



**SHIRE OF PEPPERMINT GROVE**

# **ATTACHMENTS**

**Ordinary Council Meeting  
15 October 2019**

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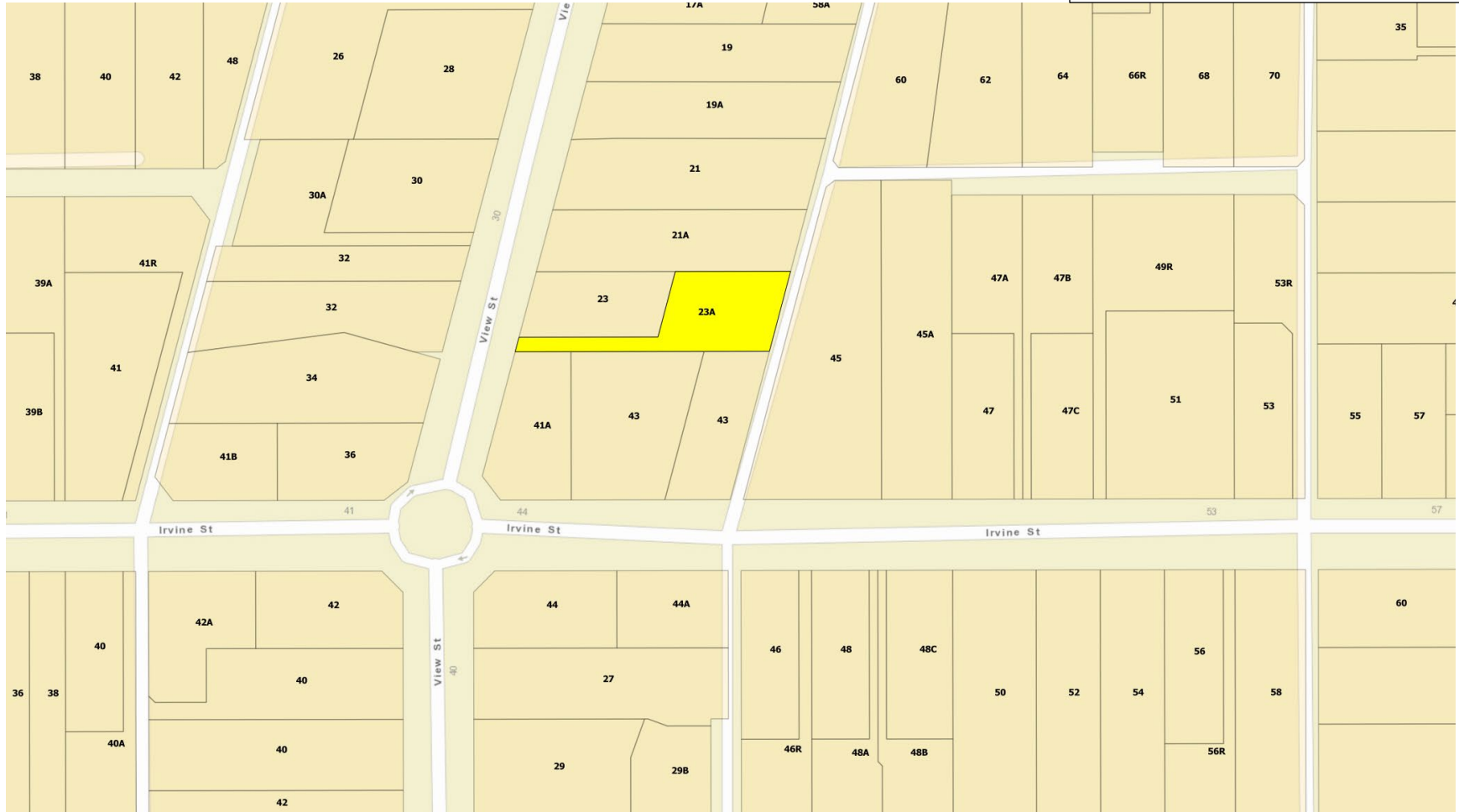
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## **Ordinary Council Meeting**

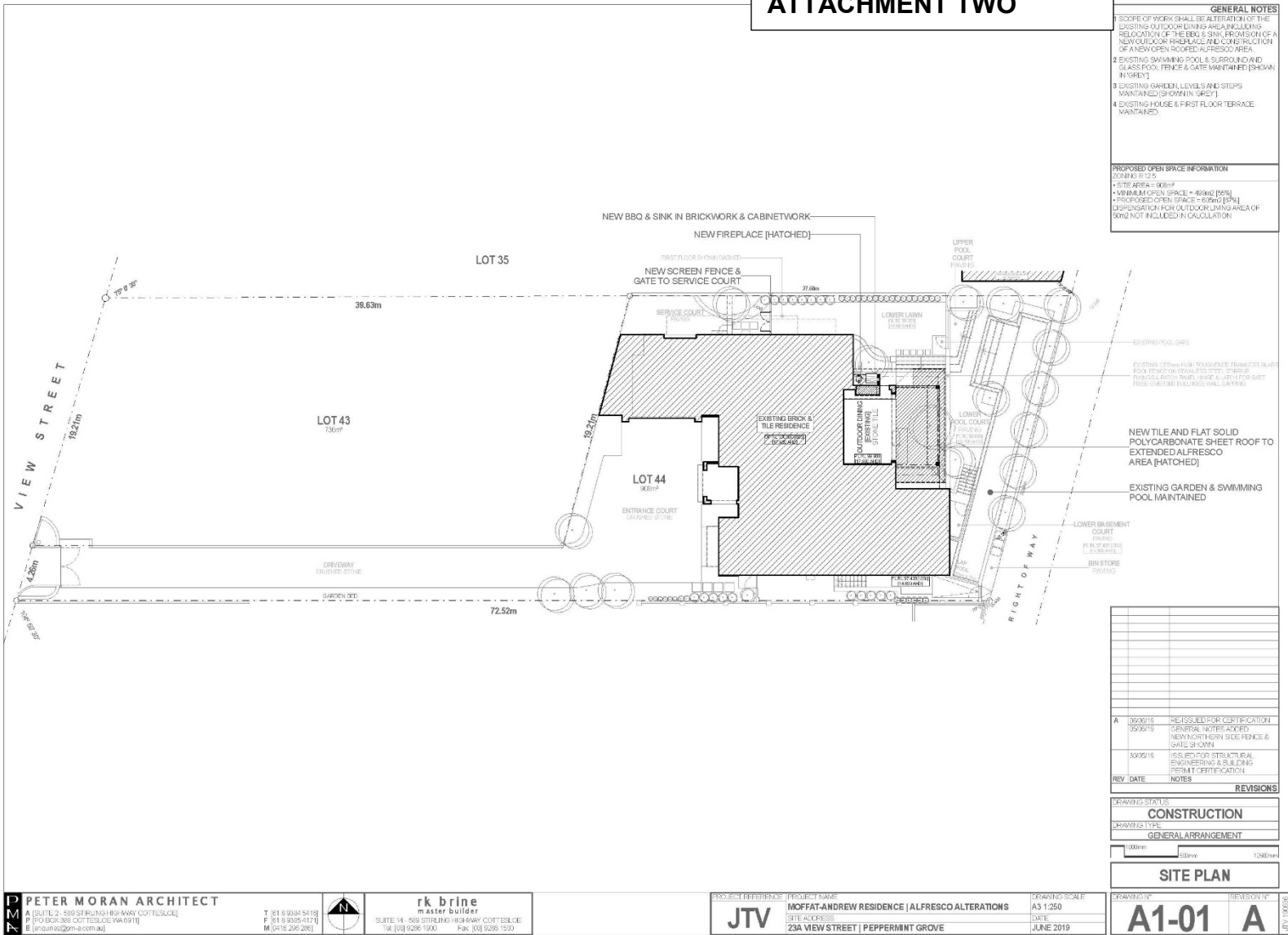
### **8.1.1 23A View Street - Built Extension to covered Alfresco Dining area**

