Foreshore toilets
 Location / Property Index : N/A
 Disclosure of any Interest : Nil
 Responsible Officer : CEO

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The Shire has an old set of toilets on the foreshore near the Scotch College Boatshed. The toilets have been closed for public use for many years and are not fit for use. This report recommends demolition.

SUMMARY AND KEY ISSUES

- Public toilets were constructed on the foreshore near the Scotch College boatshed
- They have not been open for public use for many years
- Scotch College have used them for students undertaking rowing
- They are not suitable for use and it is recommended they be demolished.

LOCATION

Foreshore near Scotch College boatshed

BACKGROUND

Public toilets were constructed at this site circa 1960's. They have not been open to the public for many years but have been used on a key system by Scotch College for students attending rowing in the adjoining boatshed. A recent building condition report has shown the building needs significant renovation to bring it up to standard or it should be demolished. The current site is not suitable for a public toilet. It is isolated, has limited lighting and has no passive visual surveillance. Public toilets should be in the open without opportunities for anti-social behaviour or opportunities for crime. This site does not provide any safety for potential users.

There has been discussion with Scotch College over the School taking over responsibility and upgrading the building, however they have declined this offer and are aware that this report is recommending demolition.

CONSULTATION

There was consultation with Scotch College and the Department of Biodiversity, Conservation and Attractions (DBCA). DBCA were seeking the Shire to renovate the building to compliment the proposed upgrade of the Scotch College boatshed. DBCA were advised that this report was recommending demolition.

STRATEGIC IMPLICATIONS

There are no strategic plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no significant statutory implications evident at this time.

FINANCIAL IMPLICATIONS

The demolition of the building is estimated \$7000 and a further \$8000 for decommissioning septic tanks etc. These funds would be incorporated in the 2020/21 draft budget.

ENVIRONMENTAL IMPLICATIONS

The site would be revegetated, and the septic tanks removed.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

These public toilets have not been available to the public for many years, are not in a suitable location for public toilets and it is not considered warranted to renovate them. It is recommended that they are demolished and the site revegetated.

OFFICER RECOMMENDATION/S – ITEM NO 8.5.1

That Council agree to the demolition of the public toilets located at Freshwater Bay Foreshore toilets (near the Scotch College Boatshed) and make provision in the draft 2020/21 budget of \$15,000 to complete the demolition and site revegetation.

8.5.2 Resident Access Pass
MANAGEMENT/GOVERNANCE/POLICY
ATTACHMENT DETAILS

Attachment No	Details
Attachment 1 refers	WMRC report

Voting Requirement	:	Simple majority
Subject Index	:	Resident Access Pass
Location / Property Index	:	N/A
Disclosure of any Interest	:	Nil
Responsible Officer	:	CEO

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The Western Metropolitan Regional Council (WMRC) manages the disposal of waste for member local governments, with the Shire being one of the members. It also operates the West Metro Recycling Centre (transfer station) for residents to bring general waste, greenwaste, and other waste for disposal. The WMRC is endeavouring to standardise the arrangements each of the members have for the residents to access the transfer station.

SUMMARY AND KEY ISSUES

- The transfer station is used by residents of the member Councils with varying conditions for passes and payments for residents as determined by each local government.
- There is a significant level of use by non-members local government residents with these local governments not contributing to the running of the site
- WMRC is negotiating with 2 non member local governments about a contribution to the running costs of the transfer station.
- In the event arrangements can't be made with the tow local governments, the WMRC is proposing to introduce a Resident Access Pass, also known as "tip passes", to gain entry into the transfer station.

LOCATION

N/A

BACKGROUND

The current arrangements for Shire residents are that each property can have one set of tip passes per year incorporated with in their rates. Each tip pass comprises 2 mixed/general waste and 3 green waste passes. This could mean 5 visits per pass to the transfer station. If a resident wants an additional set of passes, these are purchased from the Shire for \$100. There only is a limited number, around 2 per year of additional passes sold.

When the passes are presented to the transfer station, the Shire is then invoiced at the rate of \$40 per general waste pass and \$20 per green waste pass. The 2019/20 budget for this expense is \$15,000.

CONSULTATION

There was no consultation in drafting this report.

STRATEGIC IMPLICATIONS

There are no strategic plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no significant statutory implications evident at this time.

FINANCIAL IMPLICATIONS

These are no significant financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The WMRC is negotiating with non-member local governments of Cambridge and Nedlands in an attempt to get these local governments to pay a fair and reasonable amount towards the service their residents are receiving at no cost. The attached WMRC report provides background to the tip pass proposal.

There is a possibility that the tip passes arrangements will be introduced by the WMRC unless a suitable financial arrangement is in place for access to the site for Cambridge and Nedlands residents.

It is considered that with the introduction of the GO bin service, the level of use for the green waste passes will diminished, so it is proposed that each property could be allocated 2 general and 2 green waste passes per annum at no cost. The passes would be incorporated with the rate notices, which is standard practice for many local governments. This arrangement may not be required if the WMRC reaches agreement with the City of Nedlands and the Town of Cambridge.

OFFICER RECOMMENDATION/S – ITEM NO 8.5.2

That Council, should the WMRC implement resident access passes to the West Metro Recycling Centre, provide two general waste and 2 green waste passes in each residential property rate notice.

8.5.3 Matter for Information and Noting
MANAGEMENT/GOVERNANCE/POLICY
ATTACHMENT DETAILS

Attachment No	Details
	1. Building Permits Issued 2. Planning Approvals Issued 3. Infringements Issued 4. 4.Library Statistics

Voting Requirement : Simple majority
 Subject Index :
 Disclosure of any Interest : Nil
 Responsible Officer : CEO

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The Shire of Peppermint Grove regularly receives and produces information for receipt by the Elected Members. The purpose of this item is to keep Elected Members informed on items for information received by the Shire.

The Matters for information report will be presented at each Council meeting and will provide an update on a number of areas of the Shire's operations and also provide information and correspondence of interest to elected members.

It is intended that the following information is provided on a regular basis, either monthly or quarterly, noting some of this data is still to be collected in a presentable format.

- Building permits issues
- Demolition permits issued
- Advisory notes from WALGA, DLG&C or other stakeholders
- WESROC Mayor/President forum notes
- WALGA Zone minutes
- WALGA State Council minutes
- Seal register advising of when the Shire seal has been applied
- Shine statistics
- Infringements for parking/dogs etc
- Waste and recycling data
- Library statistics

SUMMARY AND KEY ISSUES

The following reports are presented to Council at the Ordinary Council Meeting of February 2020:

1. Building Permits Issued
2. Planning Approvals Issued
3. Infringements Issued
4. Seal Register – Goods and Services Contract for cleaning tender between the Shire and Iconic Property Services.

CONSULTATION

No community consultation was considered necessary in relation to the recommendation of this report.

OFFICER RECOMMENDATION – ITEM NO. 8.5.1

That Council receives the information in this report.

8.6 COMMITTEE REPORTS

NIL

9 NEW BUSINESS OF AN URGENT NATURE

A Report on a Shire COVID-19 Assistance Package to be included in the final Agenda

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.

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.*