



Shire of
Peppermint Grove

ORDINARY COUNCIL MEETING

AGENDA

TO BE HELD ON
TUESDAY 25 JULY 2017
AT
5.30 PM



Shire of Peppermint Grove

NOTICE OF MEETING

Dear Councillor

It is advised that the **COUNCIL MEETING** will be held in the Council Chamber of the **Shire of Peppermint Grove**, 1 Leake Street, Peppermint Grove, on Tuesday **25 JULY 2017**, commencing at 5.30 pm.

MEETING AGENDA ATTACHED

Yours faithfully



Mr John Merrick JP
CHIEF EXECUTIVE OFFICER

25 JULY 2017

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Shire of Peppermint Grove

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Shire of
Peppermint Grove

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	Cr R Thomas
Deputy Shire President	Cr C Hohnen
Elected Member	Cr K Farley
Elected Member	Cr S Fleay
Elected Member	Cr D Horrex
Elected Member	Cr P Macintosh
Elected Member	Cr G Peters
Chief Executive Officer	Mr John Merrick
Manager Library and Community Services	Ms D Burn
Manager Corporate Services	Mr P Rawlings
Manager Infrastructure Services	Mr D Norgard
Manager Development Services	Mr M Whitbread
Executive Officer	Ms M Tabbakh (Minutes)

Visitors _____, from _____
Gallery _____ Members of the Public
_____ Members of the Press

2.2 APOLOGIES

2.3 LEAVES OF ABSENCE

Nil

2.4 NEW REQUEST FOR A LEAVE OF ABSENCE

3 DELEGATIONS AND PETITIONS

3.1 DELEGATIONS

3.2 PETITIONS

4 PUBLIC QUESTION TIME

At _____ pm the Presiding Member opened 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

- (a) *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.*
- (b) *During the Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.*
- (c) *Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.*
- (d) *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.*
- (e) *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

4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

4.3 DEPUTATIONS OF THE PUBLIC

At _____ pm, there being no further questions the Presiding Member closed the public question time.

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)

Written announcements by the Presiding Member or important forthcoming functions to be tabled at this point. The Presiding Member may, at their discretion, wish to make verbal announcements.

7 CONFIRMATION OF MINUTES

7.1 ORDINARY COUNCIL MEETING ~ 27 June 2017

7.2 AGENDA BRIEFING FORUM ~ 11 July 2017

7.3 CONCEPT FORUM ~ 11 July 2017

8 CHIEF EXECUTIVE OFFICER REPORTS

8.1 URBAN PLANNING

8.1.1 Building Permits Issued

For works which are excluded from requiring planning consent under the Deemed to Comply provisions of the Planning and Development Regulations 2015 for June 2017;

- No Permits issued for June 2017

8.1.2 Heritage List Review Lot 9 (No.6) The Esplanade, Peppermint Grove

URBAN PLANNING

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1	6 The Esplanade Peppermint Grove

Voting Requirement	:	Simple Majority
Subject Index	:	Property
Location / Property Index	:	6 The Esplanade
Application Index	:	N/A
LPS No 4 Zoning	:	Residential R10
Land Use	:	Single Dwelling
Lot Area	:	M2
Disclosure of any Interest	:	Nil
Previous Items	:	Ordinary Council Meeting 18 April 2017
Applicant	:	Mr Bennison
Owner	:	Mr Bennison
Responsible Officer	:	Michael Whitbread, Manage of Development Services

COUNCIL ROLE

- ☐ **Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- ☒ **Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- ☐ **Legislative** *Includes adopting local laws, town planning schemes & policies.*
- ☐ **Review** *When Council reviews decisions made by Officers.*
- ☐ **Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

For Council to determine the heritage status of No. 6 The Esplanade

SUMMARY AND KEY ISSUES

- The building at No. 6 The Esplanade was entered on the 1999 Heritage List.
- The address was transferred to this house following subdivision of a larger lot in 1953.
- A reassessment of the place indicates low heritage values.

LOCATION

Please refer to the attached location plan.

