



SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

**Ordinary Council Meeting
28 June 2022**

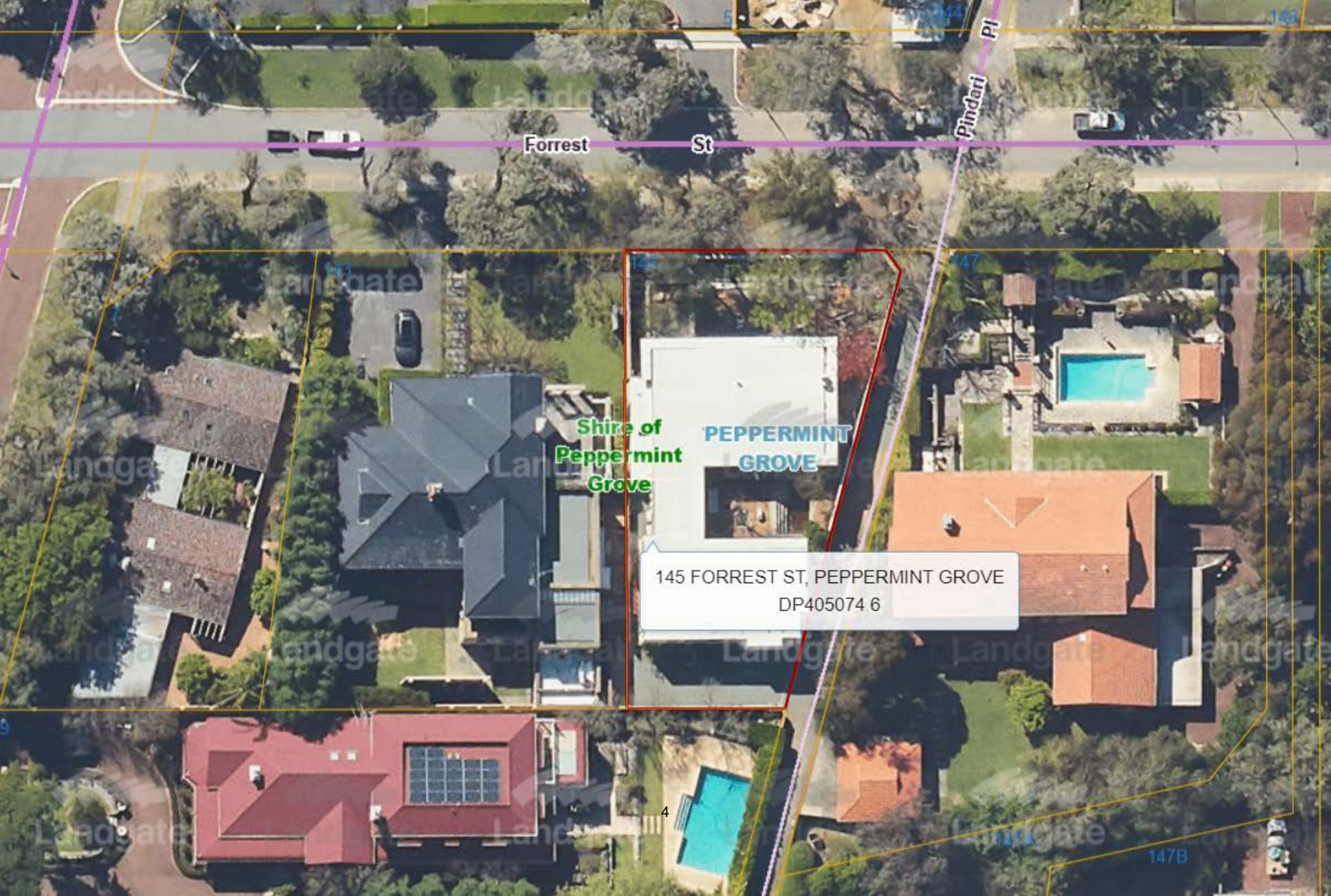
TABLE OF CONTENTS

SUBJECT HEADING	PAGE
8.1.1 –145 Forrest Street- Retrospective Development Application for a Front Fence and Front Access Gate.....	3
8.1.2 – 45 Irvine Street- Additions and Alterations to a Category 1 Heritage Single House.....	10
8.1.3 –134 Forrest Street- Ancillary Works to a Category 1 Heritage Single House.	21
8.3.1 –List of Account June 2022	33
8.4.1 –2022-2026 Corporate Business Plan.....	49
8.4.2 –Review of Delegations.....	66
8.4.3 –Matters for Information and Noting.....	109



Ordinary Council Meeting

8.1.1 –145 Forrest Street- Retrospective
Development Application for a Front Fence
and Front Access Gate



Forrest St

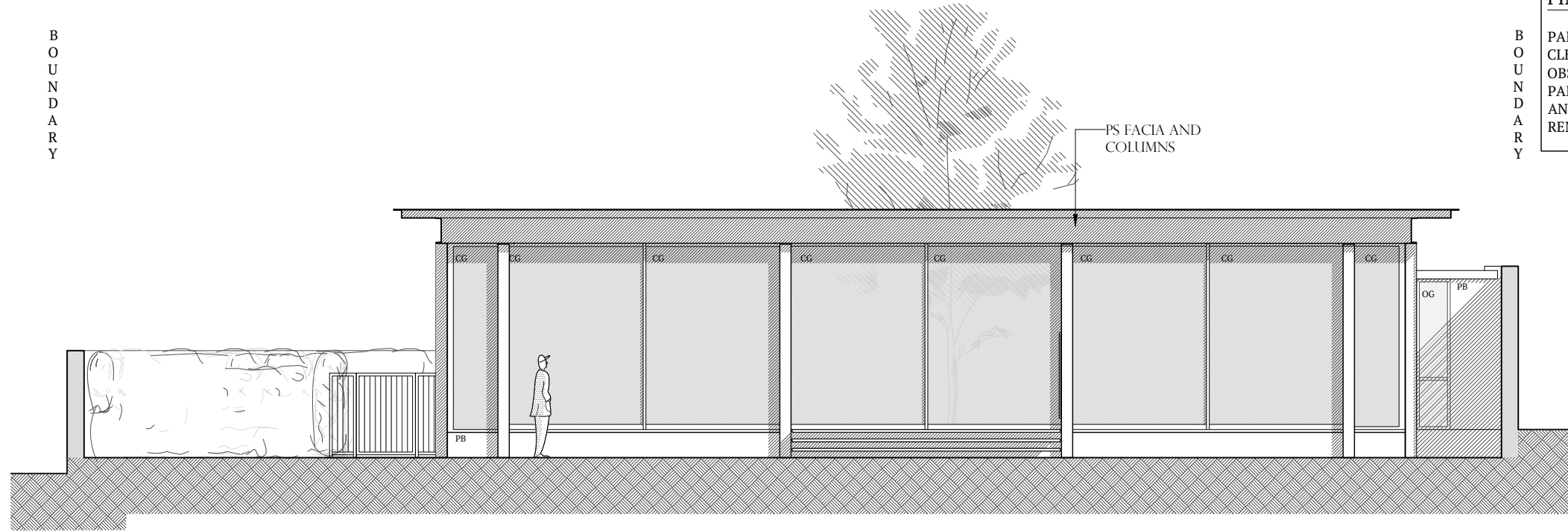
Pindari Pl

Shire of
Peppermint
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PEPPERMINT
GROVE

145 FORREST ST, PEPPERMINT GROVE
DP405074 6

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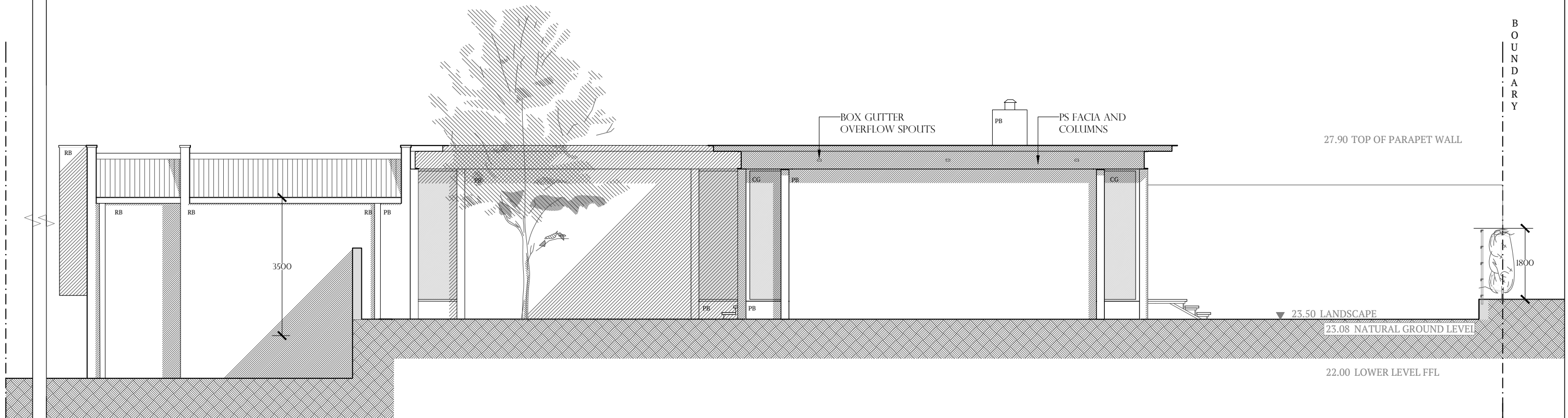
FINISHES

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- PAINTED STEEL: DULUX WEATHERSHIELD RAKU:PS
- CLEAR GLAZING: CG
- OBSCURE GLAZING: OG
- PAINTED BRICK: DULUX WEATHERSHIELD (DWS)
- ANTIQUE WHITE USA. WEATHERED MORTAR: PB
- RENDERED BRICK: DWS ANTIQUE WHITE USA: RB

NORTH ELEVATION

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EAST ELEVATION

updated planning permission design for

A NEW RESIDENCE IN GLASS & STEEL
at 145 Forrest St, Peppermint Grove, 6011

1:100 at A3 A.201 8 July 2020

REV	DATE	NOTES
1	22.02.28	STREET FENCE AND GATE REVISED DESIGN

J Seymour Clifford RAI A

W O B U R N
upper level, 205 nicholson rd
shenton park, 6008
www.woburn.co



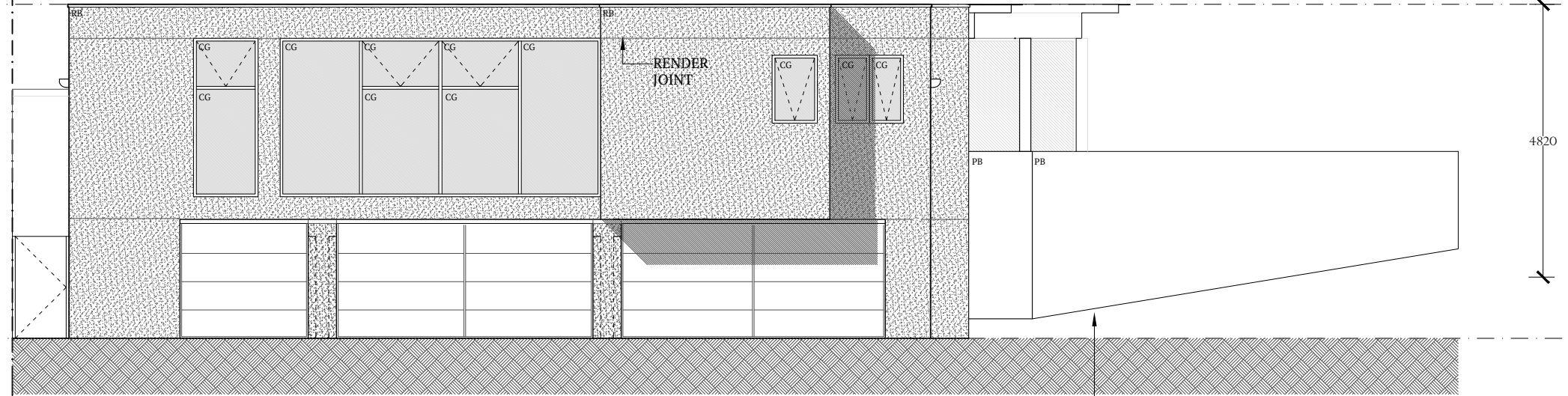
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PAINTED STEEL: DULUX WEATHERSHIELD RAKU:PS	
CLEAR GLAZING:	CG
OBSCURE GLAZING:	OG
PAINTED BRICK: DULUX WEATHERSHIELD (DWS)	
ANTIQUE WHITE USA. ROLLED JOINT:	PB
RENDERED BRICK: DWS ANTIQUE WHITE USA:	RB

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27.90 TOP OF PARAPET WALL

23.08 NATURAL GROUND LEVEL

22.00 LOWER LEVEL FFL



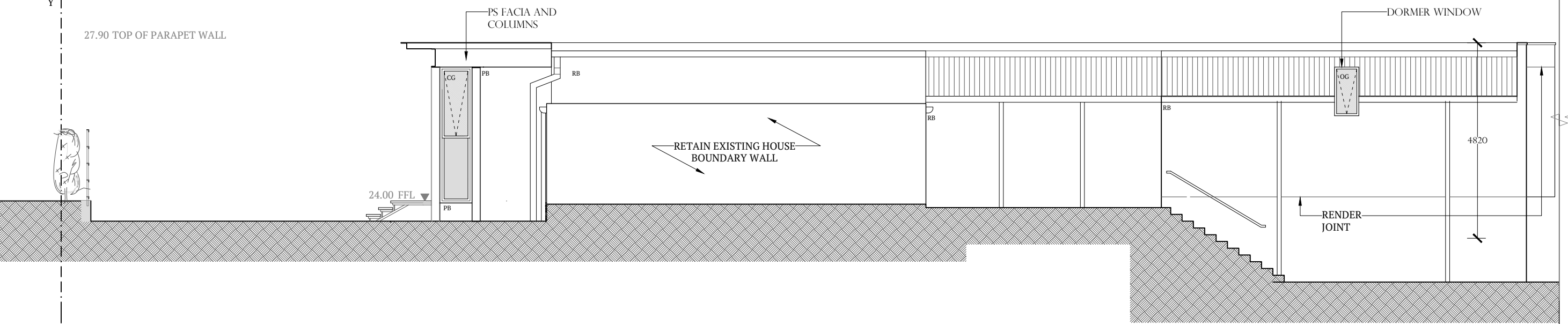
SOUTH ELEVATION

GROUND LEVEL SLOPES AT LANEWAY

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27.90 TOP OF PARAPET WALL

24.00 FFL



WEST ELEVATION

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updated planning permission design for

A NEW RESIDENCE IN GLASS & STEEL
at 145 Forrest St, Peppermint Grove, 6011

1:100 at A3 A.202 8 July 2020

REV	DATE	NOTES
1	22.02.28	STREET FENCE AND GATE REVISED DESIGN

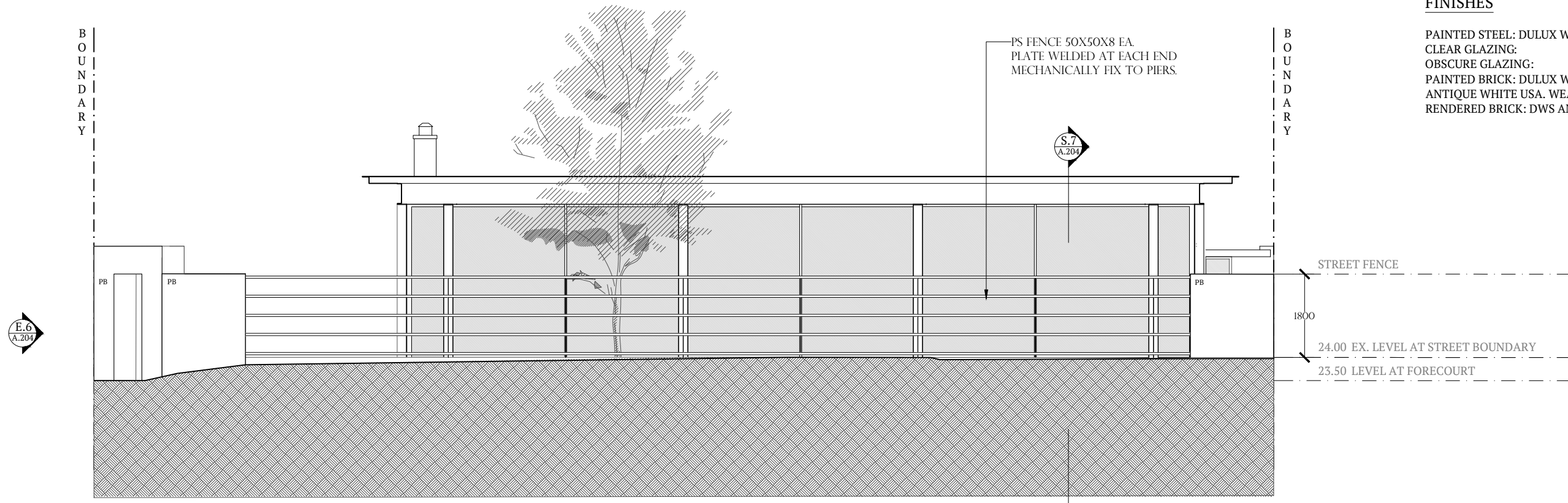
J Seymour Clifford RAI A

W O B U R N
upper level, 205 nicholson rd
shenton park, 6008
www.woburn.co

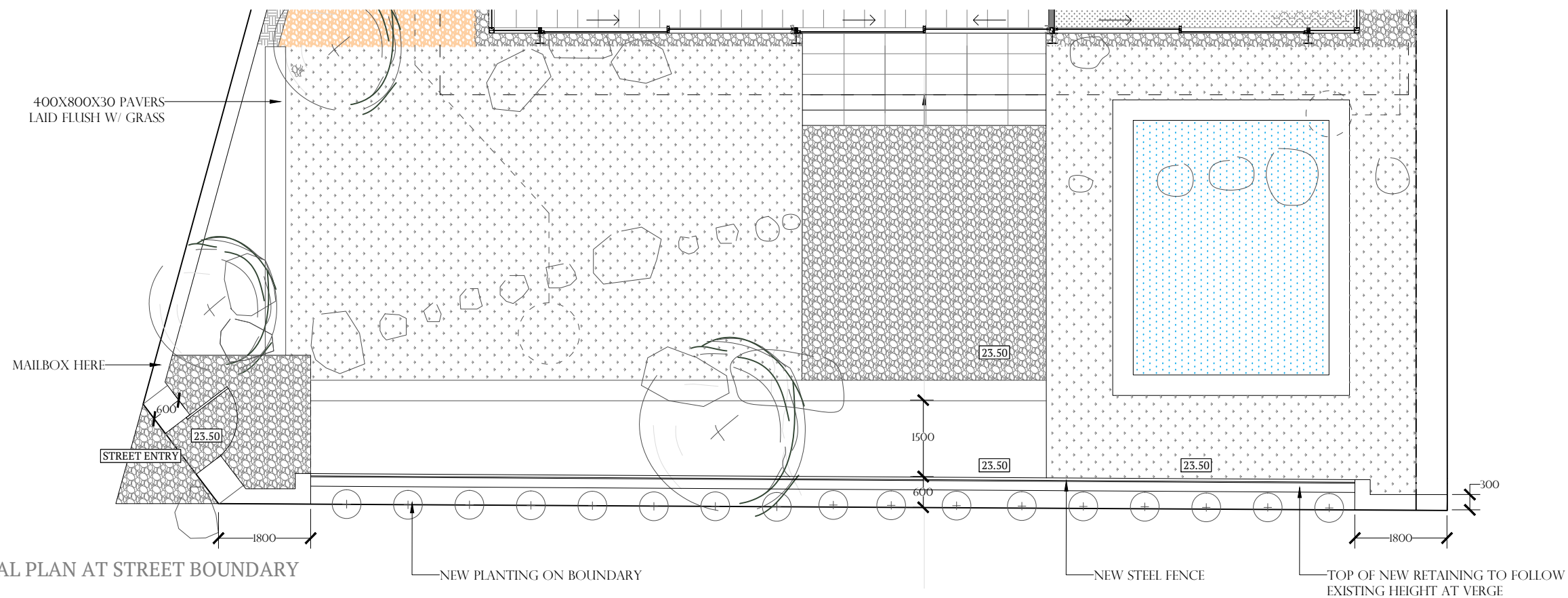


FINISHES

PAINTED STEEL: DULUX WEATHERSHIELD RAKU:PS
 CLEAR GLAZING: CG
 OBSCURE GLAZING: OG
 PAINTED BRICK: DULUX WEATHERSHIELD (DWS)
 ANTIQUE WHITE USA. WEATHERED MORTAR: PB
 RENDERED BRICK: DWS ANTIQUE WHITE USA: RB



STREET ELEVATION



PARTIAL PLAN AT STREET BOUNDARY

updated planning permission design for

A NEW RESIDENCE IN GLASS & STEEL
 at 145 Forrest St, Peppermint Grove, 6011

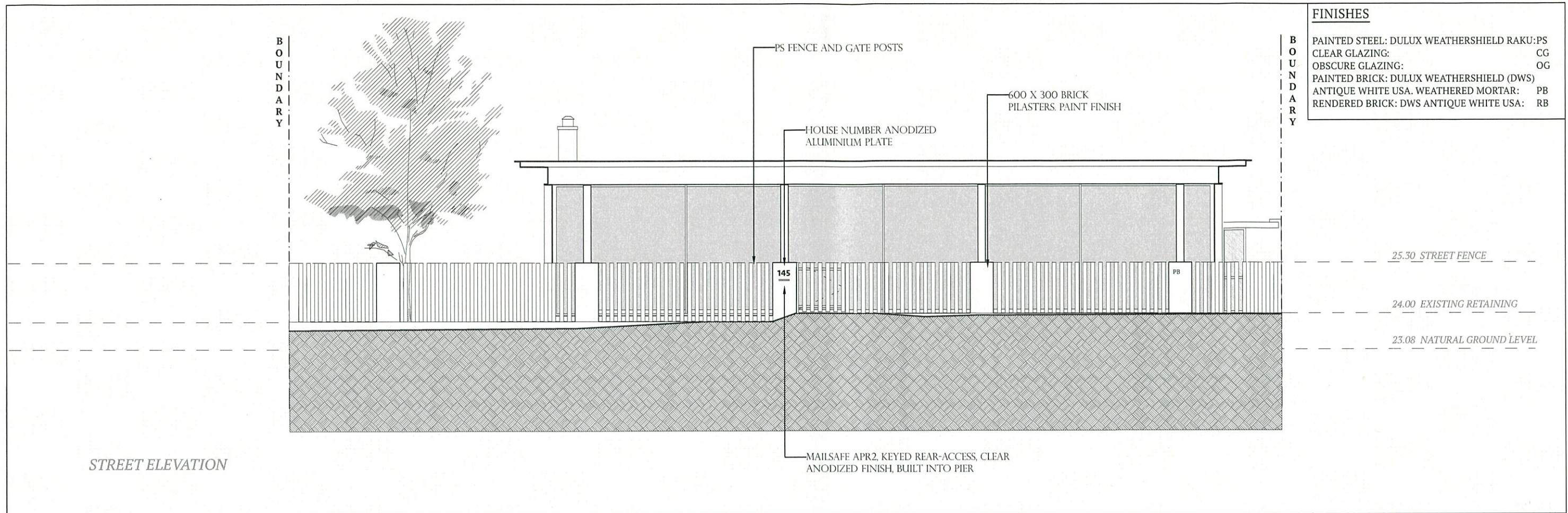
1:100 at A3 A.203 8 July 2020

REV	DATE	NOTES
1	21.05.11	STREET FENCE, PILASTERS, RETAINING CLARIFIED
2	21.06.01	SECTION MARKERS ADDED
3	21.06.08	EX RETAINING WALL KEPT; PIERS 300 DEEP.
4	21.07.13	NEW RETAINING WALL; GATE HOUSE FLIPPED; WALLS WIDENED
5	21.08.03	ENTRY PORTAL MOVED; PIERS DELETED
6	22.02.28	STREET FENCE AND GATE REVISED DESIGN

J Seymour Clifford RAIA

W O B U R N
 upper level, 205 nicholson rd
 shenton park, 6008
 www.woburn.co





FINISHES

PAINTED STEEL: DULUX WEATHERSHIELD RAKU:PS	
CLEAR GLAZING:	CG
OBSCURE GLAZING:	OG
PAINTED BRICK: DULUX WEATHERSHIELD (DWS)	
ANTIQUE WHITE USA. WEATHERED MORTAR:	PB
RENDERED BRICK: DWS ANTIQUE WHITE USA:	RB

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STREET ELEVATION



Shire of Peppermint Grove

Planning Application No DA2020/00014.....

Considered at Council Meeting Delegated.....

