



Shire of  
**Peppermint Grove**

# **AGENDA BRIEFING FORUM**

# **MINUTES**

**HELD ON**  
**TUESDAY 10 OCTOBER 2017**  
**AT**  
**5.30 PM**



# Shire of Peppermint Grove

## TABLE OF CONTENTS

ITEM	SUBJECT HEADING	PAGE
<b>1</b>	<b>DECLARATION OF OFFICIAL OPENING</b>	<b>4</b>
<b>2</b>	<b>RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE</b>	<b>4</b>
2.1	ATTENDANCE	4
2.2	APOLOGIES	4
2.3	LEAVES OF ABSENCE	4
2.4	NEW REQUEST FOR A LEAVE OF ABSENCE	5
<b>3</b>	<b>DELEGATIONS AND PETITIONS</b>	<b>5</b>
3.1	DELEGATIONS	5
3.2	PETITIONS	5
<b>4</b>	<b>PUBLIC QUESTION TIME</b>	<b>5</b>
4.1	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	5
4.2	QUESTIONS FROM MEMBERS OF THE PUBLIC	5
4.3	DEPUTATIONS OF THE PUBLIC	5
<b>5</b>	<b>DECLARATIONS OF INTEREST</b>	<b>6</b>
5.1	FINANCIAL INTEREST	6
5.2	PROXIMITY INTEREST	6
5.3	IMPARTIALITY INTEREST	6
5.4	INTEREST THAT MAY CAUSE A CONFLICT	6
5.5	STATEMENT OF GIFTS AND HOSPITALITY	6
<b>6</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)</b>	<b>6</b>
<b>7</b>	<b>CONFIRMATION OF MINUTES</b>	<b>6</b>
7.1	ORDINARY COUNCIL MEETING ~ 26 September 2017	6

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<b>ITEM</b>	<b>SUBJECT HEADING</b>	<b>PAGE</b>
7.2	AGENDA BRIEFING FORUM ~ 10 October 2017	6
7.3	CONCEPT FORUM ~ 10 October 2017	6
<b>8</b>	<b>CHIEF EXECUTIVE OFFICER REPORTS</b>	<b>7</b>
8.1	URBAN PLANNING	7
8.1.1	Building Permits Issued	7
8.2	INFRASTRUCTURE	7
8.3	COMMUNITY DEVELOPMENT	7
8.4	MANAGEMENT / GOVERNANCE / POLICY	7
8.5	CORPORATE	8
8.5.1	Financial Report – September 2017	8
8.5.2	Accounts Paid – September 2017	8
<b>9</b>	<b>NEW BUSINESS OF AN URGENT NATURE</b>	<b>8</b>
<b>10</b>	<b>MOTIONS ON NOTICE</b>	<b>8</b>
<b>11</b>	<b>CONFIDENTIAL ITEMS OF BUSINESS</b>	<b>9</b>
11.1.1	Chief Executive Officer Performance Review 2017	9
<b>12</b>	<b>CLOSURE</b>	<b>9</b>



# Shire of Peppermint Grove

## AGENDA BRIEFING FORUM MINUTES

### 1 DECLARATION OF OFFICIAL OPENING

At 5.30 pm, the Shire President declared the meeting open and requested the recording of attendance and apologies.

The Post indicated that 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 K Farley
Elected Member	Cr D Horrex
Elected Member	Cr P Macintosh
Elected Member	Cr G Peters (arrived at 5.34pm)

Chief Executive Officer	Mr John Merrick
Manager Library and Community Services	Ms D Burn
Manager Corporate Services	Mr P Rawlings
Manager Infrastructure Services	Mr D Norgard
Manager Development Services	Mr M Whitbread
Executive Officer	Ms M Tabbakh (Minutes)

**Visitors** Nil

**Gallery** Nil Members of the Public  
1 Members of the Press

#### 2.2 APOLOGIES

Elected Member, Cr S Fleay

#### 2.3 LEAVES OF ABSENCE

Nil

## 2.4 NEW REQUEST FOR A LEAVE OF ABSENCE

Cr K Farley requests a Leave of Absence for the Ordinary Council Meeting 17 October 2017.

Cr D Horrex request a Leave of Absence for the Ordinary Council Meeting 17 October 2017.

## 3 DELEGATIONS AND PETITIONS

### 3.1 DELEGATIONS

Nil

### 3.2 PETITIONS

Nil

## 4 PUBLIC QUESTION TIME

At 5.31 pm the Presiding Member opened the public question time by asking the gallery if there were any questions or deputations for Council. "Rules for Council Meeting Public Question Time" were noted in the Agenda. Copies of:

- 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, prior to commencing the meeting, as well as on the Shire Webpage.

### 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

Nil

At 5.31pm, there being no further questions the Presiding Member closed the public question time.

## **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 ~ 26 September 2017

7.2 AGENDA BRIEFING FORUM ~ 10 October 2017

7.3 CONCEPT FORUM ~ 10 October 2017

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## 8 CHIEF EXECUTIVE OFFICER REPORTS

### 8.1 URBAN PLANNING

#### 8.1.1 Building Permits Issued

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

### 8.2 INFRASTRUCTURE

Nil

### 8.3 COMMUNITY DEVELOPMENT

Nil

### 8.4 MANAGEMENT / GOVERNANCE / POLICY

Nil

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## 8.5 CORPORATE

### 8.5.1 Financial Report – September 2017

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Financial Report – September 2017
<b>OFFICER</b>	Paul Rawlings ~ Manager Corporate Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Paul Rawlings to include an additional column under Capital Expenditure, showing when works are expected to be done.

### 8.5.2 Accounts Paid – September 2017

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Accounts Paid – September 2017
<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

**MOVED: CR C HOHNEN, SECONDED: CR R THOMAS**

**THAT:**

Under section 5.23 of the Act the meeting be closed to members of the public at this point to allow Council to discuss Agenda Item **11.1.1 Chief Executive Officer Review 2017**.

At 5.34 pm, Staff and members of the public left the Council Chambers

**CARRIED: 5/0**

**Cr G Peters arrived at 5.34pm.**

### 11.1.1 Chief Executive Officer Performance Review 2017

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Chief Executive Officer Performance Review 2017
<b>OFFICER</b>	Shire President, Rachel Thomas
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	

**MOVED: CR C HOHNEN, SECONDED: CR D HORREX**

**THAT:**

The meeting be re-opened to the public at 5.43 pm, the members of the public returned to the Council Chambers.

On the return of the public to the Council Chambers the Presiding Member will read out the Council Decision. There being no members of the public present, the Presiding Member dispensed with reading out the Council Decision.

**CARRIED: 6/0**

## 12 CLOSURE

At 5.44pm, there being no further business the meeting closed.