BACKGROUND

Council at its meeting held on 18 April 2017, considered two submissions in regard to the changes to Category 2 definitions under the Shire's Heritage List from the owners of No. 6 the Esplanade and No. 36 McNeil Street, Peppermint Grove.

The issues raised related to the confusion created by the transfer of a street address when development occurred on the corner of the Esplanade and McNeil Street, firstly in 1933 and following subdivision in 1958. This confusion was reinforced by the fact that both properties were built and then lived in by the WA pioneer aviator, and RAAF Group Captain, Sir Norman Brearley.

The submission made by both owners cast doubt on some of the information contained in the Municipal Inventory data sheets. Research carried out in response to this information has confirmed the concerns raised that the information is not entirely correct for both properties listed as Category 2 properties.

Although Council considered the issues raised by the owners of No. 6 The Esplanade, and to be a separate exercise to the proposed change of definition, now is considered a good opportunity to have both of these properties re-evaluated by the Shire's Heritage Consultant. In response Council resolved to authorise a;

'... re-evaluation of the Heritage Assessment for No. 6 The Esplanade and No. 36 McNeil Street Peppermint Grove.

During May 2017, the Shire's Heritage Consultant carried out site inspections at No. 6 The Esplanade and No. 36 McNeil Street. Further research was also carried out on these properties using the Council's planning and building records along with the original sewerage maps of the Shire. The revised heritage assessments are attached.

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

Clause 8(4) Local Planning Scheme No.4 provides the process whereby the Shire must notify the landowner of any proposed change to the entry of a place on the Heritage List.

In this case the landowner was contacted through the recent change to the definition of a Category 2 place.

No.6 The Esplanade

The assessment for this place in the 1999 work does not correctly identify or assess the place in a credible way. In aesthetic terms the place is a work-a-day piece of work by a practice of repute.

This leaves historic associations, of which those linked to Sir Norman Brearley and to Mr John Bennison are the only ones that really matter. It is our view that given the dubious aesthetic values and low strength of historic values, would suggest that retention of this property in Category 2 is not warranted and we would suggest, that Category 3 would be a more suitable management category.

An eventual redevelopment of this site might include some sort of commemoration of the associations with these two important West Australian figures.

FINANCIAL IMPLICATIONS

Several aspects of the original assessment carried out by the Shire's appointed Heritage Architect in 1999, have been found to be incorrect. Council agreed at the meeting in April 2017, that the costs of a heritage re-assessment should be with the Shire. The approximate cost was \$700.00.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

It has become apparent that the original assessment confused the two sites now known as, No.6 The Esplanade and No.36 McNeil Street, due to both being owned and developed by the same person, together with, the fact that the address of No. 6 The Esplanade (now No. 36 McNeil Street), was transferred to the new house following subdivision of the original lot in 1952/3.

The Heritage Consultant's report (Attachment 1) clearly indicates that the heritage data sheet for the house is for the most part not correct.

It would seem an unnecessary burden for the landowners, and to have little merit from a heritage perspective, to retain this place on the Shire's Heritage List. While it is acknowledged that it is worthy to record the fact that this place was owned and lived in by two prominent Western Australians, however, both the site and their association with it can be achieved through being recorded in the local history section of the Grove Library.

OFFICER RECOMMENDATION/S – ITEM No. 8.1.2

- 1. That Council resolves to remove Lot 9 (No. 6) The Esplanade Peppermint Grove, from the Municipal Inventory and Heritage List and advises the landowner accordingly.**
- 2. Lodges the Council report and the former heritage data sheet and May 2017, with the local history section of The Grove Library.**

8.1.3 Heritage List Review Lot 50 (No.36) McNeil Street, Peppermint Grove

URBAN PLANNING

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 2	36 McNeil Street Peppermint Grove

Voting Requirement	:	Simple Majority
Subject Index	:	Property
Location / Property Index	:	36 McNeil Street
Application Index	:	N/A
LPS No 4 Zoning	:	Residential R10
Land Use	:	Single Dwelling
Lot Area	:	M2
Disclosure of any Interest	:	Nil
Previous Items	:	Ordinary Council Meeting 18 April 2017
Applicant	:	Mrs C Fermanis
Owner	:	Mrs C Fermanis
Responsible Officer	:	Michael Whitbread, Manage of Development Services

COUNCIL ROLE

- ☐ **Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
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PURPOSE OF REPORT

For Council to consider the heritage status of No. 36 McNeil Street Peppermint Grove, in light of the re assessment of the heritage assessment for this place.