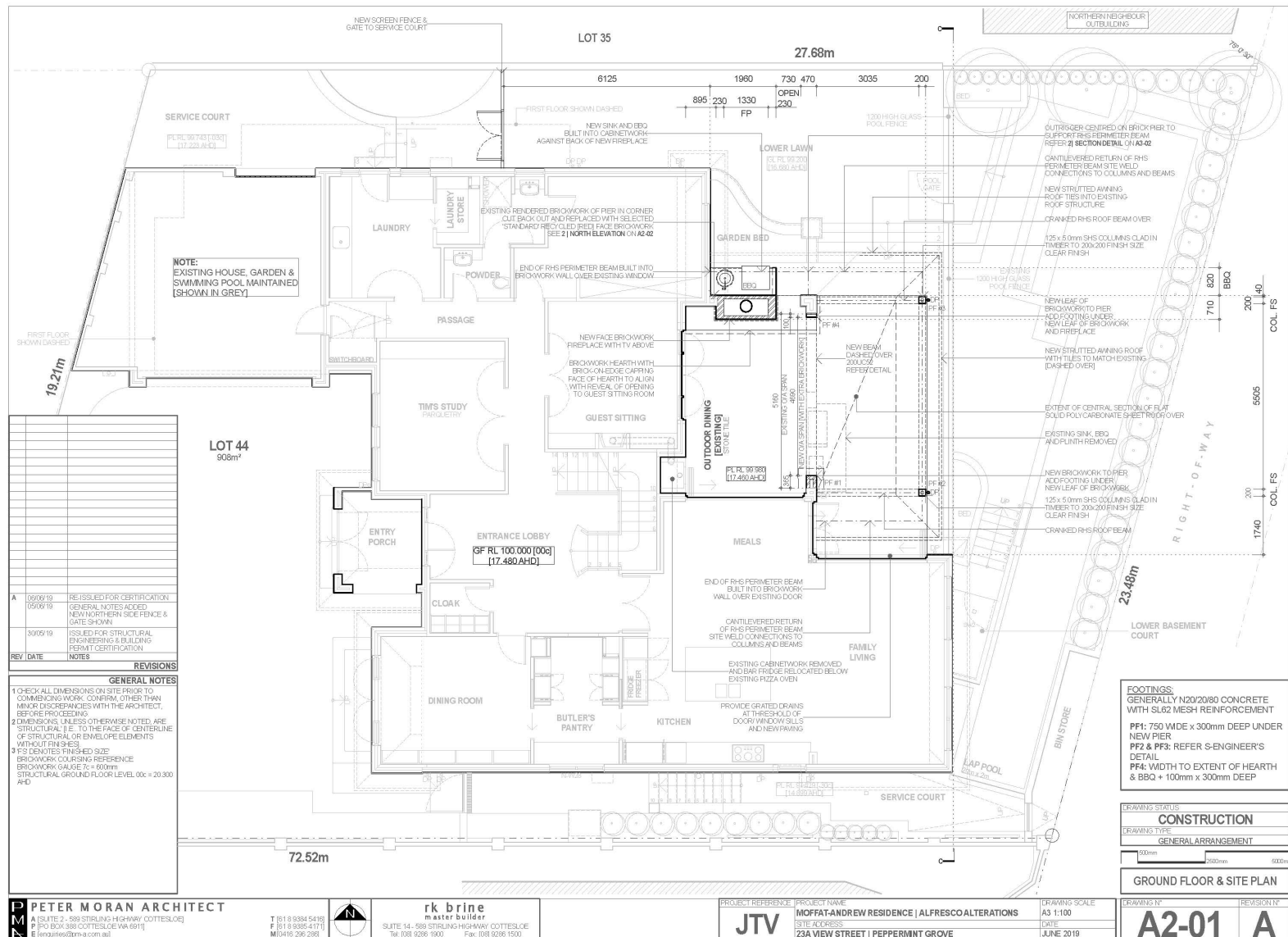
## ITEM 8.1.1 ATTACHMENT ONE

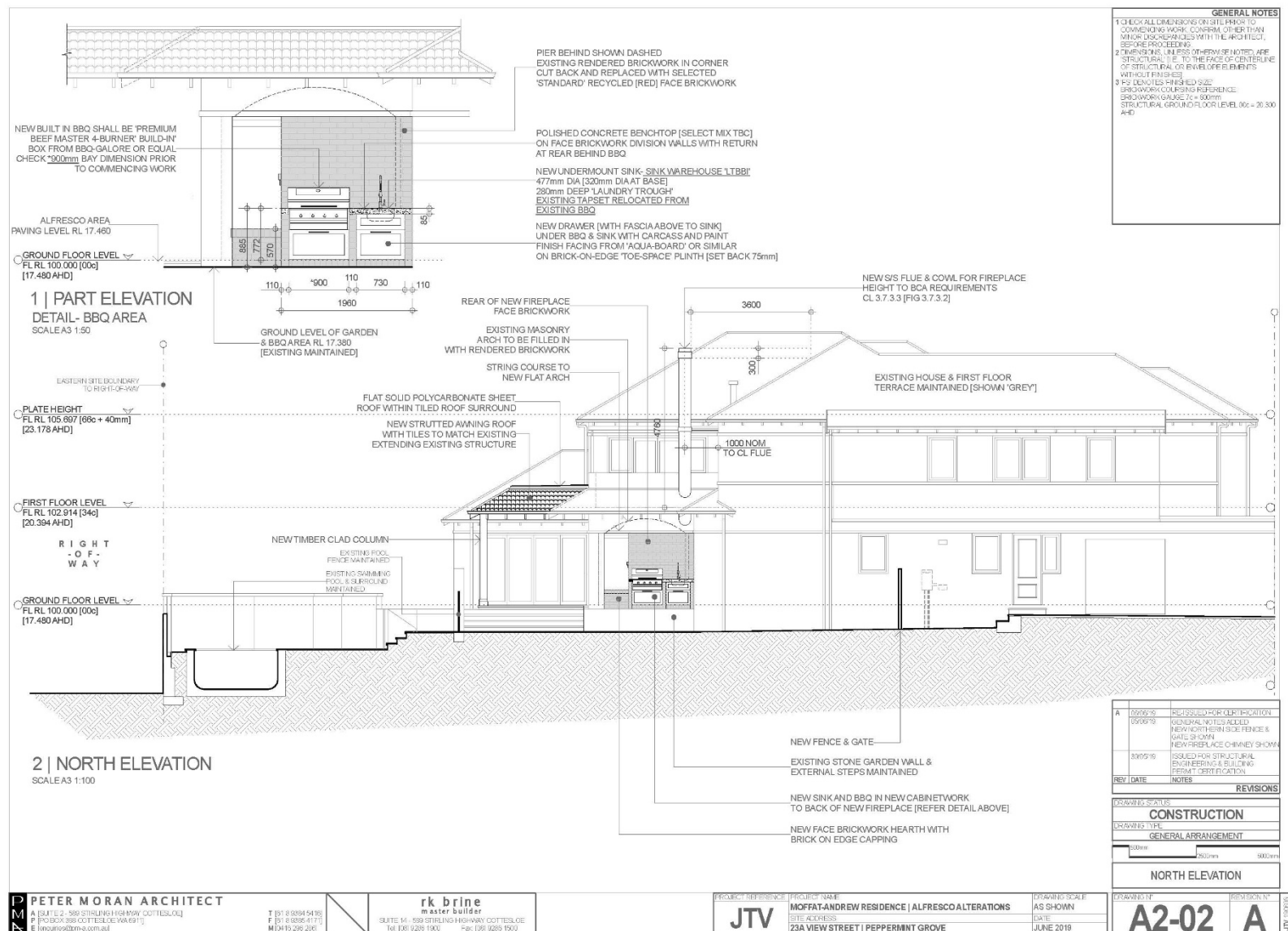


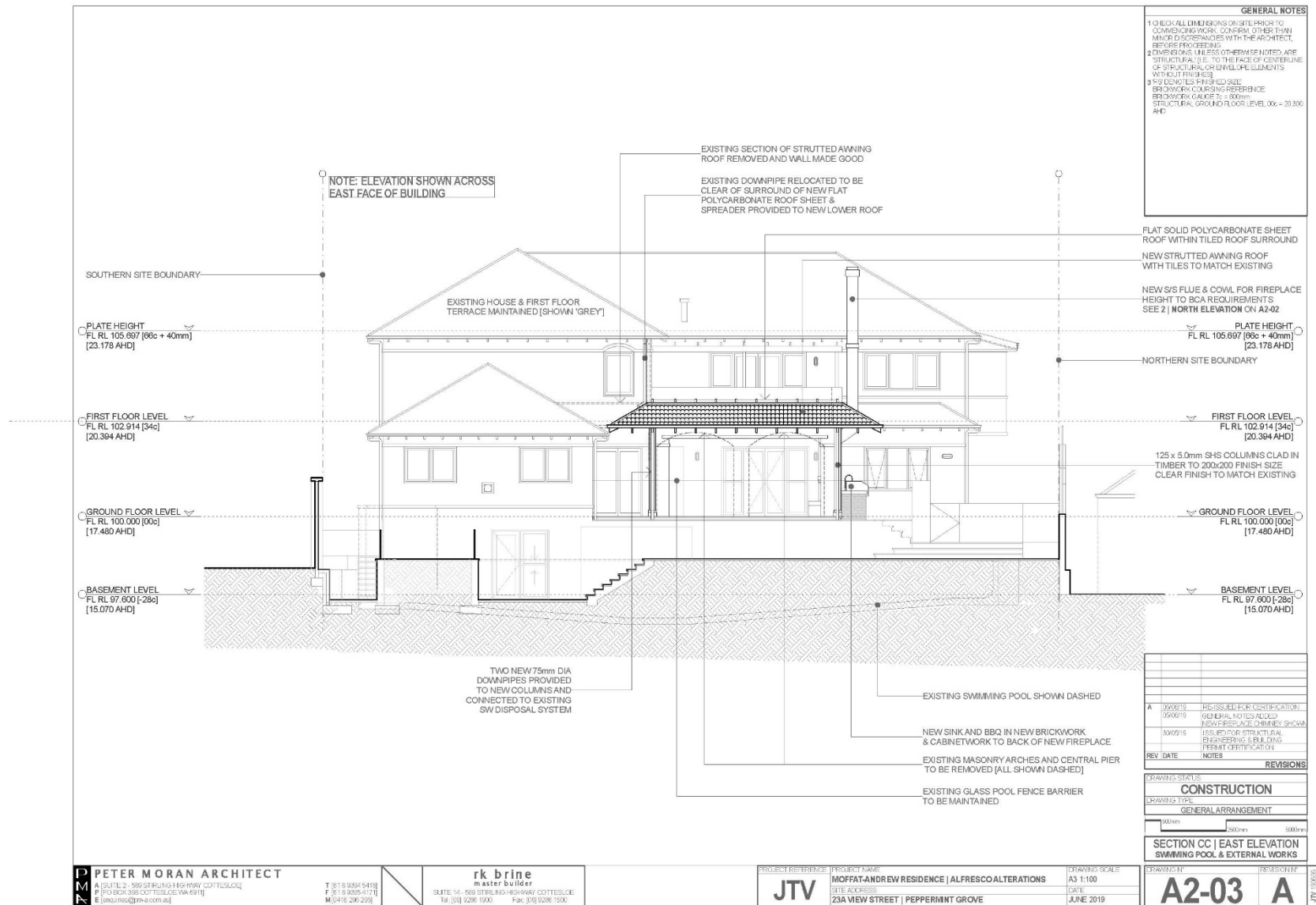


ITEM 8.1.1  
ATTACHMENT TWO

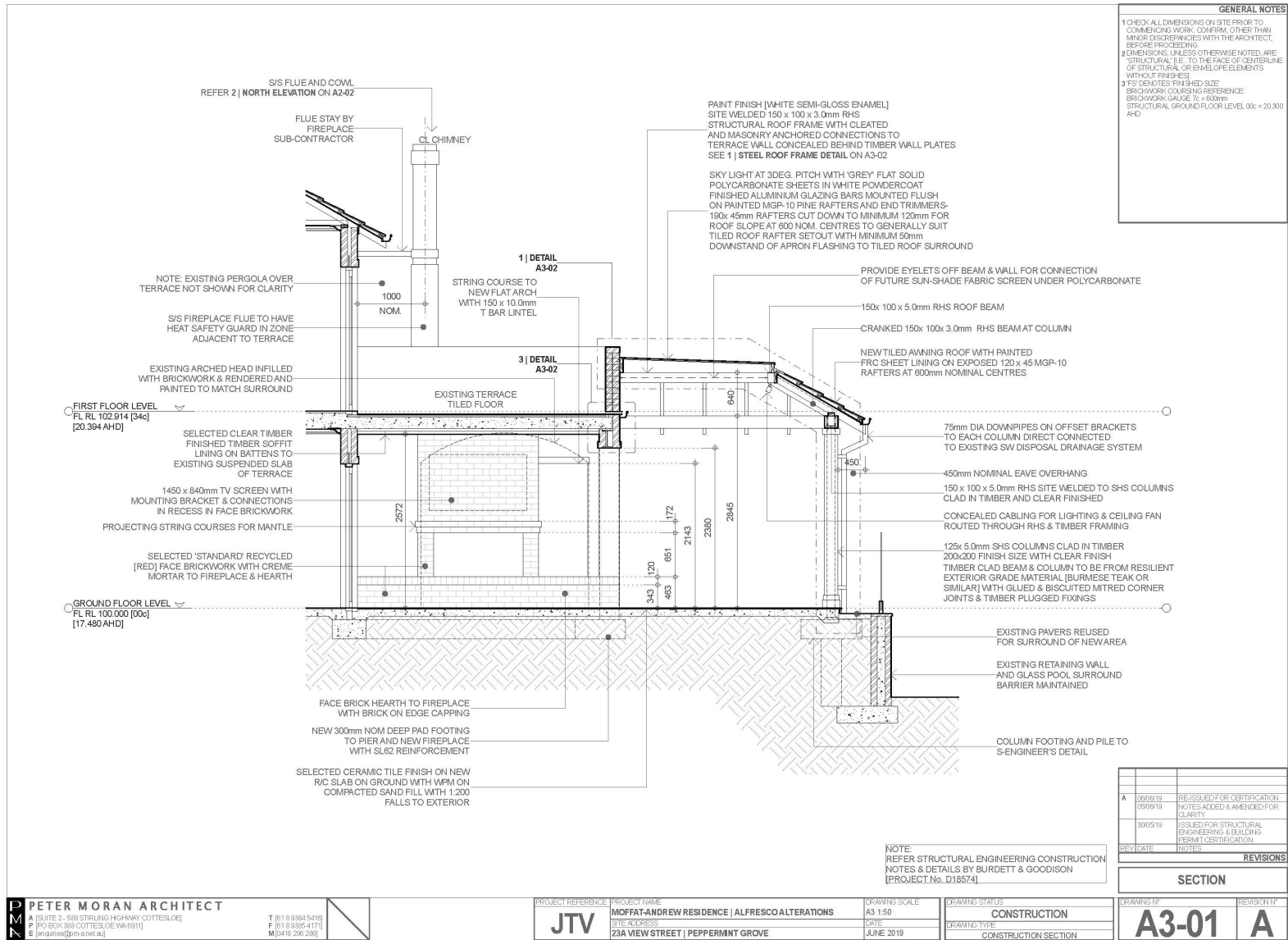


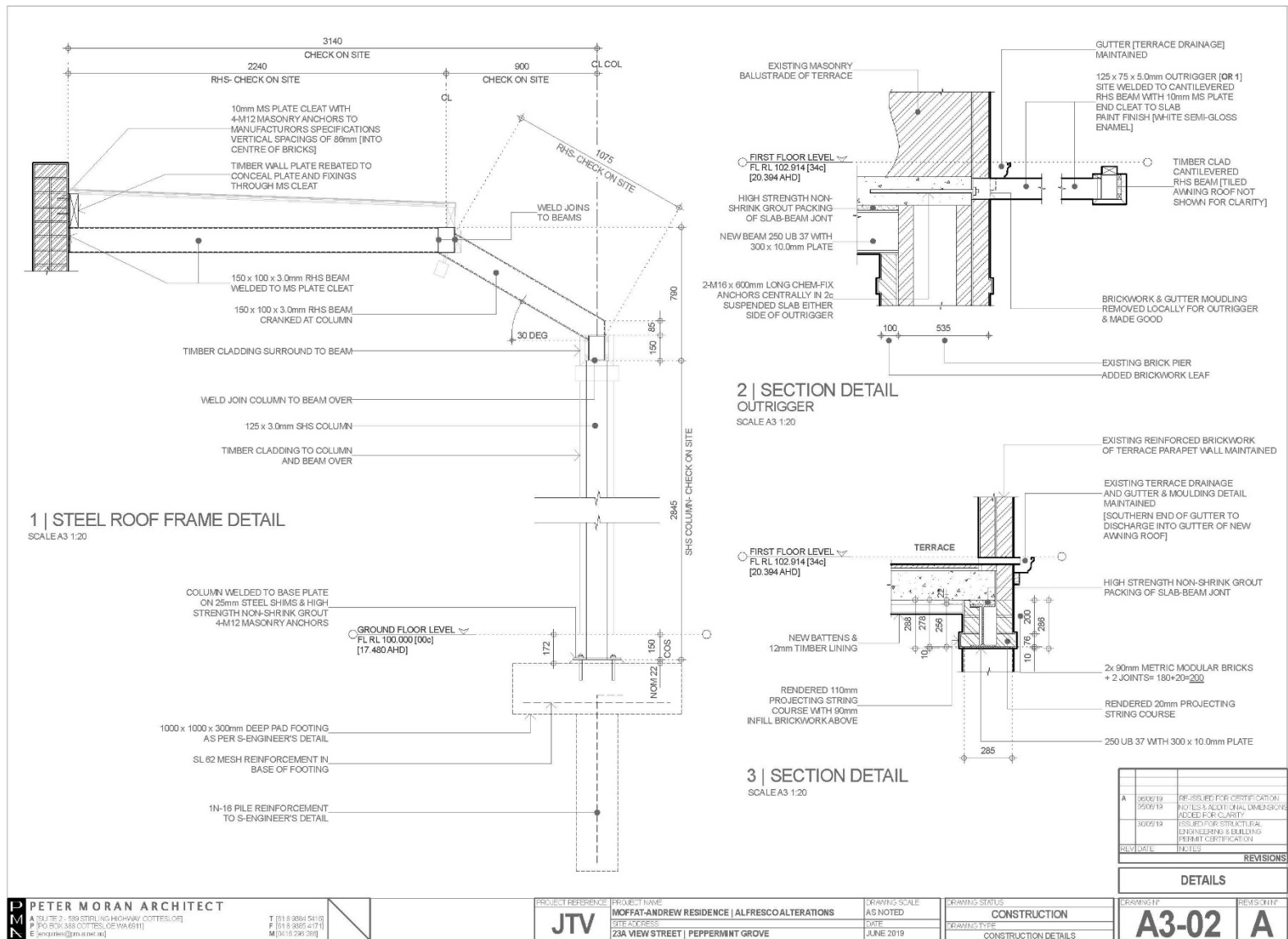












**23A View Street Building History**

| <b>Application Number</b> | <b>Date</b> | <b>Build Type</b>                   |
|---------------------------|-------------|-------------------------------------|
| BLIC 263                  | 26/3/2014   | New House – 908m <sup>2</sup>       |
| BLIC 013-58               | 16/8/2013   | Pool and Landscaping                |
| BLIC 233                  | 14/3/2013   | First Floor Additions               |
| BLIC 014-1                | 23/1/2013   | Second Storey Addition              |
| 001-06                    | 2000-2002   | Demolition and New Two Storey house |

