



Shire of  
Peppermint Grove

# ORDINARY COUNCIL MEETING

## DRAFT

# AGENDA

*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.*

TO BE HELD ON  
**TUESDAY 24 NOVEMBER 2020**  
AT  
**5.30 PM**



# Shire of Peppermint Grove

## **DRAFT MEETING AGENDA ATTACHED**

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# Shire of Peppermint Grove

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Shire of  
Peppermint Grove

## DRAFT ORDINARY COUNCIL MEETING AGENDA

### 1 DECLARATION OF OFFICIAL OPENING

At \_\_\_\_\_ pm, the Shire President declared the meeting open and requested that the Affirmation of Civic Duty and Responsibility be read aloud by a Councillor and requested the recording of attendance and apologies.

Council recognises that it is permissible to record the Shire's Council and Forum Meetings in the written, sound, vision medium (or any combination of the mediums) when open to the public. However, people who intend to record meetings are requested to inform the Presiding Member of their intention to do so.

The Presiding Member will cause the Affirmation of Civic Duty and Responsibility to be read aloud by Councillor \_\_\_\_\_.

#### **Affirmation of Civic Duty and Responsibility**

***I make this Affirmation in good faith on behalf of Councillors and Officers of the Shire of Peppermint Grove. We collectively declare that we will duly, faithfully, honestly, and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgment and ability. We will observe the Shire's Code of Conduct and meeting procedures to ensure the efficient, effective and orderly decision making within this forum.***

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

#### 2.1 ATTENDANCE

Shire President  
Deputy Shire President  
Elected Member  
Elected Member  
Elected Member  
Elected Member

Cr R Thomas  
Cr C Hohnen  
Cr D Horrex  
Cr G Peters  
Cr P Macintosh  
Cr P Dawkins

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

Mr D Burnett  
Mr R Montgomery  
Mr M Costarella  
Mr D Norgard

## **2.2 APOLOGIES**

## **2.3 LEAVES OF ABSENCE**

Elected Member

Cr K Farley

## **2.4 NEW REQUEST FOR A LEAVE OF ABSENCE**

## **3 DELEGATIONS AND PETITIONS**

### **3.1 DELEGATIONS**

NIL

### **3.2 PETITIONS**

NIL

## **4 PUBLIC QUESTION TIME**

The Presiding Member will open the public question time by asking the gallery if there were any questions or deputation for Council.

- The Agenda
- Question to Council 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.

### **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 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**

#### **4.3 DEPUTATIONS OF THE PUBLIC**

#### **4.4 PRESENTATIONS FROM THE PUBLIC**

## **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**

*A declaration under this section 5.60 of the Act requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.*

*Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.*

### **5.2 PROXIMITY INTEREST**

*A declaration under this section 5.60 of the Act requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.*

*Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.*

### **5.3 IMPARTIALITY INTEREST**

*Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member / employee is also encouraged to disclose the nature of the interest. The member / employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member / employee declares that their impartiality will not be affected then they may participate in the decision making process.*

### **5.4 INTEREST THAT MAY CAUSE A CONFLICT**

*Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member / employee is also encouraged to disclose the nature of the interest. The member / employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member / employee declares that their impartiality will not be affected then they may participate in the decision making process.*



## **5.5 STATEMENT OF GIFTS AND HOSPITALITY**

*Councillors and staff are required (Code of Conduct), to disclose gifts and acts of hospitality which a reasonable person might claim to be a conflict of interest. Gifts and acts of hospitality which exceed that amount of prescribed by regulation are to be recorded in the Councils Gift Register.*

## **6 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

## **7 CONFIRMATION OF MINUTES**

### **7.1 ORDINARY COUNCIL MEETING 27 OCTOBER 2020**

#### **OFFICER RECOMMENDATION – ITEM 7.1**

**Moved:**

**Seconded:**

**That the Minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 27 October 2020 be confirmed as a true and accurate record.**

## 8 OFFICER REPORTS

### 8.1 MANAGER DEVELOPMENT SERVICES

#### 8.1.1 34 – 38 Irvine Street - Reduced Rear Setback - Single House (two levels with Undercroft and Pool)

### URBAN PLANNING

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
<b>Attachment 1</b>	Location Map
<b>Attachment 2</b>	Development Application Plans
<b>Attachment 3</b>	Checklist

