



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 26 APRIL 2022
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
Elected Member

Cr R Thomas
Cr C Hohnen
Cr P Macintosh
Cr P Dawkins
Cr D Horrex
Cr K Farley
Cr D Jackson

A/CEO Manager Infrastructure Services
Manager Development Services
Manager Corporate and Community Services

Mr D Norgard
Mr J Gajic
Mr M Costarella

Gallery Members of the Public
 Members of the Press

2.2 APOLOGIES

Chief Executive Officer

Mr D Burnett

2.3 LEAVES OF ABSENCE

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 22 MARCH 2022

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 22 March 2022 be confirmed as a true and accurate record.

8 OFFICER REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

8.1.1 Development Application – 430 (Lot 28-29) Stirling Highway, Peppermint Grove – Partial Demolition & Heritage Additions & Restoration of Category 1 Roman Catholic Church Hall

URBAN PLANNING

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1	Locality Map
Attachment 2	Development Application Drawings
Attachment 3	Griffiths Architects Heritage Report

Voting Requirement	:	Simple Majority
Acceptance Date	:	
Location / Property Index	:	430 (Lot 28-29) Stirling Highway, Peppermint Grove
Application Index	:	DA2022/00010
LPS No 4 Zoning	:	Private Clubs, Institutions and Places of Worship
Land Use	:	Community Purpose
Lot Area	:	2,774m ² (Lot 28-29 combined)
Disclosure of any Interest	:	Nil.
Previous Items	:	Nil.
Applicant	:	DQ Designs
Owner	:	Roman Catholic Archbishop of Perth
Assessing Officer	:	Mr M. Stocco
Authorising Officer	:	Mr J. Gajic

PURPOSE OF REPORT

The Roman Catholic Church is proposing the partial demolition, additions, and restorations to a Category 1 heritage Church Hall c.1926. The purpose of the application is to rejuvenate a public building which has serviced the community for nearly 100 years. The applicant has requested the demolition of an ageing externally accessible ablutions facility and the repurposing and relocation of the kitchenette and ancillary works. The ablutions facility will be relocated allowing direct access from within the hall and to meet current building standards. The kitchenette relocation will expand the area available for food preparation and provide direct access to an externally accessible storeroom. Additionally, Council's discretion is sought to restore and replace heritage aspects like for like. The restoration seeks to enhance the heritage status of the building being Federation Romanesque original by renowned designer M C Kavanagh.

SUMMARY AND KEY ISSUES

- Land is zoned Private Clubs, Institutions and Places of Worship in LPS 4 – The use for Community Purposes is unchanged and is compatible with zoning.
- The property is on the Shire Municipal Heritage Inventory. The Applicant is proposing partial demolition, additions and restoration of a **Category 1**, Local Heritage Survey place.
- The Development Application was lodged on 17 April 2022 (DA2022/00010).
- The applicant DQ Designs engaged Heritage Architect, Griffiths Architects to describe and justified the proposal from a heritage perspective.
- The proposal will not impact on the adjacent heritage listed St Mary Star of The Sea Church.
- The proposal does not change existing access arrangements to the Stirling Highway (MRS Primary and Regional Road Reservation).
- The proposal requires a Building Application and certification should have regard for the approved plan set.

LOCATION

430 (Lot 28-29) Stirling Highway, Peppermint Grove (adjacent St Mary Star of The Sea Church).

BACKGROUND

The Roman Catholic Church has owned the Church Hall since its construction in 1926. The hall is set on the north side of the site near McNeil Street and well back from the Stirling Highway. Originally a brick and iron building with timber and corrugated finishes, it was later rendered, covering the original face brick. A set of utilitarian toilets constructed in 1935 are attached to the rear, and these have been modified and expanded over time. The Church Hall currently provides uses incidental to the St Mary Star of The Sea Church and for community functions. Presbyterian Ladies College use the hall for educational purposes.

The Church Hall once had a raised platform to the rear and a vestry to the rear that was converted to a kitchen. There are entrance lobbies either side. The roof, rendered walls, joinery and ceilings are in poor condition. Ceilings have been battened to prevent collapse. The render to the brickwork has cracked and is causing the brick to deteriorate.