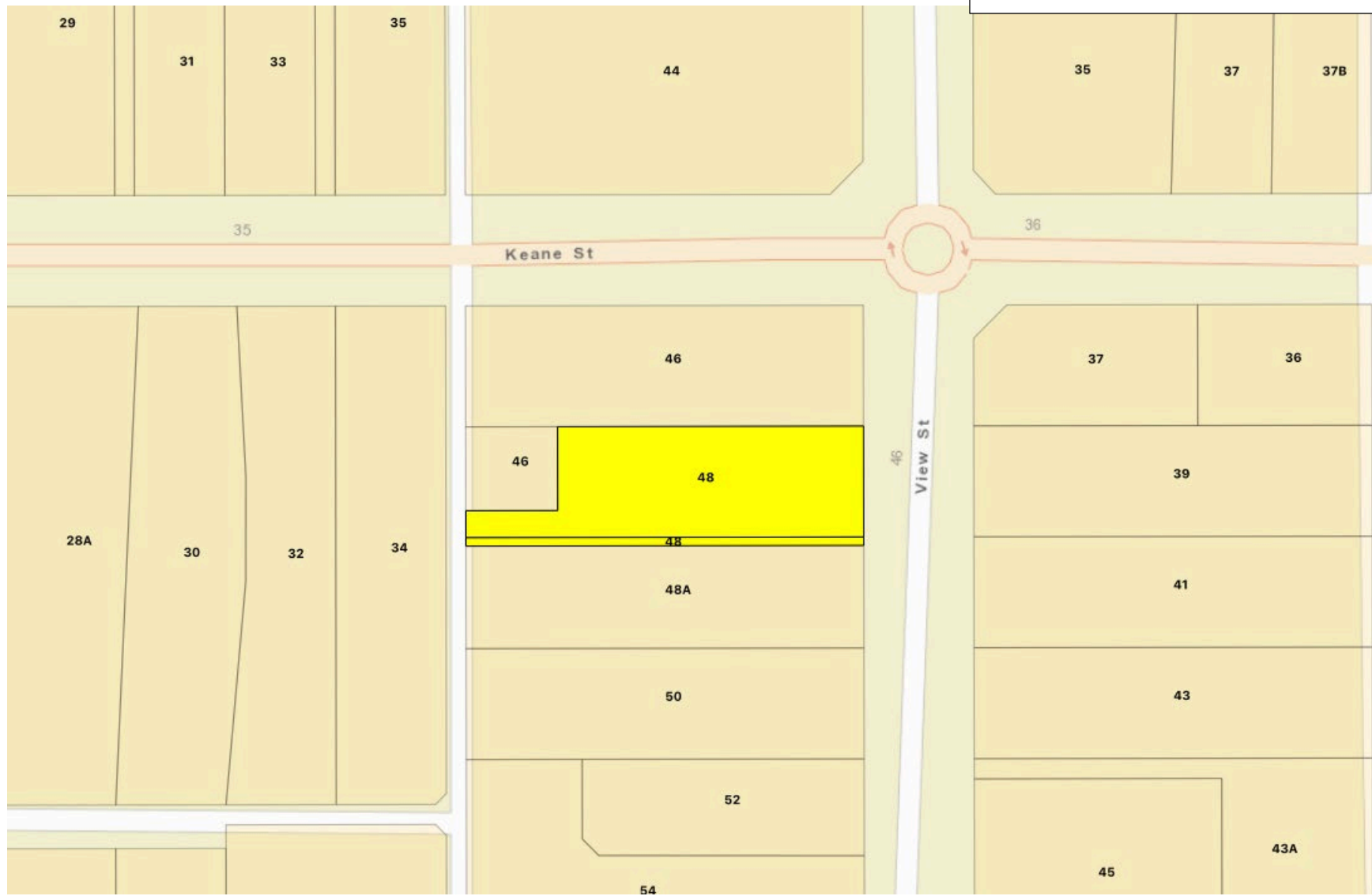


## **Ordinary Council Meeting**

### **8.1.2 48 View Street, Renewal of Roof to Heritage Listed house**

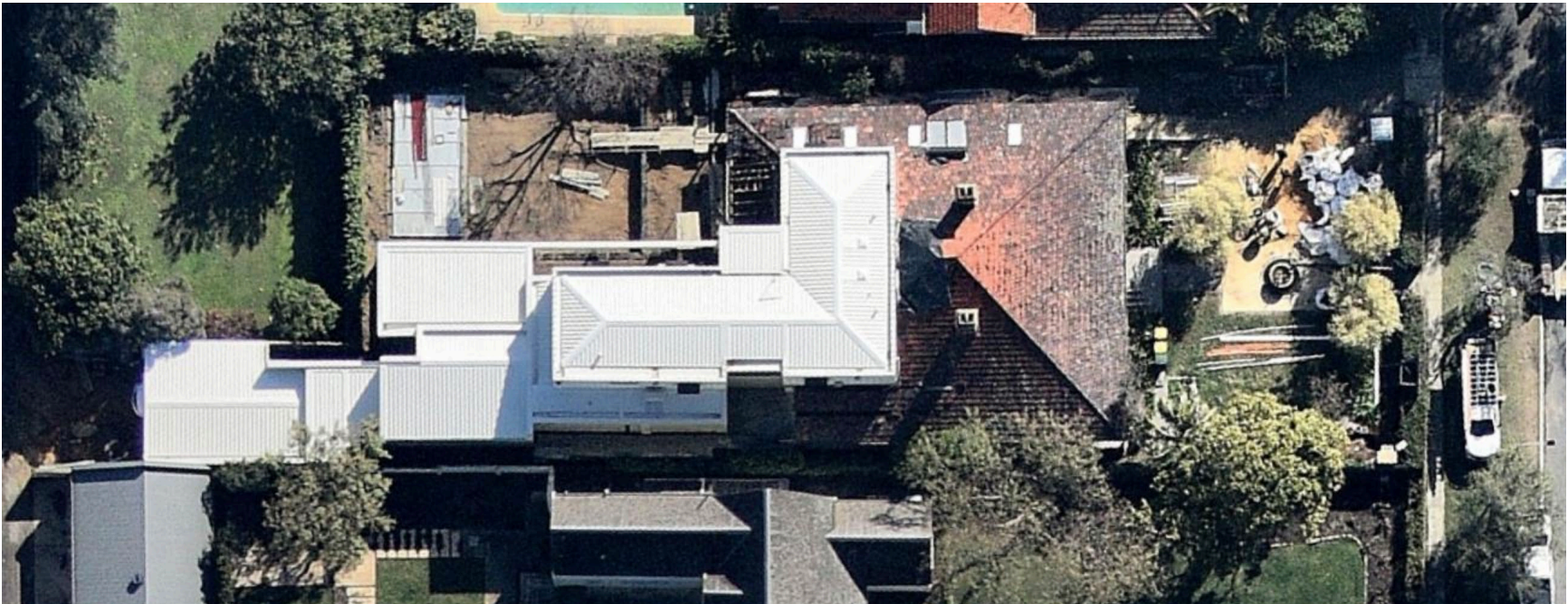


**ITEM 8.1.2  
ATTACHMENT ONE**





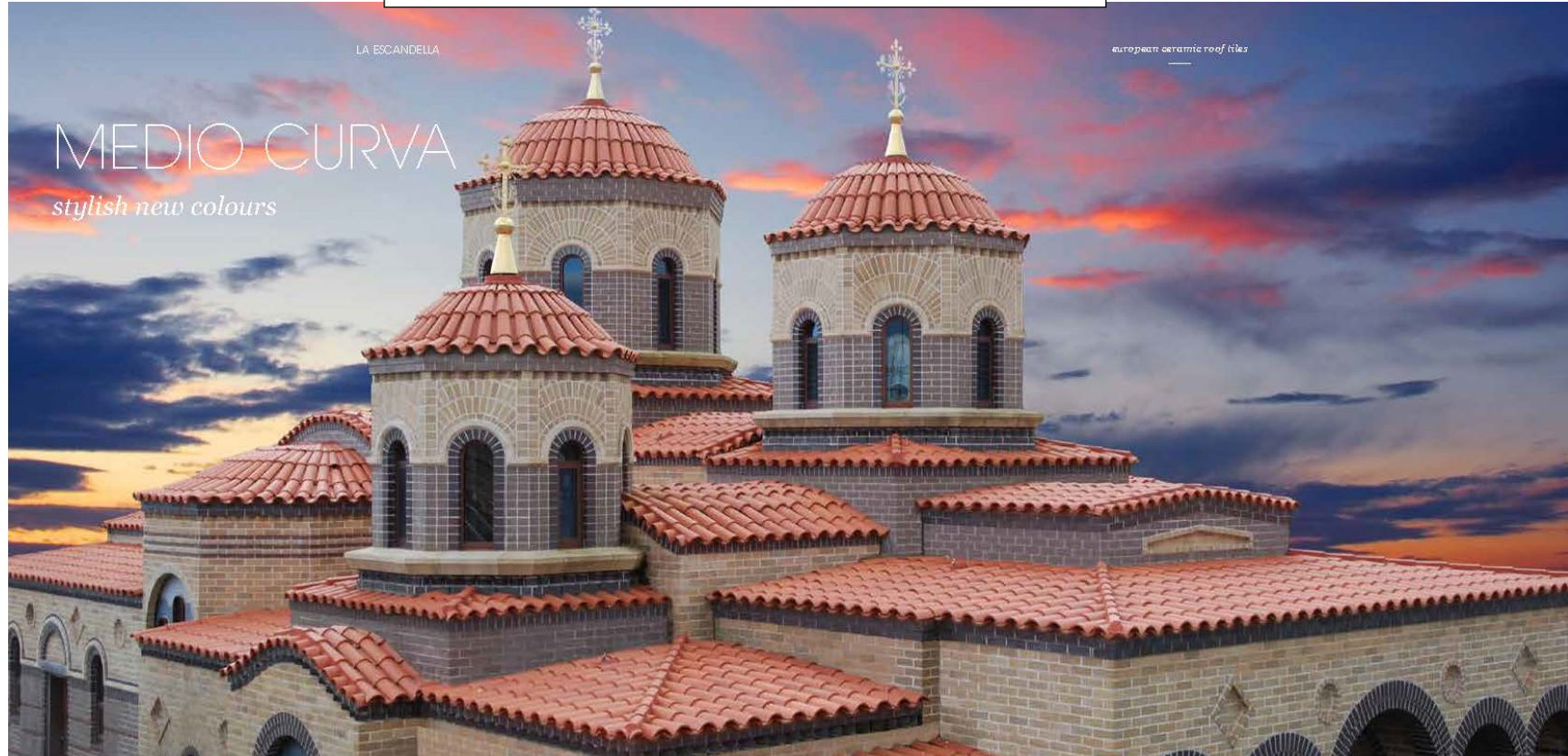
**ITEM 8.1.2**  
**ATTACHMENT 3.1**





**ITEM 8.1.2**  
**ATTACHMENT 3.2**

Ordinary Council Meeting Attachments  
15 October 2019



Medio Curva Roja

A roof tile used through the ages, reintroduced in colours designed for the new world.

Traditionally, this two piece tile, also referred to as 'Mission Barrel', was the most frequently used roof tile in Europe and in Spanish colonial buildings in the new world. Today the Medio Curva tile is used in the construction of new homes, due to the beauty and wide variety of colours available, or on existing projects to restore historic roofs to their former beauty.



/ 28 /



/ 29 /



## **Ordinary Council Meeting**

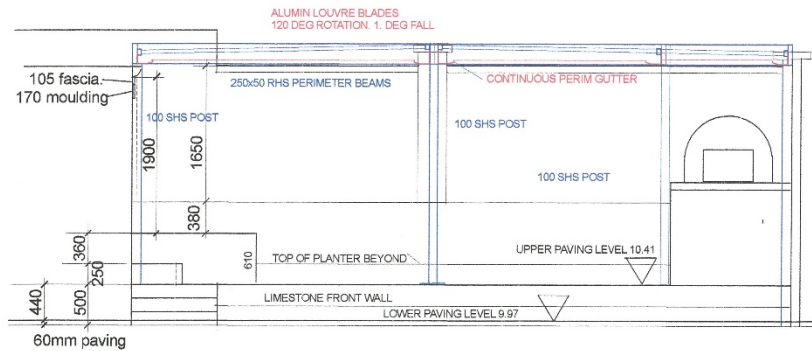
8.1.3 – 47 Johnston Street – Pergola -  
Adjustable (Vergola) Site Specification  
Variations.

**ITEM 8.1.3  
ATTACHMENT ONE**

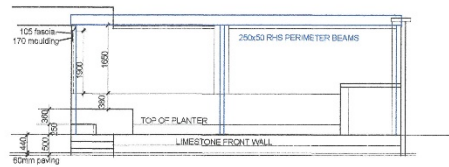


## ITEM 8.1.3 ATTACHMENT TWO

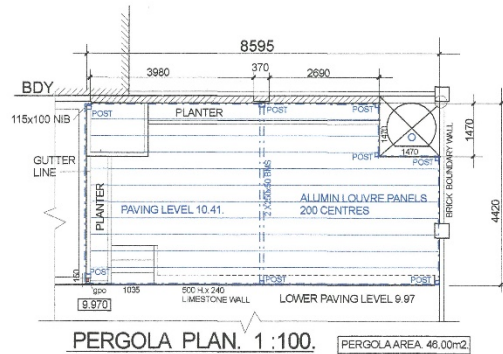
Ordinary Council Meeting Attachments  
15 October 2019



SECTION THRU. 1:50.



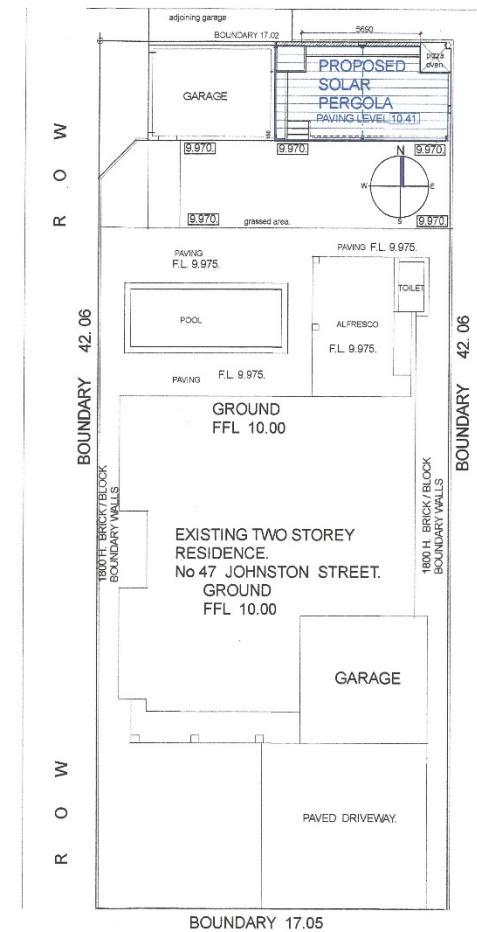
SOUTH ELEVATION. 1:100.