Voting Requirement	:	Simple Majority
Acceptance Date	:	30/09/2020
Location / Property Index	:	1880, 1890, 1900
Application Index	:	DA2020/00021
LPS No 4 Zoning	:	Residential, R12.5
Land Use	:	Residential
Lot Area	:	Lot 156 = 1679m <sup>2</sup> , Lot 157 = 893m <sup>2</sup> , Lot 158 = 928m <sup>2</sup>
Disclosure of any Interest	:	Nil.
Previous Items	:	Nil.
Applicant	:	Zorzi
Owner	:	Corine and Anthony Barton
Assessing Officer	:	Josh Dallimore – Planning and Development Officer
Authorising Officer	:	Mr. Ross Montgomery – Manager Development Services

#### PURPOSE OF REPORT

Council is requested to consider the proposed new “two level home with undercroft and pool” at 34-38 Irvine Street, Peppermint Grove. The house is compliant with the LPS 4 except for a reduced setback from the rear right of way.

#### SUMMARY AND KEY ISSUES

- The application is for a complete redevelopment of the property at 34-38 Irvine Street
- The proposal is seeking discretion on the rear lot boundary setback
- The development will occur over 3 lots, with 2 lots to be amalgamated
- The Shire has received one objection during the consultation period.

## **LOCATION**

34-38 Irvine Street, Peppermint Grove

The development will be located across what is currently 3 lots along Irvine street, with two of these lots to be amalgamated as a condition of approval.

## **BACKGROUND**

The Shire has been through several stages of consultation with the applicant and owner prior to the submission of the development application.

Shire staff met with the owner then the applicant (architect and project managers) to establish the application process which would relate to the proposed design. This identified there would be a reduced setback from the rear boundary which requires a planning application and advertisement of the proposal to neighbours. The primary wing of the house is proposed to be built across the boundary of lots 157 and 158 and would need to be amalgamated. Another lighter framed structure connecting the two wings is not a substantial structure, and so lot 156 was not required to be amalgamated.

Following the pre-lodgement discussion, the application was accepted by Council on 30 September 2020. The supporting plans did not alter as a result of the discussion and agreement for an advertisement of the setback and conditioning for amalgamation should approval by Council be considered.

## **CONSULTATION**

The Shire consulted abutting neighbours with letters sent on 8 October 2020 inviting them to make comments on the proposed variation to the rear setback. The consultation period was open for 14 days and closed on 22 October 2020. Three submissions were received during this time.

Submission 1

No objection

Submission 2

No issues with the submission

Submission 3

Objection to the rear boundary setback for the following reasons:

1. The second storey living room and bedroom located above the garage have full height windows with direct overlooking to the right of way towards their rear garden.
2. A four-car garage would indicate an increased number of vehicles resulting in increased congestion and limiting safe exit into the narrow lane.
3. The design appears to be an independent living quarters with its own external staircase which there are concerns will become a permanent second residence/rental

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

## **POLICY IMPLICATIONS**

Proposed Local Planning Policy 11 – Building on Side and Rear Boundaries

LPP 11 has recently been adopted by Council for advertising and is now considered a seriously entertained draft. As such, the guidelines of the policy apply.

In particular, policy point 4 applies:

- For boundaries abutting a Right of Way (R.O.W) buildings should be set back sufficiently to allow for future road widening where this has been identified

A small amount of R.O.W already encroaches onto the rear of the property. If further road widening were to be taken (up to 4m) the proposed development would be close to the boundary but remain completely within the revised property boundary. It is recommended the ceding of a strip of land 4.27m to widen the R.O.W is requested by the Shire upon the referral of an application for amalgamation of Lots 157 and 158. In the light of Council agreeing to vary the rear setback, a road widening would be a justified and reasonable requirement and matches ceded strip of land to the East.

## **STATUTORY IMPLICATIONS**

### **Local Planning Scheme No.4**

The proposal complies with relevant Scheme provisions, Residential Design Codes and Scheme Policies with the exception of those outlined in the table below.

