



Shire of
Peppermint Grove

ORDINARY COUNCIL MEETING

DRAFT

AGENDA

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

TO BE HELD ON
TUESDAY 15 DECEMBER 2020
AT
5.30 PM



Shire of Peppermint Grove

DRAFT MEETING AGENDA ATTACHED

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Shire of Peppermint Grove

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Shire of
Peppermint Grove

DRAFT ORDINARY COUNCIL MEETING AGENDA

1 DECLARATION OF OFFICIAL OPENING

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

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

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

Affirmation of Civic Duty and Responsibility

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

2 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

2.1 ATTENDANCE

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

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

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

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

2.2 APOLOGIES

2.3 LEAVES OF ABSENCE

2.4 NEW REQUEST FOR A LEAVE OF ABSENCE

3 DELEGATIONS AND PETITIONS

3.1 DELEGATIONS

NIL

3.2 PETITIONS

NIL

DRAFT

4 PUBLIC QUESTION TIME

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

- The Agenda
- Question to Council and
- Deputation Forms

Have been placed at the end of the Council Meeting table in front of the public gallery, for the public, as well as on the Shire Webpage.

Rules for Council Meeting Public Question Time

- Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.*
- During the Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.*
- Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.*
- All questions should be directed to the President and only questions relating to matters affecting Council may be answered at an Ordinary meeting, and at a Special meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting, at the discretion of the President.*
- The person presiding will control Public Question Time and ensure that each person wishing to ask a question should state his or her name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated. In general, persons seeking to ask a question will be given 2 minutes within which to address their question to the Council. The person presiding may shorten or lengthen this time in their discretion.*

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE FROM A PREVIOUS MEETING

NIL

4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

4.3 DEPUTATIONS OF THE PUBLIC

4.4 PRESENTATIONS FROM THE PUBLIC

5 DECLARATIONS OF INTEREST

Councillors / Staff are reminded of the requirements of section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the Shire's Code of Conduct. Councillors / staff are required to submit declarations of interest in writing on the prescribed form.

5.1 FINANCIAL INTEREST

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

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

5.2 PROXIMITY INTEREST

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

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

5.3 IMPARTIALITY INTEREST

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

5.4 INTEREST THAT MAY CAUSE A CONFLICT

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

5.5 STATEMENT OF GIFTS AND HOSPITALITY

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

6 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

7 CONFIRMATION OF MINUTES

7.1 ORDINARY COUNCIL MEETING 24 NOVEMBER 2020

OFFICER RECOMMENDATION – ITEM 7.1

Moved:

Seconded:

That the Minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 24 November 2020 be confirmed as a true and accurate record.

8 OFFICER REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

8.1.1 23 Leake Street – Patio and Garage Extension into Street Setback

URBAN PLANNING

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1	Location Map
Attachment 2	DA2020/00025 Plans - Patio
Attachment 3	DA2020/00027 Plans – Garage Extension
Attachment 4	Aerial Photograph

Voting Requirement	:	Simple Majority
Acceptance Date	:	DA2020/00025 – 06/11/2020 DA2020/00027 – 23/11/2020
Location / Property Index	:	3680
Application Index	:	DA2020/00025 & DA2020/00027
LPS No 4 Zoning	:	Residential, R-12.5
Land Use	:	Residential
Lot Area	:	758m ²
Disclosure of any Interest	:	Nil.
Previous Items	:	Nil.
Applicant	:	Developed Property Ptd Ltd
Owner	:	Margaret Anne Hegney
Assessing Officer	:	Josh Dallimore – Planning and Development Officer
Authorising Officer	:	Mr. Ross Montgomery – Manager Development Services

PURPOSE OF REPORT

Council is requested to consider two applications; one for the proposed patio and the other for a garage extension at 23 Leake Street, Peppermint Grove which is on the corner of Leake and Hurstford Close. Both developments propose variations (reduction) to the Shire Local Planning Scheme 4 (LPS 4) for secondary street setbacks.

