



Shire of
Peppermint Grove

SPECIAL MEETING OF COUNCIL

AGENDA

**TO BE HELD ON
TUESDAY 19 OCTOBER 2021
AT
5.30 PM**



Shire of
Peppermint Grove

NOTICE OF MEETING

Dear Councillor

It is advised that the **SPECIAL MEETING OF COUNCIL** will be held in the Council Chamber of the **Shire of Peppermint Grove**, 1 Leake Street, Peppermint Grove, on **19 October 2021** commencing at 5.30 pm.

MEETING AGENDA ATTACHED

Yours faithfully

A handwritten signature in black ink, appearing to read 'Don Burnett', is written over a light blue horizontal line.

Mr Don Burnett
CHIEF EXECUTIVE OFFICER

15 October 2021

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

ITEM	SUBJECT HEADING	PAGE
1	DECLARATION OF OFFICE BY NEWLY ELECTED MEMBERS	5
2	DECLARATION OF OFFICIAL OPENING	5
3	RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE	5
3.1	ATTENDANCE	5
3.2	APOLOGIES	6
4	ELECTION OF SHIRE PRESIDENT	6
4.1	NOMINATION OF SHIRE PRESIDENT	6
4.2	SWEARING IN OF NEW SHIRE PRESIDENT	6
4.3	ACKNOWLEDGMENT OF COUNTRY	7
4.4	PUBLIC QUESTION TIME	7
5	NOMINATION OF DEPUTY SHIRE PRESIDENT	8
5.1	SWEARING IN OF DEPUTY SHIRE PRESIDENT	8
6	COMMITTEE REPRESENTATIVES/ APPOINTMENT OF COMMITTEES	8
6.1	AUDIT, RISK AND GOVERNANCE COMMITTEE	8
6.2	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PANEL	8
6.3	COTTESLOE, PEPPERMINT GROVE MOSMAN PARK COMBINED LIBRARY WORKING GROUP	8
6.4	DEVELOPMENT ASSESMENT PANEL (DAP)	9
6.5	LOCAL GOVERNMENT ASSOCIATION CENTRAL ZONE	9
6.6	SHINE	9

6.7	JOINT AUSTRALIA DAY AWARDS, IN CONJUNCTION WITH TOWN OF COTTESLOE AND TOWN OF MOSMAN PARK	9
6.8	WESTERN METROPOLITAN REGIONAL COUNCIL (WMRC)	10
6.9	WESTERN SUBURBS REGIONAL ORGANISATION OF COUNCILS (WESROC)	10
6.10	INTEGRATED LOCAL AREA PLAN STEERING GROUP (ACTIVITY CENTRE)	10
6.11	REGIONAL ROAD GROUP (RRG)	10
6.12	WESTERN SUBURBS WORKING GROUP (DEPARTMENT OF PLANNING LANDS AND HERITAGE)	11
6.13	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS (SWAN RIVER TRUST)	11
7	OFFICER REPORT	14
7.1	Council Meeting Dates for 2022	14
8	CLOSURE	16

Shire of
Peppermint Grove

SPECIAL MEETING OF COUNCIL

1 DECLARATION OF OFFICE BY NEWLY ELECTED MEMBERS

To be officiated by the Chief Executive Officer, Don Burnett

Swearing in of newly elected Councillors where they will be asked to read the following:

I of having been elected to the office of Councillor of the Shire of Peppermint Grove declare that I take the office upon myself and will duly, faithfully, honestly and with integrity fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the local Government (Rules of Conduct) regulations 2007.

Councillor _____
Councillor _____
Councillor _____
Councillor _____

2 DECLARATION OF OFFICIAL OPENING

At ___ pm, the Chief Executive Officer declared the meeting open and requested the recording of attendance and apologies.

3 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

3.1 ATTENDANCE

Elected Member	Cr R Thomas
Elected Member	Cr P Macintosh
Elected Member	Cr G Horrex
Elected Member	_____
Elected Member	_____
Elected Member	_____
Elected Member	_____
Chief Executive Officer	Mr D Burnett

Gallery _____ Members of the Public
 _____ Members of the Press

3.2 APOLOGIES

4 ELECTION OF SHIRE PRESIDENT

Councillors are to submit nominations in writing to the Chief Executive Officer. A Councillor nominated by another Councillor is to advise the CEO either orally or in writing that they are willing to be nominated.