APPROVED

[Signature] 27/07/2020

Manager of Development Services Date

for construction

A NEW RESIDENCE IN GLASS & STEEL
at 145 Forrest St, Peppermint Grove, 6011

1:100 at A3 A.203 8 July 2020

J Seymour Clifford RAIA



W O B U R N
upper level, 205 nicholson rd
shenton park, 6008
www.woburn.co



145



Ordinary Council Meeting

8.1.2 – 45 Irvine Street- Additions and
Alterations to a Category 1 Heritage Single
House

45 IRVINE ST, PEPPERMINT GROVE
P3783 108

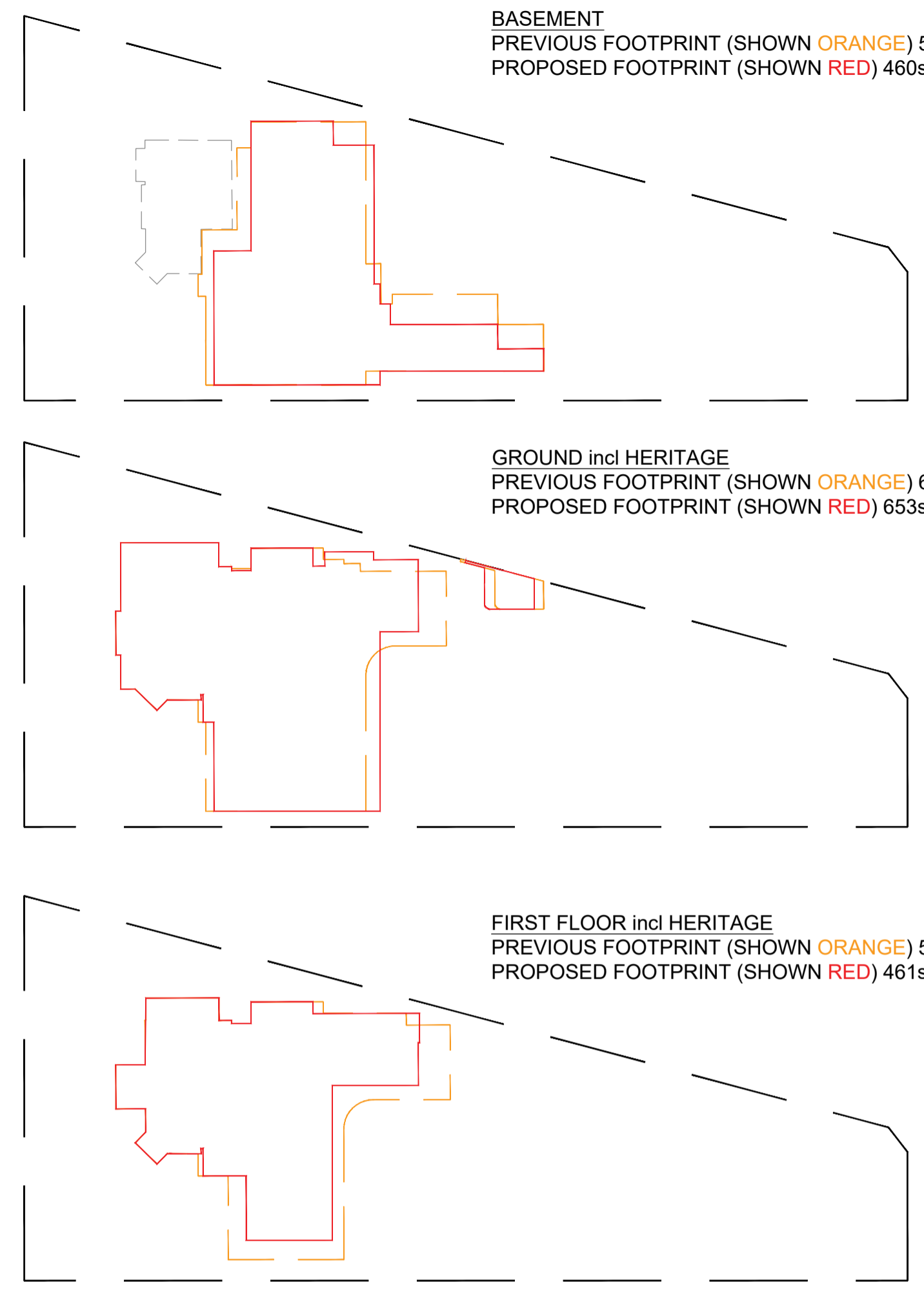
Shire of
Peppermint
Grove

PEPPERMINT
GROVE

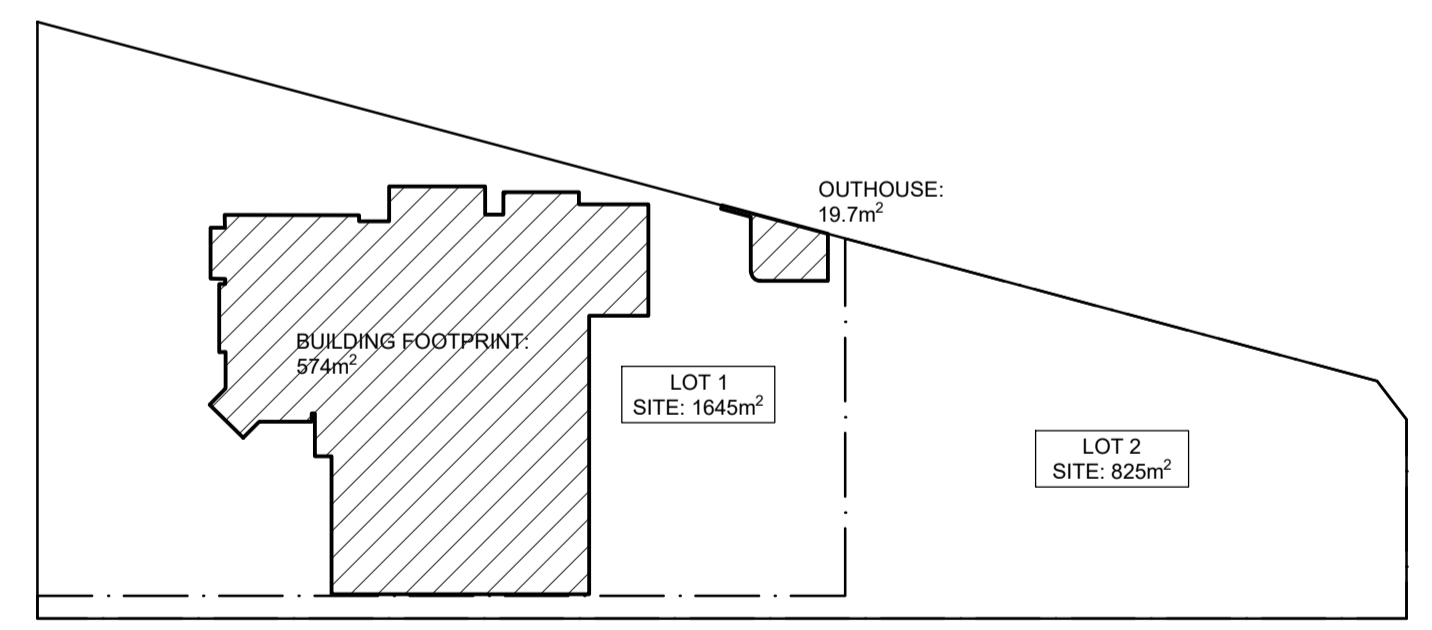
BASEMENT
PREVIOUS FOOTPRINT (SHOWN ORANGE) 540sqm
PROPOSED FOOTPRINT (SHOWN RED) 460sqm

GROUND incl HERITAGE
PREVIOUS FOOTPRINT (SHOWN ORANGE) 660sqm
PROPOSED FOOTPRINT (SHOWN RED) 653sqm

FIRST FLOOR incl HERITAGE
PREVIOUS FOOTPRINT (SHOWN ORANGE) 555sqm
PROPOSED FOOTPRINT (SHOWN RED) 461sqm



DIAGRAMS
1:500 @ A1



OPEN SPACE CALCULATION
FORMER LOT SIZE: 2470 SQM
OPEN SPACE: 1869.3 SQM
= 75.68%

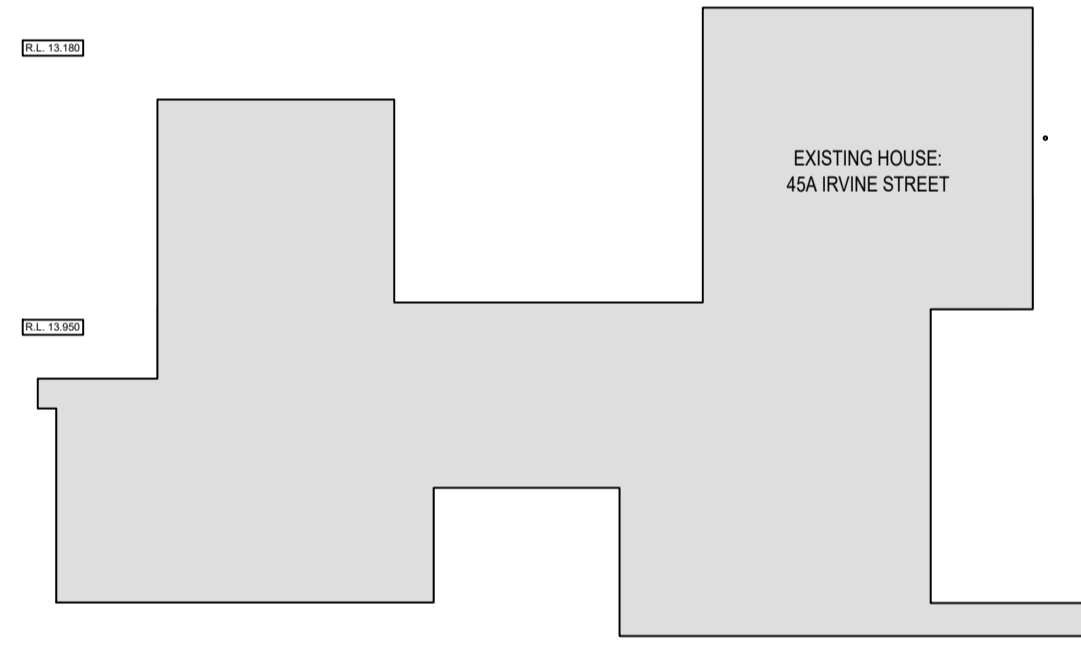
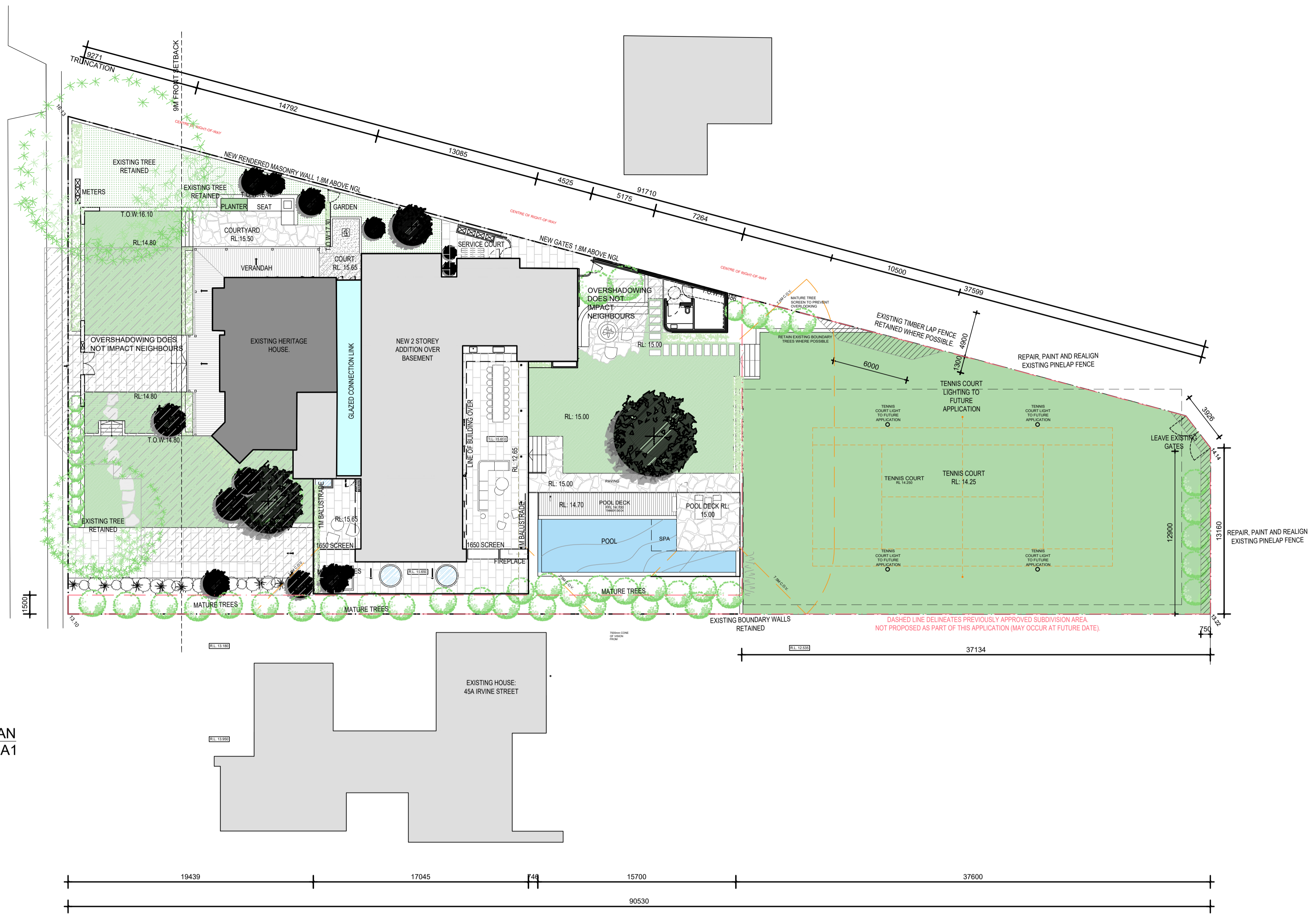
NEW LOT SIZE: 1645 SQM
OPEN SPACE: 1044.3 SQM
= 63.48%
(COMPLIES WITH MIN. 55% REQUIRED)

PLOT RATIO CALCULATION
INCLUSIONS: 1024.2 SQM
EXCLUSIONS: 168.9 SQM
(MAX ALLOWED EXCLUSIONS 110SQM)
ADD BACK IN: 58.9 SQM
TOTAL: 1083.1 SQM

PLOT RATIO PRIOR TO SUBDIVISION: 0.439
PLOT RATIO AFTER SUBDIVISION: 0.658

OPEN SPACE
1:500 @ A1

SITE PLAN
1:200 @ A1

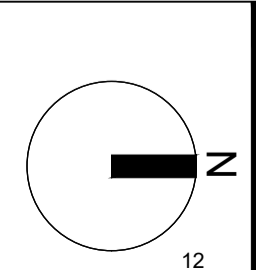


PHILIPPA MOWBRAY ARCHITECTS

3 VERA STREET COTTESLOE WA 6011 P (08) 9385 2311

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REVISION	COMMENT	DATE
04	DA ISSUE	13.04.2022
05	DA ISSUE - REVISED	24.05.2022
06	DA ISSUE - REVISED	30.05.2022



SITE PLAN

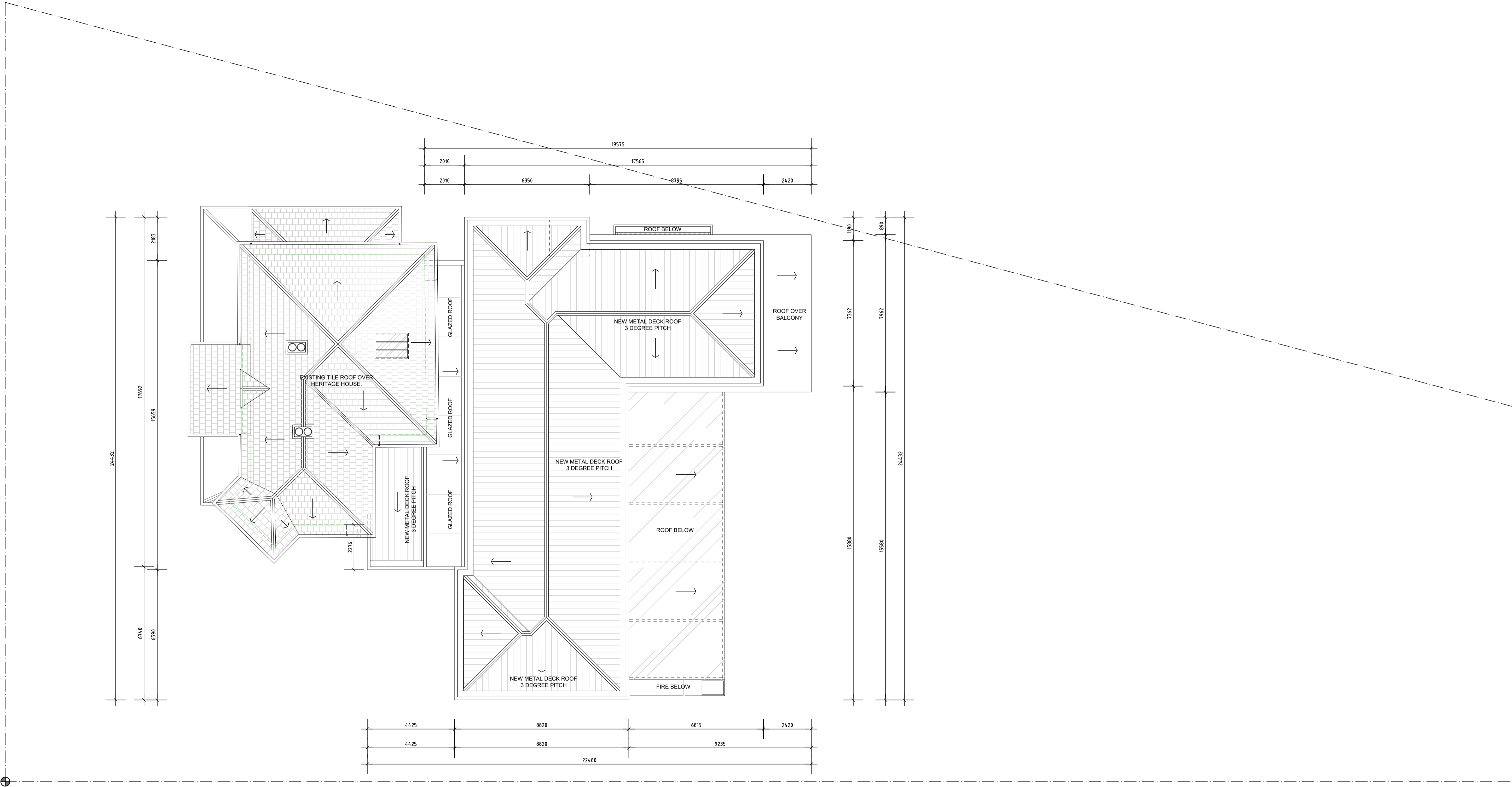
SCALE: VARIES @A1

DEVELOPMENT APPROVAL

FERGUSON RESIDENCE
45 IRVINE STREET, PEPPERMINT, WA

A00.1

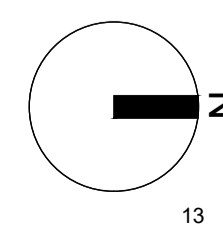
REV: 06



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REVISION	COMMENT	DATE
04	DA ISSUE	11.04.2022



