



Shire of
Peppermint Grove

AGENDA BRIEFING FORUM

NOTES

The draft agenda submitted to this Forum is subject to change and should not be read as the final Agenda to the next Ordinary Council Meeting. The final Agenda will be placed on the Shire's website on the Friday before the Scheduled meeting. Council does not make determinations at the Agenda Briefing forum.

HELD ON
TUESDAY 14 JULY 2020
AT
5.30 PM


 Shire of
Peppermint Grove

TABLE OF CONTENTS

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

| | | |
|-----------|--|-----------|
| 7 | CONFIRMATION OF MINUTES | 7 |
| 8 | OFFICER REPORTS | 8 |
| 8.1 | MANAGER DEVELOPMENT SERVICES | 8 |
| 8.1.1 | 33A Leake Street – Repairs - Replace-roof tiles and Tuck Pointing | 8 |
| 8.1.2 | 33A Leake Street – Partial Demolition (Garage outbuilding) | 8 |
| 8.1.3 | 43 Johnston Street – Addition to the rear of existing heritage listed dwelling | 8 |
| 8.1.4 | 14 The Esplanade – Amendment to DA2019/00007 - Single Residence | 9 |
| 8.2 | MANAGER INFRASTRUCTURE SERVICES | 9 |
| 8.3 | MANAGER LIBRARY SERVICES | 9 |
| 8.4 | MANAGER CORPORATE AND COMMUNITY SERVICES | 10 |
| 8.4.1 | Financial Statements | 10 |
| 8.4.2 | Accounts Paid – June 2020 | 10 |
| 8.5 | CEO / MANAGEMENT / GOVERNANCE / POLICY | 11 |
| 8.5.1 | Local Law Review | 11 |
| 8.5.2 | Matters for Information and Noting | 11 |
| 8.6 | COMMITTEE REPORTS | 12 |
| 9 | NEW BUSINESS OF AN URGENT NATURE | 12 |
| 10 | MOTIONS ON NOTICE | 12 |
| 11 | CONFIDENTIAL ITEMS OF BUSINESS | 12 |
| 11.1 | CEO Performance Review | 12 |
| 12 | CLOSURE | 13 |

Shire of
Peppermint Grove**AGENDA BRIEFING FORUM NOTES****1 DECLARATION OF OFFICIAL OPENING**

At 5.36pm, the Shire President declared the meeting open and requested the recording of attendance and apologies.

2 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE**2.1 ATTENDANCE**

Shire President
Elected Member
Elected Member
Elected Member
Elected Member

Cr R Thomas
Cr K Farley
Cr D Horrex
Cr G Peters
Cr P Macintosh

Chief Executive Officer
Manager Development Services
A/Manager Corporate Services & Community Services

Mr D Burnett
Mr R Montgomery
Mr Peter Barker

Gallery 0 Members of the Public
1 Members of the Press

2.2 APOLOGIES

Deputy Shire President
Elected Members

Cr C Hohnen
Cr P Dawkins

Manager Library Services
Manager Infrastructure Services
Manager Corporate Services & Community Services

Ms D Burn
Mr D Norgard
Mr M Costarella

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

DRAFT

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 FROM A PREVIOUS MEETING

NIL

4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

NIL

4.3 DEPUTATIONS OF THE PUBLIC

NIL

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

Chief Executive Officer, Don Burnett – Item 11.1 CEO Performance Review

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

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

Nil adoption of Minutes at this Forum.

8 OFFICER REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

8.1.1 33A Leake Street – Repairs - Replace-roof tiles and Tuck Pointing

| | |
|--|---|
| ORDINARY COUNCIL MEETING ITEM TITLE | 33A Leake Street – Repairs - Replace-roof tiles and Tuck Pointing |
| OFFICER | Ross Montgomery ~ Manager Development Services |
| DELEGATION | Nil |
| DISCLOSURE OF INTEREST | Nil |
| OUTCOME OF DISCUSSION | Nil |