SUMMARY AND KEY ISSUES

- The building at No. 36 McNeil Street was entered on the 1999 Heritage List.
- An administrative error occurred with an older inter war building that previously used the same street address.
- A reassessment of the place recommends deletion from the Heritage List and Municipal Inventory.

LOCATION

Please refer to the attached location plan.

BACKGROUND

Council at its meeting held on 18 April 2017, considered two submissions in regard to the changes to Category 2 definitions under the Shire's Heritage List from the owners of No. 6 The Esplanade and No. 36 McNeil Street, Peppermint Grove.

The issues raised related to the confusion created by the transfer of a street address when development occurred on the corner of the Esplanade and McNeil Street, firstly in 1933 and following a subdivision in 1958. This confusion was reinforced by the fact that both properties were built and then lived in by the WA Pioneer Aviator, and RAAF Group Captain, Sir Norman Brearley.

The submission made by both owners cast doubt on some of the information contained in the Municipal Data sheets. Research carried out in response to this information has confirmed the concerns raised that the information is not entirely correct for both properties listed as Category 2 properties.

Although Council considered the issues raised by the owners of No. 6 The Esplanade and to be a separate exercise to the proposed change of definition, now is considered a good opportunity to have both of these properties re-evaluated by the Shire's Heritage Consultant. In response Council resolved to authorise a;

`... re-evaluation of the Heritage Assessment for No. 6 The Esplanade and No. 36 McNeil Street Peppermint Grove.

During May 2017, the Shire's Heritage Consultant carried out site inspections at

No. 6 The Esplanade and No. 36 McNeil Street. Further research was also carried out on these properties using the Council's planning and building records, together with the original sewerage maps of the Shire. The revised heritage assessments are attached with the relevant extracts inserted into this report under the Heritage heading.

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

Clause 8(4) Local Planning Scheme No.4, provides the process whereby the Shire must notify the landowner of any proposed change to the entry of a place on the Heritage List.

In this case the landowner was contacted through the recent change to the definition of a Category 2 place.

36 McNeil Street (formerly 6 The Esplanade)

The existing data sheet correctly identifies the place as an Inter-War Mediterranean style house of limestone, brick, rendered brick and a tiled roof, and points out its eclectic nature. It also acknowledges changes, without describing them.

The base house comprises a main ground floor with a first floor created within the roof space initially. It was built to take advantage of the views to the east, with its main entrance to the north, leaving the east face of the house free to be oriented to the views. There is a flat roofed verandah supported on tall Tuscan columns, which gives it its characteristic style, with a kind of English revival roofscape with dormer windows, tall tapered rendered chimneys and clay chimney pots.

There have been modifications to the east face of the house, including the introduction of a wrought steel balustrade and a good deal of modification to the east facing windows to the upper level completed in a crude manner, while the ground floor level on this face is little altered.

The north side of the building has a fenced pool, a late addition car port in a style that is sympathetic to the house, then the thrust bay to the west entrance, and a further bay to the east. The walls are rendered, tiled roofs have wide overhands supported on brackets, walls

are rendered and windows are timber double hung sashes, with flat sunhoods, also supported on brackets, with simple brick motifs in the rendered gables. The carport partially obscures the front of the house, though this need not be a permanent situation.

The west side is not readily viewable due to the proximity of the adjoining house to the west. The south side of the house includes a small unsightly single storey addition.

The interior ground floor plan is little altered, but the present owners have added much well-designed panelling and fittings so that the ground floor interiors are largely authentic in terms of planning, but altered in their detailing, other than the bathroom (fittings apart), and stairs to the first floor level. Original floors, door openings, doors, windows, and the like remain in place, as do ceilings, skirtings, architraves and the like.