ROOF PLAN

SCALE: 1:100 @A1

DEVELOPMENT APPLICATION

A01.4

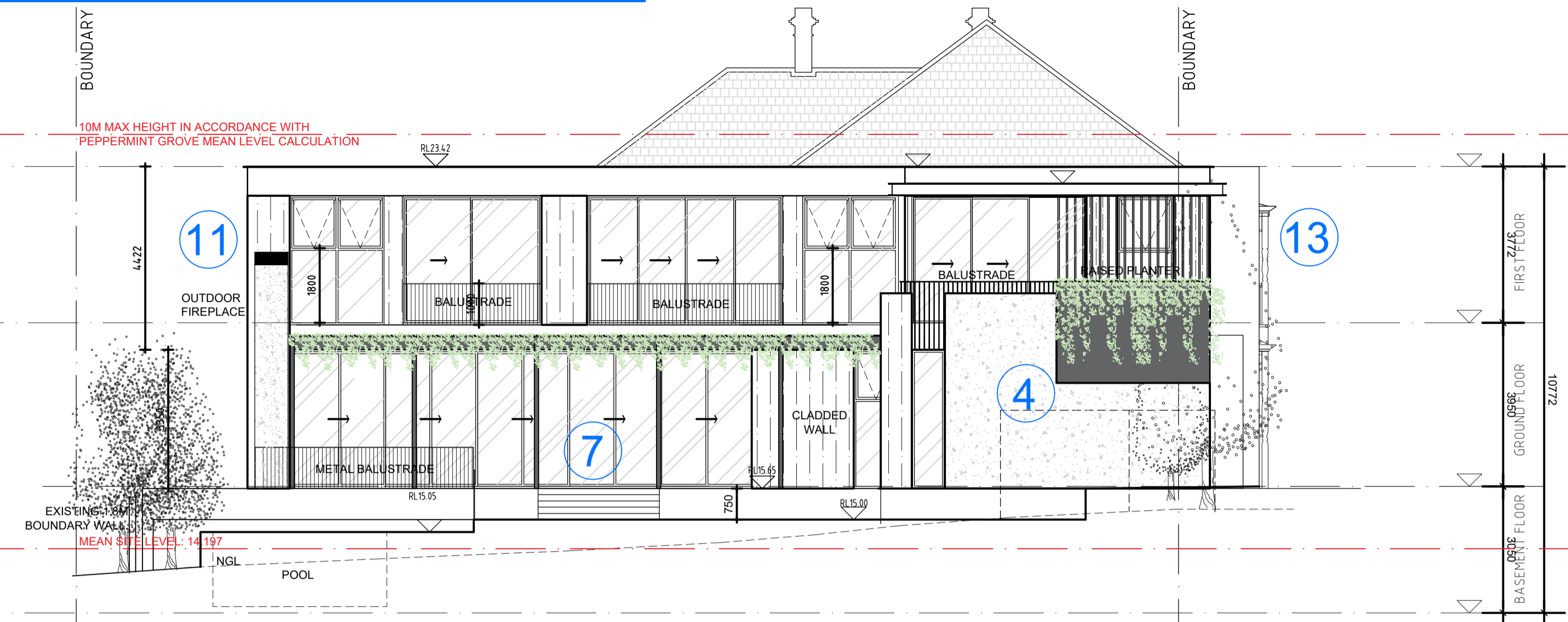
FERGUSON RESIDENCE
 45 IRVINE STREET, PEPPERMINT, WA

REV: 04

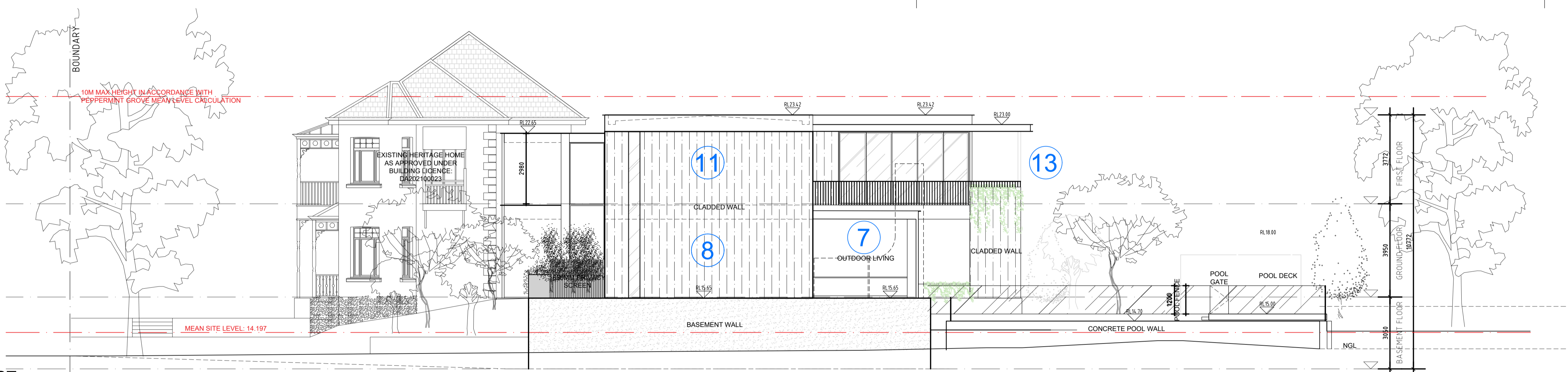
REVISED DRAWINGS FOR DEVELOPMENT APPLICATION AMMENDMENT



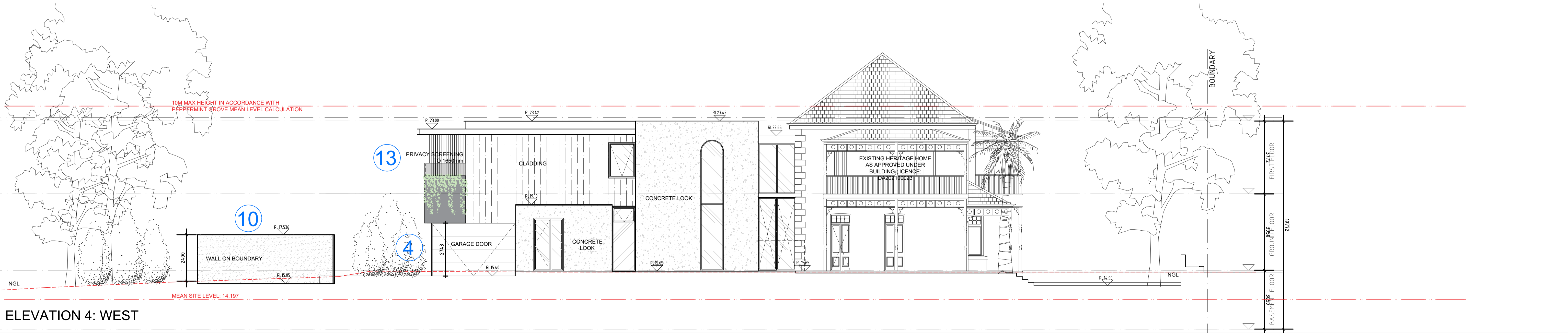
ELEVATION 1: SOUTH



ELEVATION 2: NORTH



ELEVATION 3: EAST



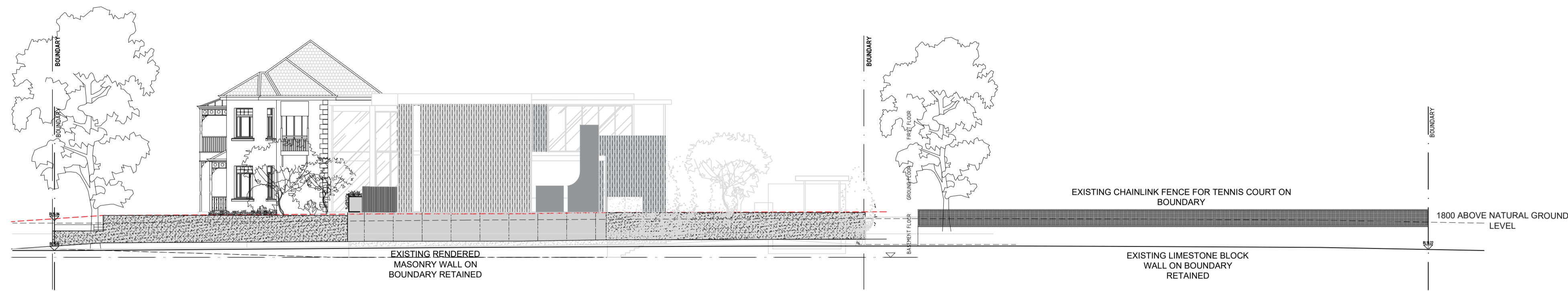
ELEVATION 4: WEST

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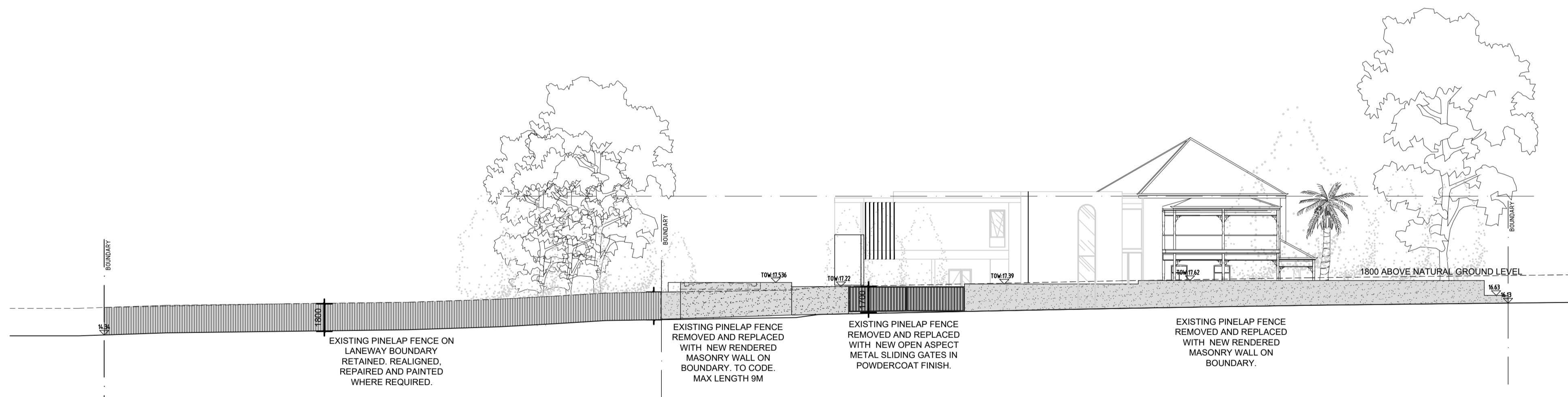
REVISION	COMMENT	DATE
05	DA ISSUE	13.04.2022

ELEVATIONS
 SCALE: 1:100 @A1

DEVELOPMENT APPLICATION A2.01
FERGUSON RESIDENCE
 45 IRVINE STREET, PEPPERMINT, WA
 REV: 05



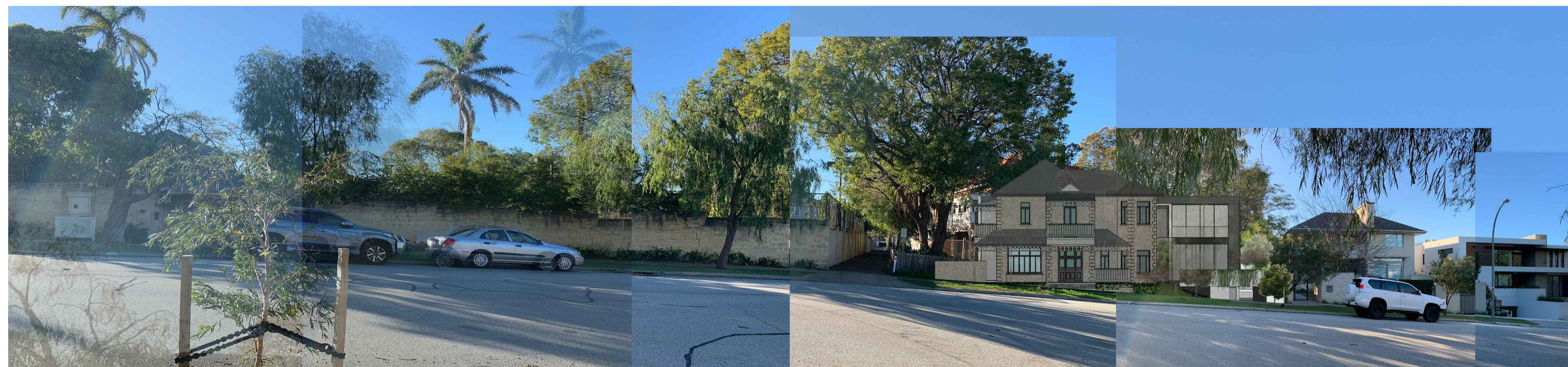
ELEVATION 1: SOUTH



ELEVATION 3: WEST



ELEVATION 4: SOUTH



STREET ELEVATION: NOT TO SCALE

PHILIPPA MOWBRAY ARCHITECTS

3 VERA STREET COTTESLOE WA 6011 P (08) 9385 2311

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REVISION	COMMENT	DATE
00	ISSUED TO HERITAGE ARCHITECT	17.08.2020
01	DA ISSUE: PARAPET HEIGHTS ADJUSTED	20.10.2020
02	ISSUED FOR DA AMENDMENT	26.05.2021
03	ISSUED FOR DA AMENDMENT	24.05.2022
04	ISSUED FOR DA AMENDMENT	30.05.2022

BOUNDARY ELEVATIONS

SCALE: 1:200 @A1

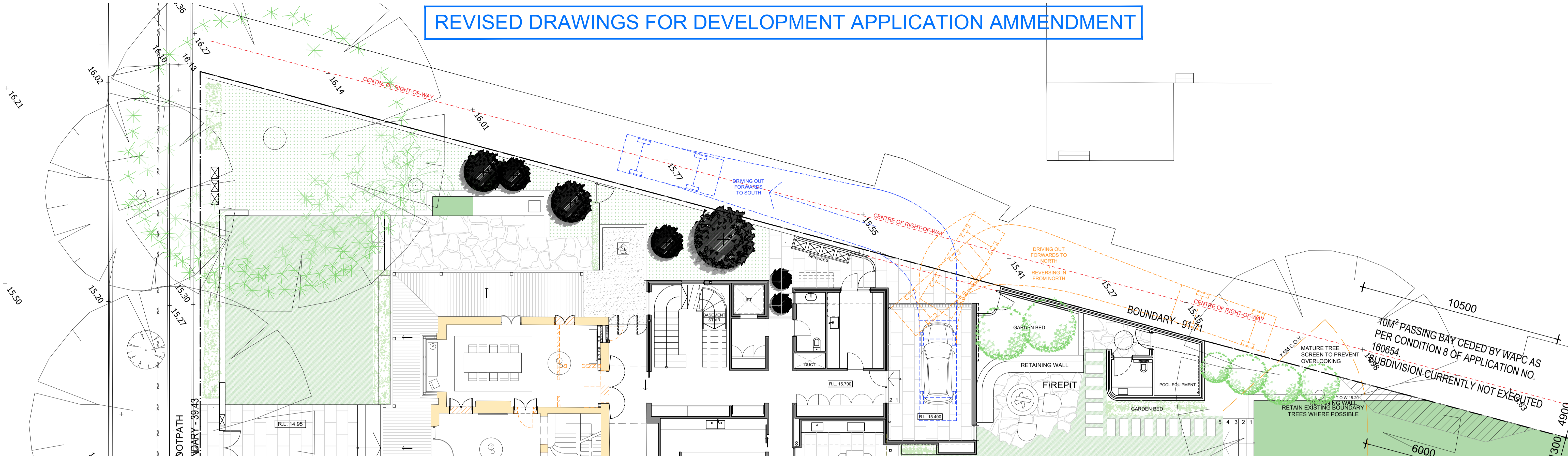
DEVELOPMENT APPLICATION

A2.02

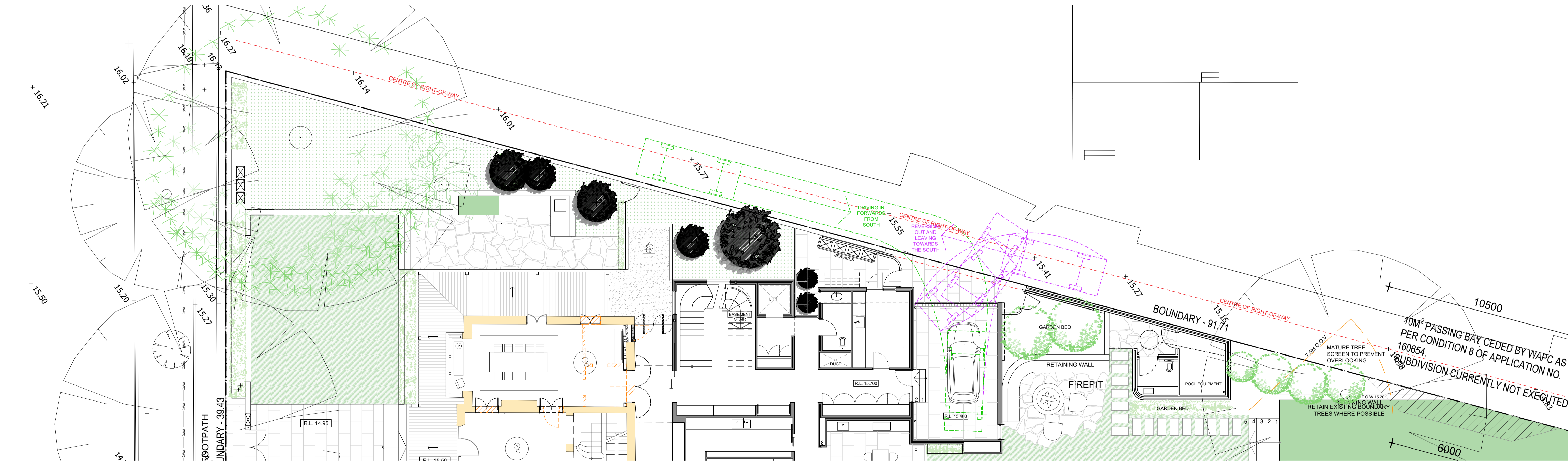
FERGUSON RESIDENCE
45 IRVINE STREET, PEPPERMINT, WA

REV: 04

REVISED DRAWINGS FOR DEVELOPMENT APPLICATION AMMENDMENT



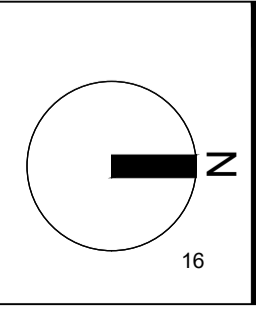
VEHICLE DIAGRAM 01



VEHICLE DIAGRAM 02

PHILIPPA MOWBRAY ARCHITECTS
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REVISION	COMMENT	DATE
01	DA ISSUE	31.05.2022



VEHICLE DIAGRAMS -
 GROUND FLOOR PLAN
 SCALE: 1:100 @ A1

DEVELOPMENT APPLICATION	A01.2.1
FERGUSON RESIDENCE 45 IRVINE STREET, PEPPERMINT, WA	REV:01

PHILIPPA MOWBRAY

ARCHITECTURE & INTERIORS

26th May 2022

Planning Department
Town of Peppermint Grove
1 Leake Street
Peppermint Grove 6011

Dear Joel Gajic,

Re: Development Application for Alterations and Additions to Residence at 45 Irvine Street, Peppermint Grove.

The project at 45 Irvine Street was initially granted Development Approval in October 2020 (Ref: 2020/00019) and included the restoration of the existing heritage home, which was in poor condition, and significant rear extensions. Restoration of the existing heritage home has already commenced under a Building Permit issued to Minchin & Sims builders. The proposed additions have undergone some design development and have been resubmitted to the Town. I have provided justification below for resulting variations.

Overall the proposed additions are smaller and less intrusive than the approved 2020 DA:

- The basement has been reduced and pulled away from the existing home to allow for greater separation between the structures.
- The ground floor additions have been reduced to the north-west corner with a pull in garage added so that day-to-day parking can occur off the right-of-way.
- The upper floor has been reduced and one bedroom and ensuite removed to give greater separation from the eastern boundary and reduce the size of the house as seen from the street.
- The material palette has been simplified to a dark palette of zinc and metal cladding with expansive glass. This is intended to recede behind the heritage home without distracting from it.

As part of this application we are seeking three variations, two of which were previously approved under DA 2020/00019:

1. Building Height

Although there is a variation to the deemed-to-comply building height, this was previously approved under DA 2020/00019 under LPP 04- Residential Building Heights. Seeing as the building height is unchanged, reassessment of this variation is not warranted.

2. Overlooking

There is overlooking from the existing balcony to the west of the heritage house. For conservation purposes, we are not suggesting demolishing this balcony and therefore seek a variation for overlooking. This overlooking only overlaps the right-of-way so does not impact any neighbouring properties.

There is also overlooking from the balcony to the north of the proposed master bedroom. Again, this overlooking only impinges on the right-of-way so does not impact neighbouring properties.

This variation was previously approved under DA 2020/00019.

3. Setback to western boundary

The north-western corner of the main bedroom balcony has a setback of 2.84m, which we are requesting in lieu of the 'deemed-to-comply' setback of 3m. As this setback only impacts the adjacent right-of-way, it meets the design principles by not impacting neighbouring properties.

- Due to its orientation and the right-of-way providing a buffer, this setback does not impact the neighbours access to direct sun or ventilation.
- Part of the balcony is screened to prevent overlooking of neighbouring properties, and resulting overlooking only impacts the right-of-way as discussed above in '2. Overlooking'.
- Finally, the bulk of the building does not impact the neighbours as this part of the building is clad in a lightweight screen, is lower than the existing heritage home and is buffered by the adjacent right-of-way. Overall, this part of the building is 4490mm from the western neighbour's actual boundary, providing adequate separation.

4. Vehicular Access

Although the driveway is not aligned at right angles to the right-of-way, it is parallel to the front street. The new house, and therefore new single garage, has also been aligned with the front streetscape and heritage building on the site. It is not practical to have the driveway at right angles to the right-of-way in order to enter the new garage. The driveway has been made wide (4.525m wide rather than a minimum of 3m) to ensure cars can safely manoeuvre in and out. There is also a minimal risk to pedestrians as the right-of-way is not commonly used by pedestrians and there is no footpath here.

5. Plot Ratio

I have attached the methodology to calculating the plot ratio in the Appendix attached. Previously, the scheme was approved with a plot ratio of 1:0.497 (DA amendment 2021). As calculated against the total site area of 2470m², the proposed amended plot ratio is 1:0.478. Although approximately 50m² of internal area has been removed in the most recent scheme, the large amount of useable outdoor space and the additional car bay in the new amendment mean that the plot ratios do not vary significantly.

It has been requested that the plot ratio is calculated in the instance that the block were subdivided as per the approved subdivision site area (WAPC ref: 160654). Although the owners are not currently looking to subdivide, there is no formal process to withdraw the approval so the site also needs to be assessed as though the subdivision is proceeding. In this case the new subdivided area would be 1645m² and the plot ratio would be 1:0.717. This exceeds the LPP5- Plot Ratio amount of 0.5.

However, the planning objectives of LPP 5 are still met. Firstly, the quality and characteristics of the streetscape are protected as the new development is set back behind the existing heritage home. The material palette and scale of the new addition are also designed not to dominate the heritage home.

Secondly, open space and garden are maintained as a significant amount of the building mass is basement parking, not visible from the street. The open space on the subdivided lot is still 63%, well above the required 55%. This open area includes a traditional landscaped garden to the front of the heritage home and more contemporary garden, lawn and pool to the rear of the site. There is also

plentiful outdoor alfresco space for entertaining and interacting with the garden. With the subdivision not planned to proceed in the short term, the rear of the site will be used as a tennis court.

Lastly, it is worth considering that the plot ratio of this amended scheme is less than the previous scheme, which has been approved. Although a subdivision application was lodged, the intention of the rear of the site serving as a tennis court is unchanged from the approved 2021 design.

Please feel free to contact us should you require any additional information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Rosie Burton', with a long horizontal flourish extending to the right.

Rosie Burton
Architect

APPENDIX - CALCULATIONS

FERGUSON RESIDENCE				26-May-22
45 Irvine Street, Peppermint Grove				PLOT RATIO CALCULATIONS
AREA	ALL AREAS (m2)	EXCLUSIONS (m2)	INCLUSIONS (m2)	NOTES
CURRENT SCHEME (2022)				
Basement	351.7	304	47.7	Excl: Plant room, 'basement' area (everything except entertainment and bathroom)
Ground Floor	490.2	37.5	452.7	Excl: plant rooms, duct, lift, 50m2 of terrace, garage
First Floor	448	23.8	424.20	Excl: void space, ducts, lift
TOTAL	1289.9	365.3	924.6	
Max. total exclusions to be 110m2		110	1179.9	

	Site area (before subdivision):	2470	
	Plot Ratio (before subdivision):	0.478	
	Site area (after subdivision):	1645	
	Plot Ratio (after subdivision):	0.717	

OPEN SPACE	OPEN SPACE (m2)	SITE AREA (m2)	PERCENTAGE
Without Subdivision	1869.3	2470	75.68%
With Subdivision	1044.3	1645	63.48%



Ordinary Council Meeting

8.1.3 –134 Forrest Street- Ancillary
Works to a Category 1 Heritage Single
House.



PEPPERMINT GROVE

134 FORREST ST, PEPPERMINT GROVE
DP29233 358

Shire of Peppermint Grove

3 BAY CARPORT & EXTERNAL WORKS

ISSUED TO SHIRE OF PEPPERMINT GROVE
FOR DEVELOPMENT APPROVAL

- A01.01 SURVEY
- A01.02 PROPOSED SITEPLAN
- A01.03 PERSPECTIVE 1
- A01.04 PERSPECTIVE 2
- A02.01 FLOOR PLAN
- A06.01 ELEVATIONS SOUTH & EAST

APP. A HERITAGE IMPACT STATEMENT

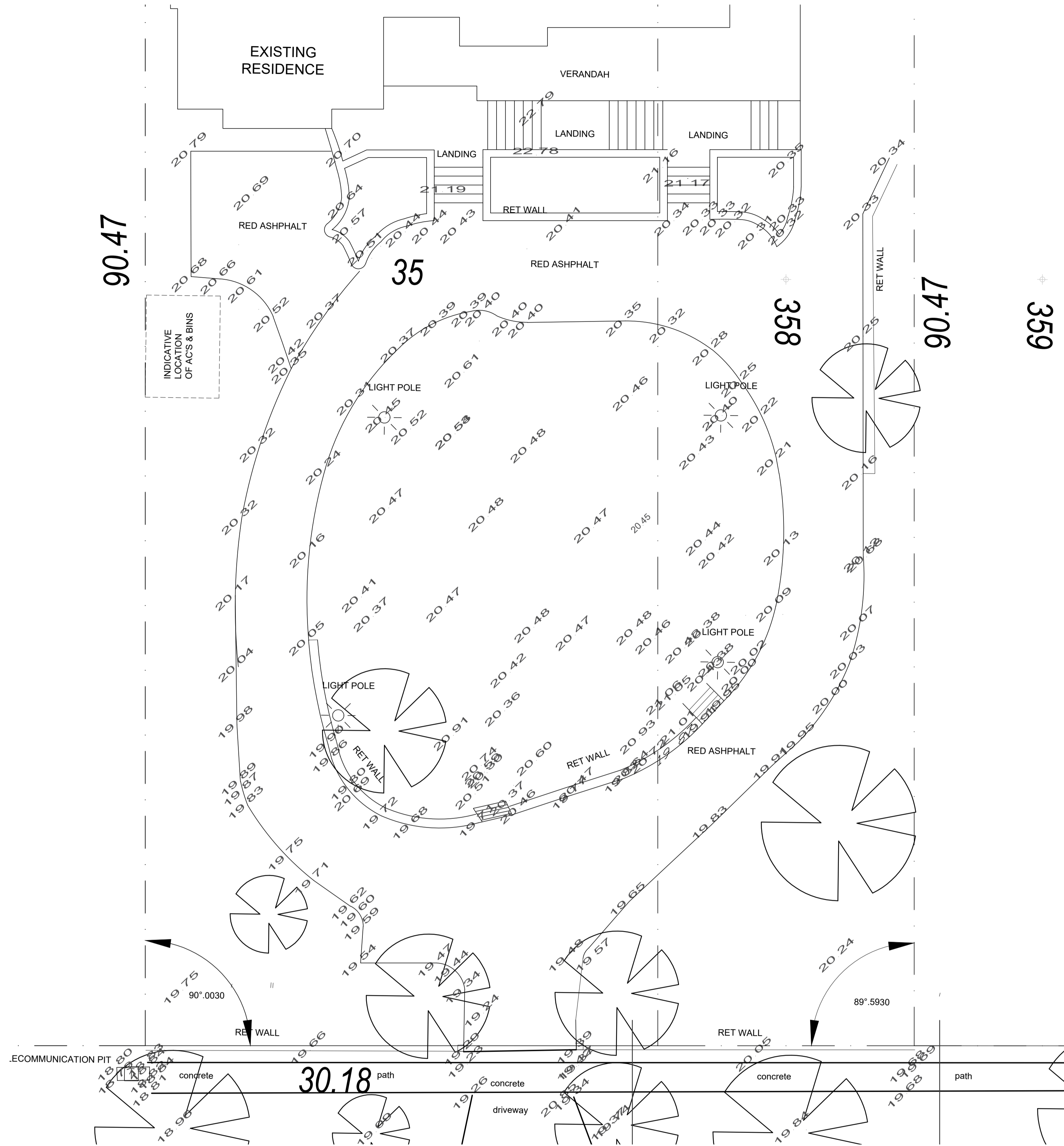


DEVELOPMENT APPLICATION

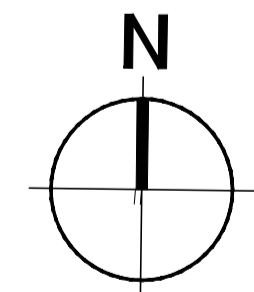
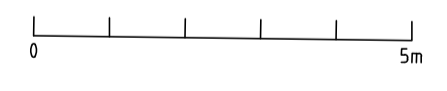
REV-00
134 FORREST STREET
PEPPERMINT GROVE WA

Prepared on 12.04.2022

dm|g
ARCHITECTURE



FEATURE SURVEY
SCALE 1:100 @ A1



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UNITED SURVEYS
ENGINEERING SURVEYORS

Ph: (08) 9272 9572
Fax: (08) 9272 3894
Email : sergio@iinet.net.au
3 Melrose Crescent
Menora
W.A. 6050

FEATURE SURVEY

**134 FORREST ST
PEPPERMINT GROVE**

DRAWN	S.FERRANTE	12/03/2022
SURVEYOR	S. FERRANTE	MARCH 22
CHECKED	S. FERRANTE	12/03/2022
Horizontal Datum :	MGA ZONE 50	
Vertical Datum :	AHD	

00	12/03/2022	APPROVED AND ISSUED TO CLIENT
No.	DATE	REVISION

SF	SF	SF	CLIENT
Drawn	Surveyor	Approved	DMG Architecture

DRAWING NUMBER	REV
FT 256	0

NOTE. Contractor to check and verify all dimensions, levels, and angles on site before commencing. All construction work to be in accordance with the building code of Australia, approved documents and relevant Australian Standards.



