



Shire of
Peppermint Grove

SPECIAL MEETING OF COUNCIL

AGENDA

TO BE HELD ON
TUESDAY 24th October 2023
AT
5.30PM



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 24th October 2023, commencing at 5.30pm.

MEETING AGENDA ATTACHED

Regards,

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

Don Burnett
CHIEF EXECUTIVE OFFICER

19th October 2023

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
	MEETING AGENDA ATTACHED.....	2
	SPECIAL MEETING OF COUNCIL	4
1.	DECLARATION OF OFFICE BY NEWLY ELECTED MEMBERS	4
2.	DECLARATION OF OFFICIAL OPENING	4
3.	RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE	4
3.1	ATTENDANCE	4
3.2	APOLOGIES.....	5
4.0	ELECTION OF SHIRE PRESIDENT	5
4.1	NOMINATION OF SHIRE PRESIDENT	5
4.2	SWEARING IN OF NEW SHIRE PRESIDENT	5
4.3	ACKNOWLEDGMENT OF COUNTRY BY SHIRE PRESIDENT	5
4.4	PUBLIC QUESTION TIME	5
5.0	NOMINATION OF DEPUTY SHIRE PRESIDENT	6
5.1	SWEARING IN OF DEPUTY SHIRE PRESIDENT	6
6	COMMITTEE REPRESENTATIVES/APPOINTMENT OF COMMITTEES	6
7	OFFICER REPORT	12
	7.1 Council Meeting Dates for 2024	12
8.	CLOSURE	13



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 fulfill the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the Code of Conduct adopted by the Shire of Peppermint Grove under section 5.104 of the *Local Government Act 1995*.

Councillor Peter Macintosh
Councillor Jessamy Mahony
Councillor Emerald Bond

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
Elected Member
Elected Member
Elected Member
Elected Member
Elected Member
Elected Member

Cr C Hohnen
Cr P Dawkins
Cr K Farley
Cr P Macintosh
Cr D Jackson
Cr E Bond
Cr J Mahoney

Chief Executive Officer
Manager Corporate & Community Services
Manager of Infrastructure
Manager Development Services

Mr D Burnett
Mr J Clapham
Mr D Norgard
Mr J Gajic

Gallery _____ Members of the Public
_____ Members of the Press

3.2 APOLOGIES

4.0 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 Burnet 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 fulfill the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the Code of Conduct adopted by the Shire of Peppermint Grove under section 5.104 of the *Local Government Act 1995*.

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

4.3 ACKNOWLEDGMENT OF COUNTRY BY SHIRE PRESIDENT

“As we commence the next two year 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 council for public question time by asking the gallery if there were any questions or deputation for council.

- The Agenda;
- Question to Council Forms; 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.

In the event there are no public members present, the Presiding Member will dispense with Public Question Time.

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 Special 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.*

5.0 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 the 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 fulfill the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the Code of Conduct adopted by the Shire of Peppermint Grove under section 5.104 of the *Local Government Act 1995*.

6.0 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 24th September 2019.

Required

3 Members

Current

Cr R Thomas

Cr C Hohnen
Cr P Macintosh
Cr D Jackson

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 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 ASSESSMENT 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 P Macintosh (Deputy)

CR K Farley (Deputy)

6.5 WA LOCAL GOVERNMENT ASSOCIATION CENTRAL ZONE

Meets every two months to consider the WALGA agenda.

Required

2 Members

Current

Cr C Hohnen

Cr R Thomas

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

6.6 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 P Macintosh
Cr P Dawkins (Deputy)

6.7 WESTERN SUBURBS ALLIANCE (WSA) FORMERLY KNOWN AS WESROC

Meets as required for informal discussion.

Required

President
Deputy President

Current

Cr R Thomas
Cr C Hohnen

6.8 COTTESLOE PRECINCT 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

6.9 REGIONAL ROAD GROUP (RRG)

Meets annually to determine RRG funding for the western suburbs.

Required

1 Member

Current:

Cr D Jackson

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

Meets as required to discuss transport corridor planning for the western suburbs.

Required:

1 Member
1 Deputy

Current:

Cr P Dawkins
Cr P Macintosh

6.11 DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS (SWAN RIVER TRUST).

Required

1 Member

Current:

Cr D Jackson

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 _____

Cr _____ (Deputy)

4. DEVELOPMENT ASSESSMENT PANEL (DAP)

Cr _____ (Member)

Cr _____ (Member)

Cr _____ (Deputy)

Cr _____ (Deputy)

5. WA LOCAL GOVERNMENT ASSOCIATION CENTRAL ZONE

Cr _____ (Member)

Cr _____ (Member)

6. WESTERN METROPOLITAN REGIONAL COUNCIL (WMRC)

Cr _____ (Member)

Cr _____ (Deputy)

7. WESTERN SUBURBS ALLIANCE (WSA) FORMERLY KNOWN AS WESROC

President

Deputy President

8. COTTESLOE PRECINCT LOCAL AREA PLAN STEERING GROUP (ACTIVITY CENTRE)

Cr _____ (Member)

Cr _____ (Member)

9. REGIONAL ROAD GROUP (RRG)

Cr _____ (Member)

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

Cr _____ (Member)

Cr _____ (Deputy)

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

Cr _____ (Member)

7 OFFICER REPORT

7.1 Council Meeting Dates for 2024

ATTACHMENT DETAILS

Attachment No	Description
Nil	

Voting Requirement	Simple Majority
Subject Index	Council Meeting Dates
Disclosure of Interest	: Nil
Responsible Officer	: Chief Executive Officer

PURPOSE OF REPORT

The purpose of this report is to adopt the meeting dates for the Agenda Briefing Forums and Ordinary Council Meetings for 2024.

SUMMARY AND KEY ISSUES

Notification of planned Council meeting dates for 2024.

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 are no specific Strategic Implications 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 are to be held on the fourth Tuesday.

There is no meeting in January 2024.

The December 2024 Ordinary Council Meeting is to be held on the third Tuesday, 17th December, so that the minutes are completed prior to the Christmas holiday period.

7.1 OFFICER RECOMMENDATION

That Council, adopt the following meeting dates for 2024.

Agenda Briefing Forum 2nd Tuesday of every month at 5.30pm (except in January when Council is in recess).	Ordinary Meeting of Council 4th Tuesday of every month's at 5.30pm (except in December – 3rd Tuesday and January when Council is in recess).
13 th February 2024	27 th February 2024
12 th March 2024	26 th March 2024
9 th April 2024	23 rd April 2024
14 th May 2024	21 st May 2024
11 th June 2024	25 th June 2024
9 th July 2024	23 rd July 2024
13 th August 2024	20 th August 2024
10 th September 2024	24 th September 2024
8 th October 2024	22 nd October 2024
12 th November 2024	26 th November 2024
11 th December 2024	17 th December 2024

8. CLOSURE

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