8.1.2 33A Leake Street – Partial Demolition (Garage outbuilding)

| | |
|--|--|
| ORDINARY COUNCIL MEETING ITEM TITLE | 33A Leake Street – Partial Demolition (Garage outbuilding) |
| OFFICER | Ross Montgomery ~ Manager Development Services |
| DELEGATION | Nil |
| DISCLOSURE OF INTEREST | Nil |
| OUTCOME OF DISCUSSION | Nil |

8.1.3 43 Johnston Street – Addition to the rear of existing heritage listed dwelling

| | |
|--|--|
| ORDINARY COUNCIL MEETING ITEM TITLE | 43 Johnston Street – Addition to the rear of existing heritage listed dwelling |
| OFFICER | Ross Montgomery ~ Manager Development Services |
| DELEGATION | Nil |
| DISCLOSURE OF INTEREST | Nil |
| OUTCOME OF DISCUSSION | Advice note to be added regarding screening |

8.1.4 14 The Esplanade – Amendment to DA2019/00007 - Single Residence

| | |
|--|---|
| ORDINARY COUNCIL MEETING ITEM TITLE | 14 The Esplanade – Amendment to DA2019/00007 - Single Residence |
| OFFICER | Ross Montgomery ~ Manager Development Services |
| DELEGATION | Nil |
| DISCLOSURE OF INTEREST | Nil |
| OUTCOME OF DISCUSSION | Nil |

8.2 MANAGER INFRASTRUCTURE SERVICES

Nil

8.3 MANAGER LIBRARY SERVICES

Nil

8.4 MANAGER CORPORATE AND COMMUNITY SERVICES

8.4.1 Financial Statements

Due to End of Financial Year (EOFY) the draft financial statements will be provided at a later date.

8.4.2 Accounts Paid – June 2020

| | |
|--|---|
| ORDINARY COUNCIL MEETING ITEM TITLE | Accounts Paid – June 2020 |
| OFFICER | Michael Costarella ~ Manager Corporate & Community Services |
| DELEGATION | Nil |
| DISCLOSURE OF INTEREST | Nil |
| OUTCOME OF DISCUSSION | Nil |

8.5 CEO / MANAGEMENT / GOVERNANCE / POLICY

8.5.1 Local Law Review

| | |
|--|--|
| ORDINARY COUNCIL MEETING ITEM TITLE | Local law Review |
| OFFICER | Don Burnett, Chief Executive Officer |
| DELEGATION | Nil |
| DISCLOSURE OF INTEREST | Nil |
| OUTCOME OF DISCUSSION | Clarification on parking penalty unit 25 and review verge treatment clause 2.7 Thoroughfares |

8.5.2 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 |

8.6 COMMITTEE REPORTS

NIL

9 NEW BUSINESS OF AN URGENT NATURE

NIL

10 MOTIONS ON NOTICE

NIL

11 CONFIDENTIAL ITEMS OF BUSINESS

As per subsection (1)(b), the council or committee may Local Government Act 1995 Administration Part 5 Council meetings, committees and their meetings and electors' meetings Division 2 s. 5.23 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

—(2) (a) a matter affecting an employee or employees

OFFICER RECOMMENDATION/S

Moved: Cr Farley

Seconded: Cr Peters

That Council in accordance with Section 5.23 (2) (a) of the LG Act close to members of the public the meeting, as this report deals with a matter affecting an employee

CARRIED 5/0

The CEO left the Chambers and meeting was closed the public

11.1 CEO Performance Review

| | |
|--|---------------------------------------|
| ORDINARY COUNCIL MEETING ITEM TITLE | CEO Performance Review |
| OFFICER | Don Burnett, Chief Executive Officer |
| DELEGATION | Nil |
| DISCLOSURE OF INTEREST | CEO Don Burnett – Financial Interest |
| OUTCOME OF DISCUSSION | Several minor changes to 2020/21 KPIs |

OFFICER RECOMMENDATION/S –**Moved: Cr Farley****Seconded: Cr Macintosh****That the meeting be reopened to the public****CARRIED 5/0**

The CEO returned to the Chambers at 6.28pm.

12 CLOSURE

At 6.29 pm, there being no further business the meeting closed.