ISSUE DATE	DESCRIPTION	DRN. APP.
-	PRELIMINARY ISSUE	-

DA APPLICATION

dmg ARCHITECTURE

DESIGN MANAGEMENT GROUP | level two 1008 hay street perth wa 6000
 telephone +61 8 9212 8888 | facsimile +61 8 9212 8822
 info@dmgaustralia.com.au | www.dmgaustralia.com.au

PROJECT

NEW DRIVEWAY & CARPORT
 134 FORREST STREET
 PEPPERMINT GROVE, WA 6011

TITLE

PERSPECTIVE 1

SCALE	DRAWN	CHECKED
NTS	SAM	SAM

PROJECT #	DRAWING #	ISSUE
-	A01.03	A

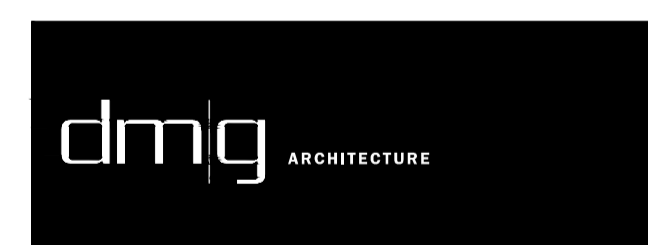
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NOTE. Contractor to check and verify all dimensions, levels, and angles on site before commencing. All construction work to be in accordance with the building code of Australia, approved documents and relevant Australian Standards.



ISSUE DATE	DESCRIPTION	DRN. APP.
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DA APPLICATION



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PROJECT

NEW DRIVEWAY & CARPORT
 134 FORREST STREET
 PEPPERMINT GROVE, WA 6011

TITLE

PERSPECTIVE 2

SCALE	DRAWN	CHECKED
NTS	SAM	SAM

PROJECT #	DRAWING #	ISSUE
-	A01.04	A

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NOTE. Contractor to check and verify all dimensions, levels, and angles on site before commencing. All construction work to be in accordance with the building code of Australia, approved documents and relevant Australian Standards.



RELOCATED AC'S

ELEVATION EAST



PROPOSED CARPORT & RELOCATED AC'S

RELOCATED AC'S

NEW FLOOR TILING TO STAIRS & VERANDAH

NEW WATER FOUNTAIN (DESIGN TBC)

ELEVATION SOUTH

ISSUE	DATE	DESCRIPTION	DRN.	APP.
A	-	PRELIMINARY ISSUE	-	-

DA APPLICATION



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PROJECT

NEW DRIVEWAY & CARPORT
 134 FORREST STREET
 PEPPERMINT GROVE, WA 6011

TITLE

ELEVATIONS SOUTH & EAST

SCALE	DRAWN	CHECKED
1:100 @ A1	SAM	SAM

PROJECT #	DRAWING #	ISSUE
-	A06.01	A

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11 April 2022

Our Reference: 01L

Chief Executive Officer
Shire of Peppermint Grove
PO Box 221
Cottesloe WA 6911

Attn: Michael Stocco , Development
Services<Michael.Stocco@peppermintgrove.wa.gov.au>

Griffiths Architects



Dear Michael,

HERITAGE IMPACT ASSESSMENT OF WORKS-ROSTREVOR, 12-14 KEANE STREET, PEPPERMINT GROVE

We have been asked to provide advice and an assessment of the heritage impact of changes proposed to be made at 134 Forrest Street, Peppermint Grove in relation to the reworking of the landscaped front, minor works to the verandah and approach steps and roofing of three parking bays to the west of the house frontage south of the ballroom.

The works in the proposal were designed by DMG Architecture, with whom we have been working to arrive at the design approach.

The Place

134 Forrest Street is included in the Municipal Inventory and the Scheme List as a category 1 place. The 1935 sewer plan indicates that the house and ballroom sat deep in the lot, with a tennis court located at the front of the lot and the drive access to the east side of the lot.

The house is well set back from the front lot boundary, with a limestone and iron grille fence, and dense planting in the front of the house which largely obscures it from the street view. The fence, driveway, entry steps and walls appear to have been constructed in 1982/3, according to historic aerial photography.

The place record give a brief history of the place:

Griffiths Architects
ABN 91 277 671 706
Unit 1, 315 Rokeby Road, Subiaco
Western Australia 6008
Telephone 08 9381 1666
Facsimile 08 9381 1566
mail@griffithsarchitects.com.au
www.griffithsarchitects.com.au

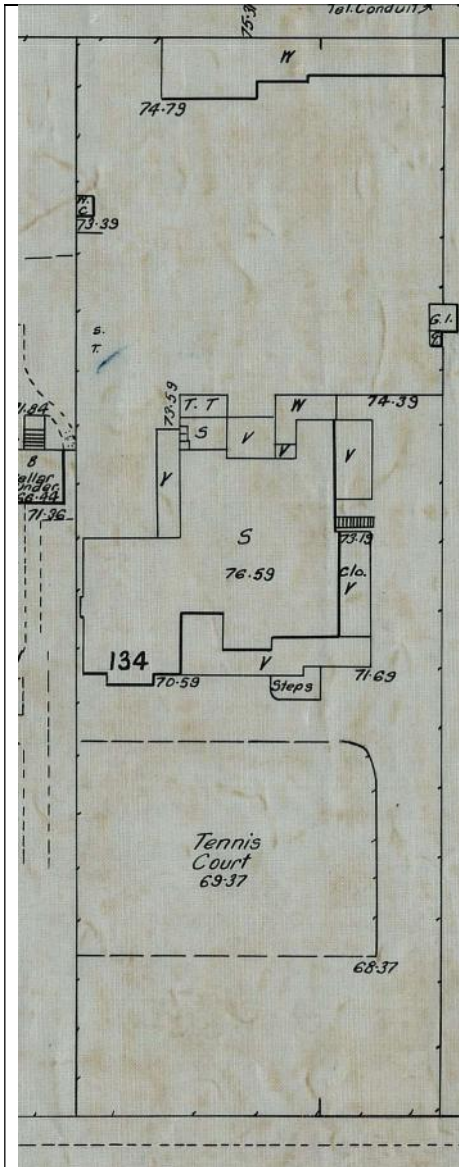
The original residence, 'Bellevue', was an early and typical single storey limestone bungalow built in Peppermint Grove around the turn of the century. The place is associated with prominent businessmen, as it belonged originally to Sidney Emanuel, (a business partner of Alexander Forrest). Later, between 1950 and 1960 'Bellevue' belonged to D.R.A Gair, of the Orient Steamship company, who represented the new wave of mercantile elite who came into Peppermint Grove in the 1950's. Some historical significance.

The assessment describes the place as follows:

Originally a single storey bungalow; later additions have created a second storey predominantly of timber. Two storey verandahs to two sides. Extensive renovations 1979. The existing house bears little external resemblance to the original bungalow, although early stonework remains visible.

Large garden behind high limestone piers with open grille infill panels

The original house had extensive verandahs and most of them have been retained.



Sewer Plan 1935
 SROWA_series634_cons4156_item1174.
 There have been extensive alterations since this time as noted in the Heritage Survey.

Aerial view of 134 Forrest Street, Peppermint Grove Landgate Map Viewer Plus 2021. The 1980s drive, fence and landscape are in evidence here.

The plan shows a tennis court at the front, an access to the house, house and ballroom with extensive verandahs, water closet, and stables and buggy shed to the rear. The original access up to the front door is also indicated though paths and the driveway are not indicated.

The Shire should have records of the work that was completed to bring it to its present condition.

Significance

The statement of significance from the place record is the guide by which heritage impacts of change are measured.

'Belvue', is one of the original residences of the area, in the Federation Queen Anne style, and has cultural significance because:

- it is closely associated with prominent business people for more than 7 decades;
- it is one of the oldest residences in the district;
- its extension demonstrates the changing space standards of such residences over the past century;
- it is central to the Forrest Street west townscape precinct.

The original Federation Queen Anne residence was a notable early example of its style, which has been visually overborne by a large extension.

Much of the original residence is intact with a moderate-high degree of integrity.

The original house and its extension demonstrate the changing space standards of different generations, for prominent business families.

Part of cultural group.

Part of townscape area.

Note that the name Belvue remains in the leadlight of the front door.

Scope of Works

Garden

Modifications to the top of the driveway to achieve 3 parking bays, new simply designed contemporary lighting, redesign of the garden beds in front to the house an inclusion of fountains.

Modest lowering levels, construction of 3 parking bays with a flat roofed (2degree pitch) car port to minimise the visual impact of this element from the house exterior and interior.

House

Re-tile verandahs to replace slate flooring (a late addition) and addition of a wrought iron security grille to the front door.

Significant Fabric

There is no work that impacts on significant fabric in any significant way. Almost all work is to fabric that was created in the early 1980s, other than the addition of a security grille to the front door.

Heritage Impacts

Reviewing the heritage values then, it is clear that there will be no impact on the original elegant bungalow design, and it's later additions. A flat roofed carport creates the least visual impact on the front of the house.

Its high level of integrity will remain unchanged.

The design influences will not be impacted and not will its rarity or its role as part of a cultural group and its role in the townscape.

The proposal is an acceptable one and can be supported.

Yours sincerely,



PHILIP GRIFFITHS LFRAIA RIBA M.ICOMOS

ABWA Reg.No. 1071

for Griffiths Architects



Ordinary Council Meeting

8.3.1 –List of Account June 2022

Accounts Paid - May 2022

			Amount
EFT Payment			
EFT Payment - EFT00467			
3000 - SuperChoice WASuperannuation			
PJ000665	07/04/22	FORTNIGHT 2022-21 - From Payroll	3,805.90
PJ000669	21/04/22	FORTNIGHT 2022-22 - From Payroll	3,889.12
APRIL 2022	30/04/22	Superannuation Contribution	21,549.30
		Total 3000	29,244.32
		Total EFT00467	29,244.32
EFT Payment - EFT00468			
3029 - Australian Taxation Office			
PJ000658	10/03/22	FORTNIGHT 2022-19 - From Payroll	15,072.00
PJ000660	24/03/22	FORTNIGHT 2022-20 - From Payroll	14,904.00
PJ000663	24/03/22	FORTNIGHT 2022-20 - From Payroll	3,016.00
FBT JAN-MAR 2022 4TH QTR	31/03/22	FBT JAN-MAR 2022 4TH QTR	5,347.00
	01/04/22	GST Settlement	29,373.00
	01/04/22	GST Settlement	-\$ 18,710.00
		Total 3029	49,002.00
		Total EFT00468	49,002.00
EFT Payment - EFT00469			
3029 - Australian Taxation Office			
PJ000665	07/04/22	FORTNIGHT 2022-21 - From Payroll	15,372.00
PJ000669	21/04/22	FORTNIGHT 2022-22 - From Payroll	16,296.00
	01/05/22	GST Settlement	5,490.00
	01/05/22	GST Settlement	-\$ 12,394.00
		Total 3029	24,764.00
		Total EFT00469	24,764.00
EFT Payment - EFT00470			
1 - Australia Post			
1011497998	03/05/22	Mail and postage - April 2022	335.12
		Total 1	335.12
109 - Professional PC Support Pty Ltd (PPS)			
21766	22/04/22	UPS in server room 22/04/22	407.00
		Total 109	407.00
162 - Western Metropolitan Regional Council			
INV-81526	30/04/22	WMRC - Verge Valet	2,516.11
M-2205224	30/04/22	WMRC - MSW General Waste	4,881.58
		Total 162	7,397.69
2414 - Open Systems Technology Pty Ltd (Council First)			
SI006944	07/03/22	1 CF Back Office-Enterprise User (arrears for March22)	151.65
SI007048	29/04/22	PROFESSIONAL SVCS - MARCH 2022	354.75
SI007055	02/05/22	Avepoint Cloud Backup - May 2022	111.38
SI007056	02/05/22	Anti-virus Monthly fee (27users) April 2022	93.29
SI007067	10/05/22	Microsoft Azure - April 2022	741.28
		Total 2414	1,452.35
300 - Suez Recovery & Recycling (Perth) Pty Ltd T/AS Veolia			
48242551	30/04/22	Depot Waste - Skip Bin 4.5MT dry waste	350.77

Accounts Paid - May 2022

Payment / Invoice	Date Description	Amount
166182	30/04/22 Residential Waste Services	12,325.95
	Total 300	12,676.72
3007 - TOTAL PACKAGING (WA) PTY LTD		
00036339	19/04/22 Dog poo bags	686.40
	Total 3007	686.40
3008 - CIVICA PTY LTD		
C/LA025082	30/04/22 SIP2 Licence	316.80
	Total 3008	316.80
3011 - CBCA WA BRANCH (INC.)		
00007475	30/04/22 Annual Institutional M'ship 2022	75.00
	Total 3011	75.00
3013 - Heritage Tree Surgeons		
67760	09/05/22 View 17A pruning	1,056.00
	Total 3013	1,056.00
3015 - CREATION LANDSCAPE SUPPLIES		
250825	26/04/22 Landscaping mix fill sand	270.00
	Total 3015	270.00
3057 - CTI Couriers		
CISC4478237	30/04/22 Courier - April 2022	372.58
	Total 3057	372.58
3134 - Sunny Sign Company Pty Ltd		
477362	29/04/22 Parking signs	102.30
	Total 3134	102.30
3221 - NAPOLEON PAPIER & CO		
1710,1736,1781,17 98,1812 & 1831	30/04/22 Magazines as selected	450.13
	Total 3221	450.13
3233 - THE CHURCHES COMMISSION ON EDUCATION T/A YOUTHCARE		
INV027995	19/04/22 2022 Contribution to Chaplaincy Svcs	990.00
	Total 3233	990.00
3357 - Fasta Couriers & Taxi Trucks		
263735	30/04/22 Courier to Subicaco/ Agenda delivery - 08 April 2022	100.80
	Total 3357	100.80
3411 - BOLINDA DIGITAL PTY LTD		
112997	30/04/22 library eResources acquisition	2,970.00
	Total 3411	2,970.00
3423 - COMMERCIAL & RESIDENTIAL CARPENTERS		
202219	01/05/22 Fountain letter reinstatement	742.50
	Total 3423	742.50
3431 - Salary Packaging Australia Pty Ltd (SPA)		
PJ000671	05/05/22 FORTNIGHT 2022-23 - From Payroll	358.35
02052022	02/05/22 DB Novated 02052022	10.54
	Total 3431	368.89
3453 - SHRED-X PTY LTD		
01800002	30/04/22 240L Permanent Security Bin - April 2022	33.00
	Total 3453	33.00
3613 - QUADIENT NEOPOST FINANCE AUSTRALIA PTY LTD		
2022.9156	01/05/22 Mail folding machine lease - May 2022	220.00
	Total 3613	220.00
3651 - Play Check (Reedy Family Trust)		
INV-03570	28/04/22 Keanes Point playground safety inspection	495.00
	Total 3651	495.00

Accounts Paid - May 2022

Payment / Invoice	Date Description	Amount
3660 - Iconic Property Services		
PSI020149	31/03/22 Shire Office Consumables	1,004.50
PSI020464	01/05/22 Cleaning of Shire Depot	10,364.76
	Total 3660	11,369.26
3735 - Vocus Ltd		
81094-040522	04/05/22 Yealink phones to 30 April 2022	588.94
	Total 3735	588.94
3760 - Jascon Solutions Pty Ltd t/as Take Control Bookk		
INV-1790	26/04/22 Order PO02714	440.00
INV-1775	18/03/22 February Financial Statements	440.00
	Total 3760	880.00
3761 - Woodlands Distributors Pty Ltd.		
PEP1-003	09/05/22 Street furniture - Boyd seats	75,607.40
	Total 3761	75,607.40
3764 - Waterlogic Australia Pty.Ltd.		
CD-3249996	01/01/22 water cooler - instal and services	207.70
CD-3300631	01/04/22 water cooler - instal and services	207.70
	Total 3764	415.40
3783 - Chellew Hawley Pty Ltd t/as Sifting Sands		
INV-0708	05/05/22 Keanes Point playgrounds x 2 - sand cleaning	797.50
	Total 3783	797.50
3786 - Profounder Turfmaster Pty Ltd		
INV-0483	29/04/22 Mowing - Manners Hill Park	4,620.00
	Total 3786	4,620.00
3839 - Elle Georgiou		
REFUND E GEORGIU	10/05/22 Refund E Georgiou 220510 MHP Bond	550.00
	Total 3839	550.00
448 - LANDGATE		
374225	27/04/22 GRV Schedule: G2022/01 11/12/21-01/04/22 & G2022/02 02/04-15/04/22	492.60
	Total 448	492.60
52 - Iron Mountain Australia Group Pty Ltd		
AUD074176	30/04/22 Storage/Services/Transport/Supply - April 2022	128.05
	Total 52	128.05
598 - PHIL JOHNSON PLUMBING & GAS		
00015287	05/05/22 Repair to Zip HWS	96.00
	Total 598	96.00
693 - Clean City Group Pty Ltd		
1361	02/05/22 Bin return service	825.00
1363	03/05/22 Bin return service	825.00
1362	03/05/22 Park inspection services - MHP	742.50
	Total 693	2,392.50
	Total EFT00470	129,455.93
EFT Payment - EFT00471		
109 - Professional PC Support Pty Ltd (PPS)		
21903M	13/05/22 Managed Svcs - June 2022	5,653.82
	Total 109	5,653.82
2414 - Open Systems Technology Pty Ltd (Council First)		
SI007081	13/05/22 Professional Svcs - April 2022	4,375.25
SI007090	23/05/22 Office 365 - June 2022	771.03
	Total 2414	5,146.28

Accounts Paid - May 2022

Payment / Invoice	Date Description	Amount
3012 - Bunnings Trade		
2402/01640983	10/05/22 Padlocks for dinghy storage area	73.63
	Total 3012	73.63
3047 - PERTH IRRIGATION CENTRE (PIC)		
H6825	03/05/22 Retic fittings	1,444.00
	Total 3047	1,444.00
3050 - ENVIRO SWEEP PTY LTD (EWCS)		
97763	10/05/22 Contract road sweeping FY21/22 (via WALGA eQuote)	1,375.00
96845	30/04/22 Contract road sweeping FY21/22 (via WALGA eQuote)	1,375.00
	Total 3050	2,750.00
3060 - BENARA NURSERIES		
357279	23/03/22 Tree purchases	1,198.23
	Total 3060	1,198.23
3117 - AXIIS CONTRACTING PTY LTD		
6681	25/05/22 Just Music footpath repairs	1,201.20
6682	25/05/22 Drink fountain exposed agg bases x 3	3,135.00
	Total 3117	4,336.20
3373 - TIM WHITHAM		
220518 REIMBURSEMENT	18/05/22 220518 Reimbursement T Whitham Fuel	150.03
	Total 3373	150.03
3414 - STARMIX HOLDINGS PTY LTD T/AS IMAGE BOLLARDS		
6858	16/05/22 Keanes Point retractable bollard replacements	2,981.00
	Total 3414	2,981.00
3423 - COMMERCIAL & RESIDENTIAL CARPENTERS		
202220	10/05/22 Door painting and fitment	412.50
	Total 3423	412.50
3429 - DONALD BURNETT		
220518 REIMBURSEMENT D BURNETT	18/05/22 CEO Data 220518 Reimbursement D Burnett- MAR,APR,MAY	648.10
	Total 3429	648.10
3431 - Salary Packaging Australia Pty Ltd (SPA)		
PJ000673	19/05/22 FORTNIGHT 2022-24 - From Payroll	358.35
16052022	16/05/22 Novated DB 16052022	10.54
	Total 3431	368.89
3597 - ADVANTEERING CIVIL ENGINEERS		
2294	04/05/22 Foreshore renourishment works	5,882.53
	Total 3597	5,882.53
3604 - Officeworks		
600701836	11/05/22 A4 Reflex copy paper	235.60
	Total 3604	235.60
3742 - DS Agencies Pty Ltd		
INV-157676	04/05/22 CAPEX - Drinking fountains	9,867.00
	Total 3742	9,867.00
3760 - Jascon Solutions Pty Ltd t/as Take Control Bookk		
INV-1798	22/05/22 Assistance with April Financial statements	440.00
	Total 3760	440.00
3803 - AVP Unit Trust T/AS Griffin Valuation Advisory		
1999	01/05/22 Review of Rent as per quote	1,760.00
	Total 3803	1,760.00

Accounts Paid - May 2022

			Amount	
3808 - Market Creations Agency				
1125-4	28/03/22	Intranet Upload of files	484.00	
1125-3 PO02516	18/05/22	Development of Intranet as per LL25-	4,144.49	
		Total 3808	4,628.49	
3828 - Michael Eric Sparks T/as MS Consulting				
000030	25/05/22	review of Risk Register	2,200.00	
		Total 3828	2,200.00	
3841 - Ling Ying Kohne				
220517 REFUND LING YING KOHNE	17/05/22	220517 Refund Ling Ying Kohne - MHP Bond	550.00	
		Total 3841	550.00	
448 - LANDGATE				
374422	05/05/22	GRV Schedule No. G2022/03 16/04/22-29/04/22	320.20	
		Total 448	320.20	
693 - Clean City Group Pty Ltd				
1368	16/05/22	Bin return service	825.00	
		Total 693	825.00	
909 - HAVILAH LEGAL				
45528	11/05/22	Matter: 28502 Letter of Demand various - April 2022	330.00	
		Total 909	330.00	
		Total EFT00471	52,201.50	
Grand Total - EFT Payment			284,667.75	\$ 284,667.75
<hr/>				
Other - DD00323				
123 - Synergy				
1000929892	12/04/22	Library split electricity - 11Mar to 12 Apr 2022	2,995.09	
		Total 123	2,995.09	
		Total DD00323	2,995.09	
<hr/>				
Other - DD00324				
123 - Synergy				
1000929893	12/04/22	Library split 12 Apr 2022 (1day)	785.53	
		Total 123	785.53	
		Total DD00324	785.53	
<hr/>				
Other - DD00325				
123 - Synergy				
3000177282	22/04/22	Depot split - 25 Mar to 22 Apr 2022	2,004.08	
		Total 123	2,004.08	
		Total DD00325	2,004.08	
<hr/>				
Other - DD00326				
123 - Synergy				
2089505994	02/05/22	Streetlights 2 - 01Apr-02 May 2022	36.43	
		Total 123	36.43	
		Total DD00326	36.43	
<hr/>				
Other - DD00327				
123 - Synergy				
2089506172	02/05/22	Streetlights 01 April-02 May 2022	3,397.91	
		Total 123	3,397.91	
		Total DD00327	3,397.91	
<hr/>				
Other - DD00328				
3062 - WATER CORPORATION				

Accounts Paid - May 2022

			Amount
9001300655 0105	09/05/22	Bay View Tce Tennis Courts -09 March to 06 May 2022	82.03
		Total 3062	82.03
		Total DD00328	82.03
Other - DD00329			
3377 - WESTNET PTY LTD T/AS inet			
131619323	17/04/22	Web Hosting - April 2022	15.99
		Total 3377	15.99
		Total DD00329	15.99
Total Direct Debits			\$ 9,317.06
Other - BPAY262			
3041 - Telstra Corporation Ltd			
4074199292 T311 - 10 DEC 21	10/12/21	TW Depot to 09 Dec 2021	109.98
		Total 3041	109.98
		Total BPAY262	109.98
Other - BPAY263			
3041 - Telstra Corporation Ltd			
4074199292 T311- 10 MAY 2022	10/05/22	TW Mobile Depot split - to 09 May 2022	109.98
		Total 3041	109.98
		Total BPAY263	109.98
Total Bpays			\$ 219.96
Other - CCP00029			
3084 - Shire Credit Cards -NAB Visa flexi purchase			
ALS LH VISA 29	28/04/22	ALS LH VISA 29 Mar to 28 Apr 2022	653.41
MAR TO 28 APR			
FEES VISA 29	29/04/22	FEES VISA 29 MAR TO 28 APR 2022	110.00
MAR TO 28 APR			
DEPOT RY VISA	28/04/22	Depot RY VISA 29 MAR TO 28 APR 2022	604.46
29 MAR TO 28 APR			
DEPOT TW 29MAR	28/04/22	Depot TW 29Mar to 28 Apr 2022	262.53
TO 28 APR 2022			
MDS RM 29MAR	28/04/22	MDS RM 29Mar to 28 Apr 2022 toberefunded	28.81
TO 28 APR 2022			
MIS DN 29MAR TO	28/04/22	MIS DN 29Mar to 28 Apr 2022	798.63
28 APR 2022			
MCCS MC 29MAR	28/04/22	MCCS MC 29Mar to 28 Apr 2022	2,846.96
TO 28 APR 2022			
CLS SF VISA 29	28/04/22	CLS SF VISA 29 Mar to 28 Apr 2022	1,504.99
MAR TO 28 APR			
CEO DB VISA 29	28/04/22	CEO DB VISA 29 Mar to 28 Apr 2022	351.82
MAR TO 28 APR			
		Total 3084	7,161.61
		Total CCP00029	7,161.61
Total Credit Cards			\$ 7,161.61
Other - 452			
3101 - PETTY CASH (Shire & Library)			
CHQ#452	12/05/22	CHQ#452 Shire Petty Cash - 11/04/2022	185.75
		Total 3101	185.75
		Total 452	185.75
Total Cheques			\$ 185.75
Grand Total - Other			\$ 16,884.38
Grand Total Payments - May 2022			\$ 301,552.13



Statement for NAB

Statement Period: 29 Mar 2022 to 28 Apr 2022
Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details (GL Code, CC Code, Department), Approval, Receipt (Tax, Gross), Amount (\$AUD). Rows include transactions for W.A. Library, Adobe Creative Cloud, Woolworths/Cottesloe Grov, Perth's Own Stationery, Jb Hi-Fi Southbank, and Account Fees.