The Shires Local Planning Scheme 4 identifies the Church Hall as *Community Purpose Use* which is a D use for Private Clubs, Institutions and Places of Worship and means that the use is not permitted unless the local government has exercised its discretion by granting

development approval. Notwithstanding, the Church Hall has non-conforming use rights that permit the continued use of the Church Hall for Community Purposes.

Local Planning Scheme 4 defines a Community Purpose as: *“premises designed or adapted primarily for the provision of educational, social, or recreational facilities or services by organisations involved in activities for community benefit”*.

The applicant is proposing internal and external alterations to enhance and refurbish the building for the community’s benefit. The changes include.

Internal Changes

- New servery window.
- Replacement of ceilings (like for like heritage specification).
- Internal wooden joinery to be refurbished and replaced like for like to heritage specification.
- Existing floorspace to converted into a kitchen (northern elevation).
- Vestibule to be converted into to storeroom (northern elevation).
- Existing kitchenette to be converted into a storeroom (eastern elevation).

External Changes

- Proposed circulation roadway widening (eastern elevation – the current roadway has access from McNeil Street).
- New kitchen external doors (eastern elevation).
- Rear toilet block to be demolished and party-wall face brick to be restored (eastern elevation).
- New toilet facility windows. Existing windows to be tinted opaque (southern elevation).
- New ramp access to comply with current universal access requirements (western elevation).
- All doors (timber) to be refurbished to original specification and installed with security locks.
- External wooden joinery to be refurbished and replaced like for like to heritage specification.
- External building render to be removed and restored original face brick.

The applicant engaged Griffiths Architects to undertake a Heritage Impact Report to assesses the impact of the proposed works based on the heritage significance and value of the immediate area. The report confirms that the proposal is acceptable and would not jeopardise current heritage attributes of St Mary Star of the Sea Church, which is located adjacent to the Church Hall. However, the proposed works will need to be undertaken with care as to not detract from or damage the heritage values of the place.

CONSULTATION

The assessment by Shire officers, has concluded that a period of 14 days advertisement to affected neighbours is required, per Local Planning Policy 6 – Neighbour Consultation on Development. Plans of the affected area will be made public to the consulted neighbours and to the Town of Cottesloe. The advertisement period will conclude before the April Ordinary Council Meeting.

Main Roads WA need not be consulted *under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements* (Government Gazette 2738, 30 May 2017).

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

LOCAL PLANNING POLICY IMPLICATIONS

There are no Local Planning Policy implications evident at this time.

STATUTORY IMPLICATIONS

The proponent has complied with relevant Local Planning Scheme 4 provisions and Local Planning Policies and are outlined in the table below.

<u>LOCAL PLANNING SCHEME NO. 4</u>	
Scheme Requirement/Clause	Assessment/Comment
<p>Table 5 – Additional Site and Development Requirements</p> <p><u>5. Stirling Highway</u></p> <p><i>(a) Development abutting Stirling Highway is required to rationalise access arrangements such that no direct vehicular access is obtained from Stirling Highway unless otherwise supported as part of an access strategy approved by Main Roads Western Australia.</i></p> <p><i>(b) In consideration of applications abutting Stirling Highway the local government will consider:</i></p> <p><i>(i) the requirements of any approved access strategy;</i></p> <p><i>(ii) the availability of alternative vehicular access from streets or public rights of way;</i></p> <p><i>(iii) the need to accommodate extension of streets and public rights of way, or the granting of easements to allow alternative vehicular access for adjoining lots fronting Stirling Highway;</i></p> <p><i>(iv) the need to coordinate shared parking, pedestrian access, loading, waste management collection and vehicular access across multiple lots within the same street block and may impose conditions relating to such access arrangements.</i></p>	<p>The following comments satisfy LPS4 requirements.</p> <p>(a) There are three access points servicing the Church Hall. The primary street is from Stirling Highway. The secondary access is from McNeil Street and the service access is via the southern right of way.</p> <p>(i) N/A</p> <p>(ii) The site allows ingress and egress from alternative vehicular access.</p> <p>(iii) The proponent is proposing a change of vehicular traffic movement for the McNeil Street access. The change will include a 2-way circulation roadway.</p> <p>(iv) The combined lots of 28-29 accommodate public parking across multiple lots and should not require additional parking spaces.</p>
<p>Schedule 1 – Parking Standards</p> <p><u>Community Purpose</u></p> <p><i>1 space for every 100m² gross floor area, plus 1 space for every employee. Minimum 4 spaces.</i></p>	<p>There is already a sufficiently large area of car parking in front of the Church Hall.</p>