SUMMARY AND KEY ISSUES

- The existing residential development is setback only 5.3m from the rear boundary which is less than the 6m deemed to comply distance;
- The proposed development of a patio and the extension of a garage will require the Council to approve a reduced setback distances in two instances.
- These are lodged as separate planning applications but are considered in the one report due their compounding potential to impact the streetscape.
- Both applications seek to reduce scheme setback requirements from a secondary street (Hurstford Close)
- The garage extension is required to fit a large motor vehicle. The extension increases the extent of building within the setback area by further 1.1m
- The patio is proposed to abut Hurstford Close (zero setback)
- The garage extension will come closer to Hurstford Close by 1.085m
- The extension of the garage raises streetscape issues with 27 Leake Street (an adjacent heritage listed corner lot - LPP 1)

LOCATION

23 Leake Street, Peppermint Grove

BACKGROUND

The Shire received two separate applications for development approval for 23 Leake Street, Peppermint Grove, one for a patio and the other for an extension of a garage. Both proposals will intrude within the street setback along the eastern boundary. Approval of the proposal will involve agreement to vary the minimum setback of 4.5m to a secondary street outlined in LPS 4.

DA2020/00025 proposes for a patio to be built to the boundary so as to provide shade to the kitchen of the existing home. The WAPC planning reforms instigated in response to the Covid-19 pandemic remove the general requirement for planning approval before issue of a building permit for a single house, however in this case, planning approval is necessary due to the proposed nil setback to the secondary street.

DA2020/00027 proposes an extension of the existing garage towards the secondary street (Hurstford Close). Prior to submission of the two applications, the applicant met with Shire officers to discuss what would be necessary to obtain Council approval. The application for the extension of the garage towards the street is justified to store a recently purchased RV which is too long to fit in the current garage. The applicant states that without the garage extension the RV would need to be stored on the street. Shire Officers informed the owner that the proposal seeks a large variation to reduce the minimum requirements identified in LPS 4. Without sufficient justification, Council approval would not be recommended. Upon submission the Shire received unmodified plans from the original consultation.

CONSULTATION

The Shire contacted neighbouring landowners on 18 November 2020 advising them of both applications and inviting them to view plans to make comment. Advertising closed on December 3 2020 and no submissions were received. (Letters were hand delivered to letterboxes)

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

LPP 1 – Streetscape

For houses addressing a secondary street, the following policy objectives may justify relaxation to be applied provided:

1. The resulting development would be compatible with adjacent corner lots in the immediate locality:
 - *The adjacent corner lot has a current setback to the secondary street of approximately 3.5m. That property is also heritage listed and was built in 1905, prior to the establishment of Hurstford Close.*
 - *23 Leake Street house has existing non-compliant secondary street setbacks.*
 - *The proposed garage extension will exacerbate the degree of non-compliance to further imbalance setbacks of corner lots on either side of Hurstford Close.*
 - *The proposed patio extension is of a minor impact as to how the house addresses the street and neighbouring properties.*
2. Views to the primary frontages of adjoining lots are not to be adversely affected.
 - *23 Leake Street already impinges views to the northern neighbour at 1 Hurstford Close. The proposed garage extension further into the setback will interrupt view corridors along the street frontages to the northern neighbour.*
 - *The proposed awning (patio) built to the Hurstford Close boundary will also impinge sight lines to the northern neighbour. However, it is of a lighter construction, is open on the sides and present a maximum height of 2.6m as it abuts the house.*
3. The development would comply with all other relevant development standards.
 - *Both proposals intrude into the secondary street setback, and.*
 - *The extension of the garage towards the rear boundary will increase the current level of non-compliance with LPS 4.*

LPP 11 – Building on Side and Rear Boundaries

Under LPP 11, point 2 of the policy objectives applies:

- For side boundaries building incursion into the setback should not be located forward of an adjoining dwelling so as to block views to and from that place.
 - The objectives of this point are largely addressed in point 2 of LPP 1, though it should be noted that while the existing development does extend beyond the façade of 1 Hurstford Close, this occurs due to the different selection of primary and secondary streets for each property.
 - While a disparity in setbacks is unavoidable in this instance, the proposed garage extension will further increase a non-compliant setback and interrupt sight lines to the neighbouring property.