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature [Signature] Dated 29 / 04 / 2022

Employee ID: 60

Approved By

Signature [Signature] Dated 29 / 04 / 2022

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Mar 2022 to 28 Apr 2022
Cardholder Name: Stewart Farley




JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt	Amount (\$AUD)	
GL Code	CC Code	Department	Net	Tax	Gross
30 Mar 2022	Big W/High Road And Wille Willetton	Approved	<input checked="" type="checkbox"/>	\$352.00	
28471	139	1106	\$320.00	\$32.00	\$352.00
	Purchase Big W/High Road And Wille junior book purchases				
03 Apr 2022	Bookdepository.Com 441452307905	Approved	<input checked="" type="checkbox"/>	\$684.29	
28471	139	1106	\$622.08	\$62.21	\$684.29
	Purchase Bookdepository.Com Junior book purchases				
04 Apr 2022	Officeworks 0604 Fremantle	Approved	<input checked="" type="checkbox"/>	\$90.70	
27250	139	1106	\$82.45	\$8.25	\$90.70
	Purchase Officeworks 0604 A3 PAPER for photocopier				
06 Apr 2022	Bookdepository.Com 441452307905	Approved	<input checked="" type="checkbox"/>	\$21.46 CR	
28471	139	1106	\$19.51 CR	\$1.95 CR	\$21.46 CR
	Credit Voucher Bookdepository.Com credit refund for Junior book purchase				
09 Apr 2022	Big W/Rockingham Road Spearwood	Approved	<input checked="" type="checkbox"/>	\$214.00	
28471	139	1106	\$194.55	\$19.45	\$214.00
	Purchase Big W/Rockingham Road Junior book purchases				
09 Apr 2022	Big W/Rockingham Road Spearwood	Approved	<input checked="" type="checkbox"/>	\$90.00	
28471	139	1106	\$81.82	\$8.18	\$90.00
	Purchase Big W/Rockingham Road Junior book purchases				
12 Apr 2022	Big W/High Road And Wille Willetton	Approved	<input checked="" type="checkbox"/>	\$69.00	
28471	139	1106	\$62.73	\$6.27	\$69.00
	Purchase Big W/High Road And Wille Junior book purchases				
17 Apr 2022	Bunnings 317000 Melville	Approved	<input checked="" type="checkbox"/>	\$19.64	
28770	139	1106	\$17.85	\$1.79	\$19.64
	Purchase Bunnings 317000 adhesive for carpet tiles				
28 Apr 2022	Account Fees	No Appr Req'd	<input type="checkbox"/>	\$6.82	
27130	139	1106	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Account Fees				

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 26 / 5 / 2020

Employee ID: 63

Approved By

Signature 

Dated 26 / 08 / 2020

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Mar 2022 to 28 Apr 2022

Cardholder Name: Robert Young



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt		Amount (\$AUD)
	GL Code	CC Code		Department	Net	
04 Apr 2022	Coles Express 6919 Mosman Park		Approval Req'd	<input checked="" type="checkbox"/>		\$127.13
	28360	139				
	Purchase Coles Express 6919 Ute fuel					
		1201	\$115.57	\$11.56	\$127.13	
06 Apr 2022	Perth Husqvarna Hamilton Hill		Approval Req'd	<input checked="" type="checkbox"/>		\$60.00
	28350	139				
	Purchase Perth Husqvarna Edger blades					
		1201	\$54.55	\$5.45	\$60.00	
11 Apr 2022	Super Cheap Auto O'Connor		Approval Req'd	<input checked="" type="checkbox"/>		\$55.97
	28350	139				
	Purchase Super Cheap Auto Sweeper bucket					
		1201	\$50.88	\$5.09	\$55.97	
12 Apr 2022	Coles Express 6919 Mosman Park		Approval Req'd	<input checked="" type="checkbox"/>		\$114.92
	28360	139				
	Purchase Coles Express 6919 Ute Fuel					
		1201	\$104.47	\$10.45	\$114.92	
14 Apr 2022	Coles Express 6919 Mosman Park		Approval Req'd	<input checked="" type="checkbox"/>		\$119.58
	28360	139				
	Purchase Coles Express 6919 Ute fuel					
		1201	\$108.71	\$10.87	\$119.58	
27 Apr 2022	Coles Express 6919 Mosman Park		Approval Req'd	<input checked="" type="checkbox"/>		\$120.04
	28360	139				
	Purchase Coles Express 6919 Ute Fuel					
		1201	\$109.13	\$10.91	\$120.04	
28 Apr 2022	Account Fees		No Appr Req'd	<input checked="" type="checkbox"/>		\$6.82
	27130	139				
	Account Fees Cc Fp User Fee Bank fee's					
		1201	\$6.20	\$0.62	\$6.82	
Total for this period:						\$604.46

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature _____

Dated 2 / 5 / 2022

Employee ID: RY

Approved By

Signature  _____

Dated 02 / 05 / 2022

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Mar 2022 to 28 Apr 2022

Cardholder Name: Tim Whitham



JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt	Amount (\$AUD)	
GL Code	CC Code	Department	Net	Tax	Gross
29 Mar 2022	Dawsons Garden World Swanbourne	Approval Req'd	<input checked="" type="checkbox"/>	\$50.70	
28270	139	1104	\$46.09	\$4.61	\$50.70
Purchase Dawsons Garden World hort supplies					
30 Mar 2022	Ampol Mosman Pa 55363f Mosman Park	Approval Req'd	<input checked="" type="checkbox"/>	\$205.01	
28360	139	1104	\$186.37	\$18.64	\$205.01
Purchase Ampol Mosman Pa 55363f ute and depo fuel					
28 Apr 2022	Account Fees	No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82	
27130	190	0301	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee account fees					
Total for this period:				\$262.53	

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature _____

Dated 29 / 04 / 2022

Employee ID: TW

Approved By

Signature _____

Dated 29 / 04 / 2022

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Mar 2022 to 28 Apr 2022

Cardholder Name: Michael Costarella



JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt	Amount (\$AUD)	
GL Code	CC Code	Department	Net	Tax	Gross
11 Apr 2022	Acrobat Pro Subs Sydney	No Appr Req'd	<input checked="" type="checkbox"/>	\$119.14	
27160	139	0403	\$108.31	\$10.83	\$119.14
Purchase Acrobat Pro Subs Adobe Software Licences					
20 Apr 2022	Peppermint News Agc PeppermintGr	No Appr Req'd	<input checked="" type="checkbox"/>	\$261.00	
27180	139	1106	\$237.27	\$23.73	\$261.00
Purchase Peppermint News Agc Periodicals for Library March 2022					
20 Apr 2022	Moore Australia Wa PI Perth	No Appr Req'd	<input checked="" type="checkbox"/>	\$2,420.00	
26540	119	0403	\$2,200.00	\$220.00	\$2,420.00
Purchase Moore Australia Wa PI Financial Management Staff Training					
26 Apr 2022	Cellarbrations Cottesloe	No Appr Req'd	<input checked="" type="checkbox"/>	\$40.00	
28280	139	0403	\$36.36	\$3.64	\$40.00
Purchase Cellarbrations Dining & refreshments					
28 Apr 2022	Account Fees	No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82	
27130	190	0403	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Bank Fees					
Total for this period:				\$2,846.96	

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature

Dated 04 / 05 / 2022

Employee ID: E0005

Approved By

Signature

Dated 04/05/2022

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Mar 2022 to 28 Apr 2022

Cardholder Name: Ross Montgomery



JSKR VISA Purchasing Card (Client Expenses)

	Date	Details	Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code	Department	Net	Tax	Gross
27160-1002-139	03 Apr 2022	Adobe Acropro Subs Sydney <i>Not Coded</i> <i>Not Coded</i> Purchase Adobe Acropro Subs	Approval Req'd \$19.99	<input checked="" type="checkbox"/>	\$2.00	\$21.99
27130-1002-190	28 Apr 2022	Account Fees <i>Not Coded</i> <i>Not Coded</i> <i>Not Coded</i> Account Fees Cc Fp User Fee	No Appr Req'd \$6.20	<input checked="" type="checkbox"/>	\$0.62	\$6.82
Total for this period:						\$28.81

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature _____ Dated ____ / ____ / _____

Employee ID: 100

Approved By

Signature _____ Dated ____ / ____ / _____

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator

*NAB has advised they will reverse the charges, as C/C was cancelled from end of March 2022.



Statement for NAB

Statement Period: 29 Mar 2022 to 28 Apr 2022

Cardholder Name: Donovan Norgard



JSKR VISA Purchasing Card (Client Expenses)

Date		Details		Approval	Receipt	Amount (\$AUD)
GL Code	CC Code	Department		Net	Tax	Gross
30 Mar 2022	Bp Exp Myaree	1840 Myaree		Approved	<input checked="" type="checkbox"/>	\$143.97
28360	129	1104		\$130.88	\$13.09	\$143.97
Purchase Bp Exp Myaree 1840 Fuel						
03 Apr 2022	Adobe Acropro Subs	Sydney		Approval Req'd	<input checked="" type="checkbox"/>	\$21.99
28845	129	1104		\$19.99	\$2.00	\$21.99
Purchase Adobe Acropro Subs Adobe Pro subscription fees						
06 Apr 2022	Pirtek Fremantle P	Oconnor		Approval Req'd	<input checked="" type="checkbox"/>	\$402.25
28830	129	1104		\$365.68	\$36.57	\$402.25
Purchase Pirtek Fremantle P Hydraulic hoses for sweeper						
06 Apr 2022	Bp Exp Myaree	1840 Myaree		Approval Req'd	<input checked="" type="checkbox"/>	\$112.28
28360	129	1104		\$102.07	\$10.21	\$112.28
Purchase Bp Exp Myaree 1840 Fuel						
21 Apr 2022	Bp Exp Myaree	1840 Myaree		Approval Req'd	<input checked="" type="checkbox"/>	\$111.32
28360	129	1104		\$101.20	\$10.12	\$111.32
Purchase Bp Exp Myaree 1840 Fuel						
28 Apr 2022	Account Fees			No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82
27130	129	1104		\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Bank fees						
Total for this period:						\$798.63

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature _____

Dated 03 / 05 / 2022

Employee ID: 169

Approved By

Signature _____

Dated 03/05/2022 / _____

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Ordinary Council Meeting

8.4.1 –2022-2026 Corporate Business Plan



Shire of
Peppermint Grove

Shire of Peppermint Grove

Corporate Business Plan

2022 to 2026

“A Shire valued for its heritage, sense of community and natural ambiance “

Table of Contents

<i>A message from the Chief Executive Officer</i>	3
<i>About this Plan</i>	4
<i>Strategic Priority 1: Social</i>	5
<i>Strategic Priority 2: Economic</i>	7
<i>Strategic Priority 3: Built Environment</i>	8
<i>Strategic Priority 4: Natural Environment</i>	9
<i>Strategic Priority 5: Governance</i>	11
<i>Risk Management</i>	13
<i>Stakeholders</i>	13
<i>Key Strategies and Plans</i>	14
<i>Resourcing the Plan</i>	16
Action Plan Budget Summary.....	16

A message from the Chief Executive Officer

The Corporate Business Plan outlines the Shire's 4 year service and project delivery program. It is aligned to the strategic direction and priorities set within the 2021-2031 Strategic Community Plan and reflects actions in the Shire's forward Capital Works Program and informing strategies.

The purpose of the Plan is to demonstrate the operational capacity of the Shire to achieve its aspirational outcomes and objectives over the medium-term. All operational planning and reporting are driven by the Corporate Business Plan which is reviewed annually to ensure priorities are achievable and effectively timed.

The annual review process enables the Shire to frequently assess its progress and realign actions and tasks against the most currently available information.

About this Plan

In 2020 the Shire conducted a major review of its Strategic Community Plan which explored resident priorities and an analysis of trends and drivers impacting on the Shire. Key themes emerged from the data leading to the following Strategic Goals:

- 1. Social - A community enjoying high levels of wellbeing and safety**
- 2. Economic - Diverse and flourishing local economy**
- 3. Built - Perpetual character and inviting, accessible and connected amenities**
- 4. Environment - Preserved natural environment and minimised environmental impact**
- 5. Governance - Aligned and accountable Council and Community Leadership**

The Strategic Community Plan is a 10year plan providing a long-term view informed by community aspirations. Detailed implementation for the next four years is covered in this Corporate Business Plan, which has been updated to reflect the Shire's vision and emerging priorities.

The Corporate Business Plan drives the operation of the Shire over the short to medium term, taking into consideration the human resources, assets and financial capacity of the Shire of Peppermint Grove. It is directly influenced by the Shire's Long-Term Financial, Asset Management and Workforce Plans. The Corporate Business Plan, in turn, guides the development of the annual budget, service plans and annual project plans.

All supporting services or projects in the Corporate Business Plan are aligned to the priorities of the Strategic Community Plan through the appropriate strategy. These supporting services assist the Shire to meet the priorities of the Strategic Community Plan on an ongoing basis. The Shire's capital expenditure for the four years of this Corporate Business Plan is focussed on infrastructure maintenance and is included under Built Environment Objective 3.2 *Inviting, accessible and connected Shire*. Further details can be viewed in the Shire's Asset Management Plan.

Progress against service provision and any projects are included in the Shire executive's quarterly reports to Council. Implementation of the informing strategies (asset, workforce and long-term financial plans) plus any modifications to the Strategic Community Plan and Corporate Business Plan will also be detailed in the Shire's Annual Report.

Strategic Priority 1: Social

“A community enjoying high levels of wellbeing and safety”

Objective <i>(What we aim to achieve)</i>	Strategy <i>(How will we get there)</i>
1.1 Maintain / increase actual and perceived safety and security.	1.1.1 Partnerships with local police.

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Ranger Services	Provide ranger services to maintain public safety, parking, animal control and Statutory Compliance	Contract	\$28,000	\$28,500	\$29,000	\$29,500	Outsourced via a fee for service arrangement with Town of Cottesloe Ranger Services

Objective <i>(What we aim to achieve)</i>	Strategies <i>(How will we get there)</i>
1.2 Facilitate age-appropriate services, particularly for seniors and youth.	1.2.1 Quality, inclusive Library services for all.
	1.2.2 Partnerships to provide Seniors’ services.
	1.2.3 Continue to provide youth services in the Library.

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Library Services	Provision of information and Library services to the Community	In-house (11 FTE)	\$103,400	\$110,000	\$112,000	\$115,000	State Library Board Joint service with Town of Cottesloe and Town of Mosman Park
Community Centre	Provision of facility for Community use	In-house (.25 FTE)	\$ 3,260	\$ 4,000	\$ 4,500	\$5,250	Joint service with Town of Cottesloe and Town of Mosman Park
Aged Care Services	Supporting seniors to live	Contract	\$17,474	\$17,800	\$17,900	\$17,800	Financial contribution

	independently and safely in their own homes while remaining connected to their community						to SHINE Community Services to enable service provision to Shire residents
--	--	--	--	--	--	--	--

Objective <i>(What we aim to achieve)</i>	Strategies <i>(How will we get there)</i>
1.3 Preserve and promote local history and heritage.	1.3.1 Continue to provide local history services.
	1.3.2 Preserve the heritage buildings in the Shire

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Community History	Maintain the history and heritage records for the Shire	In-house (1 FTE)	\$11,466	\$12,200	\$12,800	\$ 13,100	Joint service in partnership with Town of Mosman Park and Town of Cottesloe

Objective <i>(What we aim to achieve)</i>	Strategies <i>(How will we get there)</i>
1.4 Promote community connection and activation.	1.4.1 Facilitate social participation through engagement, events and activation.

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Community Development	In association with other western suburbs councils, deliver events to the community	In-house (.5 FTE)	\$46,500	\$48,000	\$49,000	\$50,000	Joint service in partnership with Town of Cottesloe and Town of Mosman Park

Strategic Priority 2: Economic

“Diverse and flourishing local economy”

Objective <i>(What we aim to achieve)</i>	Strategies <i>(How will we get there)</i>
2.1 Improved local business centres	2.1.1 Revitalising the Village/Cottesloe Central as a thriving business and social centre.

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Strategic Planning services	Development of future plans for the Cottesloe Central	In-house (.2 FTE)	\$40,000				Town of Cottesloe

Objective <i>(What we aim to achieve)</i>	Strategies <i>(How will we get there)</i>
2.2 Facilitate options for customers and visitors	2.2.1 Advocate to increase the range of goods and services available.

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Development Services	Consultation with Community groups and Commercial owners	In-house (.2 FTE)	\$10,000	\$10,000	\$10,000	\$10,000	Town of Cottesloe & Local Businesses

Objective <i>(What we aim to achieve)</i>	Strategies <i>(How will we get there)</i>
2.3 Effective relationships with local businesses	2.3.1 Support local businesses to promote themselves

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Community Development	Providing Support to Local Businesses	In-house (.1 FTE)	\$2,000	\$2,000	\$2,000	\$2,000	Local Businesses

Strategic Priority 3: Built Environment

“Perpetual character and inviting, accessible and connected amenities”

Objective <i>(What we aim to achieve)</i>	Strategies <i>(How will we get there)</i>
3.1 Perpetual character of Peppermint Grove	3.1.1 Support new development complementing Peppermint Grove’s unique history, heritage and character.
	3.1.2 Maintain tree canopy and streetscapes

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Development Services	Ensuring responsible management of the Shire’s Building Assets	Out-sourced					Outsourced via a fee for service arrangement with Town of Claremont City of Nedlands
Environmental Health Services	Ensuring public health and amenity through planning, regulations and statutory compliance.	Contract	\$9,000	\$9,000	\$9,000	\$9,000	Outsourced via a fee for service arrangement with Town of Cottesloe
Development Services	Provision of Heritage Grants	In-house (.1 FTE)	\$50,000	\$50,000	\$50,000	\$50,000	Property Owners
Development Services	Management of the Shire’s Local Planning Strategy	In-house (.5 FTE)	\$40,000	\$50,000	\$5,000	\$5,000	Consultant
Parks and Gardens	Street verge and tree canopy care and maintenance	In-house (1 FTE)	90,000	95,000	98,000	99,000	Contractor
Development Services	Ensuring a well-planned Shire, compliant buildings, enjoyable and livable built environment through Local Planning & statutory compliance	In-house (2 FTE)	\$210,000	\$213,000	\$223,000	\$228,000	Contractors

Objective <i>(What we aim to achieve)</i>	Strategies <i>(How will we get there)</i>
3.2 Inviting, accessible and connected Shire	3.2.1 Conduct infrastructure maintenance and improvements which facilitate sustainable on-going management.
	3.2.2 Ensure well maintained and connected footpaths.
	3.2.3 Advocate and partner to improve the Village precinct

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Infrastructure Services	Transport Assets	In-house (.5 FTE)	\$221,000	\$244,000	\$84,000	\$333,000	Contractor
Infrastructure Services	Parks & Reserves Assets	In-house (2 FTE)	\$ 74,000	\$10,000	\$18,000	\$226,000	Contractors
Infrastructure Services	Plant Assets-	In-house (.5 FTE)	\$118,000	\$123,000	\$69,000	\$124,000	Contractors
Infrastructure Services	Property Assets	In-house (.5 FTE)	\$115,500	\$72,000	\$264,000	\$70,000	Contractors
Infrastructure Services	Footpaths	In-house (.5 FTE)	\$70,000	\$85,000	\$110,000	\$20,000	Contractors

Strategic Priority 4: Natural Environment

“Preserved natural environment and minimised environmental impact”

Objective <i>(What we aim to achieve)</i>		Strategies <i>(How will we get there)</i>					
4.1 Protect and enhance Peppermint Grove’s natural environment and biodiversity		4.1.1 Develop Urban Tree Strategy to maintain / increase tree canopy and verge condition					
		4.1.2 Maintain healthy parklands, and open spaces.					
		4.1.3 Proactive River foreshore management.					
SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Infrastructure Services	Ensuring healthy and well-maintained reserves and river foreshore	In-house (1 FTE)	\$176,000	\$210,000	\$222,000	\$230,000	Contractors

Objective <i>(What we aim to achieve)</i>		Strategies <i>(How will we get there)</i>					
4.2 Maintain a clean, healthy, and sustainable environment		4.2.1 Improved animal control measures.					
		4.2.2 Quality waste management services that minimise waste to landfill					

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Infrastructure Services	Removal, disposal and recycling of household, commercial waste and wastewater treatment to ensure sustainable management of resources.	Contract	\$418,000	\$428,000	\$438,000	\$442,000	Contractor & WMRC

Objective <i>(What we aim to achieve)</i>	Strategies <i>(How will we get there)</i>
4.3 Protect our natural resources for future generations	4.3.1 Responsible water and energy use

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Infrastructure Services	Drainage Assets-AMP	Contract	\$10,000	\$10,000	\$10,000	\$10,000	Contractor

Strategic Priority 5: Governance

Aligned and accountable Council and Community Leadership

Objective 5.1 <i>(What we aim to achieve)</i>		Strategies <i>(How will we get there)</i>					
5.1 Provide accountable and transparent leadership		5.1.1 Comply with all relevant legislation and standards to ensure ethical and transparent governance.					
SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Council Governance Services	Corporate governance and future planning through the coordination of policy, procedural guidelines, compliance registers and audits.	In-house (7 FTE)	\$98,000	\$99,000	\$99,000	\$99,000	Community
Corporate Services	Administration of the Shire's accounting operations, provide management information to departments and compliant financial reporting to Council.	In-house (7 FTE)	\$573,000	\$580,000	\$590,000	\$595,000	Contractors

Objective 5.2 <i>(What we aim to achieve)</i>		Strategies <i>(How will we get there)</i>					
5.2 Engage, Communicate and Consult with our Community and Stakeholders		5.2.1 Provide responsive and effective customer service.					
		5.2.2 Engage our community in planning and decision-making processes.					
SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Corporate Services	Providing the community with good information, through customer information services.	In-house (.5 FTE)	\$15,000	\$15,000	\$15,000	\$15,000	Contractors

Objective 5.3 <i>(What we aim to achieve)</i>		Strategies <i>(How will we get there)</i>					
5.3 Advocate to reflect the community vision		5.3.1 Advocate, partner and lobby to benefit the community.					

