



Shire of
Peppermint Grove

AGENDA BRIEFING FORUM

MINUTES

**HELD ON
TUESDAY 14 AUGUST 2018
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 5.30pm, the 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

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

Chief Executive Officer	Mr Don 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 0 Members of the Public
1 Member of the Press

2.2 APOLOGIES

Elected Member Cr K Farley

2.3 LEAVE OF ABSENCE

The President advised that although Cr Scott Fleay had been granted a leave of absence, he had resigned earlier in the day, effective immediately.

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

At 5.31pm 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.

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

5 DECLARATIONS OF INTEREST

NIL

5.1 FINANCIAL INTEREST

NIL

5.2 PROXIMITY INTEREST

NIL

5.3 IMPARTIALITY INTEREST

Cr Dawne Horrex – Items 8.1.1 and 8.1.2

The nature of the interest being that she is a past pupil, parent and former secretary of Old Collegians.

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 JULY 2018

That the Minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 24 July 2018 be confirmed as a true and accurate record

7.2 ORDINARY COUNCIL MEETING 26 JUNE 2018

Correction to item 8.1.2 at the 26 June 2018 meeting.

"This report referred to the zoning as R40 in a number of places within the report whereas it should be referred to as R80. It is recommended that although Council has confirmed the minutes to be a true and correct record, that a notation be placed in minutes advising the where R40 appears in report 8.1.2 it should be read as R80. The resolution of Council for the report is not affected by this technical correction. "

That Council places a notation report 8.1.2 of the 26 June, 2018 meeting noting that where R40 appears in the report it should be read as R80, also noting that the resolution for this report is not affected by this technical correction.

7.3 AGENDA BRIEFING FORUM 14 AUGUST 2018

That the Minutes of the Agenda Briefing Forum, of the Shire of Peppermint Grove held in the Council Chambers on 14 August 2018 be confirmed as a true and accurate record

8 CHIEF EXECUTIVE OFFICER REPORTS

8.1 URBAN PLANNING

8.1.1 Transportable teaching and learning facility (tennis courts) Presbyterian Ladies College (PLC) Lot 69 914) McNeil Street, Peppermint Grove

ORDINARY COUNCIL MEETING ITEM TITLE	Transportable teaching and learning facility (tennis courts) Presbyterian Ladies College (PLC) Lot 69 914) McNeil Street, Peppermint Grove
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Cr Dawne Horrex – Impartiality Interest
OUTCOME OF DISCUSSION	EM asked if the proposal required to be referred to the neighbouring properties for comment. MDS responded the transportable buildings are located on the playing fields atop the car parking structure at the rear of the site away from McNeil Street and are setback a considerable distance from the property to the east of the School and their outlook is back into the school and not over into properties to the south. There is also stand of mature trees along Pindari Place which would screen any potential glimpses of the transportable buildings.

8.1.2 Internal works for a Boarding House at Finlayson House, Presbyterian Ladies College on Lot 69 (14) McNeil Street, Peppermint Grove

ORDINARY COUNCIL MEETING ITEM TITLE	Internal works for a Boarding House at Finlayson House, Presbyterian Ladies College on Lot 69 (14) McNeil Street, Peppermint Grove
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Cr Dawne Horrex – Impartiality Interest
OUTCOME OF DISCUSSION	EM asked about car parking for workers undertaking the works on Finlayson House. MDS responded that the works are scheduled for non-term times and so it is likely most of the parking can be accommodated within the School Grounds. A site access and management plan is a recommended condition of the approval. In relation to both 8.1.1 and 8.1.2 CEO advised EM that he has met with the Principal of PLC and is working to build a sound understanding of their needs into the future as well as the interests of the Shire for the School, safety and amenity in surrounding streets.

8.1.3 Continuation of Non-Conforming Land Use application at Lot 330 (550) Stirling Highway, Peppermint Grove

ORDINARY COUNCIL MEETING ITEM TITLE	Continuation of Non-Conforming Land Use application at Lot 330 (550) Stirling Highway, Peppermint Grove
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	EM asked about potential for the Building Company to store materials at the site. MDS responded this is not a stated intention of the application, however a Condition could be affixed to the recommended approval to restrict any storage of materials outside the buildings. EM also asked about the signage and if it was likely to compromise the Heritage value of the building. MDS responded that signage details would be examined carefully to ensure the Old Police Station would be sympathetically managed.

8.2 INFRASTRUCTURE

Nil

8.3 COMMUNITY DEVELOPMENT

Nil

8.4 MANAGEMENT / GOVERNANCE / POLICY

Nil

8.5 CORPORATE

8.5.1 Financial Report – July 2018

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

8.5.2 Accounts Paid – July 2018

ORDINARY COUNCIL MEETING ITEM TITLE	Accounts Paid – July 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 August 2018

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

NIL

12 CLOSURE

At 5.54 pm, there being no further business the meeting closed.

AGENDA BRIEFING FORUMS

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.