PERGOLA PLAN. 1:100.

PERGOLA AREA 46.00m²

FIXING DETAILS



SITE PLAN. 1:200.

JOHNSTON STREET

**JOHN R SCHULTZ**  
ARCHITECTURAL  
DESIGN CONSULTANT  
2 WATERWAY COURT  
CHURCHLANDS WA 6016  
MOBILE 0407 347 776  
EMAIL jrsdwa@hotmail.com

Client  
**PROPOSED SOLAR PERGOLA**  
Mr D DeBATTISTA  
LOT 38.Hse 47 Johnston Street  
Peppermint Grove WA.

SITE PLAN  
FLOOR PLAN  
ELEVATIONS  
SECTION  
DETAILS

SCALES AS SHOWN  
8. 8. 2019  
Sheet No.  
**1.OF1.**





## **Ordinary Council Meeting**

### **8.4.1 – Review of Audit Committee Name and Adoption of Charter**



**SHIRE OF PEPPERMINT GROVE**  
**CHARTER FOR THE AUDIT, RISK AND GOVERNANCE**  
**COMMITTEE**

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Peppermint Grove Audit Committee, established by Council pursuant to division 1A, section 7.1A of the Local Government Act 1995 (the Act) and the Local Government (Audit) Regulations 1996 (the Regulations).

**1. Name**

The name of this Committee is 'Shire of Peppermint Grove Audit, Risk and Governance Committee'. All references to 'Committee' in this charter mean 'Shire of Peppermint Grove Audit, Risk & Governance Committee'.

**2. Establishment**

This Committee is established under the provisions of the Act, particular division 1A, section 7.1A.

**3. Guiding Principles**

This Committee is established with the guiding principles prescribed in the Act, the Regulations and the Local Government (Financial Management) Regulations 1996.

**4. Purpose**

The purpose of the Audit Committee is to:

- guide and assist the local government in carrying out its financial management and audit functions;
- monitor and advise the Chief Executive Officer in reviews conducted into financial management and audit systems and procedures;
- review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- oversee the implementation of any resulting Council recommendations so as to support better decision-making, greater accountability to the community and ensure a more efficient and effective Local Government

## **5. Terms of Reference**

Under section 16 of the Regulations, the committee has the following functions —

- (a) to guide and assist the local government in carrying out —
  - (i) its functions under Part 6 of the Act; and
  - (ii) its functions relating to other audits and other matters related to financial management;*
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council;*
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
  - (i) regulation 17(1); and
  - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) to oversee the implementation of any action that the local government —
  - (i) is required to take by section 7.12A(3); and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
  - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.*

Under section 14(3A) of the Regulations, the Committee:

- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*

## **6. Membership**

Pursuant to division 1A, section 7.1A of the Act:

*(2) The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members are to be council members.*

*\* Absolute majority required.*

*(3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*

*(4) An employee is not to be a member of an audit committee.*

## **7. Meetings**

### **7.1 Committee Meetings**

Meetings shall be held not less than every six months.

### **7.2 Quorum**

The quorum for any meeting of this Committee shall be 50 percent plus 1 members as endorsed by Council at the time of the meeting.

### **7.3 Voting**

Shall be in accordance with section 5.21 of the Act, with all members endorsed as voting members entitled and required to vote, subject to the provisions of the Act which deal with Financial and Proximity Interests.

### **7.4 Minutes**

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of Act. The content of the minutes shall be in accordance with the Local Government (Administration)

### **7.5 Delegation of Authority**

The Committee does not have any delegated authority under Section 7.1B of the Local Government Act and as such the meetings are not open to the public.

### **7.6 Recommendations to Council**

Any recommendation from the Committee meeting are to be made by a simple majority and will then be referred to Council for consideration.



## **Ordinary Council Meeting**

### **8.4.2 – Accounts Paid – September 2019**

#### 8.4.2 Accounts Paid September 2019

| No.      | Vendor Name                                       | Details                                | EFT Amount | Payment Date |
|----------|---|--|------------|--------------|
| EFT00300 | DIVERSITY WINDOW CLEANING                         | OFFICE BUILDING MAINTENANCE            | 770.00     | 5/09/2019    |
| EFT00300 | WILSON SECURITY                                   | OFFICE BUILDING SECURITY               | 116.05     | 5/09/2019    |
| EFT00300 | OPEN SYSTEMS TECHNOLOGY PTY LTD (COUNCIL FIRST)   | COUNCILFIRST SERVICES                  | 30,483.75  | 5/09/2019    |
| EFT00300 | SUEZ RECOVERY & RECYCLING (PERTH) PTY LTD         | WASTE REMOVAL SERVICE SEPTEMBER 2019   | 14,292.77  | 5/09/2019    |
| EFT00300 | WA SUPERANNUATION                                 | EMPLOYEE SUPERANNUATION CONTRIBUTION   | 48,880.10  | 5/09/2019    |
| EFT00300 | ENVIRO SWEEP PTY LTD (EWCS)                       | ROAD SWEEPING SEPTEMBER 2019           | 1,203.40   | 5/09/2019    |
| EFT00300 | CHERIE K RYAN                                     | STAFF REIMBURSEMENT                    | 215.17     | 5/09/2019    |
| EFT00300 | AXIIS CONTRACTING PTY LTD                         | FOOTPATH REPAIRS                       | 6,098.95   | 5/09/2019    |
| EFT00300 | WESTBOOKS   | LIBRARY BOOK STOCK                     | 711.69     | 5/09/2019    |
| EFT00300 | NAPOLEON PAPEIR & CO                              | LIBRARY BOOK STOCK                     | 414.75     | 5/09/2019    |
| EFT00300 | SALARY PACKAGING AUSTRALIA PTY LTD (SPA)          | STAFF NOVATED LEASE PAYROLL DEDUCTIONS | 737.78     | 5/09/2019    |
| EFT00300 | MARKET CREATION                                   | NEWSLETTER (PEPTALK)                   | 671.00     | 5/09/2019    |
| EFT00300 | ADDPRINT RUBBER STAMPS                            | STATIONERY                             | 99.50      | 5/09/2019    |
| EFT00300 | IRIS CONSULTING GROUP TRUST                       | RECORDS MANAGEMENT                     | 685.00     | 5/09/2019    |
| EFT00300 | FUJI XEROX  | OFFICE/LIBRARY PHOTOCOPIERS            | 303.39     | 5/09/2019    |
| EFT00301 | WESTERN METROPOLITAN REGIONAL COUNCIL             | WASTE DISPOSAL SERVICE                 | 18,613.11  | 16/09/2019   |
| EFT00301 | WILSON SECURITY                                   | OFFICE BUILDING SECURITY               | 232.10     | 16/09/2019   |
| EFT00301 | CONSTRUCTION TRAINING FUND                        | BCITF LEVIES AUGUST 2019               | 8,081.25   | 16/09/2019   |
| EFT00301 | OPEN SYSTEMS TECHNOLOGY PTY LTD (COUNCIL FIRST)   | COUNCILFIRST SERVICES                  | 31,356.93  | 16/09/2019   |
| EFT00301 | WAVESOUND PTY LTD                                 | ANNUAL SOFTWARE SUBSCRIPTION           | 2,360.60   | 16/09/2019   |
| EFT00301 | HERITAGE TREE SURGEONS                            | VERGE TREE MAINTENANCE/REMOVAL         | 6,314.00   | 16/09/2019   |
| EFT00301 | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOC (WALGA) | CONFERENCES/CONVENTIONS                | 1,591.99   | 16/09/2019   |
| EFT00301 | TEMPTATIONS CATERING                              | DINING/REFRESHMENTS                    | 413.20     | 16/09/2019   |
| EFT00301 | VANESSA OBRIEN                                    | STAFF REIMBURSEMENT                    | 15.99      | 16/09/2019   |
| EFT00301 | AXIIS CONTRACTING PTY LTD                         | FOOTPATH REPAIRS                       | 3,260.51   | 16/09/2019   |
| EFT00301 | WESTBOOKS   | LIBRARY BOOK STOCK                     | 460.05     | 16/09/2019   |
| EFT00301 | SUNNY SIGN COMPANY PTY LTD                        | PARKING SIGNS                          | 154.00     | 16/09/2019   |
| EFT00301 | FORD AND DOONAN                                   | OFFICE BUILDING MAINTENANCE            | 2,019.00   | 16/09/2019   |
| EFT00301 | LSV BORRELLO LAWYERS                              | LEGAL FEES                             | 6,308.50   | 16/09/2019   |
| EFT00301 | PORTER CONSULTING ENGINEERS                       | TRAFFIC CONSULTANT                     | 1,650.00   | 16/09/2019   |
| EFT00301 | SALARY PACKAGING AUSTRALIA PTY LTD (SPA)          | STAFF NOVATED LEASE PAYROLL DEDUCTIONS | 368.89     | 16/09/2019   |
| EFT00301 | GPC ASIA PACIFIC PTY LTD T/A REPCO                | PLANT/EQUIPMENT REPAIRS                | 543.68     | 16/09/2019   |

8.4.2 Accounts Paid September 2019

|              |   |                                 |                   |            |
|--------------|---|---------------------------------|-------------------|------------|
| EFT00301     | BONUS LABELS                                    | DHINGY REGISTRATION STICKERS    | 88.00             | 16/09/2019 |
| EFT00301     | CDM AUSTRALIA                                   | STATIONERY                      | 66.00             | 16/09/2019 |
| EFT00301     | JTAGZ PTY LTD                                   | ANIMAL REGISTRATION TAGS        | 220.00            | 16/09/2019 |
| EFT00301     | TURFMASTER FACILITY MANAGEMENT                  | PARKS/VERGE MAINTENANCE         | 357.50            | 16/09/2019 |
| EFT00301     | DEPT OF FIRE & EMERGENCY SERVICES (DFES)        | QUARTERLY FESA ESL LEVY 2019/20 | 108,891.00        | 16/09/2019 |
| EFT00301     | DEPT MINES INDUSTRY REGULATION & SAFETY (DMIRS) | BCITF LEVIES AUGUST 2019        | 1,432.61          | 16/09/2019 |
| EFT00302     | BENERIN PTY LTD                                 | BUS STOP REPAIRS                | 715.00            | 19/09/2019 |
| EFT00303     | AUSTRALIAN TAXATION OFFICE                      | AUGUST BAS 2019                 | 53,677.00         | 20/09/2019 |
| EFT00304     | CLEAN CITY GROUP PTY LTD                        | PARKS/RESERVES MAINTENANCE      | 5,494.50          | 23/09/2019 |
| EFT00304     | OFFICEWORKS                                     | STATIONERY AND OFFICE FURNITURE | 419.95            | 23/09/2019 |
| EFT00304     | THE FACTORY                                     | CHRISTMAS DECORATIONS 2019      | 11,000.00         | 23/09/2019 |
| <b>TOTAL</b> |   |                                 | <b>371,788.66</b> |            |

| No.          | Vendor Name    | Details                      | TEFT AMOUNT   | Payment Date |
|--------------|----------------|------------------------------|---------------|--------------|
| TEFT00013    | DEE LITTLEWOOD | COMMUNITY CENTRE BOND REFUND | 100.00        | 16/09/2019   |
| <b>TOTAL</b> |                |                              | <b>100.00</b> |              |

| No.          | Vendor Name          | Details                            | D-DEBIT AMOUNT   | Payment Date |
|--------------|----------------------|------------------------------------|------------------|--------------|
| DD00095      | SYNERGY              | ELECTRICITY                        | 4,966.40         | 5/09/2019    |
| DD00096      | WESTNET PTY LTD      | BMS SYSTEM SEPTEMBER 2019          | 75.89            | 1/09/2019    |
| DD00097      | SHIRE CREDIT CARDS   | SEE DETAILED CREDIT CARD STATEMENT | 6,505.33         | 1/09/2019    |
| DD00098      | BP AUSTRALIA LIMITED | FUEL                               | 1,111.81         | 25/09/2019   |
| DD00099      | SYNERGY              | ELECTRICITY                        | 34.56            | 27/09/2019   |
| DD00100      | SYNERGY              | ELECTRICITY                        | 3,227.86         | 27/09/2019   |
| <b>TOTAL</b> |                      |                                    | <b>15,921.85</b> |              |

| No.          | Vendor Name                          | Details          | BPAY AMOUNT     | Payment Date |
|--------------|--------------------------------------|------------------|-----------------|--------------|
| BPAY74       | TELSTRA CORPORATION LIMITED          | TELEPHONE/DATA   | 64.99           | 6/09/2019    |
| BPAY75       | TELSTRA CORPORATION LIMITED          | TELEPHONE/DATA   | 24.99           | 6/09/2019    |
| BPAY76       | TELSTRA CORPORATION LIMITED          | TELEPHONE/DATA   | 159.99          | 6/09/2019    |
| BPAY77       | TELSTRA CORPORATION LIMITED          | TELEPHONE/DATA   | 1,635.56        | 6/09/2019    |
| BPAY78       | DEPT OF TRANSPORT (VEHICLE SERVICES) | VEHICLE SERVICES | 79.35           | 6/09/2019    |
| <b>TOTAL</b> |                                      |                  | <b>1,964.88</b> |              |

8.4.2 Accounts Paid September 2019

| No.   | Vendor Name | Details          | CHEQUE AMOUNT | Payment Date |
|-------|-------------|------------------|---------------|--------------|
| 427   | PETTY CASH  | SHIRE PETTY CASH | 196.90        | 16/09/2019   |
| TOTAL |             |                  | <u>196.90</u> |              |





FlexiPurchase  
Account Statement

Statement for NAB

Statement Period: 30 Jul 2019 to 28 Aug 2019  
Cardholder Name: Michael Costarella



JSKR VISA Purchasing Card (Client Expenses)

| Date                   | Details |                                       | Approval      | Receipt Amount (\$AUD) |                                     |          |
|------------------------|---------|---------------------------------------|---------------|------------------------|-------------------------------------|----------|
|                        | GL Code | CC Code                               |               | Net                    | Tax                                 | Gross    |
| 25 Aug 2019            |         | The Good Guys Rockingham              | No Appr Req'd |                        | <input checked="" type="checkbox"/> | \$99.00  |
|                        | 27150   | 129                                   |               | \$90.00                | \$9.00                              | \$99.00  |
|                        |         | Purchase The Good Guys                |               |                        |                                     |          |
|                        |         | Portable Speaker for council chambers |               |                        |                                     |          |
| 28 Aug 2019            |         | Account Fees                          | No Appr Req'd |                        | <input checked="" type="checkbox"/> | \$6.82   |
|                        | 27130   | 129                                   |               | \$6.20                 | \$0.62                              | \$6.82   |
|                        |         | Account Fees Cc Fp User Fee           |               |                        |                                     |          |
|                        |         | Account Fees August 2019              |               |                        |                                     |          |
| Total for this period: |         |                                       |               |                        |                                     | \$105.82 |

**Cardholder Declaration**

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

Signature

Dated 11/9/19

Employee ID: E0005

**Approved By**

Signature

Dated 16/9/19

**On Completion**

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

POSTED  
11/9/19





FlexiPurchase  
Account Statement

Statement for NAB

Statement Period: 29 Aug 2019 to 27 Sep 2019

Cardholder Name: ~~Paul Rowings~~ Michael Costarella.