The first floor is a series of bedrooms and bathrooms, which would appear to be much altered and the openings to the east are poorly conceived changes to the original dormer window arrangement.

In terms of the assessment then:

Historical: The values could stand. The Fairbairns owned the lot prior to subdivision, so their association is not strong. The association with Sir Norman Brearley would stand, though his days pioneering were at an end, he was running his Western Australian Airways Ltd company in his early years in the house, and later went on to service in World War II, while residing there.

Aesthetic: The value might be clarified to reflect that it is an eclectic rendering of the Inter-War Mediterranean style. It might also be amended to reflect that the underlying house has a degree of aesthetic value, but that the alterations at first floor level are intrusive.

Technical: I think we can discern the original style and deal with the changes in authenticity.

Social: leave as is.

Cultural Group: The Fairbairn connection would appear to be simply ownership of the land, so that the association with Brearley could be left as the main value.

Rarity: leave as is.

Representativeness: Leave as is.

Statement of Significance: *It should be amended to read that the place has significance for its historic associations with Sir Norman Brearley and some aesthetic value as an example of an eclectic version of the Inter-War Mediterranean style.*

Management: *Given the values as stated, we find it difficult to assess this place as being any more than a management Category 3, for its historic associations.*

Further discussions were held with the Heritage Consultant, particularly in regard to the suggestion that the place be re classified from a Category 2 to a Category 3 place. This however, management Category 3 is Heritage Council standard and generally notes a place for its heritage values, but does not always insist on it being kept. The Shire's management categories are limited to 1 & 2, the adopted Heritage List.

How best to resolve the matter was discussed with the Heritage Consultant and it has been suggested that the house remain as a Category 2 for the purposes of ensuring that the replacement house recognises by its position the precinct and to ensure that an archival record is made prior to demolition in accordance with Council's Heritage Policy (LPP3).

FINANCIAL IMPLICATIONS

Several aspects of the original assessment carried out by the Shire's appointed Heritage Architect in 1999, have been found to be incorrect. Council agreed at the meeting in April 2017, that the costs of a heritage re-assessment should rest with the Shire. The approximate cost was \$700.00.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

It has become apparent that the original assessment confused the two sites now known as No.6 The Esplanade and No.36 McNeil Street, due both being owned and developed by the same person, together with the fact that the address of No. 6 The Esplanade (now No. 36 McNeil Street), was transferred to the new house following subdivision of the original lot in 1952/3.

The Heritage Consultant's report (Attachment 2), clearly indicates that the house was inadvertently placed on the Shire's Municipal Inventory,

OFFICER RECOMMENDATION/S – ITEM No. 8.1.3
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- 1. That Council resolves to retain Lot 50 (No. 36) McNeil Street Peppermint Grove, on the Municipal Inventory and Heritage List as a Category 2 place, due to the historical link with Sir Norman Brearley.**
- 2. Advises the landowner that the house has been retained on the Heritage List that Council would have no objection to the demolition of the house subject to the replacement house recognises, by its position, the precinct and to ensure an archival record is made prior to demolition in accord with Council Heritage Policy (LPP3).**



8.2 INFRASTRUCTURE

Nil

8.3 COMMUNITY DEVELOPMENT

Nil

8.4 MANAGEMENT / GOVERNANCE / POLICY

8.4.1 Parking and Dog Infringement Stats

1 January – 30 June 2017 – Parking Infringement Stats

Number of Parking Infringements Issued: **182**

Value of these parking infringements: **\$8045.00**

1 January – 30 June 2017 - Dog Infringement Stats

Number of Dog Infringements: **9**

Value of Dog Infringements: **\$1800.00**

8.5 CORPORATE

8.5.1 Financial Report – June 2017

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 3	Interim Financial Report – June 2017

Voting Requirement	:	Simple Majority
Subject Index	:	FM026A
Location / Property Index	:	N/A
Application Index	:	N/A
TPS No 3 Zoning	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Paul Rawlings, Manager, Corporate Services

COUNCIL ROLE

- ☐ **Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- ☒ **Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- ☐ **Legislative** *Includes adopting local laws, town planning schemes & policies.*
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PURPOSE OF REPORT

To provide Council with an interim report of financial activity for the period 1 July 2016 to 30 June 2017.

