



Shire of  
Peppermint Grove

**NOTICE OF MEETING**

Dear Councillor

It is advised that the **Agenda Briefing Forum** will be held in the Council Chamber on the Shire of Peppermint Grove, 1 Leake Street, Peppermint Grove, on 10<sup>th</sup> September 2024 commencing at 5.30pm.

**MEETING AGENDA ATTACHED**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Don Burnett', written in a cursive style.

**Mr Don Burnett**  
**CHIEF EXECUTIVE OFFICER**

**5<sup>th</sup> September 2024**



Shire of  
Peppermint Grove

# AGENDA BRIEFING FORUM

## AGENDA

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

**TO BE HELD ON  
TUESDAY 24<sup>TH</sup> SEPTEMBER 2024  
AT  
5.30 PM**

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*Any statement, comment or decision made at a Council or Forum meetings regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.*

*Any person or entity who has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and anything said or done at Council or Forum cannot treat as an approval meetings.*

*Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request.*



Shire of  
Peppermint Grove

# **ORDINARY COUNCIL MEETING**

# **AGENDA**

**TO BE HELD ON  
TUESDAY 24<sup>th</sup> SEPTEMBER 2024  
AT  
5.30 PM**



# Shire of Peppermint Grove

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Shire of  
Peppermint Grove

## AGENDA BRIEFING FORUM 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 efficient, effective and orderly decision making within this forum.*

### 2. RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

#### 2.1 ATTENDANCE

Shire President	Cr Karen Farley SC
Deputy Shire President	Cr P Dawkins
Elected Member	Cr D Jackson
Elected Member	Cr E Bond
Elected Member	Cr C Hohnen
Elected Member	Cr Mahony
Manager Development Services	Mr J Gajic
A/CEO	Mr J Clapham
Manager Infrastructure Services	Mr D Norgard

**Gallery** ..... Members of the Public  
..... Members of the Press Apologies

## 2.2 APOLOGIES

CEO  
Elected Member

Mr D Burnett  
Cr P Macintosh

## 2.3 LEAVES OF ABSENCE

## 2.4 NEW REQUEST FOR A LEAVE OF ABSENCE

## 3. DELEGATIONS AND PETITIONS

## 4.0 PUBLIC QUESTION TIME

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

1. The Agenda;
2. Question to Council; and
3. 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. In the event there are no public members present, the Presiding Member will dispense with Public Question Time.

### **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 FROM A PREVIOUS MEETING**  
Nil
- 4.2 **QUESTIONS FROM MEMBERS OF THE PUBLIC**
- 5.0 **DECLARATIONS OF INTEREST**
- 5.1 **FINANCIAL INTEREST**
- 5.2 **PROXIMITY INTEREST**
- 5.3 **IMPARTIALITY INTEREST**
- 5.4 **INTEREST THAT MAY CAUSE A CONFLICT**
- 5.5 **STATEMENT OF GIFTS AND HOSPITALITY**
- 6.0 **ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**
- 7.0 **CONFIRMATION OF MINUTES**

**OFFICER RECOMMENDATION– ITEM NO 7.1**

**Moved:**

**Seconded:**

**That the minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 27<sup>th</sup> August 2024 be confirmed as a true and accurate record.**



**8.1 MANAGER DEVELOPMENT SERVICES**

Nil

**8.2 MANAGER INFRASTRUCTURE SERVICES**

Nil

**8.3 MANAGER CORPORATE AND COMMUNITY SERVICES**

**8.3.1 List of Accounts Paid – 31<sup>ST</sup> August 2024**

Due to the early closing of the agenda, the accounts paid for 31<sup>st</sup> August 2024 will be presented at the Ordinary Council Meeting scheduled for 24<sup>th</sup> September 2024.

**8.3.2 Financial Statements for the period ending 31<sup>st</sup> August 2024**

Due to the early closing of the Agenda, the Interim Financial Statements for 31<sup>st</sup> August 2024 will be presented at the Ordinary Council Meeting scheduled for 24<sup>th</sup> September 2024.

## 8.4.1 Budget Reallocation

### **ATTACHMENT DETAILS**

<b>Attachment</b>	<b>Description</b>
Attachment	Nil

Voting Requirement	:	Absolute Majority
Subject Index	:	Annual Budget
Disclosure of Interest	:	Nil
Author	:	Mr Don Burnett, Chief Executive Officer
Responsible Officer	:	Mr Don Burnett, Chief Executive Officer

### **PURPOSE OF REPORT**

This report seeks Council approval for two projects that needs a budget reallocation prior to the mid-year budget review.

### **SUMMARY AND KEY ISSUES**

There are three projects that need a budget reallocation.

- Construction of the Freshwater Bay memorial Wall
- Continuation of the internal funding for strategic planning projects
- Completion of the digital parking sign.

### **BACKGROUND**

When Council adopted the 2024/25 budget, two projects that were underway in 2023/24, but not completed and were not included in the 2024/25 budget.