JSKR VISA Purchasing Card (Client Expenses)

| Date                             | Details      |            | Approval      | Receipt Amount (\$AUD)              |          |
|----------------------------------|--------------|------------|---------------|-------------------------------------|----------|
| GL Code                          | CC Code      | Department | Net           | Tax                                 | Gross    |
| 28 Aug 2019                      | Account Fees |            | No Appr Req'd | <input checked="" type="checkbox"/> | \$110.00 |
| 27130                            | 129          | 0403       | \$100.00      | \$10.00                             | \$110.00 |
| Account Fees Cc Maintenance Fee  |              |            |               |                                     |          |
| Monthly Account Fees August 2019 |              |            |               |                                     |          |
| Total for this period:           |              |            |               |                                     | \$110.00 |

Cardholder Declaration

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

Signature:

Dated: 9/9/19

Employee ID: 24

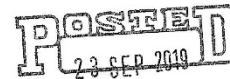
Approved By

Signature:

Dated: 10/9/19

On Completion

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





FlexiPurchase  
Account Statement

Statement for NAB

Statement Period: 30 Jul 2019 to 28 Aug 2019  
Cardholder Name: Donald Burnett



JSKR VISA Purchasing Card (Client Expenses)

| Date                   | Details                     |           | Approval       | Receipt |        | Amount (\$AUD) |
|------------------------|-----------------------------|-----------|----------------|---------|--------|----------------|
|                        | GL Code                     | CC Code   |                | Net     | Tax    |                |
| 14 Aug 2019            | Woolworths 4356             | Cottesloe | Approval Req'd |         |        |                |
|                        | Not Coded                   | Not Coded |                | \$7.86  | \$0.79 | \$8.65         |
|                        | Purchase Woolworths 4356    | Not Coded |                |         |        |                |
| 28 Aug 2019            | Account Fees                |           | No Appr Req'd  |         |        |                |
|                        | Not Coded                   | Not Coded |                | \$6.20  | \$0.62 | \$6.82         |
|                        | Account Fees Cc Fp User Fee | Not Coded |                |         |        |                |
|                        | Account fees                |           |                |         |        |                |
| Total for this period: |                             |           |                |         |        | \$15.47        |

Cardholder Declaration

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

Signature  Dated 10 / 9 / 19

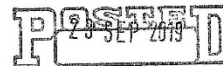
Employee ID: 5

Approved By

Signature  Dated 10 / 9 / 19

On Completion

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







**FlexiPurchase  
Account Statement**

**Statement for NAB**

**Statement Period:** 30 Jul 2019 to 28 Aug 2019  
**Cardholder Name:** Donovan Norgard



**JSKR VISA Purchasing Card (Client Expenses)**

| Date                   | Details |                                   | Approval       | Receipt                             |         | Amount (\$AUD) |
|------------------------|---------|-----------------------------------|----------------|-------------------------------------|---------|----------------|
|                        | GL Code | CC Code                           |                | Net                                 | Tax     |                |
| 30 Jul 2019            |         | Coles 0392 Mosman Park            | Approval Req'd | <input checked="" type="checkbox"/> |         | \$41.15        |
|                        | 27140   | 190                               |                | \$37.41                             | \$3.74  | \$41.15        |
|                        |         | Purchase Coles 0392               |                |                                     |         |                |
|                        |         | Farewell gift for MCS P. Rawlings |                |                                     |         |                |
| 30 Jul 2019            |         | Bunnings 317000 Melville          | Approval Req'd | <input checked="" type="checkbox"/> |         | \$250.00       |
|                        | 27140   | 139                               |                | \$227.27                            | \$22.73 | \$250.00       |
|                        |         | Purchase Bunnings 317000          |                |                                     |         |                |
|                        |         | Gift Cards                        |                |                                     |         |                |
| 31 Jul 2019            |         | Cpp Council House Perth           | Approval Req'd | <input checked="" type="checkbox"/> |         | \$20.19        |
|                        | 27140   | 190                               |                | \$18.35                             | \$1.84  | \$20.19        |
|                        |         | Purchase Cpp Council House        |                |                                     |         |                |
|                        |         | Parking cost                      |                |                                     |         |                |
| 01 Aug 2019            |         | Officeworks 0616 O'Connor         | Approval Req'd | <input checked="" type="checkbox"/> |         | \$116.11       |
|                        | 28845   | 139                               |                | \$105.55                            | \$10.56 | \$116.11       |
|                        |         | Purchase Officeworks 0616         |                |                                     |         |                |
|                        |         | Office stationery                 |                |                                     |         |                |
| 13 Aug 2019            |         | Davids Garden Ctre High Wycombe   | Approval Req'd | <input checked="" type="checkbox"/> |         | \$248.75       |
|                        | 29100   | 139                               |                | \$226.14                            | \$22.61 | \$248.75       |
|                        |         | Purchase Davids Garden Ctre       |                |                                     |         |                |
|                        |         | Plants                            |                |                                     |         |                |
| 15 Aug 2019            |         | Total Tools O Connor O'Connor     | Approval Req'd | <input checked="" type="checkbox"/> |         | \$41.95        |
|                        | 28830   | 139                               |                | \$38.14                             | \$3.81  | \$41.95        |
|                        |         | Purchase Total Tools O Connor     |                |                                     |         |                |
|                        |         | Tools and Equipment               |                |                                     |         |                |
| 19 Aug 2019            |         | Officeworks 0604 Fremantle        | Approval Req'd | <input checked="" type="checkbox"/> |         | \$37.67        |
|                        | 28845   | 139                               |                | \$34.25                             | \$3.42  | \$37.67        |
|                        |         | Purchase Officeworks 0604         |                |                                     |         |                |
|                        |         | Depot stationery                  |                |                                     |         |                |
| 21 Aug 2019            |         | Tow Safe Pty Ltd Osborne Park     | Approval Req'd | <input checked="" type="checkbox"/> |         | \$770.00       |
|                        | 28830   | 129                               |                | \$700.00                            | \$70.00 | \$770.00       |
|                        |         | Purchase Tow Safe Pty Ltd         |                |                                     |         |                |
|                        |         | Auto repair parts                 |                |                                     |         |                |
| 23 Aug 2019            |         | Total Tools O Connor O'Connor     | Approval Req'd | <input checked="" type="checkbox"/> |         | \$42.95        |
|                        | 28830   | 139                               |                | \$39.05                             | \$3.90  | \$42.95        |
|                        |         | Purchase Total Tools O Connor     |                |                                     |         |                |
|                        |         | Tools and Hardware                |                |                                     |         |                |
| 28 Aug 2019            |         | Account Fees                      | No Appr Req'd  | <input type="checkbox"/>            |         | \$6.82         |
|                        | 27130   | 129                               |                | \$6.20                              | \$0.62  | \$6.82         |
|                        |         | Account Fees Cc Fp User Fee       |                |                                     |         |                |
|                        |         | Monthly account fee August 2019   |                |                                     |         |                |
| Total for this period: |         |                                   |                |                                     |         | \$1,575.59     |



**Cardholder Declaration**

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

Signature 

Dated 9 / 9 / 2019

Employee ID: 169

**Approved By**

Signature 

Dated 11 / 9 / 19

**On Completion**

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





**FlexiPurchase  
Account Statement**

**Statement for NAB**

**Statement Period:** 30 Jul 2019 to 28 Aug 2019  
**Cardholder Name:** Stewart Farley



**JSKR VISA Purchasing Card (Client Expenses)**

| Date                          | Details   |           |            | Approval       | Receipt                             |                   | Amount (AUD) |
|-------------------------------|---|-----------|------------|----------------|-------------------------------------|-------------------|--------------|
|                               | GL Code   | CC Code   | Department | Net            | Tax                                 | Gross             |              |
| 02 Aug 2019                   | 28471   | 139       | 1106       | Approved       | <input checked="" type="checkbox"/> |                   | \$607.14     |
|                               |   |           |            | \$551.95       | \$55.19                             | \$607.14          |              |
|                               | Purchase Booktopia Pty Ltd junior book purchases                    |           |            |                |                                     |                   |              |
| 03 Aug 2019                   | 28471   | 139       | 1106       | Approved       | <input checked="" type="checkbox"/> |                   | \$36.00      |
|                               |   |           |            | \$32.73        | \$3.27                              | \$36.00           |              |
|                               | Purchase Big W 0455 Junior Book Purchases                           |           |            |                |                                     |                   |              |
| 05 Aug 2019                   | Not Coded   | Not Coded | Not Coded  | Approval Req'd | <input checked="" type="checkbox"/> |                   | \$26.50      |
|                               |   |           |            | \$24.09        | \$2.41                              | \$26.50           |              |
|                               | Purchase Booktopia Pty Ltd  |           |            |                |                                     |                   |              |
| 11 Aug 2019                   | 28471   | 139       | 1106       | Approved       | <input checked="" type="checkbox"/> |                   | \$242.00     |
|                               |   |           |            | \$220.00       | \$22.00                             | \$242.00          |              |
|                               | Purchase Big W 0456 Junior book purchases                           |           |            |                |                                     |                   |              |
| 12 Aug 2019                   | 28471   | 139       | 1106       | Approved       | <input checked="" type="checkbox"/> |                   | \$957.92     |
|                               |   |           |            | \$870.84       | \$87.08                             | \$957.92          |              |
|                               | Purchase Booktopia Pty Ltd junior book purchases                    |           |            |                |                                     |                   |              |
| 14 Aug 2019                   | 287026540   | 139 119   | 1106       | Approved       | <input checked="" type="checkbox"/> |                   | \$87.00      |
|                               |   |           |            | \$79.09        | \$7.91                              | \$87.00           |              |
|                               | Purchase Post Cottesloe Post Co Working with children check renewal |           |            |                |                                     |                   |              |
| 19 Aug 2019                   | 27250   | 139       | 1106       | Approved       | <input checked="" type="checkbox"/> |                   | \$11.50      |
|                               |   |           |            | \$10.45        | \$1.05                              | \$11.50           |              |
|                               | Purchase Woolworths 4356 lead pencils                               |           |            |                |                                     |                   |              |
| 28 Aug 2019                   | 27130   | 139 190   | 1106       | No Appr Req'd  | <input type="checkbox"/>            |                   | \$6.82       |
|                               |   |           |            | \$6.20         | \$0.62                              | \$6.82            |              |
|                               | Account Fees Cc Fp User Fee   |           |            |                |                                     |                   |              |
|                               | Account Fees Cc Fp User Fee   |           |            |                |                                     |                   |              |
| <b>Total for this period:</b> |   |           |            |                |                                     | <b>\$1,974.88</b> |              |

**Cardholder Declaration**

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

Signature Dated 9/9/19

Employee ID: 63

**Approved By**

Page 1 of 2

9/9/19





**FlexiPurchase  
Account Statement**

**Statement for NAB**

**Statement Period:** 30 Jul 2019 to 28 Aug 2019  
**Cardholder Name:** Debra Burn



**JSKR VISA Purchasing Card (Client Expenses)**

| Date                   | Details |   | Approval      | Receipt Amount (\$AUD) |   |          |
|------------------------|---------|---|---------------|------------------------|---|----------|
|                        | GL Code | CC Code Department  |               | Net                    | Tax   | Gross    |
| 01 Aug 2019            | 28550   | Westnet Perth 129 1106  | Approved      | \$27.27                | <input checked="" type="checkbox"/> \$2.73  | \$30.00  |
|                        |         | Purchase Westnet Domain Domain hosting  |               |                        |   |          |
| 10 Aug 2019            | 27180   | Wanewsdti Osborne Park 139 1106   | Approved      | \$210.46               | <input checked="" type="checkbox"/> \$21.05 | \$231.51 |
|                        |         | Purchase Wanewsdti West Australian subscription   |               |                        |   |          |
| 12 Aug 2019            | 27250   | Bale Data Services Landsdale 139 1106   | Approved      | \$84.96                | <input checked="" type="checkbox"/> \$8.50  | \$93.46  |
|                        |         | Purchase Bale Data Services Thermal receipt printer rolls                               |               |                        |   |          |
| 13 Aug 2019            | 28770   | Cpp State Library Northbridge 190 1106  | Approved      | \$3.67                 | <input checked="" type="checkbox"/> \$0.37  | \$4.04   |
|                        |         | Purchase Cpp State Library Parking to collect resources from State Library              |               |                        |   |          |
| 15 Aug 2019            | 28535   | Adobe Creative Cloud 1800614863 129 1106  | Approved      | \$39.99                | <input checked="" type="checkbox"/> \$4.00  | \$43.99  |
|                        |         | Purchase Adobe Creative Cloud Software licence ABN: 980559184                           |               |                        |   |          |
| 16 Aug 2019            | 27160   | Ofwks Online Bentleigh 03 139 1106  | Approved      | \$71.64                | <input checked="" type="checkbox"/> \$7.16  | \$78.80  |
|                        |         | Purchase Ofwks Online Bentleigh Headphones for resale                                   |               |                        |   |          |
| 25 Aug 2019            | 28550   | Eig*thegrovelibrary.Org 888-4014678 129 1106  | Approved      | \$283.07               | <input checked="" type="checkbox"/> \$0.00  | \$283.07 |
|                        |         | Purchase (USD 188.75) Eig*thegrovelibrary.Org security Blue Host Domains ABN: 201303988 |               |                        |   |          |
| 28 Aug 2019            | 27130   | Account Fees 190 1106   | No Appr Req'd | \$6.20                 | <input type="checkbox"/> \$0.62             | \$6.82   |
|                        |         | Account Fees Cc Fp User Fee credit card fee   |               |                        |   |          |
| 27 Aug 2019            | 27250   | W.A. Library Supplie Osborne Park 139 1106  | Approved      | \$32.82                | <input checked="" type="checkbox"/> \$3.28  | \$36.10  |
|                        |         | Purchase W.A. Library Supplie Spine labels  |               |                        |   |          |
| Total for this period: |         |   |               |                        |   | \$807.79 |