<b>RESIDENTIAL DESIGN CODES</b>	
<b>Acceptable Development/Performance Criteria</b>	<b>Assessment/Comment</b>
1. Rear Boundary Setback – 6m required	<p>The proposed development has a minimum rear boundary of 5.3m, reducing the R-Codes requirements by 700mm.</p> <p>The proposed reduced setback is slightly behind the existing garage of the neighbour to the east, thus, the development is consistent with this existing but non-compliant structure.</p> <p>One submission has raised overlooking concerns generated by the reduced setback and large windows on the second floor. While there has been a reduction of the setback, the 7m cone of vision from the second-floor windows does impinge any private or habitable rooms or areas. It is therefore consistent with acceptable design principles of the R Codes. Screening vegetation can be planted by the neighbour within their property to address any overlooking concerns.</p>

## **FINANCIAL IMPLICATIONS**

There are no financial implications evident at this time.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

## **SOCIAL IMPLICATIONS**

There are no social implications at this time.

## **OFFICER COMMENT**

The plans submitted as a part of this application are deemed to comply with the R Codes and LPS 4, except for the reduced rear setback for the garage. The application is proposing a 5.3m setback to the rear of the property, (this is 700mm less than the R-Codes 6m minimum).

The reduced setback located along the eastern boundary of the development site, is immediately adjacent to an existing structure on the neighbouring property with a similar reduced setback to the 4.4m wide R.O.W. The reduced setback requested is 5.3m, plus 4.4m for the right of way (9.4m) indicates the privacy cone (7m) does not fall within the neighbouring property. In this context a reduction warrants approval.

Considering the reduced setback abuts the R.O.W, the width of the ROW mitigates concerns raised by the southern neighbours. It is also noted that several large established trees separate the properties.

As a part of the consultation process for this application the Shire received one objection to the proposed application, raising three areas of concern;

- Overlooking – large windows looking onto the laneway
  - The proposed two storey portion of the development at the rear of the property overlooks the R.O.W, with all neighbouring property boundaries in excess of the 7m cone of vision as per R-Code requirements
- 4 car garage – access and traffic issue with extra cars onto the laneway
  - The house that currently occupies the property has a garage in the same location as what is currently proposed. The proposed development has a large paved area between the R.O.W and the garage to accommodate turning circles and increase sight lines.
- Possibility of short stay or permanent rental accommodation
  - The Shire LPS4 does not allow short stay accommodation. Any concerns about future use for short stay accommodation are addressed as a Scheme land use compliance matter.

The application is proposing a complete redevelopment of the site, with all existing structures to be demolished and only garden aspects to be retained. The proposed development locates the primary living quarters of the development towards the rear of the property, with the front of the property being developed as an entertaining space with a large dining and kitchen facility. The development will retain the existing pond within the front garden, the large open garden at the south west corner of the property, and the two crossovers to Irvine Street.

As mentioned, the section of the development addressing Irvine Street has been designed as an entertaining space, and cannot be used as an ancillary dwelling due to the lack of sleeping facilities. This portion of the development will include a kitchen, laundry and powder room to ensure dinner guests do not have to access the primary wing of the house.

Based on the merits of the proposed design and no impact of the setback variation, approval to the reduction in rear setback is recommended. The overall design is predominantly single storey surrounded by ample landscaping to reduce the impact of the development on the street and neighbours. The development will maintain large landscaped gardens, retain mature trees to address the street and contribute to the garden character of the streetscape as valued by the Shire.

**OFFICER RECOMMENDATION/S – ITEM NO 8.1.1**

**That Council approves the Development Application at 34-38 Irvine Street, Peppermint Grove, in line with plan series D01-D06 received by the Shire on 30 September 2020, subject to the following conditions:**

- 1. The development plans, as dated marked and stamped “Approved”, together with any requirements and annotations detailed thereon by the Shire of Peppermint Grove, are the “Approved Plans” as part of this application and shall form part of the development approval issued.**
- 2. All works are to be subsequent to the issue of a Building Permit and shall not be carried out, other than in accordance with this Planning Approval and consistent with Building Permit certified/approved plans.**
- 3. The development, the subject of this approval shall be substantially commenced within two years of the date of issue of the consent forms and be completed before the conclusion of the third year, whereby all works are to be completed and conditions met.**
- 4. Prior to the commencement of works, the applicant shall submit for approval and thereafter implement to the satisfaction of the Shire of Peppermint Grove, a construction management plan detailing:**
  - How materials and equipment will be delivered and removed from the site;**
  - How materials and equipment will be stored on the site;**
  - Parking arrangements for contractors;**
  - Construction Waste disposal strategy and location of waste disposal bins;**
  - Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;**
  - Other matters likely to impact on surrounding properties.**
- 5. Prior to the submission of a building permit the applicant is to provide confirmation of WAPC dealing number for the amalgamation of lots 157 and 158 Irvine Street, Peppermint Grove.**
- 6. All established trees and landscaping identified within plan D01 of the approved plans must be retained on site and protected during the construction period.**