SUMMARY AND KEY ISSUES

- The interim financial report for the year ended 30 June 2017 indicates a year-end surplus of \$394,832 some \$165,366 more than forecast;
- Operating revenue is some \$118,730 more than forecast;
- Operating expenditure (to date but subject to outstanding invoices not yet received) is some \$262,777 less than forecast;
- Capital expenditure totalling \$648,578 has been incurred.

LOCATION

N/A

BACKGROUND

Nil

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

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

FINANCIAL IMPLICATIONS

The financial reports indicates Council remains firmly on target to achieve its budgeted 30th June 2017 surplus of \$229,466, subsequently increased to \$261,470 in the 2017/18 budget (following receipt of general purpose grants relating to 2017/18 paid in advance by the Commonwealth Government in June 2017).

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The following comments relate to variances greater than \$10,000.

(1) Grants and Subsidies

Revenue from grants and subsidies is expected to be some \$61,115 greater than forecast at the end of June. This additional amounts relates to general purpose grants relating to 2017/18 being received and accounted for in 2016/17 (\$27,297), an unbudgeted Metropolitan Youth Development Scholarship Scheme grant (\$9,048) and an additional unbudgeted Dept. of Parks and Wildlife grant relating to the river wall (\$25,070).

(2) Contributions & Reimbursements

Revenue from contributions and reimbursements is expected to be some \$28,904 greater than forecast at the end of June (with a further \$10,000 yet to be raised relating to the Infant Health Clinic). This additional revenue is due to the unbudgeted raising of contributions from other local governments for long service leave due to S Farley (\$9,800) and P Rawlings (\$19,200).

(3) Employee Costs

Employee costs are some \$17,071 less than expected. This figure mainly represents staff salaries and wages to be accounted for (accrued) as at 30th June 2017. In addition the final quarterly fringe benefits tax payment is not included in the above figure.

(4) Materials and Contracts

Materials and contracted expenses are some \$223,849 less than expected at this stage though much of this relates to invoices yet to be received (particularly waste collection and recycling services, various consultancies including WESROC projects and building maintenance costs). In addition some \$50,000 is due to be forwarded to the Towns of Mosman Park and Cottesloe, being their share of the library project cash reserve and will be raised as a sundry creditor once all invoices impacting the refund have been processed.

(5) Public Utilities

Public utility expenses are some \$14,652 less than expected at this stage with around \$2,800 in street lighting power costs yet to be incurred.

(6) Insurances

Council's total insurance premiums for 2016/17 are some \$12,333 less than estimated. The majority of these savings relates to worker's compensation premium savings for the current year plus a premium adjustment from 2015/16 rebated in 2016/17. Other minor savings have been achieved under the industrial special risks, liability and vehicle insurance categories.

(7) Land & Buildings

\$15,000 remains unspent at 30th June 2017, relating to further works at the Manners Hill Park Pavilion. This project has been re-budgeted to be completed in 2017/18.

(8) Plant & Equipment

One additional vehicle was purchased in 2016/17, being a Holden Commodore utility to replace the one written-off after an accident in July 2016. The additional cost (around \$23,000) was offset by additional revenue from disposal of assets (\$23,137).

(9) Furniture and Equipment

Savings of \$22,944 in this category largely relate to the costing of the replacement community centre audio visual equipment included as a material and contract expense (as the Shire's portion will fall below its capitalisation threshold). The cost of this equipment is, of course, allocated against the library project reserve and deducted from the library project cash reserve to be refunded to Cottesloe and Mosman Park.