4.1 NOMINATION OF SHIRE PRESIDENT

The Chief Executive Officer Don Burnett will call for nominations for the Shire President

The Chief Executive Officer Don Burnett will call for an election if required

4.2 SWEARING IN OF NEW SHIRE PRESIDENT

The CEO will officiate the following swearing in of Shire President

I Of having been elected to the office of President of the Shire of Peppermint Grove declare that I take the office upon myself and will duly, faithfully, honestly and with integrity fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the local Government (Rules of Conduct) regulations 2007.

The Shire President will now assume the chair and Preside over the meeting.

4.3 ACKNOWLEDGMENT OF COUNTRY

“As we commence the next two years of session of Council, the Shire of Peppermint Grove acknowledges the custodians of this land, the Whadjuk people of the Noongar nation and their elder's past, present and emerging. The Shire acknowledges and respects their continuing culture and the contribution they make to the life of this region.”

4.4 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

Rules for Council Meeting Public Question Time

- (a) *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.*
- (b) *During the Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.*
- (c) *Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.*
- (d) *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.*
- (e) *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.*

5 NOMINATION OF DEPUTY SHIRE PRESIDENT

The Shire President will call for nominations for the Deputy Shire President

The Shire President will call for an election if required

5.1 SWEARING IN OF DEPUTY SHIRE PRESIDENT

The CEO will officiate the following swearing in of Deputy President

I Of having been elected to the office of Deputy President of the Shire of Peppermint Grove declare that I take the office upon myself and will duly, faithfully, honestly and with integrity fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the local Government (Rules of Conduct) regulations 2007.

6 COMMITTEE REPRESENTATIVES/ APPOINTMENT OF COMMITTEES

6.1 AUDIT, RISK AND GOVERNANCE COMMITTEE

Meets at least twice a year. The charter was adopted at the Ordinary Council Meeting 24 September 2019.

Required:

3 Members

Current:

Cr R Thomas
Cr D Hohnen
Cr P Macintosh
Cr P Dawkins

6.2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PANEL

Meets annually to review the Chief Executive Officers Performance

Required:

All members

6.3 COTTESLOE, PEPPERMINT GROVE MOSMAN PARK COMBINED LIBRARY WORKING GROUP

Meets 3-4 times a year to review the strategic delivery of library services and adopt the library budget.

Required:

1 Member
1 Deputy

Current:

Cr K Farley
Cr D Horrex

6.4 DEVELOPMENT ASSESMENT PANEL (DAP)

Meets as required to determine applications submitted to the Joint Development Assessment Panel (JDAP).

Required:

2 Members
2 Deputy

Current:

Cr R Thomas
Cr C Hohnen
Cr K Farley
Cr G Peters

6.5 LOCAL GOVERNMENT ASSOCIATION CENTRAL ZONE

Meets every two months to consider the WALGA agenda.

Required:

2 Members

Current:

Cr C Hohnen
Cr G Peters

Note: all Councillors can be alternate delegates and the CEO can be a voting delegate

6.6 SHINE

Attends SHINE meetings as required. However, with restructuring of SHINE and Curtin Heritage Living this representation may not required

Required:

1 Member
1 Deputy

Current:

Cr D Horrex
Cr K Farley

6.7 JOINT AUSTRALIA DAY AWARDS, IN CONJUNCTION WITH TOWN OF COTTESLOE AND TOWN OF MOSMAN PARK

Possibly after the 2022 awards.

Required:

President and 1 Delegate

6.8 WESTERN METROPOLITAN REGIONAL COUNCIL (WMRC)

Meets every two months. This is a regional council to manage waste disposal.

Required:

1 Member

1 Deputy

Current

Cr C Hohnen

Cr G Peters

6.9 WESTERN SUBURBS REGIONAL ORGANISATION OF COUNCILS (WESROC)

Meets annually for informal discussion and the Mayoral Meeting.

Required:

President

Deputy President

Current

Cr R Thomas

Cr C Hohnen

6.10 INTEGRATED LOCAL AREA PLAN STEERING GROUP (ACTIVITY CENTRE)

Group to guide the Town centre plan for the Shire of Peppermint Grove and the Town of Cottesloe

Required:

2 Members

Current:

Cr P Macintosh

Cr P Dawkins

6.11 REGIONAL ROAD GROUP (RRG)

Meets annually to determine RRG funding for the western suburbs.

Required:

1 Member

Current:

Cr G Peters

6.12 WESTERN SUBURBS WORKING GROUP (DEPARTMENT OF PLANNING LANDS AND HERITAGE)

Meets annually to determine RRG funding for the western suburbs.