**Cardholder Declaration**

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

Signature

Dated 9/9/19



Employee ID: 51

Approved By



**FlexiPurchase  
Account Statement**

**Statement for NAB**

**Statement Period:** 30 Jul 2019 to 28 Aug 2019  
**Cardholder Name:** Lance Hopkinson

**JSKR VISA Purchasing Card (Client Expenses)**



| Date        | Details                                   |                    | Approval | Receipt Amount (\$AUD) |                                     |          |
|-------------|---|--------------------|----------|------------------------|-------------------------------------|----------|
|             | GL Code                                   | CC Code Department |          | Net                    | Tax                                 | Gross    |
| 05 Aug 2019 | Jbhifi.Com.Au 0395777000                  |                    | Approved |                        | <input checked="" type="checkbox"/> | \$306.80 |
|             | 28473 139                                 | 1106               |          | \$278.91               | \$27.89                             | \$306.80 |
|             | Purchase Jbhifi.Com.Au Adult DVDs         |                    |          |                        |                                     |          |
| 06 Aug 2019 | Booktopia Pty Ltd Lidcombe                |                    | Approved |                        | <input checked="" type="checkbox"/> | \$610.00 |
|             | 28470 139                                 | 1106               |          | \$554.55               | \$55.45                             | \$610.00 |
|             | Purchase Booktopia Pty Ltd adult Books    |                    |          |                        |                                     |          |
| 14 Aug 2019 | Jbhifi.Com.Au 0395777000                  |                    | Approved |                        | <input checked="" type="checkbox"/> | \$163.83 |
|             | 28473 139                                 | 1106               |          | \$148.94               | \$14.89                             | \$163.83 |
|             | Purchase Jbhifi.Com.Au Adult DVDs         |                    |          |                        |                                     |          |
| 19 Aug 2019 | Woolworths 4356 Cottesloe                 |                    | Approved |                        | <input checked="" type="checkbox"/> | \$12.20  |
|             | 28770 190                                 | 1106               |          | \$11.09                | \$1.11                              | \$12.20  |
|             | Purchase Woolworths 4356 Mic Batteries    |                    |          |                        |                                     |          |
| 20 Aug 2019 | Woolworths 4356 Cottesloe                 |                    | Approved |                        | <input checked="" type="checkbox"/> | \$6.89   |
|             | 28770 190                                 | 1106               |          | \$6.26                 | \$0.63                              | \$6.89   |
|             | Purchase Woolworths 4356 kitchen supplies |                    |          |                        |                                     |          |
| 22 Aug 2019 | Booktopia Pty Ltd Lidcombe                |                    | Approved |                        | <input checked="" type="checkbox"/> | \$250.11 |
|             | 28470 139                                 | 1106               |          | \$227.37               | \$22.74                             | \$250.11 |
|             | Purchase Booktopia Pty Ltd Adult books    |                    |          |                        |                                     |          |
| 23 Aug 2019 | Booktopia Pty Ltd Lidcombe                |                    | Approved |                        | <input checked="" type="checkbox"/> | \$208.20 |
|             | 28470 139                                 | 1106               |          | \$189.27               | \$18.93                             | \$208.20 |
|             | Purchase Booktopia Pty Ltd Adult Books    |                    |          |                        |                                     |          |
| 27 Aug 2019 | Jbhifi.Com.Au 0395777000                  |                    | Approved |                        | <input checked="" type="checkbox"/> | \$23.48  |
|             | 28473 139                                 | 1106               |          | \$21.35                | \$2.13                              | \$23.48  |
|             | Purchase Jbhifi.Com.Au Adult dvds         |                    |          |                        |                                     |          |
| 27 Aug 2019 | Jbhifi.Com.Au 0395777000                  |                    | Approved |                        | <input checked="" type="checkbox"/> | \$30.48  |
|             | 28473 139                                 | 1106               |          | \$27.71                | \$2.77                              | \$30.48  |
|             | Purchase Jbhifi.Com.Au Adult DVDs         |                    |          |                        |                                     |          |
| 26 Aug 2019 | Ink Station Marrickville                  |                    | Approved |                        | <input checked="" type="checkbox"/> | \$118.14 |
|             | 28500 190                                 | 1106               |          | \$107.40               | \$10.74                             | \$118.14 |
|             | Purchase Ink Station Spine Label Stickers |                    |          |                        |                                     |          |
| 26 Aug 2019 | Jbhifi.Com.Au 0395777000                  |                    | Approved |                        | <input checked="" type="checkbox"/> | \$131.87 |
|             | 28473 139                                 | 1106               |          | \$119.88               | \$11.99                             | \$131.87 |
|             | Purchase Jbhifi.Com.Au Adult dvds         |                    |          |                        |                                     |          |
| 27 Aug 2019 | Jbhifi.Com.Au 0395777000                  |                    | Approved |                        | <input checked="" type="checkbox"/> | \$23.48  |
|             | 28473 139                                 | 1106               |          | \$21.35                | \$2.13                              | \$23.48  |
|             | Purchase Jbhifi.Com.Au Adult dvds         |                    |          |                        |                                     |          |
| 27 Aug 2019 | Jbhifi.Com.Au 0395777000                  |                    | Approved |                        | <input checked="" type="checkbox"/> | \$23.48  |
|             | 28473 139                                 | 1106               |          | \$21.35                | \$2.13                              | \$23.48  |



Ordinary Council Meeting Attachments  
15 October 2019

Purchase Jbhifi.Com.Au  
Adult DVDs

|                             |              |      |               |                          |            |
|-----------------------------|--------------|------|---------------|--------------------------|------------|
| 28 Aug 2019                 | Account Fees |      | No Appr Req'd | <input type="checkbox"/> | \$6.82     |
| 27130                       | 190          | 1106 | \$6.20        | \$0.62                   | \$6.82     |
| Account Fees Cc Fp User Fee |              |      |               |                          |            |
| Bank Charges                |              |      |               |                          |            |
| Total for this period:      |              |      |               |                          | \$1,915.78 |

**Cardholder Declaration**

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

Signature  Dated 9/9/19

Employee ID: 60

**Approved By**

Signature  Dated 9/9/19

**On Completion**

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





## **Ordinary Council Meeting**

### **8.5.1 – Matters for Information and Noting**

**Matters for Informing and Noting****Building Permits Issued September 2019**

| <b>Application Number</b> | <b>Location</b>  | <b>Type of Work</b>       | <b>Delegated Authority</b> |
|---------------------------|------------------|---------------------------|----------------------------|
| BA2019/00036              | 14 The Esplanade | Demolition                | Officer                    |
| BA2019/00038              | 14 The Esplanade | New Dwelling              | Officer                    |
| BA2019/00019              | 23A View Street  | Additions and Alterations | Officer                    |
| BA2019/00035              | 20 The Esplanade | Pergola                   | Officer                    |

**Development Approvals Issued September 2019**

| <b>Application Number</b> | <b>Location</b>    | <b>Delegated Authority</b> |
|---------------------------|--------------------|----------------------------|
| DA2019/00009              | 146 Forrest Street | Council                    |
| DA2019/00028              | 42 View Street     | Council                    |

**Infringements Issued September 2019**

| <b>Date of Issue</b> | <b>Infringement Location</b> | <b>Value of Infringement</b> |
|----------------------|------------------------------|------------------------------|
| 02/09/2019           | Leake Street                 | \$45.00                      |
| 14/09/2019           | Hobb's Place                 | \$35.00                      |
| 14/09/2019           | Hobb's Place                 | \$35.00                      |
| 14/09/2019           | Hobb's Place                 | \$35.00                      |
| 14/09/2019           | Johnston Street              | \$35.00                      |
| 19/09/2019           | Johnston Street              | \$45.00                      |

**Library Statistics September 2019**

| <b>Library Statistics</b> | <b>September 2019</b> | <b>September 2018</b> |
|---------------------------|-----------------------|-----------------------|
| Loans                     | 16,363                | 17,344                |
| New Borrowers             | 306                   | 266                   |



Shire of  
Peppermint Grove

## Memorandum of Understanding

This Memorandum of Understanding (MOU) is made under s3.68(b) of the *Local Government Act 1995*.

### 1. Introduction

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 an Integrated Local Area Plan for the Cottesloe Activity Centre – the area and land described in Annexure 1. This agreement is outlined in the following MOU.

### 2. Parties to MOU

This MOU is an agreement between the following parties:

The Town of Cottesloe  
'the Town'

The Shire of Peppermint Grove  
'the Shire'

109 Broome Street, Cottesloe WA 6011

1 Leake Street, Peppermint Grove, WA 6011

### 3. Background

The Cottesloe Activity Centre is an important place of community focus for the neighbourhoods of Cottesloe and Peppermint Grove. Development of the Centre is likely to be substantially renewed over the next 20 years and it is important for the local and state government as well as the private sector to work together to realise the best outcomes for urban design and functionality – to serve local needs and to connect the centre better to its communities.

An overarching strategic planning framework is needed ahead of the likely major redevelopment projects, to guide redevelopment and ensure there is a transformative change and improvement in the centre in terms of social and economic vigour.

To that end, the Town of Cottesloe, in association with the Shire of Peppermint Grove, proposes to undertake the preparation of an Integrated Local Area Plan (ILAP) for the Cottesloe Activity Centre (the Centre) study area that extends from Curtin Avenue to the eastern side of Stirling Highway and is bounded by Curtin Avenue to the west, Forrest Street to the north, and Jarrad Street and Irvine Street to the south.

This study area incorporates the two precinct areas of Cottesloe Town Centre Zone and the Peppermint Grove District Centre Zone, as well as the residual (vacant) railway lands surrounding Cottesloe Station.

**4. Definitions**

Any terms referred to in this document has the same meaning as in the *Local Government Act 1995* and its Regulations, the *Planning and Development (Local Planning Schemes) Regulations 2015* and State Planning Policy No 7 - Residential Design Codes.

**5. Purpose of MOU**

The purpose of this MOU is to ensure that the parties subject to this MOU agree to work together in good faith for the promotion, advancement and (re)development of the Cottesloe Activity Centre.

**6. Objectives of MOU**

- To formally acknowledge the partnership between the Town and the Shire.
- To foster and support a respectful and trusting working relationship between the Town and the Shire.
- To provide a framework of understanding on which all other documents, agreements and partnerships between the parties can be formulated.

**7. Term and Scope of MOU**

- This MOU will come into effect at the date of signing by both parties.
- The MOU is an ongoing arrangement subject to review and evaluation every 12 months, or until it is terminated.
- The MOU does not preclude the rights of either party to engage in other partnerships and alliances.
- The MOU is deemed a public document.

**8. Benefits of the MOU**

- Greater levels of clarity , respect and understanding between the parties.
- The pursuit of a shared vision for the Cottesloe Activity Centre.
- Enhanced planning processes for community development and the delivery of dynamic programs, activities and services involving the broader community.
- Increased knowledge, information and resource sharing between the parties.
- Achievement of mutually desired outcomes for the Cottesloe Activity Centre.

**9. Guiding Principles of Collaboration**

**9.1 Management Principles**

- In the case of conflicting design principles; the success of the entire Cottesloe Activity Centre overrides any conflict with design objectives of individual project sites.

- A Project Steering Group (PSG) is to be established and is to consist of 4 members from each **Local Government**. The PSG will oversee the operation of the technical team in terms of quality and content of work, financial oversight of study accounts and project gateway achievement.
- The PSG will guide and provide a check-point for major design decisions.
- Members of the Project Steering Group are to abide by these management principles.

9.2 Planning Principles

- The Integrated Local Area Plan (ILAP) will sit across local government boundaries and seek to apply the same or at least similar controls and detailed provisions.
- Resourcing of development for facilities such as greenspace, parking, and infrastructure which serves the Cottesloe Activity Centre (the Centre) should be distributed in terms of costs and benefits across the entire Centre.
- Execution of the ILAP will require each Local Government to amend their local planning schemes and/or adopt consistent local planning policies.
- Development applications which relate to the Cottesloe Activity Centre received in either local government area (LGA) during the term of this MOU that require Council decisions will be referred to all parties for advice and comment.

9.3 Design Principles

- The purpose of the Cottesloe Activity Centre is primarily about serving the daily requirements of both local neighbourhoods and the public transport hub as an access point to the rest of the Region.
- Access within the Centre needs to prioritise walking as the primary form of access. Bicycle facilities and interchange with public transport is also a design objective.
- Data and information is to be used to guide the Centre study as well as influence decisions by bodies and other stakeholders who occupy and shape the Centre and its uses.
- Height, scale, bulk, orientation and other design outcomes are to be prescribed in broad format initially with illustrative content to assist in discussion and evaluation of design options.
- The principles of Ecologically Sustainable Development (ESD) are to be a foundation of design for the overall Centre as well as individual development sites.
- Social design will involve a variety of groups and individuals, it will inform, influence and allow participants to shape the design qualities identified for the Cottesloe Activity Centre.
- **Consideration will be given to the inclusion and placement of high quality public art as a means to enhance the visual quality of the Cottesloe Activity Centre.**

10. Funding and Financial Considerations

10.1 Obligations

Any project expenditure shall be approved by the Project Steering Group co-chaired by representatives from the Town and the Shire, prior to any expenditure being incurred.



