



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 24 MARCH 2020
AT
5.30 PM



Shire of Peppermint Grove

DRAFT MEETING AGENDA ATTACHED

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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

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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 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

Gallery Members of the Public
 Members of the Press

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

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 FEBRUARY 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 25 February 2020 be confirmed as a true and accurate record.

8 OFFICER REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

8.1.1 14 The Esplanade – Amendment to DA2019/00007

URBAN PLANNING

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1 – Item refers	Location Map
Attachment 2	Development Application Plans

Voting Requirement	:	Simple Majority
Subject Index	:	DB027B
Location / Property Index	:	No. 14 (Lot 2) The Esplanade
Application Index	:	DA2020/00002
LPS No 4 Zoning	:	Residential
Land Use	:	Residential – R-10
Lot Area	:	718.3m ²
Disclosure of any Interest	:	Nil.
Previous Items	:	DA2019/00007
Applicant	:	Grounds Kent Architects P/L
Owner	:	J & C Stewart
Assessing Officer	:	Josh Dallimore
Authorising Officer	:	Ross Montgomery

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
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PURPOSE OF REPORT

Council is requested to consider the proposed amendment to approval DA2019/00007 at 14 The Esplanade, Peppermint Grove. The setback of the proposed building to Forrest Street is to be reduced by 500 mm to 4.5m This conforms to LPS 4 setback requirements.

SUMMARY AND KEY ISSUES

- After initial building/demolition works were completed it was determined that a substantial retaining structure would be required within the northern boundary.
- To accommodate this necessary structure the applicant proposes to move the house by 500mm to the south, reducing the setback to Forrest Street to the 4.5m LPS 4 requirement.
- The proposed amendment is compliant with the Scheme and the modification is justified and therefore recommended for approval.

LOCATION

14 The Esplanade, Peppermint Grove

BACKGROUND

The original application (DA2019/00007) proposed a new two storey single house to replace a heritage listed property that was due to be demolished under an approved development application for demolition of a heritage property, and a demolition permit.

The original heritage listed house has now been demolished, and site preparation works which involve excavation and retaining structures along the western and eastern boundaries. Building permits have been obtained for the works and a planning approval is required to shift the house to the south.

CONSULTATION

The original application was advertised to neighbouring properties and as a result of the consultation some design modifications were made.

As the proposed amendment is compliant with the Scheme and does not adversely affect any neighbouring properties further consultation has not occurred for this application.

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

Local Planning Scheme No.4

The proposal complies with relevant Scheme provisions, Residential Design Codes and Scheme Policies as outlined in the table below.

<u>RESIDENTIAL DESIGN CODES</u>	
Acceptable Development/Performance Criteria	
Assessment/Comment	
1.	Secondary Street Setback – 4.5m The original application proposes a lot boundary setback of 5m to the secondary boundary (Forrest Street). The proposed amendment is reducing the setback to 4.5m which is the minimum setback to a secondary street under LPS 4.

FINANCIAL IMPLICATIONS

There are no 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 current development approval by Council followed careful consideration of all setbacks to the site. The requested Approval to a proposed amendment to the Forrest Street setback whilst compliant with the LPS 4 has been referred to Council for a decision because of the previous deliberation of design variation which did examine streetscape and setback issues.

In order to facilitate extra retaining wall works the architects have proposed to shift the house 500mm closer towards the southern, Forrest Street, setback. This has resulted in the setback reducing from 5m to 4.5m, which remains compliant with the R-code and LPS 4 requirements.

Other than the proposed amendment to the housing position via reduced setback, there have been no further changes to the proposed plan.

The requested amendment to shift location of the house on site has been explained as a necessary measure to facilitate retaining structures abutting the northern boundary. The application is assessed to be compliant with the LPS 4 and consistent with the previous approval. The variation is recommended for approval.

OFFICER RECOMMENDATION/S – ITEM NO 8.1.1

That Council notes the proposed amendment submitted 27 February 2020 to DA2019/00007 at 14 The Esplanade, Peppermint Grove, and adopts the submitted plans (A10-A12, A20, A21) as the approved plans, subject to the conditions contained within the original approval (DA2019/00007).

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 January 2020

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	Financial Report – 31 January 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.*
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PURPOSE OF REPORT

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

SUMMARY AND KEY ISSUES

- Operating revenue is \$173,000 less than the year to date budget as the budget contained a grant that related to the previous year. This was corrected in the Revised Budget.
- Operating expenditure is some \$189,000 less than the year to date budget and mainly due to materials and contract under expended for the period.
- Capital expenditure- This is some \$500,000 less that 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 January 2020 shows the current net assets of \$1.1million which includes the rates debtors of \$400,000.

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

- Grants and subsidies revenue is \$173,000 less than the year to date budget as the budget contained a grant that related to the previous year. This was corrected in the Revised Budget.

(3) Employee Costs

The YTD Actuals were \$44,000 more than the expected and this was mainly due to accruals to be reversed following the completion of the audit for 2018/19

(5) Materials and Contracts

Materials and contract expenses are some \$217,000 less than expected, due largely to timing variances with respect to invoices.