Required:

1 Member

1 Deputy

Current:

Cr P Dawkins

Cr P Macintosh

6.13 DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS (SWAN RIVER TRUST)**Required**

1 Member

Current:

Cr G Peters

OFFICER RECOMMENDATION

That Council confirm the committee and external group representation as follows:

1 AUDIT, RISK AND GOVERNANCE COMMITTEE

Cr _____
Cr _____
Cr _____

2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PANEL

All members

3 COTTESLOE, PEPPERMINT GROVE MOSMAN PARK COMBINED LIBRARY WORKING GROUP

Cr _____ (Member)
Cr _____ (Deputy)

4 DEVELOPMENT ASSESMENT PANEL (DAP)

Cr _____ (Member)
Cr _____ (Member)

Cr _____ (Deputy)
Cr _____ (Deputy)

5 LOCAL GOVERNMENT ASSOCIATION CENTRAL ZONE

Cr _____
Cr _____

Note: all Councillors can be alternate delegates and the CEO can be a voting delegate

6 SHINE

Cr _____ (Member)
Cr _____ (Deputy)

**7 JOINT AUSTRALIA DAY AWARDS, IN CONJUNCTION WITH TOWN OF
COTTESLOE AND TOWN OF MOSMAN PARK**

President and Cr _____

8 WESTERN METROPOLITAN REGIONAL COUNCIL (WMRC)

Cr _____ (Member)

Cr _____ (Deputy)

9 WESTERN SUBURBS REGIONAL ORGANISATION OF COUNCILS

President

Deputy President

10 INTEGRATED LOCAL AREA PLAN STEERING GROUP (ACTIVITY CENTRE)

Cr _____

Cr _____

11 REGIONAL ROAD GROUP (RRG)

Cr _____

**12 WESTERN SUBURBS WORKING GROUP (DEPARTMENT OF PLANNING
LANDS AND HERITAGE)**

Cr _____ (Member)

Cr _____ (Deputy)

**12 DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS
(SWAN RIVER TRUST)**

Cr _____

7 OFFICER REPORT

7.1 Council Meeting Dates for 2022

MANAGEMENT/GOVERNANCE/POLICY

ATTACHMENT DETAILS

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

Voting Requirement	:	Simple majority
Subject Index	:	Council Meeting Dates 2022
Disclosure of any Interest	:	Nil
Responsible Officer	:	CEO

PURPOSE OF REPORT

The purpose of this report is to adopt the meeting dates for the Agenda Briefing Forums and Ordinary Council Meetings for 2022.

SUMMARY AND KEY ISSUES

Notification of planned Council meeting dates for 2022

BACKGROUND

Legislation requires that Council provide public notice of the date and times of its meetings to allow for public participation and attendance.

CONSULTATION

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

STRATEGIC IMPLICATIONS

There are no specific Strategic Implications in respect to this matter.

SOCIAL IMPLICATIONS

There are no specific Social Implications in respect to this matter.

POLICY IMPLICATIONS

There are no specific Policy Implications in respect to this matter.

STATUTORY IMPLICATIONS

There are no specific Statutory Implications in respect to this matter.

FINANCIAL IMPLICATIONS

There are no specific Strategic Implications in respect to this matter.

ENVIRONMENTAL IMPLICATIONS

There are no specific Environmental Implications in respect to this matter.

OFFICER COMMENT

Councils Agenda Briefing Forum will be held on the second Tuesday of every month and Ordinary Council Meetings are to be held on the fourth Tuesday.

There is no meeting in January 2022.

The December 2022 Ordinary Council Meeting is to be held on the third Tuesday, 20 December, so that the minutes are completed prior to the Christmas holiday period.

Three Ordinary Council Meetings follow Monday public holidays:

Labour Day	7 March 2022
Anzac Day	25 April 2022
Queen's Birthday	26 September 2022

OFFICER RECOMMENDATION/COUNCIL DECISION – ITEM NO. 7.1

That Council adopt the meeting dates for 2022

Agenda Briefing Forum 2 nd Tuesday of every month at 5.30 (Except in January when Council is in recess)	Ordinary Meeting of Council 4 th Tuesday of every month at 5.30 (Except in December – 3 rd Tuesday & January when Council is in recess.)
8 February 2022	22 February 2022
8 March 2022	22 March 2022
12 April 2022	26 April 2022
10 May 2022	24 May 2022
14 June 2022	28 June 2022
12 July 2022	26 July 2022
9 August 2022	23 August 2022
13 September 2022	27 September 2022
11 October 2022	25 October 2022
8 November 2022	22 November 2022
13 December 2022	20 December 2022

8 CLOSURE

At ___ pm, there being no further business the meeting closed.