



Shire of
Peppermint Grove

AGENDA BRIEFING FORUM

MINUTES

**HELD ON
TUESDAY 11 SEPTEMBER 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 5.31pm, the Shire President declared the meeting open and requested the recording of attendance and apologies.

The media indicated they are 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 G Peters
Elected Member	Cr P Macintosh
Chief Executive Officer	Mr D Burnett
Manager Library and Community Services	Ms D Burn
Manager Corporate Services	Mr P Rawlings
Manager Infrastructure Services	Mr D Norgard
Manager Development Services	Mr R Montgomery
Visitors	0
Gallery	1 Members of the Public
	1 Members of the Press

2.2 APOLOGIES

NIL

2.3 LEAVE OF ABSENCE

NIL

2.4 NEW REQUEST FOR LEAVE OF ABSENCE

NIL

3 DELEGATIONS AND PETITIONS

3.1 DELEGATIONS

NIL

3.2 PETITIONS

NIL

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

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

NIL

At 5.32pm, there being no questions the Presiding Member closed 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

Don Burnett, Chief Executive Officer – Item 11.1 CEO Probation and Key Performance Targets 2018/19

The nature of the interest being that the item deals with his contract with Council.

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)

Written announcements by the Presiding Member or important forthcoming functions to be tabled at this point. The Presiding Member may, at their discretion, wish to make verbal announcements.

7 CONFIRMATION OF MINUTES

7.1 ORDINARY COUNCIL MEETING 28 AUGUST 2018

That the Minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 28 August 2018 be confirmed, subject to the amendment of the Recommendation at Item 8.1.2. All mention of Lot 69 should be replaced with Lot 55, as a true and accurate record.

7.2 AGENDA BRIEFING FORUM 11 SEPTEMBER 2018

That the Minutes of the Agenda Briefing Forum, of the Shire of Peppermint Grove held in the Council Chambers on 11 September 2018 be confirmed as a true and accurate record.

8 CHIEF EXECUTIVE OFFICER REPORTS

8.1 URBAN PLANNING

8.1.1 Use of Reserve for Stand Up Paddle Board Business operation at Lot 4447 Keanes Point Reserve Foreshore

ORDINARY COUNCIL MEETING ITEM TITLE	Use of Reserve for Stand Up Paddle Board Business operation at Lot 4447 Keanes Point Reserve Foreshore
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	MDS to provide Councillors with details of other Paddle Board businesses hours of operation and expiry dates.

8.1.2 Proposed new two storey dwelling with basement, Lot 9 (24) Johnston Street, Peppermint Grove

ORDINARY COUNCIL MEETING ITEM TITLE	8.1.2 Proposed new two storey dwelling with basement, Lot 9 (24) Johnston Street, Peppermint Grove
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	The applicant has requested the item be withdrawn from the OCM Agenda 25 September 2018.

8.1.3 Subdivision Strata - 40 Leake Street, Peppermint Grove

ORDINARY COUNCIL MEETING ITEM TITLE	Subdivision Strata - 40 Leake Street, Peppermint Grove
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	MDS to add a condition stipulating that there should be at least a 300mm distance between the pool structure and the boundary.

8.2 INFRASTRUCTURE

Nil

8.3 COMMUNITY DEVELOPMENT

Nil

8.4 MANAGEMENT / GOVERNANCE / POLICY

8.4.1 Audit Committee /WALGA Zone vacancy

ORDINARY COUNCIL MEETING ITEM TITLE	Audit Committee /WALGA Zone vacancy
OFFICER	Don Burnett, Chief Executive Officer
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Condition 2 of the Officer Recommendation should now read: 2. Appoints Cr Peters as the second Shire representative and Cr Macintosh and CEO as Deputies on the WALGA Central Zone Committee.

8.4.2 Extra Ordinary Vacancy

ORDINARY COUNCIL MEETING ITEM TITLE	Extra Ordinary Vacancy
OFFICER	Don Burnett, Chief Executive Officer
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Nil

8.5 CORPORATE

8.5.1 Financial Report – August 2018

ORDINARY COUNCIL MEETING ITEM TITLE	Financial Report – August 2018
OFFICER	Paul Rawlings ~ Manager Corporate Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Nil

8.5.2 Accounts Paid – August 2018

ORDINARY COUNCIL MEETING ITEM TITLE	Accounts Paid – August 2018
OFFICER	Paul Rawlings ~ Manager Corporate Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Nil

8.5.3 Matters for Information and Noting

ORDINARY COUNCIL MEETING ITEM TITLE	Matters for Information and Noting
OFFICER	Don Burnett, Chief Executive Officer
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Nil

9 NEW BUSINESS OF AN URGENT NATURE

NIL

10 MOTIONS ON NOTICE

NIL

11 CONFIDENTIAL ITEMS OF BUSINESS

Moved: Cr Horrex, Seconded: Cr C Hohnen

Under Section 5.23:

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

(e) a matter that if disclosed, would reveal —

(iii) information about the business, professional, commercial or financial affairs of a person

CARRIED 6/0

At 6.30pm, the staff and public left the Chambers.

DECLARATION OF INTEREST – FINANCIAL – CEO DON BURNETT

11.1 CEO Probation and Key Performance Targets 2018/19

ORDINARY COUNCIL MEETING ITEM TITLE	CEO Probation and Key Performance Targets 2018/19
OFFICER	Don Burnett, Chief Executive Officer
DELEGATION	Nil
DISCLOSURE OF INTEREST	CEO, Don Burnett - Financial
OUTCOME OF DISCUSSION	CEO KPIs to include a Planning Overview Report to be presented by 28 February 2019.

11.2 52 the Esplanade, Peppermint Grove

ORDINARY COUNCIL MEETING ITEM TITLE	52 The Esplanade, Peppermint Grove
OFFICER	Don Burnett, Chief Executive Officer
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	That this Item be brought onto the OCM Agenda 25 September 2018 as a public report.

Moved: Cr R Thomas, Seconded: Cr K Farley

At 6.54pm, the meeting be re-opened to the public.

CARRIED 6/0

No members of the public returned to the gallery.

12 CLOSURE

At 6.55pm, there being no further business the meeting closed.