OFFICER RECOMMENDATION/S – ITEM NO. 8.4.1

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

8.4.2 Financial Report – 29 February 2020
CORPORATE
ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	Financial Report – 29 February 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.*
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PURPOSE OF REPORT

To report on financial activity for the period 1 July 2019 to 29 February 2020.

SUMMARY AND KEY ISSUES

- Operating revenue is \$80,000 more than the year to date budget allowed for the Library Contribution to be received in March 2020.
- Operating expenditure is some \$135,000 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 \$500,000 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 January 2020 shows the current net assets of \$1.025million which includes the debtors of \$553,000. The debtors total includes the library contributions.

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

Grants and subsidies revenue is \$231,000 less than the year to date budget as the budget contained a grant that related to the previous year of \$103,000. This was corrected in the Revised Budget.

(2) Other Expenses

The year to date budget is some \$56,000 more than the actual amount and relates to the payment of the loan interest of \$30,000 and other costs.

OFFICER RECOMMENDATION/S – ITEM NO. 8.4.2

That Council receive the monthly financial report for the period 1 July 2019 to 29 February 2020.

8.4.3 Accounts Paid – February 2020
CORPORATE
ATTACHMENT DETAILS

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

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.*
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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 February 2020 included the following:

- GST & PAYG remittance to ATO;
- Payments for waste disposal to WMRC;
- Staff & Shire superannuation contributions.
- Solar Panels and systems
- Foreshore Bushfire Load Reduction Works
- (ROW) Maintenance in various areas
- Monthly cleaning services for January and February 2020

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	329 – 333	267,928.95
TRUST EFT	TRUST	20	800.00
DIRECT DEBIT	MUNI	128 – 133	7,386.68
BPAY	MUNI	115 – 116	1,644.98
CHEQUE	MUNI	428 – 431	183.15
CREDIT CARDS	MUNI	3	4,124.14
		TOTAL	282,066.90

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 February 2020, totalling \$282,066.90.

8.4.4 2019/20 BUDGET REVIEW
CORPORATE
ATTACHMENT DETAILS

Attachment No	Details
	2019/20 Budget Review

Voting Requirement : Absolute Majority
 Subject Index : FM026A
 Responsible Officer : Michael Costarella, Manager, Corporate & 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.*
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PURPOSE OF REPORT

To consider and adopt a revised budget for the 2019/20 Financial year.

SUMMARY AND KEY ISSUES

- The 2019/20 annual budget review builds upon the adopted budget in the current financial year;
- The review has been undertaken and following a number of amendments the closing surplus has increased from \$34,135 to \$46,122.

LOCATION

N/A

BACKGROUND

Staff have revised the income and expenditure of the 2019/20 adopted budget to provide for amendments that will reflect the amounts required by the 30 June 2020.

A comprehensive list of the major changes is included (page 13 & 14) in the 2019/20 Budget Review document.

CONSULTATION

Consultation with senior officers has been 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

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2) *Consideration and review is to be given to a local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.*

FINANCIAL IMPLICATIONS

The proposed variations to the 2019/20 budget are included as an attachment.

The original 2019/20 budget forecast a surplus at 30 June 2020 of \$34,135. The proposed net variations totalling \$11,987 has increase the Closing Surplus to \$46,122.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Staff have undertaken a major review of each account to ensure that funds are required until the 30 June 2020.

Whilst there maybe changing circumstance, staff believe that the changes that have been made are achievable and appropriate.

The following is a list of the major amendments to the budget (in excess of \$5,000):-

- Savings in Salaries with the Staff Structure changes of \$31,000
- Savings in Electricity costs with the installation of the new Solar Panels of \$13,200
- Increase in income for Development Licence Application fees of \$18,000
- Increase in income for Building Licences of \$6,000
- Reduction in Heritage Grant Scheme unlikely to be used by the 30 June 2020 \$40,000
- A transfer from the Infrastructure Reserve of \$103,000 to negate the grant amount shown in the income account.
- A transfer from Reserve funds for the Costs Awarded of \$140,000
- Increase amount for the 3 bin system from \$68,618 to \$75,000.
- Increase in recycling costs of \$10,000
- Additional Planning Consultant costs of \$10,000
- Additional Swimming Pool Inspection costs \$12,500
- Update for the Municipal Heritage Inventory of \$12,000.
- Reduced Investment interest of \$ 26,000
- Purchase of Art Sculpture project of \$25,000 (with Transfer from Reserve of \$20,000)
- Additional IT and Records management costs of \$64,000
- Savings in President Allowance and Councillors meeting fees of \$24,208
- Additional Expenses for Tree Audit of \$10,000

OFFICER RECOMMENDATION/S – ITEM No 8.4.4

That Council adopts the revised 2019/20 budget as attached to the Agenda for the OCM of the 24 February 2020.

DRAFT

8.5 CEO/ MANAGEMENT / GOVERNANCE / POLICY

8.5.1 Matter for Information and Noting

MANAGEMENT/GOVERNANCE/POLICY

ATTACHMENT DETAILS

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

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- 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

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.

DRAFT



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.*