STATUTORY IMPLICATIONS

Local Planning Scheme No.4

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

LOCAL PLANNING SCHEME NO. 4	
Scheme Requirement/Clause	Assessment/Comment
1. LPS 4 – S26(2) – 4.5m setback to secondary street	<p>Patio – Proposed Nil Setback The proposed patio with a nil setback to the Hurstford Close boundary is minor and will not have a dramatic impact on the streetscape. The awning making the patio will be 2.6m high at the house and slope down towards the boundary and stopping at the existing fence. The shaded space will only be enclosed by existing structures and will help provide shade into the house's kitchen.</p> <p>Garage Extension– 1.085m The application is proposing an extension of the garage by 1.1m towards the secondary street, reducing the overall setback to 1.085m. This would result in an 75% (cumulative) reduction from the 4.5m minimum setback (secondary street - LPS 4) By reducing an already non-compliant setback the proposed development will further reduce sight lines to the northern neighbour and focus bulk of the building towards the street.</p>
2. R Codes – Table 1 – 6m setback to rear boundary	<p>The current house has a setback to the rear of 5.3m (0.7m less than 6m requirements of R-Codes Table 1). The proposed garage extension will extend the length of wall setback 5.3m from the rear boundary.</p>

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Application DA2020/00025 proposes a patio abutting the eastern boundary of the property. It is a simple open sided structure and will have a minimal impact on the streetscape view lines. The covered space will be enclosed by existing structures on two sides only, and does not count towards plot ratio. The structure is pitched from a maximum height of 2.6m adjacent to the house and slopes to meet the existing masonry boundary fence.

Application DA2020/00027 proposes an extension of the existing garage into the secondary street setback area. The proposed design will essentially extrude the current garage façade towards the street by approximately 1.2m, creating an extra 6.85m² of garage floor space to accommodate a large vehicle.

Local Planning Policy 1 – Streetscapes, addresses the requirements of setbacks for secondary streets within the Shire. The intent of LPP 1 is to encourage development on adjacent corner lots which complements (mirrors) the surrounds without posing adverse impact the primary street setback of neighbours adjacent to the secondary street.

In this case corner properties select Hurstford Close as a secondary street and others nominate it as the primary street.

Assessment of the garage extension raises the following areas of concern:

1. The cumulative encroachment into the setback area is a significant (75%) reduction from LPS 4 minimum requirements
2. The resulting setback if approved would compress the view along and into Hurstford Close, and not be consistent with the opposite street setback at 27 Leake Street.
3. The setback further reduced will interrupt sight lines between the property to the north (setback approximately 8m on average) and the entry to Hurstford Close.
4. The extension to the garage will add to the run of wall which is only set back 5.3m from the rear boundary (6m required)

The Shire street setbacks in Local Planning Scheme 4 were to ensure large open frontages to the street are maintained and limit the intrusion of building into the streetscape. The proposed design does not adequately address the provisions of LPP 1 to warrant a variation to the Scheme of this magnitude, and has not been justified sufficiently to warrant this degree of variation. The application for the extension of the garage is therefore recommended for refusal for the reason of non-compliance with Local Planning Scheme 4 and inconsistency with the objectives and intent of Local Planning Policy 1 – Streetscapes.

OFFICER RECOMMENDATION/S – ITEM NO 8.1.1

That Council:

- a) Approves application DA2020/00025 for Patio Construction at 23 Leake Street, Peppermint Grove, subject to the following conditions:
1. The development plans, as dated marked and stamped “Approved”, together with any requirements and annotations detailed thereon by the Shire of Peppermint Grove, are the “Approved Plans” as part of this application and shall form part of the development approval issued.
 2. The development, the subject of this approval shall be substantially commenced within two years of the date of issue of the consent forms and be completed before the conclusion of the third year, whereby all works are to be completed and conditions met.
 3. Prior to the commencement of works, the applicant shall submit for approval and thereafter implement to the satisfaction of the Shire of Peppermint Grove, a construction management plan detailing:
 - How materials and equipment will be delivered and removed from the site;
 - How materials and equipment will be stored on the site;
 - Parking arrangements for contractors;
 - Construction Waste disposal strategy and location of waste disposal bins;
 - Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;
 - Other matters likely to impact on surrounding properties.

Advice:

In approving this application Council has assessed the proposed plans against the Shires Local Planning Scheme 4 and the Design Principles of the R-Codes, and guided by Local Planning Policies has agreed to exercise its discretion to approve the with a zero setback from the secondary street (Hurstford Close) because it assessed there would be no adverse impact on the street or abutting properties.

- b) Refuses application DA2020/00027 for the extension of garage at 23 Leake Street, Peppermint Grove into the secondary street setback, for the following reasons:
- a. Section 26(2) of the Shires Local Planning Scheme 4 identifies that there shall be a minimum setback of 4.5m to the secondary street.

