



Shire of  
Peppermint Grove

# ORDINARY COUNCIL MEETING

**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.*

**TO BE HELD ON**  
**TUESDAY 22 JUNE 2021**  
**AT**  
**5.30 PM**



# Shire of Peppermint Grove

## **DRAFT MEETING AGENDA ATTACHED**

---

### **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
4.4	PRESENTATIONS FROM 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

<b>7</b>	<b>CONFIRMATION OF MINUTES</b>	<b>9</b>
7.1	ORDINARY COUNCIL MEETING 25 MAY 2021	9
7.2	SPECIAL COUNCIL MEETING 1 JUNE 2021	9
<b>8</b>	<b>OFFICER REPORTS</b>	<b>10</b>
8.1	MANAGER DEVELOPMENT SERVICES	10
8.2	MANAGER INFRASTRUCTURE SERVICES	10
8.3	MANAGER CORPORATE AND COMMUNITY SERVICES	11
8.3.1	Financial Statements for Period Ended May 2021	11
8.3.2	Accounts Paid May 2021	11
8.4	CEO/ MANAGEMENT / GOVERNANCE / POLICY	12
8.4.1	2021-2031 Strategic Community Plan	12
8.4.2	2021 – 2031 Asset Management Plan	16
8.4.3	Matters for Information and Noting	20
8.5	COMMITTEE REPORTS	22
<b>9</b>	<b>NEW BUSINESS OF AN URGENT NATURE</b>	<b>22</b>
9.1	Adoption of Budget 2021/22	22
<b>10</b>	<b>MOTIONS ON NOTICE</b>	<b>22</b>
<b>11</b>	<b>CONFIDENTIAL ITEMS OF BUSINESS</b>	<b>22</b>
11.1	CEO Performance Review 2021	22
<b>12</b>	<b>CLOSURE</b>	<b>22</b>

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 inform the Presiding Member of their intention to do so.

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 G Peters  
Cr P Macintosh  
Cr P Dawkins  
Cr D Horrex  
Cr K Farley

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

Mr D Burnett  
Mr R Montgomery  
Mr M Costarella  
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

#### **4 PUBLIC QUESTION TIME**

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

- The Agenda
- Question to Council 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.

##### **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 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**

#### **4.4 PRESENTATIONS FROM 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 25 MAY 2021

##### 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 25 May 2021 be confirmed as a true and accurate record.**

#### 7.2 SPECIAL COUNCIL MEETING 1 JUNE 2021

##### OFFICER RECOMMENDATION – ITEM 7.2

**Moved:**

**Seconded:**

**That the Minutes of the Special Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 1 June 2021 be confirmed as a true and accurate record.**

**8 OFFICER REPORTS****8.1 MANAGER DEVELOPMENT SERVICES**

NIL

**8.2 MANAGER INFRASTRUCTURE SERVICES**

NIL

DRAFT

### **8.3 MANAGER CORPORATE AND COMMUNITY SERVICES**

#### **8.3.1 Financial Statements for Period Ended May 2021**

##### **CORPORATE**

**\*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 June 2021\***

#### **8.3.2 Accounts Paid May 2021**

##### **CORPORATE**

**\*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 June 2021\***

## 8.4 CEO/ MANAGEMENT / GOVERNANCE / POLICY

### 8.4.1 2021-2031 Strategic Community Plan

#### MANAGEMENT/GOVERNANCE/POLICY

#### ATTACHMENT DETAIL

<b>Attachment No</b>	<b>Details</b>
<b>Attachment 1 – Item refers</b>	2021-2031 Strategic Community Plan

Voting Requirement	:	Absolute Majority
Subject Index	:	Annual Reports
Disclosure of Interest	:	Nil
Author	:	Michael Costarella
Responsible Officer	:	Don Burnett

#### PURPOSE OF REPORT

The purpose of the report is for Council to adopt the 2021- 2031 Strategic Community Plan following the community survey and a Councillor workshops held on 9 March 2021.

#### SUMMARY AND KEY ISSUES

- The Strategic Community Plan is future focussed and aspirational. Developed in consultation with the community, this plan will enable a transparent and accountable report on how the Shire performs in representing the views, expectations and aspirations of our community.

#### BACKGROUND

The Shire undertook a review of the current Strategic Community Plan and following community consultation and a Councillors workshop, the consultant, in liaison with Executive Staff, prepared the 2021-2031 Strategic Community Plan. The Plan has been developed with the following themes: -

- Social.
- Economic.
- Built Environment;
- Natural Environment; and
- Good Governance.

## **CONSULTATION**

In order to commence the consultation process, staff engaged the services of a marketing organisation to assist in the community consultation. The company developed a survey that was distributed to all residences in October 2020, this was also on the Shire of Peppermint Grove website link for on-line responses. The comment period closed on the 27 November 2020.

The community responses received were reviewed and discussed at the Councillors Workshop held on the 9 March 2021.