**Advice:**

In approving this application Council has assessed the proposed plans against the Shires Local Planning Scheme 4 and the Design Principles of the R-Codes, and has provided discretion on the following areas:

- Rear Lot Boundary Setbacks

The design principles assessment concluded there would be no adverse impact on the street or abutting properties.

The Shires LPS 4 does not allow short stay accommodation of any kind. As such, there will be no short stay accommodation, including but not limited to AirBnB, holiday rentals, and other forms of online accommodation permitted at this address.

**8.2 MANAGER INFRASTRUCTURE SERVICES**

NIL



## 8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

### 8.3.1 Financial Statements October 2020

#### CORPORATE

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	Financial Statements for the period ended 31/10/2020

Voting Requirement	:	Simple Majority
Subject Index	:	FINANCIAL MANAGEMENT-2020/21 STATEMENTS
Disclosure of any Interest	:	Nil
Responsible Officer	:	Michael Costarella

#### PURPOSE OF REPORT

To receive the financial statements for the period ended 31 October 2020

#### SUMMARY AND KEY ISSUES

- **Total Operating Revenue** – There is an additional 3% income when compared to the Year to date Budget. This is mainly due to additional Fees & Charges (Planning).
- **Total Operating expenditure**- This is some 13% less than the year to date budget and mainly relates to Insurance, materials and contractors as well as Employee Costs.
- **Capital expenditure**- The capital expenditure for the 4 months to October 2020, shows the replacement of the Bore, Reserve Fence and Purchase of Vehicles.

#### LOCATION

N/A

#### BACKGROUND

The Monthly Financial Statements are prepared in accordance with the requirements of the Local Government Act & Financial Management regulations and are presented to Council for information.

#### CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

#### STRATEGIC IMPLICATIONS

Objectives within the Governance section of the Strategic Community Plan

## **POLICY IMPLICATIONS**

Shire of Peppermint Grove Financial Management Policies

## **STATUTORY IMPLICATIONS**

Local Government ( Financial Management) Regulations 1996

## **FINANCIAL IMPLICATIONS**

The financial report for October 2020 shows the current net assets of \$2,568,402 which is due to the levying of the rates in July. i.e. the debt has been raised and income is shown in the accounts.

The rates debtors balance at the 31 October 2020 is \$1,208,753. The Shire Levied \$3,338,271 in rates and charges and this means that we have received \$2,129,518 in rates and charges for the months of July to October, or 64%.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications evident at this time.

## **SOCIAL IMPLICATIONS**

There are no social implications evident at this time.

## **OFFICER COMMENT**

The following comments relate to year-to-date (YTD) budget versus actuals variances or forecasts that vary from the full year estimate that are greater than \$10,000.

### **(1) Fees and Charges-\$47,180**

The actual fees and charges received, is \$47,000 more than the year to date budget and this relates to the raising of refuse charges and additional building licences for the same period.

### **(2) Grants & Subsidies- (\$46,000)**

The main reason for the difference between the year to date budget and the actual income is that Council is awaiting the receipt of the Local Roads & Community Infrastructure Grant. Works are likely to commence in December.

### **(3) Contributions & Reimbursements- \$12,341**

The actual income is \$12,000 more than the year to date budget and this relates to road grant budget understated to the 31 October.

(4) Employee Costs- \$ 90,260

The additional amount of \$90,000 generally relates to the accruals for the 30 June 2020 that will be reversed at the conclusion of the audit as well as termination payment for a long term Staff members.

(5) Materials & Contract-(\$220,000)

This year's actual expenditure is some \$220,000 less than the year to date budget and relates to the projects not yet commenced.

(6) Insurance (\$49,000)

The difference between the actual expenditure and the year to date budget, relates to the Insurance premiums are paid in 2 instalments with the next one not due until the 31 December.