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Corporate Services	Communication, engagement and advocacy with stakeholders to preserve and enhance the livability and sustainability of the Shire for the benefit of the community	In-house (.2 FTE)	\$5,000	\$5,000	\$5,000	\$15,000	Contractors

Objective 5.4 (What we aim to achieve)	Strategies (How will we get there)
5.4 Sustainable and optimal use of Shire Resources	5.4.1 Continue the pursuit of regional cooperation and shared services.
	5.4.2 Maintain a highly skilled and effective workforce enabling agile and adaptive service provision
	5.4.3 Provide responsible financial and asset management to ensure the City's long-term sustainability

SERVICES	Role	Delivery Model	2022/23 Net Service Cost	2023/24 Net Service Cost	2024/25 Net Service Cost	2025/26 Net Service Cost	Partnering with
Corporate Services	Administration, Financial Management and Human Resources	In-house (.3 FTE)	\$10,000	\$5,000	\$5,000	\$15,000	Contractors

Risk Management

The Council undertakes a review of its Risk Management Profiles on an annual basis including (but not limited to) the following categories:-

- Asset Sustainability
- Business Disruption
- Compliance
- Document management
- Employment practices
- Engagement
- Errors. Omission & Delays
- External theft & Fraud
- Facilities & Venues
- IT Communications
- Misconduct
- Project Management
- Safety & Security
- Suppliers

Stakeholders

The Shire works with a number of stakeholders in the pursuit of delivering the Shire's vision. These stakeholders may be interested in, impacted by or in a position to influence the Shire's activities. In planning for the future, the Shire recognises that our stakeholders' feedback enriches our decisions and delivery. Ongoing engagement and civic participation are important factors in achieving quality outcomes for the community. The Shire endeavours to maintain relationships with our stakeholders across many areas, including:

- Federal Government
- State Government
- Residents
- Ratepayers
- Local Businesses
- Neighbouring Local Governments
- Industry Associations and Peak Bodies
- Community Groups
- Sporting Groups
- Schools
- Special Inclusion Groups such as: People with disabilities, culturally and linguistically diverse people,

Key Strategies and Plans

The Shire of Peppermint Grove's planning does not happen in isolation. The Shire's planning sits within a state and federal planning context and must be aligned with broader strategic priorities that impact its community. Some of the state and federal plans that may shape Peppermint Grove's future development include:

Commonwealth Government Plans:

- Renewable Energy Target, Clean Energy Regulator
- Smart Cities Plan, Department of the Prime Minister and Cabinet

Western Australian Government Plans:

- Affordable Housing Strategy 2010 – 2020 Opening Doors to Affordable Housing, Department of Housing
- Central sub-regional Planning Framework, 2018, Department of Planning, Lands and Heritage
- Directions 2031 and Beyond: Metropolitan Planning Beyond the Horizon, Department of Planning, Lands and Heritage, Western Australian Planning Commission
- Disability Access and Inclusion Plan 2019-2024, Department of Local Government, Sports and Cultural Industries
- Perth and Peel @ 3.5 million March 2018, Department of Planning, Lands and Heritage, Western Australian Planning Commission
- State Planning Strategy 2050, Planning for Sustained Growth and Prosperity, Department of Planning, Lands and Heritage, Western Australian Planning Commission
- State Public Health Plan for Western Australia (2019-2024), Department of Health
- Strategic Directions Framework 2015 – 2030 for Arts and Culture in WA, Department of Local Government, Sport and Cultural Industries

- Towards Zero, Road Safety Strategy to Reduce Road Trauma in Western Australia 2008 – 2020, Road Safety Commission
- Western Australia Container Deposit Scheme, Department of Water and Environmental Regulation
- Western Australian Waste Strategy Creating the Right Environment, Waste Authority

Resourcing the Plan
Action Plan Budget Summary

The table below summarises the indicative financial position for the four years of the Corporate Business Plan, 2022/23 to 2025/26

	2022/23	2023/24	2024/25	2025/26
Operating Revenue				
Rates	-\$ 3,543,610	-\$ 3,596,764	-\$ 3,650,716	-\$ 3,705,476
Operating Grants & Contributions	-\$ 1,387,412	-\$ 1,408,223	-\$ 1,429,346	-\$ 1,450,786
Fees and Charges	-\$ 368,233	-\$ 373,757	-\$ 379,363	-\$ 385,054
Other	-\$ 117,607	-\$ 119,371	-\$ 121,162	-\$ 122,979
TOTAL	-\$ 5,416,862	-\$ 5,498,115	-\$ 5,580,587	-\$ 5,664,295
Operating Expenditure				
Employee Costs	\$ 2,216,982	\$ 2,250,236	\$ 2,283,990	\$ 2,318,250
Materials and Contracts	\$ 2,216,890	\$ 2,250,143	\$ 2,283,895	\$ 2,318,154
Depreciation	\$ 582,289	\$ 591,023	\$ 599,889	\$ 608,887
Utilities	\$ 114,804	\$ 116,526	\$ 118,274	\$ 120,048
Interest on Loans	\$ 53,192	\$ 53,990	\$ 54,800	\$ 55,622
Insurance	\$ 104,280	\$ 105,844	\$ 107,432	\$ 109,043
Other Expenditure	\$ 110,832	\$ 130,302	\$ 130,302	\$ 130,302
TOTAL	\$ 5,399,269	\$ 5,498,065	\$ 5,578,582	\$ 5,660,306
Non-Cash Adjustments	-\$ 582,289	-\$ 582,318	-\$ 582,347	-\$ 582,376
Capital Expenditure & Revenue				
Capital Expenditure	\$ 598,500	\$ 745,250	\$ 710,000	\$ 710,000
Repayment of Loans	\$ 36,336	\$ 36,881	\$ 37,434	\$ 37,996
Other - Including Reserves	\$ 270,177	\$ 50,000	\$ 80,000	\$ 80,000
TOTAL	\$ 905,013	\$ 832,131	\$ 827,434	\$ 827,996
Estimated Surplus (Deficit) B'fwd	-\$ 330,569	-\$ 25,439	-\$ 65,000	-\$ 65,000
Estimated Closing Position	-\$ 25,439	\$ 224,325	\$ 178,082	\$ 176,630



Ordinary Council Meeting

8.4.2 –Review of Delegations



Shire of
Peppermint Grove

DELEGATIONS REGISTER

Last Review: ~~May 2021~~ June 2022

Contents

<u>PART ONE – FUNCTION OF LOCAL GOVERNMENT</u>	<u>5</u>	Formatted: Font color: Auto
<u>1.1 Appointment of Acting Chief Executive Officer</u>	<u>5</u>	Formatted: Font color: Auto
<u>1.2 Payments from the Municipal Fund, and Trust Fund.</u>	<u>6</u>	Formatted: Font color: Auto
<u>1.3 Appointment of Authorised Persons – Miscellaneous Provisions About Enforcement.</u>	<u>7</u>	Formatted: Font color: Auto
<u>1.4 Disposal of Confiscated or Uncollected Goods</u>	<u>9</u>	Formatted: Font color: Auto
<u>1.5 Appointment of Authorised Persons – Certain Provisions Relating to Land</u>	<u>11</u>	Formatted: Font color: Auto
<u>1.6 Appointment of Authorised Persons - Power to Remove or Impound Goods</u>	<u>13</u>	Formatted: Font color: Auto
<u>1.7 Authorised Persons - Power to Enter Property.....</u>	<u>15</u>	Formatted: Font color: Auto
<u>1.8 Appointment of Authorised Persons – Health Act 2016.....</u>	<u>17</u>	Formatted: Font color: Auto
<u>1.9 Enforcement of Local Laws.....</u>	<u>19</u>	Formatted: Font color: Auto
<u>1.10 Authorising the Affixing of the Common Seal to Documents</u>	<u>21</u>	Formatted: Font color: Auto
<u>1.11 Appointment Authorised Officer.....</u>	<u>24</u>	Formatted: Font color: Auto
<u>PART TWO – FINANCIAL MANAGEMENT</u>	<u>26</u>	Formatted: Font color: Auto
<u>2.1 Investment of Surplus Funds</u>	<u>26</u>	Formatted: Font color: Auto
<u>2.2 Agreement as to Payment of Rates and Service Charges</u>	<u>27</u>	Formatted: Font color: Auto
<u>2.3 Authority to Write Off Monies (Not Rates or Service Charges)</u>	<u>28</u>	Formatted: Font color: Auto
<u>2.4 Authority to Write Off Rates and Service Charges.....</u>	<u>29</u>	Formatted: Font color: Auto
<u>2.5 Rates or Service Charges Recoverable in Court</u>	<u>30</u>	Formatted: Font color: Auto
<u>PART THREE – PLANNING AND BUILDING</u>	<u>31</u>	Formatted: Font color: Auto
<u>3.1 Building Permits, Demolition Permits, Occupancy Permits, Building Approval Certificates and Building Orders</u>	<u>31</u>	Formatted: Font color: Auto
<u>3.2 Building Licence Approvals Variation.....</u>	<u>34</u>	Formatted: Font color: Auto
<u>3.3 Enforcement and Legal Proceedings (Swimming Pools)</u>	<u>36</u>	Formatted: Font color: Auto
<u>3.4 Development and Subdivision Applications</u>	<u>38</u>	Formatted: Font color: Auto

INTRODUCTION

The purpose of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to customer service. The Register of Delegation of Authority details the related document(s) where the power to delegate is derived from, including legislation and policies of the Council.

Section 5.42 of the Local Government Act 1995 provides for delegation:

- (1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
- (a) this Act other than those referred to in section 5.43; or*
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

All delegations made by the Council must be by absolute majority decision.

The Act specifies in Section 5.43 when a local government cannot delegate:

- A local government cannot delegate to a CEO any of the following powers or duties —*
- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
 - (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
 - (c) appointing an auditor;*
 - (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
 - (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
 - (f) borrowing money on behalf of the local government;*
 - (g) hearing or determining an objection of a kind referred to in section 9.5;*
 - (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
 - (h) any power or duty that requires the approval of the Minister or the Governor;*
 - (i) such other powers or duties as may be prescribed.*

The Act allows for the CEO to delegate any of his/her powers to another employee, which must be done in writing. The Act also allows for the CEO to place conditions on any delegations if he/she desires.


The Register of Delegation of Authority, being this manual, relevant to the CEO is required to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The aim of this delegated authority manual is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation.

PART ONE – FUNCTION OF LOCAL GOVERNMENT

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.1	Local Government Act 1995 s. 5.36 (1)	Chief Executive Officer Sub-Delegate Nil	Appointment of Acting Chief Executive Officer

1.1 Appointment of Acting Chief Executive Officer

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 5.36 (1) of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint an Acting Chief Executive Officer during periods of the Chief Executive Officer's absence.

Conditions

1. The Chief Executive Officer will be delegated power to appoint an Acting Chief Executive Officer for periods of up to four (4) weeks;
2. The Chief Executive Officer will notify the Shire President and Councillors of all appointments under this delegation.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.


Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil

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 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.2	Local Government (Financial Management) Regulations, Regulation 12	Chief Executive Officer Sub-Delegate Managers, Corporate Services, Development services and Infrastructure Manager of Infrastructure Services	Payments from the Municipal Fund, and Trust Fund.

1.2 Payments from the Municipal Fund, and Trust Fund.

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government in accordance with Regulation 12 of the *Local Government (Financial Management) Regulations 1996* in relation to Section 6.10 of the *Local Government Act 1995*. This enables the Chief Executive Officer to make payments from the Shire's Municipal Fund, and Trust Fund.

Conditions


1. A list of all payments made from the Municipal Fund, and Trust Fund will be provided to Council on a monthly basis.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.3	Local Government Act 1995, s. 9.10	Chief Executive Officer Sub-Delegate Nil	Appointment of Authorised Persons – Miscellaneous Provisions About Enforcement.

1.3 Appointment of Authorised Persons – Miscellaneous Provisions About Enforcement.

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 9.10 of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to perform particular functions related to Miscellaneous Provisions About Enforcement (s. 9.11 – 9.23)

Conditions

1. The Chief Executive Officer will issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has or is about to be affected by any exercise of authority by the authorised person.
2. The Chief Executive Officer will maintain a register of all authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil

Related Documents


Dogs Local Law
Dog Act 1976
Parking and Facilities Local Law

Subdivision 1 — Miscellaneous provisions about enforcement

9.10. Appointment of authorised persons

- (1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.
- (2) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.

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 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.4	Local Government Act 1995, s. 3.47	Chief Executive Officer Sub-Delegate Nil	Disposal of Confiscated or Uncollected Goods

1.4 Disposal of Confiscated or Uncollected Goods

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.47 of the *Local Government Act 1995* to enable the Chief Executive Officer to dispose of confiscated or uncollected goods.

Conditions

1. Disposal will be subject to goods, including vehicles, not being reported stolen.
2. A Register of all disposed goods to be maintained, including value of disposed goods.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation


Dinghies

Related Documents

3.47. *Disposing of confiscated or uncollected goods*

- (1) The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43.
- (2) The local government may sell or otherwise dispose of any vehicle that has not been collected within —
 - (a) 2 months of a notice having been given under section 3.40(3); or
 - (b) 7 days of a declaration being made under section 3.40A(4) that the vehicle is an abandoned vehicle wreck.
- (2a) The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in subsection (2b) of —
 - (a) a notice having been given under section 3.42(1)(b) or 3.44; or
 - (b) being impounded if the local government has been unable, after making reasonable efforts to do so, to give that notice to the alleged offender.
- (2b) The period after which goods may be sold or otherwise disposed of under subsection (2a) is —
 - (a) for perishable goods — 3 days;
 - (b) for animals — 7 days;
 - (ca) for prescribed non-perishable goods — one month;
 - (c) for other non-perishable goods — 2 months.
- (3) Section 3.58 applies to the sale of goods under this section as if they were property referred to in that section.
- (4) Money received by a local government from the sale of goods under subsection (2a) is to be credited to its trust fund except to the extent required to meet the costs and expenses incurred by the local government in removing, impounding and selling the goods.
- (5) Money received by a local government from the sale of a vehicle under subsection (2) is to be credited to its trust fund except to the extent required to meet the costs referred to in section 3.46 and the expenses incurred by the local government in selling the vehicle.
- (6) Unless this section requires it to be credited to its trust fund, money received by a local government from the sale under this section of any goods is to be credited to its municipal fund.

[Section 3.47 amended by No. 64 of 1998 s. 11; No. 49 of 2004 s. 25(4); No. 17 of 2009 s. 9.]

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.5	Local Government Act 1995, s. 3.24	Chief Executive Officer Sub-Delegate Nil	Appointment of Authorised Persons – Certain Provisions Relating to Land

1.5 Appointment of Authorised Persons – Certain Provisions Relating to Land

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.24 of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to undertake activities relating to Certain Provisions Relating to Land, s. 3.25 – 3.27.

Conditions

1. The Chief Executive Officer will maintain a register of authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil

Related Documents


File on Authorised officers

Subdivision 2 — Certain provisions about land

3.24. Authorising persons under this Subdivision

The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

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 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.6	Local Government Act 1995, s. 3.39	Chief Executive Officer Sub-Delegate Nil	Appointment of Authorised Persons - Power to Remove or Impound Goods

1.6 Appointment of Authorised Persons - Power to Remove or Impound Goods

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.39 of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to remove or impound goods as defined in s. 3.38.

Conditions

1. The Chief Executive Officer will maintain a register of authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil


Related Documents

Dinghies
Authorised Officers
Disposal uncollected goods etc

3.39. Power to remove and impound

- (1) An employee authorised by a local government for the purpose may remove and impound any goods that are involved in a contravention that can lead to impounding.
- (2) A person may use reasonable force to exercise the power given by subsection (1).

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 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.7	Local Government Act 1995, s. 3.31 (2)	Chief Executive Officer Sub-Delegate Nil	Authorised Persons - Power to Enter Property

1.7 Authorised Persons - Power to Enter Property

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.31 (2) of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to enter property as detailed in subdivision 3 – Powers of Entry.

Conditions

1. The Chief Executive Officer will maintain a register of authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil

Related Documents

Authorised Officers

26. Powers of local government


Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder:
Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

[Section 26 amended by No. 17 of 1918 s. 5; No. 14 of 1996 s. 4.]

3.31. General procedure for entering property

- (1) Except in an emergency or if the entry is authorised by the warrant of a justice, entry by or on behalf of a local government on to any land, premises or thing is not lawful unless —
 - (a) the consent of the owner or occupier has been obtained; or
 - (b) notice has been given under section 3.32.
- (2) If notice has been given under section 3.32, a person authorised by the local government to do so may lawfully enter the land, premises or thing without the consent of the owner or occupier unless the owner or occupier or a person authorised by the owner or occupier objects to the entry.
- (3) The powers conferred on a local government under this section may be exercised instead of the powers conferred under the *Public Works Act 1902* and are not subject to any qualification or restriction by any provision of that Act.

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 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.8	Health Act 1911, s. 26	Chief Executive Officer Sub-Delegate Manager Development Services	Appointment of Authorised Persons – Health Act 2016

1.8 Appointment of Authorised Persons – Health Act 2016

Delegator

Council

Power/Duty

To exercise authority to the CEO to appoint or designate authorised officers under the provisions of Section 2 of the Public Health Act 2016

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the Local Government Act 1995.

Review Requirements

In accordance with the requirements of Section 5.46 of the Local Government Act 1995, at least once every financial year.

Sub-Delegation

Nil

Related Documents


Public Health Act 2016

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26. Powers of local government

Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder:
Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.
[Section 26 amended by No. 17 of 1918 s. 5; No. 14 of 1996 s. 4.]

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 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.9	Local Government Act 1995, s. 3.18	Chief Executive Officer	Enforcement of Local Laws
		Sub-Delegate Nil		

1.9 Enforcement of Local Laws

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.18 of the *Local Government Act 1995* to enforce the provisions of local laws and to otherwise exercise the powers and discharge the duties of the local government under those local laws.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Local Law Related to Fencing

Emission and Reflection of Light Local Law

Parking and Parking Facilities Local Law

Local Government Property Local Law


Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Dog Act 1976

Authorised Officer File

3.18. *Performing executive functions*

- (1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.
- (2) In performing its executive functions, a local government may provide services and facilities.
- (3) A local government is to satisfy itself that services and facilities that it provides —
 - (a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;
 - (b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and
 - (c) are managed efficiently and effectively.

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.10	Local Government Act 1995, s. 2.5 (2)	Chief Executive Officer Sub-Delegate Nil	Authorising the Affixing of the Common Seal to Documents

1.10 Authorising the Affixing of the Common Seal to Documents

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 2.5 (2) of the *Local Government Act 1995* to enable the Chief Executive Officer to affix the Common Seal to certain documents.

Conditions

The Chief Executive Officer will authorise the affixing of the Common Seal to a document that needs the Shire’s Common Seal to be legally effective and that is in one or more of the following categories:

1. Documents required satisfying conditions of sub-division and/or development approval.
2. Documents required to affect the transfer of land as part of a settlement transaction (sale and purchase).
3. Documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire.
4. Documents required to affect the grant of leasehold interests in land either by the Shire to a third party, or by a third party to the Shire.
5. Documents required to affect the grant of a licence either by the Shire to a third party, or by a third party to the Shire.
6. Documents required to affect the subdivision of land, including the strata titling of land.
7. Documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office).
8. Documents that are necessary or appropriate to enable the Chief Executive Officer to carry out her functions under any written law.

9. The affixing of the Common Seal must be consistent with a Council policy or decision.
10. While the Chief Executive Officer can authorise the affixing of the Common Seal to a document as classified, it is also necessary for the document to be signed by both the Shire President and the Chief Executive Officer.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil


Related Documents

Seal Register

2.5. Local governments created as bodies corporate

- (1) When an area of the State becomes a district, a local government is established for the district.
- (2) The local government is a body corporate with perpetual succession and a common seal.
- (3) The local government has the legal capacity of a natural person.
- (4) The corporate name of the local government is the combination of the district's designation and name.
Example: City of *(name of district)*
- (5) If the district's name incorporates its designation, the designation is not repeated in the corporate name of the local government.
Example:
district's name : Albany (Town)
corporate name : Town of Albany
- (6) Proceedings may be taken by or against the local government in its corporate name.

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 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.11	Food Act 2008	Chief Executive Officer Sub-Delegate Manager, Development Services	Appointment Authorised Officer

1.11 Appointment Authorised Officer

Delegator

Council

Power/Duty

To exercise the powers and duties of the Food Act 2008.

Conditions

In accordance with the Food Act Section 118 (3) without limiting the Interpretation Act 1984 s.59, the performance by a delegate of an enforcement agency of a function delegated under subsection (2)(b) is subject to:

- (a) Any condition or limitation imposed under section 119 on the performance by the enforcement agency of the function;
- (b) Any guidelines that the enforcement agency is required to adopt under section 120 in performing the function.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Food Regulations 2009

Authorised Officer File

Section 118 Food Act 2008


- (3) Without limiting the Interpretation Act 1984 section 59, the performance by a delegate of an enforcement agency of a function delegated under subsection (2)(b) is subject to —
- (a) any condition or limitation imposed under section 119 on the performance by the enforcement agency of the function; and
 - (b) any guidelines that the enforcement agency is required to adopt under section 120 in performing the function.

Division 2 — Functions of enforcement agencies

118. Functions of enforcement agencies and delegation

- (1) An enforcement agency has the functions in relation to the administration of this Act that are conferred or imposed on the agency by or under this Act or are delegated to the agency under this Act.
- (2) A function conferred or imposed on an enforcement agency may be delegated —
 - (a) if the enforcement agency is the CEO — in accordance with section 117; or
 - (b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations — subject to subsections (3) and (4), in accordance with the regulations.
- (3) Without limiting the *Interpretation Act 1984* section 59, the performance by a delegate of an enforcement agency of a function delegated under subsection (2)(b) is subject to —
 - (a) any condition or limitation imposed under section 119 on the performance by the enforcement agency of the function; and
 - (b) any guidelines that the enforcement agency is required to adopt under section 120 in performing the function.
- (4) If —
 - (a) regulations referred to in subsection (2)(b) expressly authorise a delegated function of an enforcement agency to be further delegated; and
 - (b) the delegated function is further delegated to a person or body in accordance with those regulations,
subsection (3) applies to the performance by the person or body of that function as if the function were performed and delegated as described in that subsection.

PART TWO – FINANCIAL MANAGEMENT

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.1	Local Government Act 1995, s. 6.14	Chief Executive Officer Sub-Delegate Manager, Corporate & Community Services	INVESTMENT OF SURPLUS FUNDS

2.1 Investment of Surplus Funds

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 6.14 of the *Local Government Act 1996* to enable to Chief Executive Officer to invest surplus funds.

Conditions

1. Funds to be invested in accordance with Policy F2 – Investment of Surplus Funds.


Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

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 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.2	Section 6.49 of <i>Local Government Act</i> / Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer Sub-Delegate Manager Corporate and Community Services	AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES

2.2 Agreement as to Payment of Rates and Service Charges

Delegator

Council

Power/Duty

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person for payment of rates and service charges.

Conditions

Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished by the next following 30 June.

Statutory Framework

The Chief Executive Officer is delegated the power to make an agreement with a person for payment of rates and service charges, subject to section 6.49 *Local Government Act 1995*.


Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Manager of Corporate & Community Services

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 Delegation #	Legislative Ref	Delegate	Delegation Subject
2.3	Section 6.12 (1)(c) of <i>Local Government Act</i> / Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer	AUTHORITY TO WRITE OFF MONIES (NOT RATES OR SERVICE CHARGES)
		Sub-Delegate Nil	

2.3 Authority to Write Off Monies (Not Rates or Service Charges)

Delegator

Council

Power/Duty

Authority to write off money including fines and penalties that is owed to the local government

Conditions

1. The Chief Executive Officer is authorised to exercise this delegation subject to the maximum amount of any write off being \$500.
2. This delegation includes the write off of fines and penalties that have been imposed by the court that are considered unrecoverable.
3. The Chief Executive Officer shall report to the Audit, Risk and Governance Committee at least six monthly on the exercise of this delegation

Statutory Framework

The Chief Executive Officer is delegated the power to write off any amount of money owed to the Shire, other than an amount of money owing in respect of rates and service charges.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.


Sub-Delegation

Nil

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	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.4	Section 6.12 (1)(c) and (2) of <i>Local Government Act/</i> Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer Sub-Delegate Nil	AUTHORITY TO WRITE OFF RATES OR SERVICE CHARGES

2.4 Authority to Write Off Rates and Service Charges

Delegator

Council

Power/Duty

Authority to write off rates or service charges owed to the local government.

Conditions

1. The Chief Executive Officer is authorised to exercise this delegation subject to the maximum amount of any write off being \$200.
2. The Chief Executive Officer shall report to the Audit & Risk Management Committee Council at least six monthly on the exercise of this delegation

Statutory Framework

The Chief Executive Officer is delegated the power to write off rates or service charges owed to the Shire.


Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil

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	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.5	Section 6.56 of <i>Local Government Act 1995</i> / Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer Sub-Delegate Manager of Corporate & Community Services	RATES OR SERVICE CHARGES RECOVERABLE IN COURT

2.5 Rates or Service Charges Recoverable in Court

Delegator

Council

Power/Duty

If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the cost of proceedings, if any, for that recovery in a court of competent jurisdiction. Rates or service charges due by the same person to the local government may be included in one writ, summons or other process.