SCHEME/COUNCIL POLICY

Policy Provisions	Assessment/Comment
Local Planning Policy 3 – Heritage Place	Meets all policy requirements.
Local Planning Policy 6 – Neighbourhood Consultation on Development	14 Days Advertisement Period 12 April – 26 April 2022

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 Objectives of Local Planning Scheme 4 Table 2 are:

- *To provide sites for privately owned and operated recreation, institutions, and places of worship.*
- *To integrate private recreation areas with public recreation areas wherever possible.*
- *To provide for a range of privately owned community facilities and uses that are incidental and ancillary to the provision of those facilities, which are compatible with surrounding development.*
- *To ensure that the standard of development is in keeping with surrounding development and protects the amenity of the area.*

The applicant is required to successfully restore and refurbish the Church Hall to a like for like standard as per Local Planning Policy 3 – Heritage Places.

The applicant is proposing a change to the external finish of the building. The building has been had a render applied and over time the render has deteriorated. The applicant has requested the discretion of the Council to commence removal of the render to reveal the original face brick. The applicant has raised concerns that the process may damage the building and so any work will have to be undertaken carefully and in stages. The applicant has raised that if the entire building can't be restored to the original face brick, then further extensive removal of original brickwork would be required at the Councils discretion. A condition is proposed to be included in any subsequent Development Approval that will require the submission of a further heritage report and the prior written approval of Council for the replacement of external brickwork.

The toilet facility which adjoins the Presbyterian Ladies College will be demolished. This will free a currently occupied portion of the building's footprint. The applicant is proposing the existing circulation roadway off McNeil Street to be widened to facilitate 2-way movements.

The following Officer Recommendation assumes no objection(s) of a substantive nature are received. Should an objection(s) be received within the advertising period, an update will be provided.

OFFICER RECOMMENDATION/S – ITEM NO 8.1.1

The Shire of Peppermint Grove approves the Partial Demolition and Heritage Additions and Restoration of Category 1 Roman Catholic Church Hall and associated works proposed at 430 Stirling Highway, Peppermint Grove in accordance with the submitted plans DA2022/00010 and application lodged on, April 17, 2021, 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" and shall form part of the development approval issued. All works to be undertaken at the site shall be consistent with the Approved Plans at all times.
2. No works to the building are to be undertaken prior to the issue of a Building Permit for such works. All work to the buildings on this site shall be in accordance with the Approved Plans and to match certified building permit plans at all times.
3. Prior to the lodgement of a building permit application, a schedule must be submitted to the Shire for approval of Chief Executive Officer. The schedule is to confirm the detail the colour and texture of the building materials selected in this approval to complement the streetscape and setting of the site.

Once approved, the schedule shall form part of this permit.

4. Prior to lodgement of a Building Permit application, the applicant is to submit for the approval of the Shire construction and engineering details of the widening works for the existing crossover to McNeil Street. The plans must demonstrate a suitable truncation to preserve sightlines and safety for all vehicle manoeuvres associated with accessing the site.

The vehicular crossover must be constructed and; thereafter, maintained in accordance with the Shire of Peppermint Grove Vehicular Crossovers General Requirements and Specifications.

5. The prior written approval of Council must be obtained for the replacement of external brickwork.
6. All vehicles associated with the approved works shall be parked and construction materials stored wholly within the subject land.