(7) Other Expenses- \$17,000

In adopting its 2020/21 budget, Council had anticipated a number of claims for rates subsidy as a result of the COVID 19 pandemic. There has been a minimal number of claims and this is the main difference between the actual expenditure and the year to date budget.

**OFFICER RECOMMENDATION/S – ITEM NO. 8.3.1**

**That Council receive the financial report for the period 1 July 2020 to 31 October 2020.**

### 8.3.2 Accounts Paid October 2020

## CORPORATE

### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
<b>Attachment</b>	<b>Accounts Paid – October 2020</b>

Voting Requirement : Simple Majority  
 Subject Index : Accounts Paid October 2020  
 Disclosure of any Interest : Nil  
 Responsible Officer : Michael Costarella, Manager Corporate and Community Services

### PURPOSE OF REPORT

The purpose of this report is to advise the details of all cheques drawn, credit card and electronic funds payments and direct debits since the last report.

### SUMMARY AND KEY ISSUES

Significant payments in October 2020 included the following:

- GST & PAYG remittance to ATO;
- Software Licences & Support
- WIFI and Telephone Leases and Licences and usage
- WA Superannuation

### LOCATION

N/A

### BACKGROUND

Attachment 1 lists details of all payments made since the last report. The following summarises the cheques, credit card payments, electronic fund transfers and direct debits included in the list presented for information.

PAYMENT TYPE	NUMBER SERIES	AMOUNT
EFT	EFT 372-376	\$331,651.60
Direct Debits	DD00174-182	\$7,722.39
BPAY	BPAY167-168	\$ 144.40
Cheque	000438	\$163.70
Credit Cards	May/June	\$ 3,858.56
		<b>\$343,540.65</b>

**CONSULTATION**

There has been no specific consultation undertaken in respect to this matter.

**STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

**POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

**STATUTORY IMPLICATIONS**

Accounts are paid during the month in accordance with Delegation 2 "Payments from the Municipal Fund and the Trust Fund". Power to delegate to the CEO is contained in Section 5.42 of the Local Government Act 1995.

**FINANCIAL IMPLICATIONS**

The payments processed by the Shire relate to expenditure approved in the 2020/21 annual budget.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**SOCIAL IMPLICATIONS**

There are no social implications at this time.

**OFFICER COMMENT**

The List of Accounts paid are provided to Council for information purposes and in accordance with the delegation to the CEO.

**OFFICER RECOMMENDATION/S – ITEM NO 8.3.2**

**That Council receive the list of payment of accounts by cheques, electronic funds transfers, direct debit payments for October 2020 and credit card payments for May/June totalling \$ 343,540.65.**

## 8.4 CEO/ MANAGEMENT / GOVERNANCE / POLICY

### 8.4.1 Council Meeting Dates for 2021

#### MANAGEMENT/GOVERNANCE/POLICY

##### **ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
Nil	

Voting Requirement : Simple majority  
Subject Index : Council Meeting Dates 2021  
Disclosure of any Interest : Nil  
Responsible Officer : CEO

##### **PURPOSE OF REPORT**

The purpose of this report is to adopt the meeting dates for the Agenda Briefing Forums and Ordinary Council Meetings for 2021.

##### **SUMMARY AND KEY ISSUES**

Notification of planned Council meeting dates for 2021.

##### **BACKGROUND**

Legislation requires that Council provide public notice of the date and times of its meetings to allow for public participation and attendance.

##### **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter.

##### **STRATEGIC IMPLICATIONS**

There are no specific Strategic Implications in respect to this matter.

##### **SOCIAL IMPLICATIONS**

There are no specific Social Implications in respect to this matter.

##### **POLICY IMPLICATIONS**

There are no specific Policy Implications in respect to this matter.

**STATUTORY IMPLICATIONS**

There are no specific Statutory Implications in respect to this matter.

**FINANCIAL IMPLICATIONS**

There are no specific Strategic Implications in respect to this matter.

**ENVIRONMENTAL IMPLICATIONS**

There are no specific Environmental Implications in respect to this matter.

**OFFICER COMMENT**

Councils Agenda Briefing Forum will be held on the second Tuesday of every month and Ordinary Council Meetings are to be held on the fourth Tuesday.

There is no meeting in January 2021.

The December 2021 Ordinary Council Meeting is to be held on the third Tuesday, 21 December, so that the minutes are completed prior to the Christmas holiday period.