- b. The following policy points from Local Planning Policy 1 – Streetscapes, are not met:
- The resulting development would be compatible with adjacent corner lots in the immediate locality.
 - Views to the primary frontages of adjoining lots are not adversely affected.

Advice:

In refusing this application Council has assessed the proposed plans against the Shires Local Planning Scheme 4 and the Design Principles of the R-Codes, and guided by Local Planning Policies concluded that the intrusion of the garage into the setback from the secondary street (Hurstford Close) would adversely impact the streetscape and views along the street to abutting properties.

DRAFT

8.2 MANAGER INFRASTRUCTURE SERVICES

8.2.1 Proposed Verge Valet Bulk Waste Collection Service

INFRASTRUCTURE

ATTACHMENT DETAILS

Attachment No	
Nil	

Voting Requirement	:	Simple Majority
Disclosure of any Interest	:	Nil.
Author	:	Mr Donovan Norgard, Manager Infrastructure Services
Responsible Officer	:	Mr Don Burnett, Chief Executive Officer

PURPOSE OF REPORT

To seek Council approval to implement a trial *Verge Valet Service (VVS)* for bulk junk and green waste collection from February 2021 to 30 June 2022. This VVS has the potential to provide a more convenient 'on demand' type of service to Peppermint Grove residents with the added benefit of reducing weeks of unsightly verges appearing across the Shire three times a year.

BACKGROUND

In 2018 the State Government released the Waste and Resource Recovery (WARR) Strategy 2030 and determined a number of waste reduction targets for local governments. The Strategy set a target of 10% reduction in waste generation per capita to be achieved by 2025, and a 20% reduction in waste generation to be achieved by 2030 with no more than 15% of the waste generated going to landfill.

The Shire, in line with the WARR Strategy, reviewed its waste services and in early 2020 successfully introduced a third Garden Organics 'GO' bin system to residents along with new Australian Standards compliant red lidded 240 litre garbage bins. In addition to these recent changes, the current 'fixed date' bulk junk and green waste verge collection service was identified as having potential for improvement.

The Shire historically has provided eligible properties with three combined fixed date verge collections per annum for bulk junk and green waste. This bulk waste collection service is mainly undertaken by a specialist contractor who handles the verges, with Shire staff taking care of the laneways. Once the material is collected, the various streams of waste are transported by truck to the Western Metropolitan Regional Council's West Metro Recycling Centre (Brockway) for processing.

SUMMARY AND KEY ISSUES

The Shire has reviewed the current bulk waste collection service and identified possible improvements in quality, service levels and potentially costs by adopting a new 'Verge Valet Service' collection model via WMRC.

A traditional 'fixed date', suburb-wide bulk waste verge collection program can present challenges such as:

- *Flexibility and timing* - No ability to conveniently schedule collections that best suit the individual resident's needs.
- *Presentation* - Shire experiences unsightly and messy verges throughout the suburb three times a year.
- *Illegal dumping* - Residents from other areas take the opportunity to dump ineligible waste in the Shire's parks or verges.
- *Scavenging* - People messing up verges to scour through boxes and bags for reclaimable materials, often leaving a mess behind them.

The proposed WMRC 'Verge Valet' model combines the convenience of the existing verge collection service with the flexibility of a personalised 'on-demand' collection throughout the year.

WMRC has confirmed the contractor can offer the Shire a dedicated Monday collection service alongside Cottesloe and Mosman Park.

The proposed new VVS system does not rely on skip bins, with bulk junk and green waste collected from the resident's verge in exactly the same manner as the current method. The difference with the VVS is that it uses an 'on-demand' booking system rather than a 'fixed date' model.

Furthermore, an extension of the proposed system called '*Verge Valet Extra*' offering residents an option for to pay for additional services once their annual allowance has been exhausted is currently being investigated by WMRC.

Due to the 'opt-in' nature of the service, the annual cost to the Shire is difficult to specify, however based on seven months actual experience in Mosman Park and scaling it back for the number of residences in Peppermint Grove, it is expected to be somewhere in the \$25,000 - \$35,000 p/a range. The Shire's 2020-2021 financial year budget for bulk waste verge collection and disposal is \$33,308.

The Shire is seeking Council approval to trial the WMRC Verge Valet Service from February 2021 to 30 June 2022.