(10) Road Infrastructure

Savings of \$115,794 in this category largely relate to a \$40,000 kerbing renewal allocation not being required and \$75,000 in right-of-way upgrades either deferred (by way of transfers to the road cash reserve) or expensed due to the sourcing of quality second-hand road profiles, the cost of which has been expensed as materials as the cost, once again, falls below Council's capitalisation threshold.

(11) Other Infrastructure

Savings of \$115,794 have resulted from two deferred projects being the replacement wall behind the Office and Grove precinct and further works to the foreshore river wall. Both projects have been carried forward to the 2017/18 budget for completion.

(12) Footpath Infrastructure

Some \$37,223 remains unspent at 30 June 2017 with the vast majority of Council's footpath renewal backlog cleared. Some \$50,000 has been allocated in the 2017/18 budget to complete the renewal program.

(13) Proceeds from Disposal of Assets

Some \$23,137 additional funds were received in 2016/17, relating to the proceeds from the insurance claim from the written-off vehicle identified in note (8) above.

(14) Transfers to Reserves

An additional \$499,287 was transferred to cash reserves during 2016/17, largely due to savings in, or deferment of, capital works identified above as well as identified additional operating revenue (notably from rates, grants and contributions) and savings in operational expenses (largely legal and building maintenance expenses).

(15) Transfers from Reserves

The bulk of the transfers from reserves not required in 2016/17 (\$15,703) relates to the community centre audio visual equipment cost recoup being treated as an operating expense as a deduction from the balance of the library project reserve discussed above.

(16) Net Current Assets Year-to-Date

Net current assets as at 30 June 2017 exceed the forecast figure by some \$165,366 at this stage. This figure will be reduced over the next month or so as 2016/17-related invoices are received and processed (the largest being around \$20,000 for waste collections and recyclables processing for June and the refund of the library project reserve discussed above).

(17) Rates

Revenue raised from rates exceeds the forecast figure by some \$25,156 as at 30 June 2017. This is due to the raising of interim rates since the annual budget was adopted and largely relates to three properties where the dwelling has been demolished and thus these properties have been valued at 3% of their capital value in lieu of gross rental values.

OFFICER RECOMMENDATION/S – ITEM No. 8.5.1
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That the interim financial report for the period 1 July 2016 to 30 June 2017 be received.

8.5.2 Accounts Paid – June 2017

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 4	Accounts Paid – June 2017

Voting Requirement	:	Simple Majority
Subject Index	:	FM045A
Location / Property Index	:	N/A
Application Index	:	N/A
TPS No 3 Zoning	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	N/A
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Paul Rawlings, Manager Corporate Services

COUNCIL ROLE

- ☐ **Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- ☒ **Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- ☐ **Legislative** *Includes adopting local laws, town planning schemes & policies.*
- ☐ **Review** *When Council reviews decisions made by Officers.*
- ☐ **Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The purpose of this report is to obtain approval for cheques drawn, credit card and electronic funds payments and direct debits since the last report.

SUMMARY AND KEY ISSUES

Significant payments in June 2017 included the following:

- GST & PAYG remittance to ATO;
- Payment to Dome Coffees Australia for cost of headworks to Freshwaters Café;
- Payments for waste disposal to WMRC;
- Staff & Shire superannuation contributions.

LOCATION

N/A

BACKGROUND

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

<u>PAYMENT TYPE</u>	<u>AMOUNT</u>
Cheques 274 – 279	\$3,184.53
Electronic Funds Transfers 00098 – 00111	<u>\$584,894.90</u>
TOTAL	\$588,079.43

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

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



FINANCIAL IMPLICATIONS

The payments processed by the Shire relate to expenditure approved in the 2016/2017 annual budget (as amended).

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Nil

OFFICER RECOMMENDATION/S – ITEM NO. 8.5.2

That:

The payment of cheques, electronic funds payments and credit card payments for June 2017, totalling \$588,079.43 be approved.



9 NEW BUSINESS OF AN URGENT NATURE

(New business of an urgent nature approved by the Presiding Member)

10 MOTIONS ON NOTICE

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

11 CONFIDENTIAL ITEMS OF BUSINESS

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.*