Three Ordinary Council Meetings follow Monday public holidays:

- Australia Day 27 January
- Western Australian Day 7 June
- Queen's Birthday 25 September

**OFFICER RECOMMENDATION– ITEM NO. 8.4.1**

That Council adopt the meeting dates for 2021:

<b>Agenda Briefing Forum</b> 2 <sup>nd</sup> Tuesday of every month at 5.30 (except in January when Council is in recess)	<b>Ordinary Meeting of Council</b> 4 <sup>th</sup> Tuesday of every month at 5.30 (except in December – 3 <sup>rd</sup> Tuesday & January when Council is in recess.)
9 February 2021	23 February 2021
9 March 2021	23 March 2021
13 April 2021	27 April 2021
11 May 2021	25 May 2021
8 June 2021	22 June 2021
13 July 2021	27 July 2021
10 August 2021	24 August 2021
14 September 2021	28 September 2021
12 October 2021	26 October 2021
9 November 2021	23 November 2021
14 December 2021	21 December 2021



## 8.4.2 Matters for Information and Noting

### MANAGEMENT/GOVERNANCE/POLICY

#### ATTACHMENT DETAILS

<u>Attachment</u>	<u>Details</u>
	<b>Building Permits Issued</b> <b>Planning Approvals Issued</b> <b>Infringements Issued</b> <b>Library Statistics</b> <b>Recycling Statistics</b>

Voting Requirement : Simple majority  
 Subject Index : Matters for Information October 2020  
 Disclosure of any Interest : Nil  
 Responsible Officer : CEO

#### PURPOSE OF REPORT

The Shire of Peppermint Grove regularly receives and produces information for receipt by the Elected Members. The purpose of this item is to keep Elected Members informed on items for information received by the Shire.

The Matters for information report will be presented at each Council meeting and will provide an update on a number of areas of the Shire's operations and also provide information and correspondence of interest to elected members.

It is intended that the following information is provided on a regular basis, either monthly or quarterly, noting some of this data is still to be collected in a presentable format.

- Building permits issues
- Demolition permits issued
- Seal register advising of when the Shire seal has been applied
- Infringements for parking/dogs etc
- Waste and recycling data
- Library statistics

## **SUMMARY AND KEY ISSUES**

The following reports are presented to Council:

1. Building Permits Issued
2. Planning Approvals Issued
3. Infringements Issued
4. Library Statistics
5. Recycling Statistics

## **CONSULTATION**

No community consultation was considered necessary in relation to the recommendation of this report.

## **OFFICER RECOMMENDATION – ITEM NO. 8.4.2**

**That Council receives the information in this report.**

## **8.5 COMMITTEE REPORTS**

NIL

## **9 NEW BUSINESS OF AN URGENT NATURE**

NIL

## **10 MOTIONS ON NOTICE**

*(Automatically sent back to Administration for consideration at the next Council Meeting)*

## **11 CONFIDENTIAL ITEMS OF BUSINESS**

NIL

## **12 CLOSURE**

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



## **DECLARATION OF** **FINANCIAL / PROXIMITY / IMPARTIAL INTEREST** **THAT MAY CAUSE A CONFLICT**

**TO:** Chief Executive Officer  
SHIRE OF PEPPERMINT GROVE

**NAME:**

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**POSITION:**

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**MEETING DATE:**

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**ITEM NO & SUBJECT:**

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**NATURE OF  
INTEREST:**

Financial / Proximity / Impartiality  
Interest that may cause a Conflict\*

\* Please Circle  
applicable

**EXTENT OF  
INTEREST:**

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**SIGNATURE:**

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**DATE:**

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**Section 5.65(1) of the Local Government Act 1995 states that:**

## **FINANCIAL & PROXIMITY INTERESTS**

*A declaration under this section 5.60 of the Act requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.*

*Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.*

## **DISCLOSURE OF INTEREST THAT MAY CAUSE A CONFLICT**

*Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member / employee is also encouraged to disclose the nature of the interest. The member / employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member / employee declares that their impartiality will not be affected then they may participate in the decision making process.*

*“A member who has an interest in any matter to be discussed at a Council or Agenda Briefing Forum meeting that will be attended by that member must disclose the nature of the interest”:*

- (a) In a written notice given to the CEO before the meeting; or*
- (b) At the meeting immediately before the matter is discussed.*