



Shire of  
**Peppermint Grove**

# **AGENDA BRIEFING FORUM**

# **MINUTES**

**HELD ON**  
**TUESDAY 11 APRIL 2017**  
**AT**  
**5.30 PM**



# Shire of Peppermint Grove

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# Shire of Peppermint Grove

## AGENDA BRIEFING FORUM MINUTES

### 1 DECLARATION OF OFFICIAL OPENING

At 5.31pm, 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

Deputy Shire President

Elected Member

Elected Member

Elected Member

Elected Member

Cr R Thomas

Cr C Hohnen

Cr S Fleay

Cr D Horrex

Cr P Macintosh

Cr G Peters

Chief Executive Officer

Manager Corporate Services

Manager Development Services

Executive Officer

Mr John Merrick

Mr P Rawlings

Mr M Whitbread

Ms M Tabbakh (Minutes)

**Visitors** Nil

**Gallery** Nil Members of the Public

1 Members of the Press

## 2.2 APOLOGIES

Manager Library and Community Services, Ms D Burn  
Manager Infrastructure Services, Mr D Norgard  
Elected Member, Cr K Farley

## 2.3 LEAVES OF ABSENCE

Nil

## 3 DELEGATIONS AND PETITIONS

### 3.1 DELEGATIONS

Nil

## 4 PUBLIC QUESTION TIME

At 5.32 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 5.32pm, there being no further questions the Presiding Member closed the public question time.

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## **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	28 March 2017
7.2	AGENDA BRIEFING FORUM	11 April 2017
7.3	CONCEPT FORUM	11 April 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>	Remove 21 Irvine Street, Peppermint Grove: Internal Bathroom Renovations.

#### 8.1.2 Rear Setback Variation: Pool House – Lot 12 (No. 32) McNeil Street Peppermint Grove

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Lot 12 (No.32) McNeil Street Peppermint Grove
<b>OFFICER</b>	Michael Whitbread ~ Manager Development Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Nil

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### 8.1.3 Proposed Alterations and Garage Additions: Lot 50 (No. 47) Irvine Street Peppermint Grove

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Lot 50 (No. 47) Irvine Street Peppermint Grove
<b>OFFICER</b>	Michael Whitbread ~ Manager Development Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Architect to provide drawings to show the effect on neighbour's views.

### 8.1.4 Results of the Review of Heritage Management Category 2 Definition: Shire of Peppermint Grove Municipal Inventory

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Results of the Review of Heritage Management Category 2 Definition: Shire of Peppermint Grove Municipal Inventory
<b>OFFICER</b>	Michael Whitbread ~ Manager Development Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Michael Whitbread to make minor corrections in Officers Recommendations.



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#### 8.1.5 Adoption of a Heritage List: Local Planning Scheme No. 4 Shire of Peppermint Grove

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Adoption of a Heritage List: Local Planning Scheme No.4
<b>OFFICER</b>	Michael Whitbread ~ Manager Development Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Michael Whitbread to create two separate lists – Municipal Inventory List and Heritage List.

#### 8.1.6 Front Fence and Retaining Wall: Lot 113 (No. 38) The Esplanade Peppermint Grove

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Lot 113 (No 38) The Esplanade Peppermint Grove
<b>OFFICER</b>	Michael Whitbread ~ Manager Development Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Nil

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### 8.1.7 Proposed Cellar and Storeroom: Lot 53 (No. 2) Hurstford Close Peppermint Grove

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Lot 53 (No. 2) Hurstford Close Peppermint Grove
<b>OFFICER</b>	Michael Whitbread ~ Manager Development Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Nil

### 8.1.8 Tennis Court Lighting: Lot 123 (No. 18) Keane Street Peppermint Grove

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Lot 123 (No. 18) Keane Street Peppermint Grove
<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

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## 8.4 MANAGEMENT / GOVERNANCE / POLICY

### 8.4.1 SHINE Agreement Renewal

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	SHINE Agreement Renewal
<b>OFFICER</b>	John Merrick ~ Chief Executive Officer
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Paul Rawlings to make minor changes in the Deed in the following: 3.1( i), 6.6 and 7.1

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## 8.5 CORPORATE

### 8.5.1 Financial Report – February 2017

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Financial Report February 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

### 8.5.2 Accounts Paid – March 2017

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

### 8.5.3 Financial Report March 2017

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Financial Report March 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**

Nil

**12 CLOSURE**

At 5.57 pm, there being no further business the meeting closed.