If the VVS trial is adopted, WMRC will prepare marketing material for residents, back-of-house booking and monitoring systems, and arrange training sessions for Shire staff.

The proposed new VVS is a personalised bulk junk and green waste collection service for residents.

The VVS differs from the current bulk waste system in that the junk or green waste will be collected 'on-demand' on any available Monday from the resident's verge throughout the year via a simple booking system rather than on three specified dates only.

When a resident calls the VVS hotline, the WMRC will provide a range of available collection dates and answer any questions about the service.

Once the resident has scheduled a convenient time, they take their waste to the kerb no more than three days prior to the collection date. The on-demand system minimises the amount of time junk sits on the verge which will greatly reduce scavenging and the associated mess that goes along with it.

Under the proposed VVS, the resident is still entitled to a total of three junk and three green collections, comprising of three cubic metres of junk and three cubic metres of green waste per collection. This is more than the Shire's current service offers.

The benefits of this proposed VVS for the Shire include:

- Generally improved appearance of the Shire's streets during the year
- Reduced illegal dumping by non-residents
- Ability to quantify illegal dumping activities
- Discourages scavenging behaviour
- Improved recycling outcomes
- Increased volumes of waste collection on offer

The service also promotes waste segregation that will increase the waste diversion rate from landfill and promotes the shared responsibility for waste between residents and the Shire in line with the WARR Strategy 2030.

The VVS will also be available to residential properties that do not have a verge such as multi-unit developments or ROW accessible properties. In these cases, the strata manager can organise a suitable collection point with WMRC such a specified car bay or corner of the yard.

CONSULTATION

Should the VVS proposal be endorsed, a promotional and marketing program would be required to advise and inform the community. The program would be widely promoted beforehand and immediately after the roll-out date of February / March 2021.

POLICY IMPLICATIONS

A new Waste Local Law has been drafted by the Shire and is anticipated to be gazetted in the first quarter of 2021.

FINANCIAL IMPLICATIONS

The Shire's 2020-2021 financial year budget for bulk waste verge collection and disposal is \$33,308.

Due to the 'opt-in' nature of the proposed WMRC Verge Valet Service, the annual cost to the Shire is difficult to determine exactly, however based on seven months actual experience in Mosman Park and scaling it back for the number of residences in Peppermint Grove, it is expected to be somewhere in the \$25,000 - \$35,000 range.

From data collected from the two WMRC participating councils (Town of Mosman Park and Town of Cottesloe) for the new VVS, there has been an approximate 30% opt-in rate of the service by residents. This figure is consistent with the City of Swan's current VVS which has been operating successfully for three years. This indicates that the Shire may be able to provide an improved, personalised bulk waste service at a similar cost to the current system.

ENVIRONMENTAL IMPLICATIONS

The VVS promotes waste segregation that will increase the waste diversion rate from landfill and promotes the shared responsibility for waste management between residents and the Shire is in line with the WARR Strategy 2030.

All green waste and about 60%-70% of the materials in the bulk waste are recovered. Mattresses, e-waste and white goods are recycled by specialists and fridges etc are safely de-gassed.

OFFICER RECOMMENDATION/S – ITEM NO 8.2.1

That Council approves implementation of the Western Metropolitan Regional Council 'Verge Valet Service' bulk junk and green waste collection service for a trial period commencing February 2021 through to 30 June 2022.

8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

8.3.1 Financial Statements November 2020

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	Financial Statements for the period ended 30/11/20

Voting Requirement	:	Simple Majority
Subject Index	:	FINANCIAL MANAGEMENT-2020/21 STATEMENTS
Disclosure of any Interest	:	Nil
Responsible Officer	:	Michael Costarella, Manager Corporate and Community Services

PURPOSE OF REPORT

To receive the financial statements for the period ended 30 November 2020

SUMMARY AND KEY ISSUES

- **Total Operating Revenue** – There is an additional 55% income when compared to the Year to date Budget. This is mainly due to the 2nd quarter library contribution being paid.
- **Total Operating expenditure**- This is some 14% less than the year to date budget and mainly relates to Insurance, materials and contractors as well as Employee Costs.
- **Capital expenditure**- The capital expenditure for the 5 months to November 2020, shows the replacement of the Bore, Reserve,, Fence, Reticulation upgrade and Purchase of Vehicles.