## **STRATEGIC IMPLICATIONS**

The Town is required to develop the following:

- 10-year Strategic Community Plan - (reviewed every 4 years).
- 4-Year Corporate Business Plan - (reviewed annually); and
- Informing Strategies - Asset Management Plans, Workforce Plans and Long-Term Financial Plans. (reviewed annually).

The Corporate Business Plan will now be completed using the Strategic Community Plan as the basis for this plan.

The Asset Management Plan is being presented to Council at this meeting for adoption. The Long-Term Financial plan will be updated taking into consideration any financial impact from the Asset Management Plan.

## **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

## **STATUTORY IMPLICATIONS**

Section 5.56 of the Local Government Act, Regulation 19D, 19DA & 19DB of the Local Government (Administration) Regulations requires the Shire to adopt and review a Community Plan.

In accordance with Section 5.56 of Local Government Act and Administration Regulation 19D, the Shire is to give local, public notice of the adoption of the 2021-2031 Strategic Community Plan.

## **FINANCIAL IMPLICATIONS**

There are no financial implications at this time.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

## **SOCIAL IMPLICATIONS**

The Draft Strategic Community Plan was developed with the following themes: -

- Social.
- Economic.
- Built Environment.
- Natural Environment; and
- Governance.

The Draft Strategic Community Plan will provide a guide for the future delivery of services. in these areas.

## **OFFICER COMMENT**

The Shire's Strategic Community Plan articulates the Shire's community's vision and aspirations and informs the strategic directions that the Shire takes in delivering its future planning, projects and services. It provides the foundation for how the Shire supports and services the community, and will:

- Guide Council decision making.
- Inform and target the allocation of resources.
- Guide local planning initiatives.
- Form mutually beneficial partnerships with other organisations.
- Monitor progress against the Shire's vision and priorities.

The Shire applies tailored business planning processes to take the priorities outlined in this Strategic Community Plan and turn them into actions that will be delivered for the community.

This Plan comprises:

**VISION** - A descriptive statement of the future desired position for the Shire of Peppermint Grove.

## **STRATEGIC PRIORITY AREAS**

Key Result Area 1: Social  
Key Result Area 2: Economic  
Key Result Area 3: Built Environment  
Key Result Area 4: Natural Environment  
Key Result Area 5: Governance

The Plan presented for adoption basically reinforces the Shire's first Community Plan developed in 2015. The main community priorities relate to the maintaining the urban green environment and treescape and valuing local history and heritage. A new area of focus is the Cottesloe Central/ Village precinct to be developed into a thriving business and social centre.

A minor review of our Strategic Community Plan will be undertaken every two years and a major review every four years.

**OFFICER RECOMMENDATION/S – ITEM NO 8.4.1**

**That Council adopts the 2021-2031 Strategic Community Plan**

DRAFT

## 8.4.2 2021 – 2031 Asset Management Plan

### MANAGEMENT/GOVERNANCE/POLICY

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
<b>Attachment 2 – Item refers</b>	2021/22 – 2030/31 Asset Management Plan

Voting Requirement	:	Simple
Subject Index	:	Shire Infrastructure- Planning
Disclosure of Interest	:	Nil
Author	:	Chief Executive Officer, Don Burnett
Responsible Officer	:	Chief Executive Officer, Don Burnett

#### PURPOSE OF REPORT

Under Integrated Reporting requirements the Shire is required to develop and maintain an Asset Management Plan (AMP)

#### SUMMARY AND KEY ISSUES

- The Shire has developed an AMP for the financial management of its assets for a 10-year rolling program.
- The AMP is broken into asset classes and identifies the financial commitment required to maintain or replace these assets.

#### BACKGROUND

Local Governments are required to develop a number of plans and strategies as part of an Integrated Planning Framework. The key documents are the Strategic Community Plan (rolling 10-year plan) which is supported by a Corporate Business Plan (4 year rolling cycle). The Corporate Business Plan is the implementation document for the strategies identified in the Community Strategic Plan, with the annual budget proving resources for this implementation process.

A number of other documents feed into the financial side of the planning, The AMP is one of these documents.

The Shire's AMP breaks the Shire's assets into the following categories.

- Transport – which covers roads, footpaths, drainage.
- Recreation – infrastructure on parks, lighting, street furniture (seats, bins, picnic tables, playgrounds etc)
- Plant & vehicles
- Property – buildings such as the Grove/library, depot, public toilets.
- New projects are included, but not incorporated into the financial implications of the AMP until such time as a project is started.

### **CONSULTATION**

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

### **STRATEGIC IMPLICATIONS**

The AMP identifies the cost implications for the Long-term Financial Plan and the 4 Year Corporate Plan.

### **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

### **STATUTORY IMPLICATIONS**

The AMP is part of the requirements of the Integrated Planning Framework.

### **FINANCIAL IMPLICATIONS**

The AMP identifies funds required to maintain the Shire's asset to a sustainable level. Most assets will have funds required to be spent on an annual or regular basis to maintain the asset to an acceptable standard. On occasion an upgrade of an asset will also require expenditure.

The AMP identifies the funds required and the Long-Term Financial plan and Corporate/annual budget will make provision for this expenditure.

