



Shire of  
**Peppermint Grove**

# **AGENDA BRIEFING FORUM**

# **MINUTES**

**HELD ON  
TUESDAY 12 JUNE 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 5.30pm, the Deputy Shire President declared the meeting open and requested the recording of attendance and apologies.

The media indicated that they were not recording the meeting.

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

#### **2.1 ATTENDANCE**

Deputy Shire President  
Elected Member  
Elected Member  
Elected Member  
Elected Member

Cr C Hohnen  
Cr K Farley  
Cr S Fleay  
Cr D Horrex  
Cr P Macintosh

Chief Executive Officer  
Manager Corporate Services  
Manager Infrastructure Services  
Manager Development Services

Mr John Merrick  
Mr P Rawlings  
Mr D Norgard  
Mr R Montgomery

#### **Visitors**

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

## 2.2 APOLOGIES

Manager Library and Community Services      Ms D Burn

## 2.3 LEAVE OF ABSENCE

Shire President      Cr R Thomas  
Elected Member      Cr G Peters

## 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 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 5.31pm.

## **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 ~ | 22 May 2018  |
| 7.2 | AGENDA BRIEFING FORUM ~    | 12 June 2018 |
| 7.3 | CONCEPT FORUM ~            | 12 June 2018 |

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## 8 CHIEF EXECUTIVE OFFICER REPORTS

### 8.1 URBAN PLANNING

#### 8.1.1 Building Permits Issued – May 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 Proposed Two Lot Strata Subdivision Lot 402 Crossland Court, Peppermint Grove

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Proposed Two Lot Strata Subdivision Lot 402 Crossland Court, 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>	Nil



8.1.3 Replace Existing Roof Sheeting for Veranda with New Steel Colorbond Roof Sheeting at Royal Freshwater Bay Yacht Club - Lot 2534 (1) Hobbs Place, Peppermint Grove

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Replace Existing Roof Sheeting for Veranda with New Steel Colorbond Roof Sheeting at Royal Freshwater Bay Yacht Club - Lot 2534 (1) Hobbs Place, 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>	Nil

8.2 INFRASTRUCTURE

Nil

8.3 COMMUNITY DEVELOPMENT

Nil

8.4 MANAGEMENT / GOVERNANCE / POLICY

Nil

## 8.5 CORPORATE

### 8.5.1 Financial Report – May 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 – May 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

## 9 NEW BUSINESS OF AN URGENT NATURE

Nil

## 10 MOTIONS ON NOTICE

Nil

## 11 CONFIDENTIAL ITEMS OF BUSINESS

**Moved: Cr K Farley, Seconded: Cr S Fleay**

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 Items 11.1, 11.2 and 11.3.

**CARRIED UNANIMOUSLY 5/0**

At 5.43pm, the members of the public left the Council Chambers.

### 11.1 Tender RFT 2018-48 for Street Tree Pruning, Maintenance and Removals

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Tender RFT 2018-48 for Street Tree Pruning, Maintenance and Removals
<b>OFFICER</b>	Donovan Norgard ~ Manager Infrastructure Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Nil

### 11.2 Tender RFT 2018-40 / SPG0118 – Natural Area Weed Control and Environmental Maintenance

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Tender RFT 2018-40 / SPG0118 – Natural Area Weed Control and Environmental Maintenance
<b>OFFICER</b>	Donovan Norgard ~ Manager Infrastructure Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Nil

### 11.3 Requests for Review of Rates Penalty Interest

<b>ORDINARY COUNCIL MEETING ITEM TITLE</b>	Requests for Review of Rates Penalty Interest
<b>OFFICER</b>	Paul Rawlings – Manager Corporate Services
<b>DELEGATION</b>	Nil
<b>DISCLOSURE OF INTEREST</b>	Nil
<b>OUTCOME OF DISCUSSION</b>	Nil

**Moved: Cr K Farley, Seconded: Cr S Fleay**

That under section 5.23 of the Act the meeting be re-opened to members of the public.

**CARRIED UNANIMOUSLY 5/0**

At 6.00pm, the members of the public returned to the Council Chambers.

## 12 CLOSURE

At 6.00 pm, there being no further business the meeting closed.

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## AGENDA BRIEFING FORUMS

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### **Principles**

These are forums for Elected Members to become more informed on matters prior to formal consideration at the Ordinary Meeting of Council. The forums encourage open dialogue between Elected Members, Officers and members of the public, and allow Elected Members to gain maximum knowledge and understanding of issues prior to presentation at the Ordinary Meetings of Council.

Agenda forums involve Elected Members, staff, residents and/or their representatives, and external advisors (where appropriate) and will be open to the public.

Agenda forums provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters to the next Ordinary Meeting of Council for formal consideration and decision.

Agenda Briefing Forums are not decision-making forums and items on the agenda are not to be debated at the Forum.

### **Process**

Agenda Briefing Forums occur two weeks prior to a Council meeting and consider the agenda prepared for the next Ordinary Meeting of Council.

The Agenda should be read in conjunction with the agenda for the next Ordinary Meeting of Council which will be issued at the same time. Both agendas will be publicly available in the Library and on the Shire's website.

The Agenda Briefing Forum will be open to the public except for matters of a confidential nature. The guide in determining those matters of a confidential nature shall be in accordance with the Local Government Act 1995 and as detailed in the meeting procedure for the Ordinary Meeting of Council.

The Chief Executive Officer will ensure timely written notice and an agenda for each forum will be provided to all Elected Members. The agenda will be available to the public at the Library and on the Shire's website.

The President is to be the Presiding Member. If the President is unable or unwilling to assume the role of Presiding Member, then the Deputy President may preside. If the Deputy President is unable or unwilling, those Elected Members present may select one from amongst themselves to preside.

The Meeting Procedures for the Ordinary Meetings of Council will generally apply including procedures around deputations and questions from the public which will be adhered to.

There is to be no debate or decision-making amongst Elected Members on any matters raised, however elected members may seek further information or request additional information be supplied prior to the Ordinary Meeting of Council.

Relevant employees of the Shire will make a presentation on agenda items and be available to respond to questions on matters listed on the agenda.

All Elected Members will be given a fair and equal opportunity to participate.

The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.

Elected Members, employees and relevant consultants shall disclose their interests on any matter listed in accordance with the meeting procedure for Ordinary Meetings of Council.

A record shall be kept during the forum, however, as no decisions are made, the record need only be a general record of the items covered but shall record requests for further information and any disclosure of interests as declared by individuals. A copy of the record is to be forwarded to all Elected Members and shall be posted on the Shire's website.

Additional requested information will be provided to elected members prior to the Ordinary Meeting of Council as soon as available.

Members of the public may make a deputation by making a written request to the Chief Executive Officer on the working day immediately prior. Deputations must relate to matters listed on the agenda



Agenda Briefing Forum - **Agenda**  
**12 JUNE 2018**

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