Conditions

Nil

Statutory Framework

Power to recover a rate or service charge, as well as the cost of proceedings, if any, for that recovery in a court of competent jurisdiction. Power to include in one writ the rates or service charges due by the same person to the local government.


Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Manager of Corporate & Community Services

PART THREE – PLANNING AND BUILDING

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3.1	Building Act 2011 – Section 20 & 22 Division 2 of Part 2 Divisions 1 & 2 of Part 4 Division 5 of Part 8	Chief Executive Officer Sub-Delegate Manager Development Services	BUILDING ACT 2011 – BUILDING PERMITS, DEMOLITION PERMITS, OCCUPANCY PERMITS, BUILDING APPROVAL CERTIFICATES AND BUILDING ORDERS

3.1 Building Act 2011 – Building Permits, Demolition Permits, Occupancy Permits, Building Approval Certificates and Building Orders

Delegator

Council ~~pursuant to Section 127 (1) of the Building Act 2011.~~

Power/Duty

Approve or refuse building permit applications, demolition permit applications, occupancy permit (including extension of permit), building approval certificate (including extension of certificate), building approval certificates (strata), and ~~to make, serve issue and revocation of~~ to make, serve issue and revocation of building orders.

Conditions

CEO to advise elected members when a ~~Building building licence application~~ Building building licence application is refused ~~or a building order issued.~~

Statutory Framework

To exercise the powers and duties of the local government under Section 127 of the Building Act 2011 and to administer sections 20, 21, 22, 58, 65, 110, 114 and 117 of the Building Act 2011 to enable the The Chief Executive Officer ~~is delegated~~ is delegated the power to impose conditions and sign/issue or refuse building permit applications and, demolition permit applications, occupancy permit (including extension of permit), building approval certificate (including extension of certificate), make, issue and ~~revocation of ke~~ revocation of ke building orders.

Review Requirements

Delegations Register
June2022

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In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.


Delegations Register
June2022

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Sub-Delegation

[NH Manager Development Services](#)

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	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3.2	Building Act 2011 – Section 127	Chief Executive Officer Sub-Delegate Manager Development Services	BUILDING LICENCE APPROVALS VARIATION

3.2 Building Licence Approvals Variation

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 127 of the *Building Act 2011* and to administer sections 20, 21, 22, 58, 65, 110 and 117 of the *Building Act 2011* to enable the Manager Development Services to approve Building Licences.

Conditions

1. The Chief Executive Officer be authorised to approve building plans that have minor variations to the plans approved by Council during the Development Application process. Minor variations are those which do not increase the impact on streetscape overlooking or overshadowing of neighbouring properties.
2. The Chief Executive Officer to provide elected members with a monthly list of all approved Building Licences, including any minor variations via the monthly Matters for Information report in the OCM Agenda.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil

Related Documents

Shire of Peppermint Grove Town Planning Scheme No.4
Residential Design Codes
Building Act 2011
Building Regulations 2012
Building Code of Australia
Refer to Register Building Licenses Register


Building Act 2011

Plans of Buildings to be approved by local government

127. Delegation: special permit authorities and local government

- (1) A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision on this Act.
- (2) A delegation of a special permit authority's powers or duties may be only to an employee of the special permit authority or to an employee of one of the legal entities that comprise the special permit authority.
- (3) A delegation of a local government's powers or duties may be only to a person employed by the local government under the Local Government Act 1995 section 5.36.
- (4) The delegation must be in writing executed by or on behalf of the special permit authority or by the local government.
- (5) A person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- (6) A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.
- (7) Nothing in this section limits the ability of the permit authority to perform a function through an officer or agent.

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 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3.3	Sec. 70 of <i>Building Regulations 2012</i> Sec 133 of <i>Building Act 2011</i>	Chief Executive Officer Sub-Delegate Manager Development Services	ENFORCEMENT AND LEGAL PROCEEDINGS (SWIMMING POOLS)

3.3 Enforcement and Legal Proceedings (Swimming Pools)

Delegator

Council

Power/Duty

Implement enforcement and legal proceeding matters under the *Building Act 2011*, Part 8; and *Building Regulations 2012* Part 10 to enforce the requirements of the *Building Regulations 2012* to require property owners to ensure that all private swimming and spa pools have a compliant barrier installed that restricts access by young children to the pool and its immediate surrounds.

Conditions

~~The Chief Executive Officer is delegated the following authority:
To enforce the requirements of the *Building Regulations 2012* to require property owners to ensure that all private swimming and spa pools have a compliant barrier installed that restricts access by young children to the pool and its immediate surrounds.~~

Statutory Framework

Delegated authority to enforce the requirements of the *Building Regulations 2012* (Reg 50) to require property owner the to require property owners to ensure that all private swimming and spa pools have a compliant barrier installed that restricts access by young children to the pool and ~~it's~~ the immediate surrounds.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.


Delegations Register
June2022

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Sub-Delegation

Manager Development Services

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 Delegation #	Legislative Ref	Delegate	Delegation Subject
3.4	<i>Planning and Development Act 2005 – Part 13</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015 – Schedule 2, Part 10, Clause 82</i>	Chief Executive Officer Sub-Delegate Manager Development Services	PLANNING AND DEVELOPMENT APPLICATION

3.4 Planning and Development and Subdivision Applications

Delegator

Council

Power/Duty

Authority to exercise all powers and discharge all duties under the Deemed Provisions (Schedule 2) of the Planning and Development (Local Planning Schemes) Regulations 2015, Local Planning Scheme No. 4 and Local Planning Policies. Applications for development approval under the Shire of Peppermint Grove's Local Planning Scheme No4 and the Planning and Development Act 2005.

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Conditions

1. Any development application is to be referred to Council for determination if one or more elected member request such referral by written request to the Chief Executive Officer;
2. Any ~~application for planning approval~~ development application shall be referred to Council for determination, ~~where~~ if requested by the applicant in writing;
3. The Chief Executive Officer is to report to the Council, on a monthly basis where the exercise of powers and functions related to this delegation has been undertaken.
4. The Chief Executive Officer is to only sub-delegate to the Manager Development Services.

Statutory Framework

The Chief Executive Officer is dDelegated authority to the power to approve, approve with

conditions, ~~or refuse development applications~~, including applications for change of use, retrospective planning applications, and amendments to approved plans subject to the ~~approval~~ guidelines stipulated under this delegation.

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Review Requirements

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~~In accordance with the requirements of Section 5.46 (1) of the Local Government Act 1995, at least once every financial year.~~

Sub-Delegation

~~Manager Development Services~~

Related Documents

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- ~~Shire of Peppermint Grove, Local Planning Scheme 4~~
- ~~Local Planning Policies as adopted by Council See Decision Pathway - Flow Chart~~

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Guidelines

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- 1) Approve development applications for a ~~s~~“Single ~~h~~House”, a“Ancillary dwelling”, ~~g~~“Grouped dwellings”, ~~multiple dwelling~~, or any associated, ancillary or incidental development (outbuildings, garages/ carports, pergolas/ gazebos and other structures requiring a planning application, roofing materials, front boundary fences, retaining walls and ~~swimming pool~~earthworks) that:
 - a) Satisfy the provisions of Local Planning Scheme 4, ~~Council policies, and~~ where the assessment is deemed to comply with the Shire’s ~~adopted~~ Local Planning Policies and the Residential Design Codes; or
 - b) Are assessed to comply with a) above ~~except for one design parameter (be it height, plot ratio, setback or other site design requirement)~~ and upon assessment ~~that all proposed variations can meet~~ demonstrates compliance ~~with the corresponding design principles of contained in the R Codes for that design element, and in the case of quantitative variation shall be less than 5% variation from LPS 4 or R Codes;~~ and
 - c) After the proposal has been referred for invited comment and where no ~~valid~~ objections have been received from the affected landowner(s) ~~which relate to the design element variation;~~ and
 - d) Where the existing ~~house place~~ is not in the ~~Shire H~~ heritage ~~L~~list adopted under clause 8 of the Deemed Provisions and has not been subject to a Notice to list and that process is current.
- 2) Approve applications for non-residential development where the development is ~~a ‘P’, ‘I’ or ‘D’ use considered minor,~~ meets all LPS 4 requirements and, ~~should the proposal be referred for invited comment, no objections of a substantive nature have been received~~ has no impact upon adjoining landowners other than what is allowed within the Scheme.

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- 3) Approve applications that seek to approve an extension to an expired or expiring development approval provided ~~there are no changes made to the original design and approved plans and~~ the Local Scheme/Policy has not changed in that time or the matters in guideline 1) or 2) have been satisfied.
- 4) Approve applications that seek to amend an existing development approval provided the limitations in guideline 1) or 2) have been satisfied.
- 4)5) Check and clear all conditions on planning approvals (development and subdivision), except those requiring specific referral back to Council for clearance approval.
- 5) ~~To vary development application fees in cases where the listed fee is not reflective of the extent of any additional work requirement.~~
- 6) Approve applications for a home business or home occupation where no valid objections have been received from affected adjoining landowners and where the proposal is consistent with LPS 4.
- 7) Approve retrospective applications in accordance with clause 65 of the Deemed Provisions (Planning and Development – Local Planning Schemes - Regulations 2015 Schedule 2) and provided the limitations in guideline 1) or 2) have been satisfied.
- 8) Provide written advice ~~of Shire recommendation advice or recommendations to other determining authorities who will make a decision (e.g. DAP, SMDAP, WAPC, DBCA, SRT, State Heritage Office Development WA, SAT or the Minister)~~ on a development or subdivision application provided the advice is consistent with local planning policy, the LPS 4 and R Codes.
- 9) Provide written advice to state government agencies and representative organisations (e.g. Department of Transport, MRWA, DPLH, Department of Commerce and Energy, SWALSC) in response to requests for feedback on policy formation or related administrative matters.
- 10) ~~Refuse applications for development (also to recommend refusal to WAPC for subdivision referred applications) which do not accord with LPS 4 and R Codes standards and provisions or are uses not permitted in the Zoning Table (X uses). Provide a partial refund of planning fees where an application is withdrawn in writing prior to determination and the fee received is not reflective of the work undertaken.~~

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Notification

Where the Chief Executive has received matters which may be dealt with under this delegation, a list of matter/s pending action shall be circulated to Elected Members on a weekly or less frequency, so as to provide a period of **72 hours** within which that matter may be 'called-in' for consideration by Council; such that a call-in request shall be requested by one member without a declarable interest in that matter.

Review Requirements

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In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Manager Development Services



Ordinary Council Meeting

8.4.3 –Matters for Information and Noting

Matters for Information and Noting

Building Permits Issued May 2022

Application Number	Location	Construction Type	Delegated Authority
BA 2022 / 00022	14 The Esplanade	Awning	Delegated
BA 2022 / 00024	31A Keane Street	Swimming Pool & Barrier	Delegated
BA 2022 / 00025	22 Irvine Street	Partial Demolition (Heritage)	Delegated
BA 2022 / 00026	13 Leake Street	Pergola	Delegated
BA 2022 / 00027	144 Forrest Street	Building Permit Extension	Delegated
BA 2022 / 00030	Lot 160 Bay View Terrace	Patio	Delegated

Planning Approvals and Notices Issued May 2022

Application Number	Location	Delegated Authority
DA 2022 / 00006	28 The Esplanade (DTC Check)	Delegated
DA 2022 / 00007	47 Irvine Street	Delegated
DA 2022 / 00011	32R Leake Street	Delegated
DA 2022 / 00012	14 The Esplanade	Council
DA 2022 / 00018	41 View Street (DTC Check)	Delegated

Infringements May 2022

Reason	Amount
All Other Offence Not Specified	\$50.00
Stopping Within Continuous Yellow Lines	\$100.00
Stopping Within Continuous Yellow Lines	\$100.00
Stopping in a No Stopping Area – infringement incorrectly issued, vehicle deemed upon assessment of cadastral mapping to be parked within property boundaries.	Infringement Withdrawn

Memorandum of Understanding

Between

Town of Cottesloe (“the Town”) and Shire of Peppermint Grove (“the Shire”), (“the parties”) in relation to the preparation of a Precinct Structure Plan for the Cottesloe Activity Centre (Cottesloe Village) (“the Precinct Plan”).

Introduction

1. The Town of Cottesloe (the Town) and the Shire of Peppermint Grove (the Shire) are entering into a joint agreement in relation to the preparation of a Precinct Structure Plan for the Cottesloe Activity Centre (Cottesloe Village), the land described in *Annexure 1*.
2. In 2019, an Integrated Local Area Plan was prepared by the parties, and during its early development was adapted and later released as the *Draft Cott Village Precinct Plan*. A Memorandum of Understanding, signed by the parties in October 2019, set out the partnership arrangements in preparation of the Integrated Local Area Plan.
3. Changes to the State Planning Framework, being the gazettal of State Planning Policy 7.2 Precinct Design and the associated Guidelines by the Western Australian Planning Commission (WAPC) in February 2021, has meant a Precinct Structure Plan is now required to set out the strategic planning considerations for the Cottesloe Activity Centre (Cottesloe Village). This updated Memorandum of Understanding will govern the preparation of the Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan and include the particulars of the agreement between the parties.

Purpose

4. The purpose of this MOU is to ensure that the parties agree to work together in good faith for the promotion, advancement and (re)development of the Cottesloe Activity Centre (Cottesloe Village). The parties will share information and resources to build their understanding and knowledge of Cottesloe Activity Centre (Cottesloe Village), supporting one another in a respectful and trusting working relationship.
5. This MOU is designed to continue the working relationship between the Town and the Shire by formally acknowledging the partnership and providing a framework of understanding on which all dealings related to the Cottesloe Activity Centre (Cottesloe Village) are to be considered during the term of this agreement.
6. This MOU defines the partnership particulars, including financial contributions, responsibilities and representation of interest, which the parties must adhere to until the Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan is endorsed by the WAPC, or the parties mutually agree to terminate the partnership arrangement as per the Terms of the Agreement in this MOU.

Terms of the Agreement

7. This MOU will come into effect at the date of signing by the parties and be subject to review and evaluation every 12 months, or until the MOU is terminated.
8. This MOU is deemed a public document.
9. This MOU can only be terminated if the parties vote to cease the project. Termination of the project must be made in writing and a period of 60 days provided to settle all procurement and/or contractual costs, committed or accrued.
10. Upon completion of the Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan, this agreement between the parties, and the relationship for which is provides, terminates.
11. Execution of the Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan will require the parties to consider an Amendment or Amendments to their respective Local Planning Schemes. The Scheme Amendment or Amendments should be consistent with the Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan endorsed by the WAPC.
12. A development application or applications for any property within the Cottesloe Activity Centre study area received by the parties during the term of this MOU will be referred to the parties for comment if they:
 - a) Represent significant redevelopment of the Cottesloe Activity Centre (Cottesloe Village).
 - b) Are inconsistent with the existing Local Planning Scheme applying to the property.
 - c) Require determination by Council at a Council meeting.

Governance

13. The *Draft Cott Village Precinct Plan* provides the preliminary framework to guide the development of the Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan. The vision, objectives and principles in the *Draft Cott Village Precinct Plan* are the result of community consultation and input and represent community expectations for the possible redevelopment of the Cottesloe Activity Centre (Cottesloe Village) Precinct. Although changes to these elements of the *Draft Cott Village Precinct Plan* are not encouraged, built form parameters and land use controls may be revised following more detailed examination of the precinct study area and further community engagement.
14. A Project Steering Group (PSG) comprising of four members from the Town and four members from the Shire (two administration staff and two Councillors) will be established to provide advice and direction on planning and infrastructure issues and proposals affecting the Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan project in accordance with the PSG's Terms of Reference in Annexure 2.
15. A Project Facilitation Group (PFG), consisting of a staff representative from each of the parties and representatives from State Government agencies that have significant landholdings in the study area, will be established to provide technical expertise and input regarding future planning

for these landholdings to assist in the planning and coordination of any proposed changes under the Precinct Structure Plan as defined by the PFG's Terms of Reference in Annexure 3.

16. A Strategic Planning Project Officer has been engaged to arrange and coordinate the Project Steering Group and Project Facilitation Group meetings, including the provision of expert and technical advice to both Groups. This position concludes at the completion of the project unless it is otherwise determined by the Town or the Shire to retain the position for work separate to the Cottesloe Village Precinct Structure Plan project. The party choosing to retain the position is liable for any costs associated with the role.

Funding arrangement

17. Any expenses incurred during the preparation of the Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan will be subject to the funding structure below.
 - a) Town of Cottesloe to contribute 75% of all project costs
 - b) Shire of Peppermint Grove to contribute 25% of all project costs
18. An annual budget is to be prepared by the Town and the Shire in accordance with estimated project costs and funding structure listed in clause 17 a and b above. Annual budgets and variations are subject to respective Council endorsement by the parties.
19. The Town will manage project finances for the purposes of consolidating and administering project funds and contracts. The Shire will reimburse the Town quarterly. A monthly financial report is required to be presented to each CEO.
20. Duties undertaken by the Project Officer not associated with the Cottesloe Activity Centre (Cottesloe Village), which relate to other Town of Cottesloe town planning work or other Town duties, salary and overhead costs are to be allocated to the Town and met by the Town.
21. All contract procurement is to be done in accordance with the procurement policies of the Town, the Shire will be consulted when such procurement is undertaken.
22. Additional funding can be sought, and contributions made by parties outside this agreement, whether in kind, cash or grants. In the event additional funding is secured, the money will be added to the project budget and deductions made to the contributions required by the parties in the same funding structure as listed in clause 16 a) and b).
23. If contributions in-kind or grants are applied and awarded for project costs/items outside of the project budget, there will be no deduction to the funding contributions required by the parties. The in-kind/grant value will be administered by the Town, in consultation with the Shire, in accordance with the funding application. The benefit of the grant will be structured in the following way:
 - a) Town of Cottesloe to receive 75% of the benefit of any in-kind/grant funding for project costs/items outside of the project budget.

- b) Shire of Peppermint Grove to receive 25% of the benefit of any in-kind/grant funding for project costs/items outside of the project budget.

24. Any variation to the costs of any contract will require the authorisation of the parties.

Intellectual Property

25. The parties will jointly own intellectual property developed in the preparation of the Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan. All reports and materials produced will be copyright jointly to the parties.

Confidential information

26. Members of the Council, PSG and PFG are required to ensure that any document or information (whether verbal or in writing) that is provided to each person on a confidential basis must not be disclosed to any member of the public or any other person that is not a member of the Council, PSG or PFG.

Dispute Resolution

27. Should a dispute arise over any aspect of the project, the parties will adopt the following procedures in an effort to negotiate a satisfactory resolution:

- a) Either party may request a meeting within 7 days of the disagreement to discuss the matter in dispute and negotiate a mutually acceptable resolution.
- b) If the dispute cannot be resolved between the parties through direct communication following the initial meeting, the parties will appoint a mediator. The parties agree to equally share any fees and/or costs associated with the mediation process (50% each).
- c) The parties are encouraged to undertake any recommendations made in mediation.

28. Any breach to this MOU will be dealt with through the dispute resolution process outlined in Clause 26 above. A breach to this MOU constitutes:

- a) Any of the terms of this agreement not being upheld.
- b) The parties participating in abusive or discriminatory behaviour toward one another.
- c) The parties' intentionally delaying progression of the Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan through unreasonable behaviour, including procrastinating or avoiding provision of advice or direction on the project.

Definitions

29. Any terms referred to in this document is to have the same meaning as in the Local Government Act 1995 and its Regulations, the Planning and Development (Local Planning Schemes) Regulations 2015, State Planning Policy No 7.0 – Design of The Built Environment and State Planning 7.2 – Precinct Design and Guidelines.

Signatories

Dated this XXth day of Month 2022

Signed by the parties:

Town of Cottesloe

Name

Title

Signed

Shire of Peppermint Grove

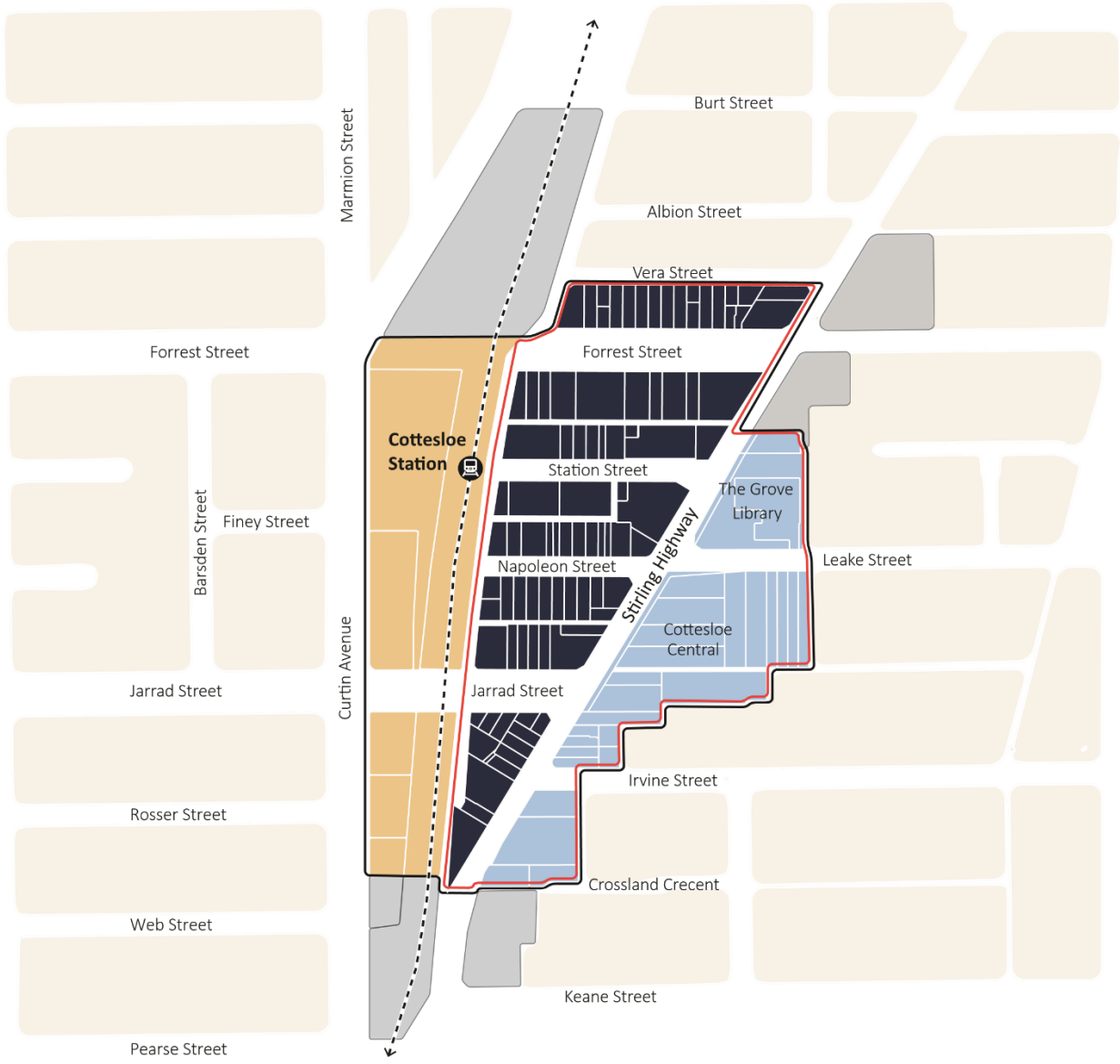
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





Title

Signed

Annexure One

Project Study Area Boundary



-  Study Area
-  Railway Precinct
-  Cottesloe Activity Centre
-  Cottesloe Centre Sub-Precinct
-  Peppermint Grove Centre Sub-Precinct
-  Peripheral Areas

Annexure Two

PSG Terms of Reference

Project Steering Group Terms of Reference – Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan

1. Background

The Cottesloe Activity Centre (Cottesloe Village) Precinct Structure Plan is a joint project between the Town of Cottesloe (the Town) and the Shire of Peppermint Grove (the Shire). The study area spans both Local Government Areas and includes land and facilities which are managed by State Government, independent of Local Government. The Cottesloe Activity Centre (Cottesloe Village) boundary extends west to Curtain Avenue and includes the Cottesloe Rail Station, as well as the residual railway lands west of the station which has previously been identified for infill development, and Stirling Highway. It spreads from Webb Street in the south to Vera Street in the north and includes the Cottesloe Central Shopping Centre and the Grove Library. The project area is considered perfectly suited for transit orientated development.