Any expenses incurred during the development of the ILAP and/or its implementation will be subject to the following funding structure:

- Town of Cottesloe funding contribution - 75%
- Shire of Peppermint Grove funding contribution - 25%

Variations to the cost of any contract entered into by the PSG will require the authorisation of both Councils having regard for Council's Procurement (Purchasing) Policy and Procedures.

#### 10.2 Funding

- The Town will contribute \$120,000 (+GST) per annum for a minimum of 2 years.
- The Shire will contribute \$40,000 (+GST) per annum for a minimum of 2 years.

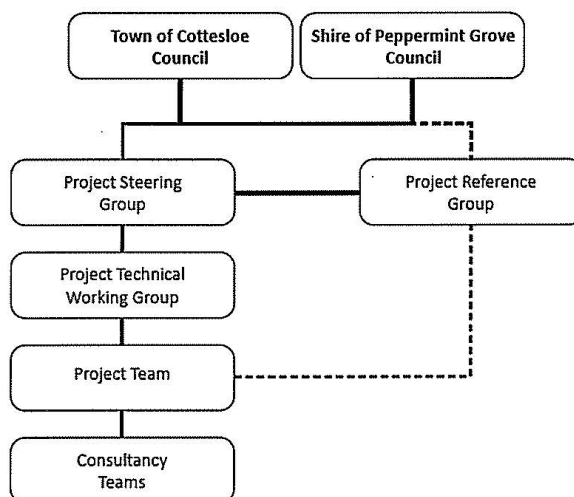
*NOTE The project budget may be increased through the contribution of funds or services in lieu by other potential partners.*

The Town will manage the funding of the project for the purposes of consolidating and administering project funds and contracts.

#### 11. Meetings and Reporting (Governance)

Although spanning two local government areas, the ILAP will be undertaken as a stand-alone project with one vision and overarching strategic framework. Additionally, it will form part of a much larger network of overlapping programs with activities and outcomes forging further linkages which may go beyond the bounds of the original project.

Accordingly, the ILAP is to be prepared with the oversight of project steering group and reference groups (comprising of a maximum of 10 key stakeholder representatives from the Community) and is to be chaired by two (2) nominated Councillors from each LGA.



**12. Intellectual Property**

Intellectual property developed as part of the ILAP Project will be jointly owned by both parties. All reports and material produced will be copyrighted jointly to both parties.

**13. Confidential Information**

Councillors, Members the Project Steering Group and the Reference Group will be required to ensure that any document or information (whether oral 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, Project Steering Group or the Reference Group

**14. Dispute Resolution**

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

Points of references for determining whether or not the MOU has been breached will be:

- the understandings and the responsibilities contained in the MOU.
- the obligations and conditions contained in the funding agreement.

In the event of a dispute between the Town and the Shire, either party may request a meeting within 7 days of the disagreement to discuss the matter in dispute and negotiate a mutually acceptable resolution.

If the dispute cannot be resolved between the parties through direct communication within 28 days of the initial meeting, the parties will appoint a mediator. The parties must agree to equally share any fees and costs associated with the mediation process.

Both parties must agree to follow the terms of the agreement made at mediation.

**15. Ceasing of Agreement**

This agreement can only be terminated if both Councils vote to cease the project and to meet any committed costs of procurement or contractual commitments.

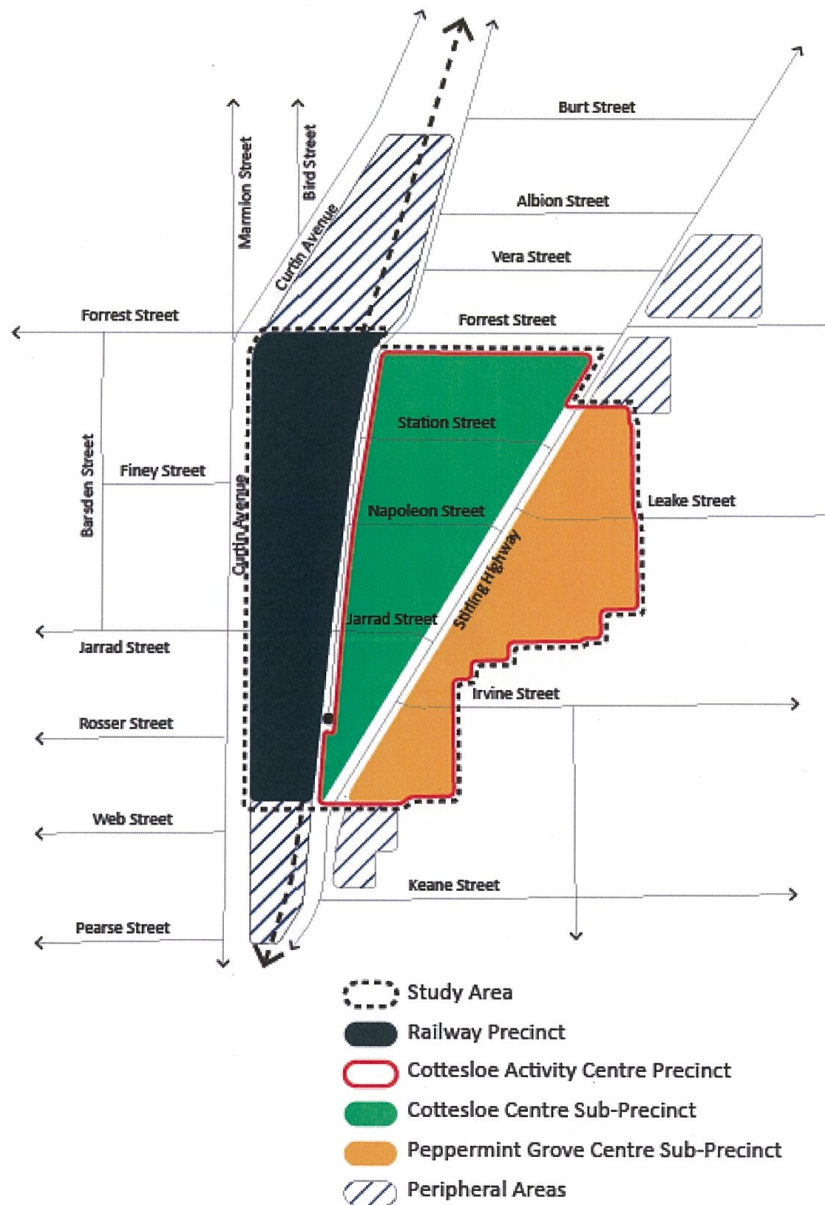
## Signatories to Agreement by CEO's

MOU between the Town of Cottesloe and Shire of Peppermint Grove

Signed \_\_\_\_\_  
Name \_\_\_\_\_  
Organisation \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Signed \_\_\_\_\_  
Name \_\_\_\_\_  
Organisation \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## Annexure 1 – Study Area



# Memorandum of Understanding



**This document represents an agreement between Water Corporation, the Department of Water and Environmental Regulation and Shire of Peppermint Grove**

## Purpose

The purpose of this Memorandum of Understanding (MOU) is to outline Shire of Peppermint Grove commitment to the Waterwise Council Program (the Program) and detail the organisation's commitment to build a cooperative working relationship to sustainably manage water use in the Shire of Peppermint Grove area and increase awareness of the importance of building water sensitive communities.

## Term

This MOU will guide the working relationship between the parties to achieve the MOU intent for a period from the date of its signing until either party decides it no longer wishes to participate in the Program. At that time, the working relationship between the parties will be reviewed.

## Background

Water Corporation and the Department of Water and Environmental Regulation launched the Waterwise Council Program in 2009 to build a cooperative working relationship with local government to improve water use efficiency in their operations and their communities.

Population and economic growth combined with the changing climate are placing additional pressures on those planning, managing and using our water resources. In response, the State Government is creating a portfolio of options to meet our future water demands highlighting the importance of water use efficiency.

The partnership with local government is an essential component in achieving water savings in our communities. The Program will assist local government to improve water management of potable and non-potable sources for public open space and facilities. The Program also supports behavioural changes in the community by encouraging the use of products and services designed to reduce water demand.

## Water Corporation and the Department of Water and Environmental Regulation:

- Will present the council with an official acknowledgement of achievement on completion of the program criteria. Additional recognition will be provided to endorsed councils that have achieved significant progress towards best practice water efficiency in council operations and the community.
- Will provide the council with branding to promote the council as Waterwise.
- Will promote the council as Waterwise through any relevant advertising campaigns and on both the Corporation and Department's websites.
- Will provide access to Waterwise training including all training materials at no charge to councils participating in the Program.





### Shire of Peppermint Grove:

Will work with Water Corporation and the Department of Water and Environmental Regulation to improve water management and champion water efficiency, take part in appropriate promotional activities and encourage all appropriate staff to undertake relevant Waterwise training.

- Will commit to meeting the Program criteria as detailed below:
  1. Council commitment – sign this Memorandum of Understanding confirming the council's commitment to participate in the Waterwise Council Program.
  2. Review council water consumption and create a Water Efficiency Action Plan for potable and non-potable water sources for all council operations and the community.
  3. Ensure that appropriate staff members complete Waterwise training.
  4. No breaches of groundwater licence terms or conditions set by the Department of Water and Environmental Regulation and no breaches of scheme water usage in the past 12 months. (This includes permanent water efficiency measures)
  5. Report annually to retain Waterwise Council endorsement. Evidence to demonstrate compliance with the Program criteria will be requested every year. Should a council fail to meet the criteria, Water Corporation and the Department of Water and Environmental Regulation may remove the council's endorsement status. If endorsement is withdrawn this automatically removes the council's right to use the Program branding.

- Will recognise the partnership with Water Corporation and the Department of Water and Environmental Regulation through promotion where appropriate on the council's website, on materials and at events.

### Future Commitments

#### 1. The parties commit to:

Recognise and protect the intellectual property that parties may invest in the preparation of any promotion or offer.

Ensure logos used on all promotional materials are used in accordance with the organisation's guidelines and that the appropriate approvals are received prior to use.

Nominate a point of contact at each organisation that will be responsible for overseeing progress towards the purpose of this MOU.

#### 2.

The parties will not disclose, advertise, or publish the details of this MOU without the prior written consent of the other parties, unless required to do so under law.

### No Obligations

The parties agree that in working towards the purpose of this MOU they will deal with each other and conduct themselves in accordance with good commercial business and industrial practice.

The relationship between the parties is limited to carrying out the purpose of the MOU.

This MOU does not preclude either organisation from developing similar mutually beneficial understandings with other parties.

### 2 Memorandum of Understanding

[watercorporation.com.au](http://watercorporation.com.au)



**Date of Effect**

17/09/2019

**For Water Corporation**

By:

Name:

Title:

Date:

**For Department of Water and Environmental Regulation**

By:

Name:

Title:

Date:

**For Shire of Peppermint Grove**

By:

Name: *DON BURNETT*

Title: *CEO*

Date: *24/9/19*

**3 Memorandum of Understanding**

[watercorporation.com.au](http://watercorporation.com.au)



# Waterwise Council Program

## Action Plan

|               |                           |
|---------------|---------------------------|
| Council name: | Shire of Peppermint Grove |
| Date:         | 31 October 2019           |



### Contact Information

| Council                   |  |
|---------------------------|--|
| Name                      | Shire of Peppermint Grove  |
| Postal address            | PO Box 221, Cottesloe WA 6911  |
| Telephone                 | 9286 8600  |
| Council email             | <a href="mailto:admin@peppermintgrove.wa.gov.au">admin@peppermintgrove.wa.gov.au</a>                     |
| Chief Executive Officer   |  |
| Name                      | Don Burnett  |
| Telephone                 | 9286 8600  |
| Email                     | <a href="mailto:don.burnett@peppermintgrove.wa.gov.au">don.burnett@peppermintgrove.wa.gov.au</a>         |
| Primary program contact   |  |
| Name                      | Donovan Norgard  |
| Position                  | Manager Infrastructure Services  |
| Telephone                 | 08 9286 8600   |
| Email                     | <a href="mailto:donovan.norgard@peppermintgrove.wa.gov.au">donovan.norgard@peppermintgrove.wa.gov.au</a> |
| Secondary program contact |  |
| Name                      | Ross Montgomery  |
| Position                  | Manager Development Services   |
| Telephone                 | 9286 8600  |
| Email                     | <a href="mailto:ross.montgomery@peppermintgrove.wa.gov.au">ross.montgomery@peppermintgrove.wa.gov.au</a> |

### Waterwise Council Management Team

| Name            | Position                        | Telephone                      | Email  |
|-----------------|---------------------------------|--------------------------------|--|
| Donovan Norgard | Manager Infrastructure Services | (08) 9286 9600<br>0417 947 990 | <a href="mailto:donovan.norgard@peppermintgrove.wa.gov.au">donovan.norgard@peppermintgrove.wa.gov.au</a> |
|                 |                                 |                                |  |



### Background

The Shire of Peppermint Grove is located in the western suburbs of the Perth Metropolitan Region on the northern edge of the Swan River and is the smallest (by land area) local government authority in Western Australia covering just 1.5 square kilometres.

The Shire's unique natural and built character has been preserved by its residents and council and is considered one of the most beautiful suburbs in the State.

|   |  |
|---|--|
| Region:   | Perth metro  |
| Population:   | 1,524  |
| Population comments:  | Nearly 50% of residents own their home outright and highest percentage age groups are 15-19 years and 50 – 54 years.         |
| Annual average rainfall (mm):   | 734mm (Swanbourne)   |
| Residents are employed in the following industries:                               | Most residents are either employed in the legal services industry, hospitals, educations or finance and investment services. |
| Drinking water supply source if known (please include alternative water sources): | IWSS, Dam, Storm water Harvesting, Wastewater Reuse, and Groundwater   |

The Shire is part of the Western Suburbs Regional Organisation of Councils (WESROC) which is a voluntary partnership to work on projects, share resources and address boundary issues. The Shire have contributed to a number of WESROC reports including recent issues in groundwater management and saltwater intrusion in the western suburbs. WESROC has a dedicated Water Project Officer that works with private industry and State Government on water related project in the region.

