



Shire of
Peppermint Grove

AGENDA BRIEFING FORUM

DRAFT 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 9 JULY 2019
AT
5.30 PM**



Shire of Peppermint Grove

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Shire of Peppermint Grove

AGENDA BRIEFING FORUM NOTES

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 K Farley (From 6.19pm)
Elected Member	Cr D Horrex
Elected Member	Cr G Peters (From 5.31pm)
Elected Member	Cr P Macintosh

Chief Executive Officer	Mr D Burnett
Manager Corporate Services	Mr P Rawlings
Manager Infrastructure Services	Mr D Norgard
Manager Development Services	Mr R Montgomery

Gallery 0 Members of the Public
1 Member of the Press

2.2 APOLOGIES

Manager Library and Community Services	Ms D Burn
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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 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

Have been 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.*
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- 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

Mr Don Burnett, Chief Executive Officer - Item 11.1 CEO Annual Performance Review

The nature of the interest being that this item discusses his annual performance review and contract.

5.2 PROXIMITY INTEREST

NIL

5.3 IMPARTIALITY INTEREST

Cr Dawne Horrex – Item 8.1.4 – PLC Entry Signage

The nature of the interest being that she is a former student, Old Collegians Secretary parent and has occasional involvement with school events.

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 42 View Street – Ancillary Dwelling/Store Room above Existing Garage

ORDINARY COUNCIL MEETING ITEM TITLE	42 View Street – Ancillary Dwelling/Store Room above Existing Garage
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Nil

8.1.2 2 Bay View Terrace – Plan Amendment to DA2019/00001

ORDINARY COUNCIL MEETING ITEM TITLE	2 Bay View Terrace – Plan Amendment to DA2019/00001
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Nil

8.1.3 12 The Esplanade – Single House - Additions and Conservation Works

ORDINARY COUNCIL MEETING ITEM TITLE	12 The Esplanade – Single House - Additions and Conservation Works
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Issue with design of garage entry and additional crossover

8.1.4 PLC – Entry Signage Corner of View and McNeil Street

ORDINARY COUNCIL MEETING ITEM TITLE	PLC – Entry Signage Corner of View and McNeil Street
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Cr D Horrex – Impartiality Interest
OUTCOME OF DISCUSSION	<ol style="list-style-type: none"> 1. Artist impression of signs at street level 2. Review of existing signs to be submitted prior to DA approval.

8.1.5 17 View Street – Installation of Elevator to Exterior of Single House.

ORDINARY COUNCIL MEETING ITEM TITLE	17 View Street – Installation of Elevator to Exterior of Single House.
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Nil

8.1.6 47 Johnston Street – Modifications to Boundary Brick Wall/Fence (BA2019/00023)

ORDINARY COUNCIL MEETING ITEM TITLE	47 Johnston Street – Modifications to Boundary Brick Wall/Fence (BA2019/00023)
OFFICER	Ross Montgomery ~ Manager Development Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Advice note about Council exercising its discretion.

8.2 MANAGER INFRASTRUCTURE SERVICES

8.3 MANAGER LIBRARY SERVICES/COMMUNITY DEVELOPMENT

Nil

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8.4 MANAGER CORPORATE SERVICES

8.4.1 Financial Interim Report – June 2019

ORDINARY COUNCIL MEETING ITEM TITLE	Financial Interim Report – June 2019
OFFICER	Michael Costarella ~ Manager Corporate & Community Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Nil

8.4.2 Accounts Paid – June 2019

ORDINARY COUNCIL MEETING ITEM TITLE	Accounts Paid – June 2019
OFFICER	Michael Costarella ~ Manager Corporate & Community Services
DELEGATION	Nil
DISCLOSURE OF INTEREST	Nil
OUTCOME OF DISCUSSION	Nil

8.4.3 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

8.5 CEO / MANAGEMENT / GOVERNANCE / POLICY

NIL

8.6 COMMITTEE REPORTS

NIL

9 NEW BUSINESS OF AN URGENT NATURE

NIL

10 MOTIONS ON NOTICE

NIL

11 CONFIDENTIAL ITEMS OF BUSINESS

That the meeting be closed to the public for the purpose of discussing Item 11.1 as it is required that this matter be dealt with behind closed doors 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 affecting an employee

At 6.15pm staff and members of the public left the council chambers.

11.1 CEO Annual Performance Review

ORDINARY COUNCIL MEETING ITEM TITLE	CEO Annual Performance Review
OFFICER	Don Burnett, Chief Executive Officer
DELEGATION	Nil
DISCLOSURE OF INTEREST	Don Burnett, Chief Executive Officer – Financial Interest
OUTCOME OF DISCUSSION	Nil

The Agenda Briefing Forum was adjourned at 6.27pm and resumed at 7.18pm.

At 7.18pm the meeting was reopened to the public and staff returned to the chambers.

12 CLOSURE

At 7.28pm, there being no further business the meeting closed.