One was the construction of the Freshwater Bay memorial Wall. This project was included in the 2023/24 budget, the budgeted amount of \$80,000 to be met by a combination of a reserve fund transfer of \$30,000 and a Municipal fund amount of \$50,000. The was to start in the last quarter of 2023/24 but was delayed due to contract discussions with the contractor. The project is scheduled to be completed in October.

The other was the finalisation of the digital parking sign. A balance of \$13,000 is still to be paid.

In the last month it has become apparent that additional staff resources are needed to continue with the Shire's strategic planning. During 2023/24, an internal restructure of Shire planning staff was made so that strategic planning projects could be undertaken inhouse rather than use consultants. These projects, principally the Cottesloe Village Precinct Plan and the Local Planning Strategy are taking longer than anticipated and it is proposed that the restructure is continued through to February 2026 in order for the projects to be completed. The impact for the 2024/25 budget is approximately \$50,000.

## **CONSULTATION**

There was no consultation in drafting of this report.

## **STRATEGIC IMPLICATIONS**

Under the Community Strategic Plan, the Memorial will achieve the Social Strategic Priority of 1.2 Preserving and promoting local history and heritage and 1.4 – Promoting community connection and activation.

The additional work on the Shire's Strategic Planning will meet the Built Environment Strategic Priority 3.1 Perpetual Character of the Shire

## **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

## **STATUTORY IMPLICATIONS**

The Local Government Act 1995, Clause 6.8 requires Council to approve expenditure not included in the budget by absolute majority.

## **FINANCIAL IMPLICATIONS**

The expenditure of \$80,000 for the memorial wall and the \$13,000 for the digital sign can be met from the Building and Infrastructure Reserve, which currently has a balance of \$962,576 as at 30 June 2024. The transfer from reserve has no impact on the 2024/25 budget.

The additional staff expenditure of \$50,000 will be required to be addressed as part of the mid-year budget review in January, with the additional costs starting in February 2025, however planning needs to in place for the staffing structure to continue.

The anticipated 30 June 2024 surplus will be below the projected surplus of \$821,000 by approximately \$100,000 (subject to final audit) and this will also be addressed at the mid-year budget review.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental identified at this stage.

## **OFFICER COMMENT**

Council approval is sought for both reallocations, noting only the staff salary reallocation may have a direct impact on the budget, depending on the midyear budget review.

**OFFICER RECOMMENDATION/S – ITEM 8.2.1**

**That Council approves:**

- 1. funding of \$80,000 for the Memorial Wall and \$13,000 for the completion of the digital parking sign from the Building and Infrastructure Reserve Fund.**
- 2. an increase of \$50,000 for strategic/statutory planning staff costs, with the mid-year budget review to include this amount**

## 8.4.2 Matters for Information and Noting

### ATTACHMENT DETAILS

Attachment	Description
Attachment 1	Building/Planning Statistics
Attachment 2	Infringements Issued
Attachment 3	Library Statistics
Attachment 4	Library Management Group Meeting Notes held Tuesday 13 August 2024

Voting Requirement	:	Simple Majority
Subject Index	:	Matters for Information August 2024
Disclosure of Interest	:	Nil
Author	:	Jennifer Court, Projects and Policy Officer
Responsible Officer	:	Mr Don Burnett, Chief Executive Officer

### PURPOSE OF REPORT

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

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

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

- Building Permits issued
- Demolition permits issued
- Seal register advising of when the Shire seal has been applied
- Infringements for parking and dogs etc.
- Recycling Statistics
- Library Statistics

### SUMMARY AND KEY ISSUES

The following reports are presented to Council:

- Planning Approvals
- Building Approvals
- Infringements
- Library Statistics
- Recycling
- Notes for the Library Management Meeting held on 13<sup>th</sup> August 2024.

## **CONSULTATION**

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

## **OFFICER COMMENT**

### **Library Management Group**

The notes from the Library Management Meeting (LMG) held on 13<sup>th</sup> August 2024 are attached. Key points discussed include:

- Ongoing negotiations regarding the café lease within the library
- The West Coast Community Centre has confirmed the extension of the MOU for a further 5 years, commencing on 1 July 2024.
- The social media site 'Perth Ok has included The Grove in its list of 10 of Perth's best public libraries.
- The adopted Grove 2024/25 budget for the Grove library, Community and History Unit has some minor changes to the draft budget presented at the May meeting.

## **OFFICER RECOMMENDATION/S – ITEM 8.4.1**

**That Council receives the information in this report.**

**9. COMMITTEE REPORTS**

**10. NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL**

**11. MOTIONS ON NOTICE**

(Automatically sent back to administration for consideration at the next Council meeting)

**12. CONFIDENTIAL ITEMS OF BUSINESS**

**13. CLOSURE OF MEETING**

At \_\_\_pm, there being no further business the meeting closed.