The Shire's population is expected to increase with infill targets and with the majority of the Shire's water use by local residents, it will be important to ensure that they are educated in waterwise principles to help the Shire meet its new Waterwise Council targets.





### Completed Water Efficiency Programs/Initiatives

The Shire was previously a Waterwise Council but withdrew from the program due to resourcing issues.

**ICLEI** – In 2007 the Shire Completed a Water Conservation Plan and participated in ICLEI Water Campaign

**Native Plant Subsidy Scheme** – Through WESROC, the Shire contributes to the Native Plant Subsidy Scheme run by the City of Nedlands to provide subsidised native plants to residents. The Scheme has been running since 2008.

**Free Mulch** – The Shire also promotes the use of free mulch from the local West Metro Recycling Centre for residents.

**Tree Maintenance Program** – The Shire is dedicated to preserving and maintaining its iconic street trees and park trees. The Program in 2017/2018 resulted in many new Peppermint and Tuart trees planted on street verges and in parks throughout the area.

### Relationship to Strategic Documents

The Shire's Waterwise Council Action Plan sits under the Shire's [Community Strategic Plan](#) in regards to the objective to protect and enhance Peppermint Grove's natural environment and biodiversity. A priority for the Shire in its Plan includes exploring options for improving the Shire's energy and water use.

#### Other related documents include:

- [Corporate Business Plan 2014 - 2018](#)
- [LPP 1: Urban Design and Streetscape Policy](#)
- [Activities on thoroughfares and trading in thoroughfares and public places local law](#)

### Historical Water Use

#### Total council water use

|                            | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19       |
|----------------------------|---------|---------|---------|---------|---------------|
| Potable water use (kL)     | 3,363   | 2,273   | 4,682   | 1,491   | 3,820         |
| Non-potable water use (kL) | N/A     | N/A     | N/A     | N/A     | 43,172        |
| <b>Total</b>               |         |         |         |         | <b>46,992</b> |

INSERT GRAPH



**Potable water use - top 5 facilities**

| Facility name                          | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | Clarify water use increase or reduction  |
|--|---------|---------|---------|---------|---------|--|
| Johnston street drainage reserve       | N/A     | N/A     | N/A     | 4       | 50      | New install                              |
| Manners Hill Park                      | 163     | 210     | 201     | 211     | 146     | Improved management practices            |
| Peppermint Grove Tennis Club           | 187     | 392     | 237     | 210     | 238     | Membership variations                    |
| Freshwaters Café                       | 503     | 494     | 2,296   | 540     | 1,100   | New building and use                     |
| Toilets (The Esplanade)                | 372     | 550     | 1,074   | 52      | 158     | Declining usage                          |
| The Grove Library and Community Centre | 2,138   | 627     | 874     | 474     | 2,128   | Unknown – further investigation required |

**Non-potable water use - top 5 facilities**

| Facility name     | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | Clarify water use increase or reduction |
|-------------------|---------|---------|---------|---------|---------|---|
| Manners Hill Park | N/A     | N/A     | N/A     | N/A     | 2,430kL | New meters installed                    |
| Tennis Club       | N/A     | N/A     | N/A     | N/A     | 864kL   | New meters installed                    |
| Keanes Point      | N/A     | N/A     | N/A     | N/A     | 855kL   | New meters installed                    |
| Esplanade         | N/A     | N/A     | N/A     | N/A     | 954kL   | New meters installed                    |
| Administration    | N/A     | N/A     | N/A     | N/A     | 180kL   | New meters installed                    |



## Community Water Use

### Historical community water use – potable

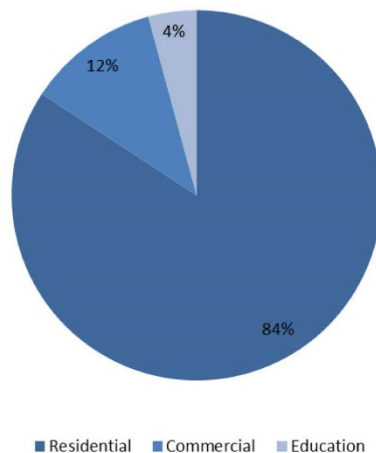
The Shire's overall community water use has decreased over the last 5 years from 197 kL per person to 171 kL per person (13.2% reduction).

| Year (financial)   | 2014/15    | 2015/16    | 2016/17    | 2017/18    | 2018/19    |
|--|------------|------------|------------|------------|------------|
| Community water use (kL)                                   | 300,864 kL | 299,849 kL | 275,147 kL | 281,751 kL | 278,948 kL |
| Population   | 1,524      | 1,524      | 1,705      | 1,636      | 1,636      |
| Per capita water use                                       | 197 kL     | 197 kL     | 164 kL     | 172 kL     | 171 kL     |
| Reason for increase/decrease from previous year (if known) | Unknown    | Unknown    | Unknown    | Unknown    | Unknown    |

### Community Water Use by Sector

The Shire's residential water use is the sector with most opportunity for water savings.

| Community water use – sectors 2017/18 | %   |
|---------------------------------------|-----|
| 1. Residential                        | 84% |
| 2. Commercial                         | 12% |
| 4. Education                          | 4%  |





### Water Efficiency Goals

Setting water efficiency goals will help drive the implementation of water efficiency measures across your operations and in the community. Goals need to include a realistic timeframe and the base year from which improvements will be measured.

#### Council water efficiency goal

Over the coming year, the Shire will aim to reduce corporate scheme water consumption by 2%.

Corporate bore water use targets are determined by the Department of Water and Environmental Regulation regarding license allocations. The Shire is currently within these allocations, due to the careful management of each reserve.

#### Community potable water efficiency goal

- Reduce community water use below 150 kL per capita per annum by 2024 (approximately 12.3% reduction from 2018/2019 levels)



## Performance Benchmarks

Determining an appropriate performance indicator for the council's top water using sites will allow water use comparisons to be made each year.

### How to calculate your benchmarks?

For each facility or irrigated area divide your water use (kL) by the appropriate performance indicator (e.g. L/ patron/ year) to determine the benchmark for 2017/18 usage year.

Please enter your performance benchmarks for your top 5 facilities in the table below.

| Facility                               | Period (Year) | Potable/non-potable | Annual Water use (kL) | Benchmark Indicator | Benchmark            |
|--|---------------|---------------------|-----------------------|---------------------|----------------------|
| Johnston street drainage reserve       | 2018/19       | Potable             | 50                    | kL/hectare          | 7500kL/hectare       |
| Manners Hill Park                      | 2018/19       | Potable             | 146                   | kL/hectare          | <50L/patron          |
| Peppermint Grove Tennis Club           | 2018/19       | Potable             | 238                   | kL/m2/per annum     | 7500kL/hectare       |
| Freshwaters Café                       | 2018/19       | Potable             | 1,100                 | kL/m2/per annum     | <15L/patron          |
| Toilets (The Esplanade)                | 2018/19       | Potable             | 158                   | kL/toilet           | 0.40 kL/m2/per annum |
| The Grove Library and Community Centre | 2018/19       | Potable             | 2,128                 | kL/m2/per annum     | <15L/patron          |





## Waterwise Endorsement

| Waterwise Council Endorsement Action Table |   |   |                           |   |
|--|---|---|---------------------------|---|
| Ref  | Action  | Status of action<br>In progress /<br>completed /<br>ongoing | Department<br>responsible | Evidence  |
| 1.   | Sign <a href="#">Waterwise Council Program MOU</a> . Please email completed MOU to <a href="mailto:water.efficiency@watercorporation.com.au">water.efficiency@watercorporation.com.au</a>   | In Progress   | CEO                       | Copy of MOU provided  |
| 2.   | Conduct a water audit on the council's top 5 water using sites and commit to implementing the most viable recommendations. For smaller councils we have online <a href="#">water audit training</a> available. If you're a larger council we recommend you visit our <a href="#">Water Auditor Program page</a> . | To be completed   | Infrastructure            | The Shire owns a total of five facilities. Audits will be performed by staff with online training to ensure that leaks and facility improvements are monitored or considered  |
| 3.   | Irrigation team and appropriate employees to complete free online Water Corporation water efficiency training.  | To be completed   | Infrastructure            |   |
| 4.   | Demonstrate your council has considered the inclusion of compulsory pool covers in your council pool inspection and certification checklist.  | N/A   | N/A                       | The Shire does not own a leisure centre or maintain a swimming pool.  |
| 5.   | Promote water conservation to your residents through different communications channels (social media, newsletter, website, brochures).  | Ongoing   | Infrastructure            | The Shire provides a number of gardening brochures on its website including: <ul style="list-style-type: none"> <li>- <a href="#">Earth carers guide on Feed, Nurture, Grown your garden</a></li> <li>- <a href="#">Wildflowers and other local native</a></li> </ul> |



|     |  |                 |                |  |
|-----|--|-----------------|----------------|--|
|     |  |                 |                | <p><a href="#">plants for your garden (WESROC)</a></p> <ul style="list-style-type: none"> <li>- <a href="#">Fertilise wise for Western Coastal Plain Soils (SERCUL)</a></li> </ul> <p>The Shire also provides the following online:</p> <ul style="list-style-type: none"> <li>- <a href="#">Garden mulch FAQ</a></li> <li>- <a href="#">How to worm farm</a></li> <li>- <a href="#">How to compost</a></li> </ul> <p>Earth Carers courses are performed at The Grove each year to encourage sustainable living.</p> |
| 6.  | Demonstrate engagement with local schools to promote the Waterwise Schools Program. Engage with local schools on water efficiency and sustainability programs.     | Ongoing         | Development    | Cottesloe Primary School and Presbyterian ladies Collage are endorsed <a href="#">Waterwise Schools</a>  |
| 7.  | Provide information on the installation and local regulation of non-potable water supply (e.g. grey water systems and rainwater tanks) where appropriate.          | In Progress     | Development    | The Shire has information on <a href="#">Greywater</a> linked on its website   |
| 8.  | Put processes in place to encourage behavioural change within council office, e.g. save water signage in staff facilities, regular water management team meetings. | In Progress     | Infrastructure | For discussion / action via the Shire's Senior Management Team (SMT)   |
| 9.  | Procurement processes incorporate consideration of better than 3-star WELS rated fixtures.   | To be completed | Infrastructure | For discussion / action via the Shire's Senior Management Team (SMT)   |
| 10. | Meters (and any sub-meters) are read on a regular basis and recorded. Ensure your team includes leaks observed/fixed.  | Ongoing         | Infrastructure | Monthly monitoring   |



|     |  |                 |                |  |
|-----|--|-----------------|----------------|--|
| 11. | Audit irrigation system to identify poorly performing irrigation hardware. Develop a system maintenance and audit schedule.  | Ongoing         | Infrastructure | The Shire reviewed its reticulation system to ensure water efficient practices in place in 2017/2018. This includes a new 'two-wire' control system fitted at Leake Street Foreshore bore. ( <a href="#">Annual Report</a> ) |
| 12. | Meter all bores - install a water meter to the standards detailed in the Department of Water and Environmental Regulation Guidelines for water meter installation 2009, on all non-scheme water sources to measure both water flow rate and cumulative volume.   | Ongoing         | Infrastructure | Reporting via consultant 'Sport Turf Technologies'   |
| 13. | Landscaping plans to include low water use plants, hydro-zoning and soil amendments.   | Ongoing         | Infrastructure | Currently in effect  |
| 14. | Develop a Local Planning Policy to implement water sensitive urban design in new land developments.  | To be completed | Infrastructure | For discussion / action via the Shire's Senior Management Team (SMT)   |
| 15. | No breaches of groundwater licence terms or conditions set by the Department of Water and Environmental Regulation, and no breaches of scheme water usage issued by Water Corporation, in the past 12 months. This includes permanent water efficiency measures. | Ongoing         | Infrastructure | None recorded  |
| 16. | <a href="#">Report annually</a> on community and corporate water use (scheme and groundwater).   | Ongoing         | Infrastructure | Noted  |
| 17. | Develop long term strategies to fully document storm water drainage, which maximises water re-use and minimised run off into the river   | Ongoing         | Infrastructure | Source Community Strategic Plan<br>Cleaning and maintaining the Shire's storm water drainage system continues with new grates and puts installed. ( <a href="#">Annual Report</a> )  |



## Endorsement of Waterwise Council Action Plan

|  |  |  |
|--|--|--|
| <b>Council Name: Shire of Peppermint Grove</b>   |  |  |
| a)   | Will implement the water saving measures stated in Section 5 of the Water Efficiency Action Plan and ensure employees and contractors assist in implementing actions.  |  |
| c)   | Acknowledges that the Water Corporation and / or Department of Water and Environmental Regulation may comment on the WCAP and/or request additional information relating to the WCAP.  |  |
| d)   | Acknowledges that the Water Corporation and Department of Water and Environmental Regulation will monitor the Action Plan and failure to meet requirements of the program may result in the withdrawal of Waterwise endorsement. |  |
| e)   | Will submit an annual report, in accordance with Section 5 (Action Plan), detailing progress made on the WCAP in order to maintain endorsement as a Waterwise Council.   |  |
| Name   | Donovan Norgard  |  |
| Position   | Manager of Infrastructure Services   |  |
| Signature  | Date   |  |
| <b>Water Corporation and Department of Water and Environmental Regulation Acceptance of WCAP</b>   |  |  |
| Water Corporation and Department of Water and Environmental Regulation has reviewed and accepted the WCAP. With acceptance of this Action Plan <LGA>: will be eligible for endorsement as a Waterwise Council. |  |  |
| <b>Water Corporation:</b>  |  |  |
| Name   |  |  |
| Position   |  |  |
| Signature  | Date   |  |
| <b>Department of Water and Environmental Regulation:</b>   |  |  |
| Name   |  |  |
| Position   |  |  |
| Signature  | Date   |  |
| Document Number  |  |  |