7. The ongoing use of the site and approved development works shall not cause erosion or degradation to the subject or surrounding land. Should the Shire of Peppermint Grove deem it necessary to undertake mitigation works; plans, specifications and work schedules may be required to be submitted and the works undertaken by the proponent at no cost and to the satisfaction of the Shire of Peppermint Grove.
8. This approval shall remain current for development to commence within two years of the date of issue of this notice. All works associated with this approval (once commenced) shall be completed before the end of the third year from the date of issue of this notice.

Advice Notes.

1. In respect to Condition 2, only site or related works in accordance with this Planning Approval may be undertaken prior to issue of Building Permit. Building certifier is to have regard to the requirement for consistency between the Approved Plans and certified building permit plans.
2. The Applicant is advised that the property is on the Shire Heritage List and all works not expressly approved and included in a set of approved plans are not to be implemented without a further planning heritage assessment as a pre-requisite to receive an approval prior to commencement. This Notice grants approval to works detailed on the Approved Plan only.
3. In respect to Conditions 4 and 6, the Shire requires the applicant to arrange for the inspection of all Shire infrastructure including the street verge adjacent to the property both prior to works and post completion to establish the impact and necessary remediation of impacts on all public infrastructure and lands. The Shire does not warrant or exempt the applicant from civil claim arising from damage to private property and associated with the approved works.
4. The Applicant is advised that demolition work of the property on the Shire Heritage List shall not be commenced until a photographic record and measured drawings of the Church Hall are completed for submission to the Shire as a record of the premises. The issue of a Demolition Permit of the Church Hall will be conditional upon this architectural survey work being satisfactorily completed and lodged with the Shire prior to demolition works commencing.
5. Should the owner and/or applicant be aggrieved by this decision, or any of the conditions imposed, there is a right of review under the *Planning and Development Act 2005*. An application for review must be submitted in accordance with Part XIV of the *Planning and Development Act 2005* within 28 days of the date of this decision to: the State Administrative Tribunal, GPO Box U1991, Perth, WA 6845. Further information regarding this right of review is available on the SAT website www.sat.justice.wa.gov.au or by phoning (08) 9219 3111 or 1300 306 017.

8.2 MANAGER INFRASTRUCTURE SERVICES

NIL

8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

8.3.1 Financial Statements for Period Ended March 2022

CORPORATE

***Due to end of month processing and the cut off dates for agenda reports, this report will be included in the FINAL Ordinary Council Agenda**

8.3.2 Accounts Paid March 2022
CORPORATE
ATTACHMENT DETAILS

Attachment No	Details
Attachments	Accounts Paid – March 2022 Credit Card Statements – February 2022

Voting Requirement	:	Simple Majority
Subject Index	:	Financial Management
Disclosure of 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 March 2022 included the following:

- GST & PAYG remittance to ATO;
- Waste Management Services
- WA Superannuation

BACKGROUND

The Attachment lists details of all payments made in January & February 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	EFT00459-463	\$376,764.01
Direct Debits	DD00305-314	\$10,912.72
BPAY	BPAY253	\$90.03
Credit Cards – January	CCP00027	\$7,856.19
CHQ	CHQ	0
TOTAL		\$395,622.95

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 2021/22 annual budget.

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:-

- 1. Cheques, Electronic funds transfers, BPay and Direct debit payments for the month of March 2022, totalling \$395,622.95**
- 2. Credit card payments for February 2022 totalling \$7,856.19.**

8.4 CEO/ MANAGEMENT / GOVERNANCE / POLICY

8.4.1 Matters for Information and Noting

MANAGEMENT/GOVERNANCE/POLICY

ATTACHMENT DETAILS

<u>Attachment</u>	<u>Details</u>
Attachment refers to	Building/Planning Statistics Library Statistics

Voting Requirement	Simple majority
Subject Index	Matters for Information
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 March

SUMMARY AND KEY ISSUES

The following reports are presented to Council 22 March 2022

1. Building/Planning Statistics
2. Library statistics March

CONSULTATION

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

OFFICER RECOMMENDATION – ITEM NO. 8.4.1

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

NIL

11 CONFIDENTIAL ITEMS OF BUSINESS

NIL

12 CLOSURE

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