



Shire of  
**Peppermint Grove**

# **AGENDA BRIEFING FORUM**

# **MINUTES**

**HELD ON  
TUESDAY 8 MAY 2018  
AT  
5.30 PM**



# Shire of Peppermint Grove

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# Shire of Peppermint Grove

## **AGENDA BRIEFING FORUM AGENDA**

### **1 DECLARATION OF OFFICIAL OPENING**

At 5.33 pm, the Shire President declared the meeting open and requested the recording of attendance and apologies.

The Post indicated they were not recording the meeting.

### **2 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE**

#### **2.1 ATTENDANCE**

Shire President	Cr R Thomas
Deputy Shire President	Cr C Hohnen
Elected Member	Cr P Macintosh
Elected Member	Cr G Peters

Chief Executive Officer	Mr John Merrick
Manager Corporate Services	Mr P Rawlings
Manager Infrastructure Services	Mr D Norgard
Manager Development Services	Mr R Montgomery

**Visitors** 0  
**Gallery** 0 Members of the Public  
1 Members of the Press

## 2.2 APOLOGIES

Elected Member	Cr K Farley (Leave of Absence)
Elected Member	Cr S Fleay
Elected Member	Cr D Horrex
Manager Library and Community Services	Ms D Burn

## 2.3 NEW REQUEST FOR A LEAVE OF ABSENCE

**Moved: Cr R Thomas**

**Seconded: Cr C Hohnen**

That Councillor R Thomas be granted a leave of absence for the Agenda Briefing Forum and Concept Forum 12 June 2018

**CARRIED 4/0**

## 3 DELEGATIONS AND PETITIONS

### 3.1 DELEGATIONS

NIL

### 3.2 PETITIONS

NIL

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

At 5.34pm The Presiding Member opened 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

Were 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**

- 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 Special 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**

NIL

#### **4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC**

NIL

#### **4.3 DEPUTATIONS OF THE PUBLIC**

There being no further questions the Presiding Member closed public question time at 5.34pm.

## **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**

NIL

### **5.2 PROXIMITY INTEREST**

NIL

### **5.3 IMPARTIALITY INTEREST**

NIL

### **5.4 INTEREST THAT MAY CAUSE A CONFLICT**

NIL

### **5.5 STATEMENT OF GIFTS AND HOSPITALITY**

NIL

## **6 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

NIL

## **7 CONFIRMATION OF MINUTES**

7.1 ORDINARY COUNCIL MEETING ~ 24 April 2018

7.2 AGENDA BRIEFING FORUM ~ 8 May 2018

7.3 CONCEPT FORUM ~ 8 May 2018

## 8 CHIEF EXECUTIVE OFFICER REPORTS

### 8.1 URBAN PLANNING

#### 8.1.1 Building Permits Issued – April 2018

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Building Permits Issued
<b>OFFICER</b>	Ross Montgomery ~ Manager Development Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Nil

#### 8.1.2 Development Application – Request for Amendment of Approval 014-105; DA2018/0008 – Residential Roof Deck Redesign 16 (Lot 24) Bayview Terrace Peppermint Grove

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Development Application – Request for Amendment of Approval 014-105; DA2018/0008 – Residential Roof Deck Redesign 16 (Lot 24) Bayview Terrace Peppermint Grove
<b>OFFICER</b>	Ross Montgomery ~ Manager Development Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. 3D Image to be prepared by the architect for Council's information;</li> <li>2. MDS Ross Montgomery to arrange a site inspection with Councillors on 17/5/18;</li> <li>3. A3 plans of the Roof Deck to be provided at OCM 22 May 2018;</li> <li>4. Letter to be sent to neighbours advising of changes.</li> </ol>



8.1.3 Development - Request for approval to convert a garage into a storage room.  
Lot 5 (Unit 1B) McNeil Street Peppermint Grove

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Development - Request for approval to convert a garage into a storage room. Lot 5 (Unit 1B) McNeil Street Peppermint Grove
<b>OFFICER</b>	Ross Montgomery ~ Manager Development Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	<ol style="list-style-type: none"><li>1. MDS Ross Montgomery to contact the applicant and request a site meeting;</li><li>2. MDS Ross Montgomery to amend the Officer Comment section of the Report.</li></ol>

8.2 INFRASTRUCTURE

Nil

8.3 COMMUNITY DEVELOPMENT

Nil

8.4 MANAGEMENT / GOVERNANCE / POLICY

Nil

## 8.5 CORPORATE

### 8.5.1 Financial Report – April 2018

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Financial Report – April 2018
<b>OFFICER</b>	Paul Rawlings ~ Manager Corporate Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Nil

### 8.5.2 Accounts Paid – April 2018

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Accounts Paid – April 2018
<b>OFFICER</b>	Paul Rawlings ~ Manager Corporate Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Nil

### 8.5.3 2017/18 Budget Review

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	2017/18 Budget Review – April 2018
<b>OFFICER</b>	Paul Rawlings ~ Manager Corporate Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Nil

**9 NEW BUSINESS OF AN URGENT NATURE**

NIL

**10 MOTIONS ON NOTICE**

NIL

**11 CONFIDENTIAL ITEMS OF BUSINESS**

NIL

**12 CLOSURE**

At 6.26 pm, there being no further business the meeting closed.