LOCATION

N/A

BACKGROUND

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

CONSULTATION

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

STRATEGIC IMPLICATIONS

Objectives within the Governance section of the Strategic Community Plan

POLICY IMPLICATIONS

Shire of Peppermint Grove Financial Management Policies

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

FINANCIAL IMPLICATIONS

There are no significant financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications evident at this time.

SOCIAL IMPLICATIONS

There are no social implications evident at this time.

OFFICER COMMENT

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

The rates debtors balance at the 30 November 2020 is \$970,123. The Shire Levied \$3,338,172 in rates and charges and this means that we have received \$2,368,049 in rates and charges for the months of July to November, or 71%.

(1) Fees and Charges-\$37,266

The actual fees and charges received, is \$37,000 more than the year to date budget and this relates to the raising of refuse charges and additional building licences for the same period.

(2) Grants & Subsidies- (\$39,000)

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

(3) Contributions & Reimbursements- \$281,000

The actual income is \$281,000 more than the year to date budget and this relates to the payment of the 2nd Quarter Grove Contribution which was budgeted to be received in December.

(4) Employee Costs- \$ 99,000

The additional amount of \$99,000 generally relates to the accruals for the 30 June 2020 that will be reversed at the conclusion of the audit as well as termination payment for a long term Staff members.

(5) Materials & Contract-(\$259,000)

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

(6) Insurance (\$49,000)

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

(7) Other Expenses- \$28,000

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

OFFICER RECOMMENDATION/S – ITEM NO. 8.3.1

That Council receive the financial report for the period 1 July 2020 to 30 November 2020.

8.3.2 Accounts Paid November 2020
CORPORATE
ATTACHMENT DETAILS

Attachment No	Details
Attachment	Accounts Paid – November 2020

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

PURPOSE OF REPORT

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

Significant payments in November 2020 included the following:

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

LOCATION

N/A

BACKGROUND

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

PAYMENT TYPE	NUMBER SERIES	AMOUNT
EFT	EFT 377-3382	\$290,817.41
Direct Debits	DD00174-182	\$7,033.64
BPAY	BPAY167-168	\$ 3753.49
Trust	TEFT023	\$1,000.00
Cheque	000438	\$190.30
Credit Cards		\$ 6,470.85
		\$309,910.78

CONSULTATION

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

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

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

SUMMARY AND KEY ISSUES

There are no social implications at this time.

OFFICER COMMENT

The List of Accounts paid are provided to Council for information purposes and in accordance with the delegation to the CEO. The format has been changed to provide individual invoice amounts for each Supplier.

OFFICER RECOMMENDATION/S – ITEM NO.8.3.2

That Council receive the list of payment of accounts by cheques, electronic funds transfers, direct debit payments for November 2020 and credit card payments for September 2020, totalling \$309,910.78.

8.4 CEO/ MANAGEMENT / GOVERNANCE / POLICY

8.4.1 Invitation to Participate on Western Suburbs Working Group

MANAGEMENT/GOVERNANCE/POLICY

ATTACHMENT DETAILS

<u>Attachment No</u>	
Attachment 2	Invitation Letter – November 2 2020

Voting Requirement	:	Simple Majority
Disclosure of any Interest	:	Nil.
Author	:	Mr Ross Montgomery, Manager Development Services
Responsible Officer	:	Mr Don Burnett, Chief Executive Officer

PURPOSE OF REPORT

In November the Shire received an invitation to nominate representative for a new Western Suburbs Working Group to consider, discuss and provide advice to the WAPC and to other decision-making authorities. The Project Working Group is a means for Councils to coordinate discussion on regional issues with each other and with the State Government.

SUMMARY AND KEY ISSUES

- Invitation requires a nomination of one elected member and one technical officer.
- Meetings will be 'as required' over a two-year period with the Department of Planning Lands and Heritage providing executive support.
- The Shire is already undertaking strategic study in partnership with the Town of Cottesloe on the Cottesloe Activity Centre on Stirling Highway;
- The Shire is affected by major highway issues for its entire frontage with Stirling Highway – this raises land use and redevelopment issues.
- Local planning issues need to be carefully considered when planning for metropolitan infrastructure and land use.
- Crossing of highway and railway, better environments for safe walking and cycling, satisfactory facilities at rail stations and appropriate housing mix for enhancing local identity and protecting heritage character are all examples where a balance of consideration is required at both levels of government.