The Town Centre Zone that forms part of the Cottesloe Activity Centre (and neighbouring vacant railway land) has been the subject of a number of studies, strategies and policies, including an Enquiry by Design exercise undertaken in 2009, the Town and Local Centre Design Guidelines Policy adopted by Council in 2014 and the more recent Station Street Cottesloe Place Making Strategy adopted by Council in May 2017. In 2019, the need for an overarching strategic planning framework which considered the Cottesloe Activity Centre as a whole beyond Local Government boundaries was identified. An integrated Local Area Plan was prepared by the Town and the Shire, and during its early development was adapted and later released as the *Draft Cott Village Precinct Plan*. The *Draft Cott Village Precinct Plan* was developed with input from a number of specialist consultants and following a number of preliminary resident workshop sessions. The Town of Cottesloe Council at its meeting on 26 November 2019 unanimously approved the *Draft Cott Village Precinct Plan* for community comment and further consultation.

The *Draft Cott Village Precinct Plan* and technical reports developed as part of project are available to be viewed on the Town's website under Major Projects (<https://www.cottesloe.wa.gov.au/business-development/major-projects/cott-village-project-proposed-precinct-plan.aspx>).

Changes to the State Planning Framework, being the gazettal of State Planning Policy 7.2 Precinct Design and the associated Guidelines by the Western Australian Planning Commission (WAPC) in February 2021, has meant a Precinct Structure Plan is now required to set out the strategic planning considerations for the Cottesloe Activity Centre (Cottesloe Village). The aim is to complete the project and establish an overarching strategic planning framework for the Cottesloe Activity Centre ahead of a number of significant likely/imminent development proposals. The Precinct Plan is expected to be finalised within the next two to three years, with a

Scheme Amendment or Scheme Amendments to the Town and Shire's Local Planning Schemes included within this timeframe.

2. Purpose of Project Steering Group

The purpose of the Project Steering Group is to work collaboratively as two Local Governments, for the promotion, advancement and re/development of the Cottesloe Activity Centre (Cottesloe Village). The Project Steering Group will manage project progression and performance by overseeing:

- Project costs and budget.
- Operation of the technical team in terms of quality and content of work.
- Project Gateway achievements, including providing feedback and direction on major design decisions.

3. Term

This Terms of Reference is effective from the date of the first meeting and will be ongoing until terminated by agreement between the Town and Shire.

4. Membership

The Project Steering Group will comprise of four representatives from the Town of Cottesloe and four representatives from the Shire of Peppermint Grove, as nominated below or by proxy if necessary.

- Town of Cottesloe Elected Member, Helen Sadler
- Town of Cottesloe Elected Member, Brad Wylynko
- Shire of Peppermint Grove Elected Member, Peter Macintosh
- Shire of Peppermint Grove Elected Member, Patrick Dawkins
- Town of Cottesloe CEO, Matthew Scott
- Shire of Peppermint Grove, CEO Don Burnett
- Town of Cottesloe Manager - Planning, Wayne Zimmermann
- Shire of Peppermint Grove Manager - Development Services, Joel Gajic

The Project Steering Group will have regard to State and Local policies and plans, and advocate for changes through available means where necessary, to better deliver an integrated and connected Cottesloe Activity Centre (Cottesloe Village).

5. Roles and Responsibilities

The Project Steering Group is accountable for:

- Fostering collaboration between the two Local Government's, key stakeholders and Government Agencies.
- Removing obstacles to the project's successful delivery and adoption.
- Maintaining project performance within project scope and budget.

The membership of the Project Steering Group will commit to:

- Attending all scheduled Project Steering Group meetings and if necessary nominating a proxy.
- Taking action and making timely decisions so as to not delay the project.
- Notifying members of the Project Steering Group, as soon as practical, if any matter arises which may be deemed to affect the purpose of the Group.

Members of the Project Steering Group will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner.
- To be given reasonable time to make key decisions.
- To be alerted to potential risks and issues that could impact the project, as they arise.
- Open and honest discussions, without resort to any misleading assertions.

6. Meetings

All meetings will be chaired on a rotational basis from PSG members and rotated every 12 months.

Meetings will be held at the Town of Cottesloe, 109 Broome Street Cottesloe. When necessary, arrangements will be made to hold the meeting using audio visual communication (i.e. during a COVID-19 lockdown).

As required, and with prior agreement of the Chair, specialist consultants, other stakeholders or senior technical officers from government agencies can attend a Project Steering Group meeting to brief the Project Steering Group.

Decisions made by the Project Steering Group are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If consensus is not possible and the vote is tied, the Project Steering Group chair will have a casting vote to make the final decision. Should a dispute arise over any aspect of the project, the parties will adopt the process for dispute resolution in the agreed Memorandum of Understanding.

Meeting agendas and minutes will be provided by the Town of Cottesloe, this includes:

- Preparing agendas and supporting papers.
- Preparing meeting notes and information.

Meetings will be held as required but no more than once per month. Meetings are to be advised at least 28 days in advance of the proposed date, with agenda papers to be prepared and circulated one week prior to a meeting.

Additional or change of meeting dates meetings may be arranged through consultation with the chair, and then at a time convenient to Project Steering Group members.

7. Meeting Code of Conduct

Project Steering Group meetings are intended to provide a forum within which to discuss and resolve project issues to achieve positive outcomes for the Cottesloe Activity Centre (Cottesloe Village). The meetings will be conducted in accordance with the Town of Cottesloe's Council Members, Committee Members and Candidates Code of Conduct.

Any information presented in the meetings or in the agendas, including comments should be clearly marked as confidential, and unless it is identified as public information, should not be shared or circulated outside the Project Steering Group without permission of the Chair.

The Chair will ensure all members have an opportunity to raise and discuss their view/s and will encourage discussion to focus on evidence and proposed future changes, rather than resort to what is existing due to past policies, practices and decisions.

In respect to decisions made by Project Steering Group, where there are points of disagreement or difference of opinion, the chair is to invite a show of hands and to note the vote when reporting the resolved position.

8. Media Communications

The CEO's of the Town and the Shire are authorised to make statements to the media or comment on the work of the Project Steering Group on social media platforms.

9. Confidentiality

Project Steering Group members are to abide by the Town of Cottesloe's Council Members, Committee Members and Candidates Code of Conduct, and to maintain confidence of information shared and presented to the group and shall refrain from comment or circulation of material beyond the Project Steering Group, Council or Administration.

All members are required to respect that information about the Project Steering Group is not in the public domain until a formal decision or adoption of a plan has been agreed or is consistent with an adopted communication plan.

10. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Project Steering Group members.

Annexure Three

PFG Terms of Reference

Project Facilitation Group Terms of Reference - Cottesloe Village Project

1. Background

The Cott Village Precinct Plan is a joint project between the Town of Cottesloe and the Shire of Peppermint Grove. The study area spans two local government areas and includes land and facilities which are managed by State government independent of local government, including the residual railway lands surrounding Cottesloe Rail Station, which has previously been identified for infill development. The Cott Village Precinct study boundary extends west to Curtin Avenue and spans the railway and Stirling Highway. It also extends from Webb Street in the south to Vera Street in the north and includes the Cottesloe Central Shopping Centre and the Grove Library. It is considered perfectly suited for a transit orientated development.

The draft and technical reports are available to be viewed on the Town's website under Major Projects (<https://www.cottesloe.wa.gov.au/business-development/major-projects/cott-village-project-proposed-precinct-plan.aspx>).

The Town Centre Zone that forms part of the Precinct (and neighbouring vacant railway land) has been the subject of a number of studies, strategies and policies, including an Enquiry by Design exercise undertaken in 2009, the Town and Local Centre Design Guidelines Policy adopted by Council in 2014 and the more recent Station Street Cottesloe Place Making Strategy adopted by Council in May 2017.

The residual railway lands to the west of the Precinct, between Curtin Avenue and Railway Street (Development Zone E), also represent a major consideration in any future development of the precinct, specifically in terms of east-west connectivity, transit orientated development opportunities and the implementation of a targeted density approach.

The aim is to complete the project and establish an overarching strategic planning framework for the Precinct ahead of a number of significant likely/imminent development proposals. The Precinct Plan is expected to be finalised within the next two to three years.

The Town of Cottesloe Council at its meeting on 26 November 2019 unanimously approved a Draft Cottesloe Village Precinct Plan for community comment and further consultation. The draft Precinct Plan was developed with input from a number of specialist consultants and following a number of preliminary resident workshop sessions. Community comment was invited for an extended period earlier this year and submissions are being evaluated and it is intended that a report be presented to Council by end of this year or early next year.

2. Purpose of Project Facilitation Group

The purpose of the Project Facilitation Group is to work collaboratively in a whole-of-government manner within the project area to:

- Examine and develop design based solutions to issues affecting the development of the Cottesloe Village Centre to enable it to achieve its potential to accommodate transit orientated development and deliver quality infill with amenity by creating a village-style mix of open space, housing, workplaces and other suitable land uses.
- Unlock the development potential for underutilised State Government landholdings in the project area and provide a design response to these sites that will assist in the rejuvenation and future growth of the Cottesloe Village.
- Source and share information about the local community, the planning, infrastructure and design in shaping a cohesive centre, to enable informed decisions to be made for all landholdings in the project area, including the government landholdings and facilities.

3. Term

This Terms of Reference is effective from the date of the first meeting of the Project Facilitation Group and will be ongoing until terminated by agreement between parties.

4. Membership

The Project Facilitation Group will comprise of representatives from:

- Town of Cottesloe
- Shire of Peppermint Grove
- Public Transport Authority
- Department of Transport
- Main Roads WA
- Department of Planning, Lands and Heritage
- METRONET
- Western Power
- WA Police
- Other agencies/organisations invited as required.

The Project Facilitation Group will have regard to state and local policies and plans, and advocate for changes where necessary to better deliver an integrated and connected Cottesloe centre. It will be chaired by the Town of Cottesloe and Shire of Peppermint Grove on a rotational basis.

5. Roles and Responsibilities

The Project Facilitation Group is accountable for:

- Fostering collaboration.
- Removing obstacles to the project's successful delivery and adoption.
- Maintaining at all times the focus of the Group on the agreed scope, outcomes and benefits of the project.
- Monitoring and managing the factors outside the Group's control that are critical to its success.

The membership of the Project Facilitation Group will commit to:

- Attending all scheduled Project Facilitation Group meetings and if necessary nominating a proxy
- Sharing all communications and information across all Project Facilitation Group members
- Taking action and making timely decisions so as to not delay the project
- Notifying members of the Project Facilitation Group, as soon as practical, if any matter arises which may be deemed to affect the purpose of the Group

Members of the Project Facilitation Group will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact the project, as they arise
- Open and honest discussions, without resort to any misleading assertions
- Ongoing 'health checks' to verify the overall status and 'health' of the network.

6. Meetings

All meetings will be chaired by the Town of Cottesloe and the Shire of Peppermint Grove on a rotational basis.

Meetings will be held at either the Town of Cottesloe administration centre, 109 Broome Street Cottesloe or the Shire of Peppermint Grove 1 Leake Street Peppermint Grove. When necessary, arrangements will be made to hold the meeting using audio visual communication.

Project Facilitation Group members can either attend meetings in person or participate by using a telephone, or audio visual communication, or any other means of instantaneous communication.

When necessary and with prior agreement of the Chair, specialist consultants, other stakeholders or senior technical officers from other government agencies can attend on behalf of, or in addition to a member, to brief the Project Facilitation Group.

Decisions made by Project Facilitation Group are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, Project Facilitation Group chair makes final decision.

Meeting agendas and minutes will be provided by the Project Officer, this includes:

- preparing agendas and supporting papers.
- preparing meeting notes and information.

The agenda for a Project Facilitation Group meeting is to be circulated 1 week prior to meeting. The date and time of meetings is to be agreed at least 6 months' in advance.

Meetings will be held as required but no more than once per month. Meetings are to be advised at least 14 days in advance of the proposed date, with agenda papers to be prepared and circulated one week prior to a meeting.

Additional meetings may be arranged outside of these times at a time convenient to Project Facilitation Group members.

7. Meeting Code of Conduct

The Group meetings are intended to provide a forum within which to discuss and resolve planning issues to achieve positive outcomes for the Cottesloe Village Centre.

Any information presented in the meetings or in the agendas, including comments should be clearly marked as confidential, and unless it is identified as public information, should not be shared or circulated outside the Project Facilitation Group without permission of the Chair.

The Chair will ensure all members have an opportunity to raise and discuss their view and will encourage discussion to focus on evidence and changed future, rather than a resort to what is existing or due to past policies and practices.

In respect to decisions made by Project Facilitation Group where there are points of disagreement or difference of opinion the chair is to invite a show of hands and to note the vote when reporting the resolved position.

8. Media Communications

No members of the Project Facilitation Group are authorised to make statements to the media or comment on the work of the Project Facilitation Group on social media platforms.

9. Confidentiality

Project Facilitation Group members are to abide by strict code to maintain confidence of information shared and presented to the group and shall refrain from comment or circulation of material beyond the Project Facilitation Group.

All members are required to respect that information about the group is not in the public domain until a formal decision or adoption of a plan has been agreed or is consistent with an adopted communication plan.

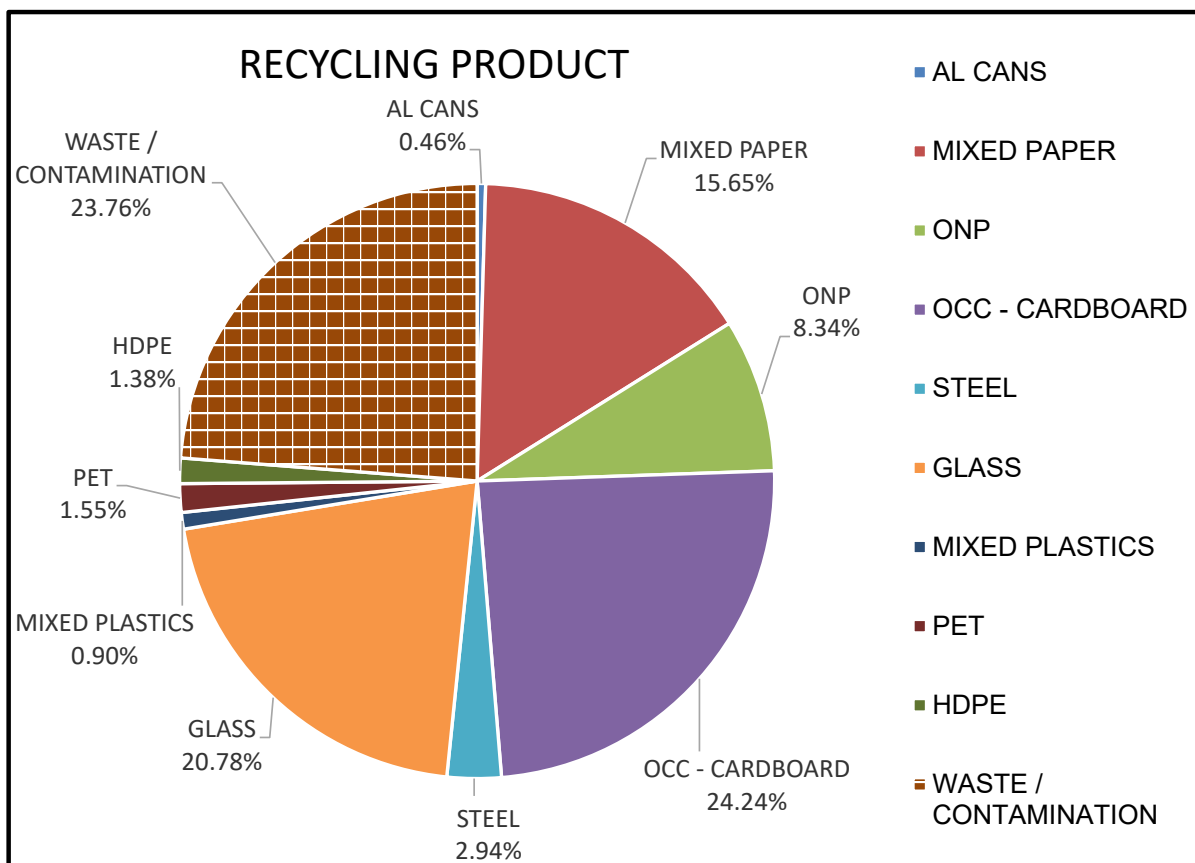
10. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Project Facilitation Group members.

RECYCLING TONNAGES AND PRODUCT TONNAGES MAY 2022



PRODUCT	PRODUCT Percentages	PRODUCT Tonnages
AL CANS	0.46	0.06
MIXED PAPER	15.65	1.94
ONP	8.34	1.03
OCC - CARDBOARD	24.24	3.01
STEEL	2.94	0.36
GLASS	20.78	2.58
MIXED PLASTICS	0.90	0.11
PET	1.55	0.19
HDPE	1.38	0.17
TOTAL RECOVERED	76.24	9.45
WASTE / CONTAMINATION	23.76	2.95
MONTHLY TOTAL	100.00	12.40





**MINUTES FOR THE
LIBRARY MANAGEMENT COMMITTEE
MEETING**

HELD

**Tuesday 17 May
At 8.00 am
Shire of Peppermint Grove
Council Chambers.**

TOWN OF COTTESLOE - TOWN OF MOSMAN PARK - SHIRE OF PEPPERMINT GROVE



Table of Contents

1.	CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING.	4
2.	BUSINESS ARISING FROM THE PREVIOUS MINUTES.	4
3.	THE LIBRARY FINANCIAL STATEMENTS	4
4	DRAFT 2022/23 BUDGET	5/6
5.	MATTERS FOR INFORMATION.	7
7.	NEXT MEETING	8
8.	CLOSURE	8

TOWN OF COTTESLOE -TOWN OF MOSMAN PARK -SHIRE OF PEPPERMINT GROVE



The Presiding Member declared the meeting open at 8.04 am

ATTENDEES

Delegates:

- | | |
|--------------------------------|--|
| Town of Cottesloe | Cr M (Melissa) Harkins |
| Shire of Peppermint Grove | Cr K (Karen) Farley (conference call) |
| Town of Mosman Park | Deputy Mayor G (Georgie) Carey (Chair) |
| Alternate Delegates/Observers: | Mayor P (Paul) Shaw |

Officers Attending:

- | | |
|---------------------------|--|
| Town of Cottesloe | Shane Collie, Manager Corporate Services and Governance |
| Shire of Peppermint Grove | Don Burnett, Chief Executive Officer
Michael Costarella, Manager Corporate and Community Services
Lance Hopkinson, Library Coordinator |
| Town of Mosman Park | Carissa Bywater, Chief Executive Officer |

Apologies:

- | | |
|---------------------------|----------------------|
| Shire of Peppermint Grove | Cr D (Dawne) Horrex |
| Town of Cottesloe | Cr C (Craig) Masarei |

1. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

OFFICER RECOMMENDATION

That the Minutes of the Library Management Committee Meeting held on Tuesday 22nd February 2022 be confirmed as a true and accurate record of proceedings.

Moved: Cr Melissa Harkins
Seconded: Cr Karen Farley

Carried

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Library Management Agreement – the actioning of the new agreement is on hold pending resolution of a few outstanding matters.

Moved: Cr Melissa Harkins
Seconded: Cr Karen Farley

Carried

3. FINANCIAL STATEMENTS (Attachments)

The financial statements to 30 April 2022 are submitted for consideration.

There are no significant variations to the adopted budget except for the 4th Quarter payment included in the April 2022 Statements.

LIBRARY FINANCIAL STATEMENTS

The statement shows a net actual income and expenditure being 7% less than the year to date budget. - This relates to the IT, office equipment maintenance and materials and contractors.

COMMUNITY CENTRE

The statement shows a net actual income and expenditure being 19% less than the year to date budget. This relates to costs for cleaning invoices being processed after the end of the month.

COMMUNITY HISTORY

The statement shows a net actual income and expenditure being 8% less than the year to date budget. This relates to salaries and materials and contract costs.

CAPEX

The CAPEX shows that the Shire has not undertaken all of the capital works to date. This is due to the unavailability of materials and contractors. The Shire will continue to pursue

contractors to undertake this work, however if this is not achieved by the 30 June 2022, some projects may need to be included in the 2022/23 budget.

OFFICER RECOMMENDATION

That the financial statements to be received.

Moved: Cr Melissa Harkins
Seconded: Cr Karen Farley

Carried

4. DRAFT 2022/23 BUDGET (Attachment)

The draft 2022/23 budget for the Library, Community Centre and Community History Unit is attached. The draft budget is a preliminary document and is still subject to ratification by the Shire of Peppermint Grove, as the manager of the facility. The draft budget is submitted so that member council's can consider it in the context of their own 2022/23 budget.

The draft budget shows the projected **2021/22 FORCAST** for actuals to 30 June 2022, the **2021/22 ADOPTED BUDGET** and the **2022/23 DRAFT BUDGET**. The 2022/23 proposed **Capital Works** program is also attached.

The draft budget net contributions by members is summarised as follows;

Council	% Contrib	Grove Library	Community Centre	Community History	Total
Mosman Park	48.68	\$554,269	\$17,459	\$61,443	\$633,171
Cottesloe	42.23	\$480,829	\$15,146	\$53,302	\$549,277
Peppermint Grove	9.09	\$103,498	\$3,260	\$11,473	\$118,231
		\$1,138,596	\$35,865	\$126,218	\$1,300,679

In comparison to the 2021/22 budget (\$1,261,568), the net operating costs have increased by \$3900 or 3.1%. The main contributor to this is an increase of approximately \$20,000 to allow for additional toilet cleaning. The cleaning regime was increased in 2021 as part of the mid-year budget review and is now factored in for the full year. Other costs increases are impacted by CPI movements.

The projected 30 June 2022 position indicates that net expenditure will come in under budget, so credits will be issued once the final position is determined.

The proposed CAPEX program for 2022/23 is as follows;

Replacement of IT equipment (AMP & based on IT review)	\$20,000
Design of weather protection structure to entry (AMP)	\$7,500
Painting (from AMP)	\$5,000
Renewal of furniture & fittings (from AMP)	\$15,000
Replace decking phase 1 (from AMP)	\$35,000
Replace mats foyer/lift (AMP)	\$5,000
Damp treatment to storeroom (carry over 21/22 & AMP)	\$15,000
	\$102,500

Based on the agreement funding formulae, the share of the CAPEX budget would be:-

Mosman Park	48.68%	\$ 49,897
Cottesloe	42.23%	\$ 43,286
Pepp Grove	9.09%	\$ 9,317
TOTAL		\$102,500

The CAPEX program also includes an item not on the AMP, but considered an important improvement for users of the facility. This item has been listed for several years but is yet to be funded. It is the parking digital display sign, which would be installed near the entry to the carpark off Leake Street. It will advise visitors of the parking bay availability and have a community notice component.

The cost is estimated at \$60,000 and based on the funding formulae of the Shire picking up 25% (\$15,000) for its side of the Shire operations and the balance of \$45,000 allocated to each member as per the funding agreement, each share would be - ToMP \$21,906, ToC \$19,003 and the SoPG \$4,091.

The AMP for the Grove makes an annual provision for the building replacement of \$235,000. Each member is to make their own arrangements in how this provision is made in their own financial records. The Shire is transferring this amount to a replacement reserve account. The portion of the \$235,000 for each member is ToMP \$114,398, ToC \$99,240 and SoPG \$21,362.

OFFICER RECOMMENDATION

That the draft 2022/23 budget is submitted to member local governments for endorsement.

Moved: Cr Karen Farley
Seconded: Cr Melissa Harkins

Carried

6. MATTERS FOR INFORMATION.

Library Loan Statistics 3rd Quarter 21/22

ALL LOANS	21/22 3RD QTR				20/21 3RD QTR
	JAN	FEB	MAR	TOTAL	TOTAL
PHYSICAL	19,699	17,424	17,701	54,824	48,187
DIGITAL	1,816	1,638	1,719	5,173	6,096
TOTAL	21,515	19,062	19,420	59,997	54,283

A slight decrease in digital loans can be attributed to patrons reverting to physical loans as Covid restrictions ease and they return to the library. The digital loans are now returning to levels seen pre Covid.

Name	Number of Events	Total Attendance
Westcoast Community Centre Inc.	76	1257
Child Health	30	171
Council Sponsored Events	2	61
Private Hirers	13	392
Regular Hirers – Community Groups	14	614
Totals	135	2852

Please note: Due to Covid 19 capacity restrictions, the Community Centre capacity was reduced to 48 people between 21st February and 14th April.

Upcoming event at the Grove Library

- Annual Library Book Sale, 9th – 20th May 2022
- Government Services Tech Help. 3 sessions each Thursday – May/June 2022.

- Turning Points in History, Children's history talk 30th May 2022
- Music Event: The Grove Classics. Library Main Hall, Every Sunday throughout June.
- School Holiday Programs: Library Main Hall, 4th to 15th July 2022.
- Surfing the Western Suburbs – A Memories event aimed at harvesting oral histories and photos of surfing in Cottesloe and Mosman Park during the 50's, 60's and 70's. TBA

7. NEXT MEETING

The next scheduled ordinary meetings of the Library Management Committee is:

Tuesday 16th August 2022

8. CLOSURE

Meeting Closed at 8.45 am