The 2019/20 Annual Financial Statements include ratios that includes minimum standards for the renewal of assets, asset consumption as well as ensuring asset sustainability.

Asset consumption ratio – this ratio seeks to highlight the aged condition of the Shire's stock of physical assets. It measures the extent to which depreciable assets have been used by comparing the written down value to their replacement costs.

Asset renewal funding ratio – this ratio vindicates whether Shire has the financial capacity to fund asset renewal as required and continue to provide existing levels of services in the future, without additional operating income or reduction in operating expenses.

Asset sustainability ratio – this ratio indicates whether the Shire is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.

The ratios are as follows:-

	Council %	Standard Required
Asset consumption ratio = <i><u>depreciated replacement cost</u></i> <i>current replacement cost.</i>	97%	60-75%
Asset renewal funding ratio = <i><u>CAPEX expenditure</u></i> <i>depreciation expense</i>	169%	95-105%
Asset sustainability ratio = <i><u>Net present value of planned Asset renewal for 10 years</u></i> <i>Net present value of required asset renewal for 10 years</i>	135%	90-110%

This means that Council is currently exceeding the requirements for the asset management and continues to maintain its assets to an above average standard.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

### **SOCIAL IMPLICATIONS**

The AMP ensures that community assets valued by the community is maintained by the Shire.

### **OFFICER COMMENT**

The AMP identifies each asset owned by the Shire within each asset class. Each asset has been inspected and a condition of the asset is made, and an assessment of funds required to either upgrade the condition or maintain the condition. The AMP only covers assets under the Shires care and control. Properties such as Wearne House and the Peppermint Grove Tennis Club clubhouse, court lights etc are not in the Shire's AMP.

The AMP aggregates the costs into the asset class, with these costs either met on an annual basis through the Shire's CAPEX budget, or provision set aside in the Shire' reserve funds for a future upgrade. In some areas there may be an annual requirement to upgrade, such as the drainage network, however from an operational point of view it is better to undertake a major upgrade in a number of years, in this instance the annual allocation would be transferred to a reserve fund.

The AMP covers a 10-year period, with the annual expenditure varying from \$289,000 in 2028/29 to \$552,800 in 2025/26. These amounts are in today's dollars. The funding requirement for 2021/22 is \$477,400 and this will be met in the 2021/22 CAPEX budget.

The AMP also has a schedule showing amounts that should be transferred on an annual basis that will be required to meet future renewal costs. The reserve fund transfer is to ensure the Shire has the funds to meet the costs when these larger renewal costs are due. The total scheduled to be transferred to reserve funds is \$309,700 however of this amount, \$213,639 is allocated to the Towns of Cottesloe and Mosman Park towards to the allocation of asset renewal costs for the library. The Shire is responsible for 9.09% of library asset renewal costs. The balance of \$96,061 the 21/22 transfer is being met by a transfer \$100,000 into the Infrastructure/Building reserve.

The AMP is updated each year with CAPEX works undertaken, any new projects funded, and allocations reviewed.

#### **OFFICER RECOMMENDATION/S – ITEM NO 8.4.2**

**That Council adopts the 2021/22 – 2030/31 Asset Management Plan.**

**8.4.3 Matters for Information and Noting**
**MANAGEMENT/GOVERNANCE/POLICY**
**ATTACHMENT DETAILS**

<b><u>Attachment</u></b>	<b><u>Details</u></b>
<b>Attachment 1 refers to</b>	<b>Library Statistics Recycling Statistics</b>

Voting Requirement	:	Simple majority
Subject Index	:	Matters for Information June 2021
Disclosure of any Interest	:	Nil
Responsible Officer	:	CEO

**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
- Seal register advising of when the Shire seal has been applied
- Infringements for parking/dogs etc
- Waste and recycling data
- Library statistics
- Library Management Group Meeting Notes

## **SUMMARY AND KEY ISSUES**

The following reports are presented to Council 22 June 2021:

1. Library Statistics May 2021
2. Recycling Statistics April 2021

## **CONSULTATION**

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

### **OFFICER RECOMMENDATION – ITEM NO. 8.4.3**

**That Council receives the information in this report.**

## 8.5 COMMITTEE REPORTS

NIL

## 9 NEW BUSINESS OF AN URGENT NATURE

### 9.1 Adoption of Budget 2021/22

Following the budget workshop on 8 June 2021, this report will be finalised and added to the agenda.

## 10 MOTIONS ON NOTICE

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

## 11 CONFIDENTIAL ITEMS OF BUSINESS

***As per subsection (1)(b), the council or committee may Local Government Act 1995 Administration Part 5 Council meetings, committees and their meetings and electors' meetings Division 2 s. 5.23 close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following***

***—(2) (a) a matter affecting an employee or employees***

### OFFICER RECOMMENDATION/S

***That Council in accordance with Section 5.23 (2) (a) of the LG Act close to members of the public the meeting, as this report deals with a matter affecting an employee***

### 11.1 CEO Performance Review 2021

## 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.*