LOCATION

N/A

BACKGROUND

The Shire is one of a number of local governments invited to participate on the Project Group. The area spans the western suburban corridor from Fremantle to Subiaco extending one kilometre either side of both sides of the Perth - Fremantle railway and the Stirling Highway.

The study area nominated for the group is suggestive there will be a land use and transport integration focus for future discussions.

Recent differences of government opinion point to non-aligned planning within this corridor relating to housing infill, road reservations and management, rail crossings and stations, also to realise the potential for better procedures and collaboration between local government, and the State and Federal governments.

Whilst the Shire represents a small land area, the Shire's local planning and strategic studies indicate several land use and transport issues which compound local development and governance. These issues will probably be similar to neighbouring local governments however they require state cooperation before improvements may be possible.

Participation in the Group will offer an opportunity for issues to be fully discussed and to influence the decisions taken by others which affect the Shire.

CONSULTATION

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

STRATEGIC IMPLICATIONS

Influencing state planning strategy for the western suburban corridor on :-

- Transport, access and mobility;
- Housing – diversity and opportunity
- Social support – access to services
- Metropolitan facilities within local context

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The Group will consist of representatives (as noted) from the following authorities/agencies:

- Department of Planning lands and Heritage (3)
- Public Transport (1)
- Department of Transport Authority (1)
- Main Roads WA (1)
- Town of Claremont (2)
- Town of Cottesloe (2)
- City of Nedlands (2)
- Shire of Peppermint Grove (2)
- City of Subiaco (2)

The invitation is for one technical officer and one elected member of the Council to attend the meetings. A Terms of Reference is appended to this report for information and comment. An elected member is able to participate within the auspices of the Local Government Act as a representative of the Shire.

Declaration of Interest requirements will apply to the extent that matters discussed are confidential and therefore such declarations should be made prior to preview and discussion of information which gives rise to such a conflict.

Council is advised to consider a procedure for selecting a participant from its elected members. The process may be either through a ballot where there is broader interest within Councillors or a straight nomination where only one member is interested and available.

The CEO has nominated the Manager for Development as the Shire's technical officer and he will be able to provide technical advice on land use transport and infrastructure issues as they arise. The Manager will liaise with other members of the Senior Management Team for other matters which may be pertinent to the operation of the Group.

OFFICER RECOMMENDATION/S – ITEM NO 8.4.1

That Council:

- 1) Nominates Cr _____ to be the Shire’s elected member representative on the Working Group.**
- 2) Notes that the Manager of Development Services is the Shire Technical Officer representing the Shire on the Working Group.**

DRAFT

8.4.2 Matters for Information and Noting
MANAGEMENT/GOVERNANCE/POLICY
ATTACHMENT DETAILS

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

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

PURPOSE OF REPORT

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

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

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

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

SUMMARY AND KEY ISSUES

The following reports are presented to Council:

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

CONSULTATION

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

OFFICER RECOMMENDATION – ITEM NO. 8.4.2

That Council receives the information in this report.

8.5 COMMITTEE REPORTS

NIL

9 NEW BUSINESS OF AN URGENT NATURE

NIL

10 MOTIONS ON NOTICE

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

11 CONFIDENTIAL ITEMS OF BUSINESS

That this matter be considered with members of the public excluded from the Chamber under Clause 5.23 (2) (b) of the Local Government Act 1995 as the Officer report discusses:

(b) the personal affairs of any person

OFFICER RECOMMENDATION – ITEM NO 11.1

That this report is considered behind closed doors in accordance with Clause 5.23 (2) (b) of the Local Government Act 1995.

11.1 Australia Day Awards 2021

12 CLOSURE

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

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

TO: Chief Executive Officer
SHIRE OF PEPPERMINT GROVE

NAME: _____

POSITION: _____

MEETING DATE: _____

ITEM NO & SUBJECT: _____

NATURE OF INTEREST: Financial / Proximity / Impartiality Interest that may cause a Conflict* * Please Circle applicable

EXTENT OF INTEREST: _____

SIGNATURE: _____

DATE: _____

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

FINANCIAL & PROXIMITY INTERESTS

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

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

DISCLOSURE OF INTEREST THAT MAY CAUSE A CONFLICT

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

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

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