



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 11^h June 2024 at 5.30pm.

MEETING AGENDA ATTACHED

Yours faithfully

Mr Don Burnett
CHIEF EXECUTIVE OFFICER

6^h June 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 11TH JUNE 2024
AT
5.30 PM

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Shire of
Peppermint Grove

ORDINARY COUNCIL MEETING

AGENDA

TO BE HELD ON
TUESDAY 25th June 2024
AT
5.30 PM



Shire of Peppermint Grove

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Shire of
Peppermint Grove

DRAFT ORDINARY COUNCIL MEETING AGENDA

1. DECLARATION OF OFFICIAL OPENING

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

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

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

Affirmation of Civic Duty and Responsibility

I make this Affirmation in good faith on behalf of Councillors and Officers of the Shire of Peppermint Grove. We collectively declare that we will duly, faithfully, honestly, and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgment and ability. We will observe the Shire's Code of Conduct and meeting procedures to ensure 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 P Macintosh
Elected Member	Cr J Mahony
Elected Member	Cr D Jackson
Elected Member	Cr E Bond
Elected Member	Cr C Hohnen
CEO	Mr D Burnett
Manager Development Services	Mr J Gajic
Manager Corporate & Community Services	Mr J Clapham
Manager Infrastructure	Mr D Norgard

Gallery Members of the Public
 Members of the Press

2.2 APOLOGIES

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 28th May 2024 be confirmed as a true and accurate record.

8.0 OFFICERS REPORTS

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 – 31st May 2024

Due to the early closing of the Agenda, the list of accounts for the period ended the 31st May 2024 will be presented to the OCM to be held on Tuesday 25th June 2024.

8.3.2 Financial Statements for the period ending 31st May 2024

Due to the early closing of the Agenda, the Financial Management report for the period ended the 31st May 2024 will be presented to the OCM to be held on Tuesday 25th June 2024.

8.3.3 Statutory Budget 2024/25

The 2024/25 Statutory Budget will be presented to Council following the budget workshop with Elected Members at the June Concept Forum.

8.4 CEO MANAGEMENT/GOVERNANCE/POLICY

MANAGEMENT/GOVERNANCE/POLICY

8.4.1 Matters for Information and Noting

ATTACHMENT DETAILS

Attachment	Description
Attachment 1	Building/Planning Statistics
Attachment 2	Infringements Issued
Attachment 3	Library Statistics
Attachment 4	Recycling Statistics
Attachment 5	Library Management Meeting Notes 27th February 2024 and 14th May 2024

Voting Requirement	: Simple Majority
Subject Index	: Matters for Information and Noting
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 27th February and 14th May 2024

OFFICER COMMENT

Library Management Group

The notes from the Library Management Meetings (LMG) held on the 27th February 2024 and 14th May 2024 are attached. Business arising out of these meetings requiring Council attention are

- Westcoast Community Centre have exercised Clause 210 in their MOU with the Shire for an extension of the MOU for a further 5 years expiring 30 June 2029.
- Westcoast Community Centre have sought approval for the 24/25 MOU fee of \$10,600 to be donated back to WCC to recognise the ongoing issue of the impact of COVID on membership. The LMG have supported this request and the Shire's 2024/25 budget makes provision for this donation back.
- The Shire's 2024/25 budget for the library as submitted to the May LMG is to be considered by the Towns of Cottesloe and Mosman Park. The budget as presented to the LMG has been adjusted to reflect a change in the days worked by the Community History Officer, reduced by 1 day a week, and to note that the installation of a battery system to collect surplus solar generated by the PV panels will be considered in the mid-year budget review by both Councils.
- Library café- the LMG supported in principal the continuation of a lease for the café. The current lease has requested a new 5-year lease. The current rent has been reduced post COVID to \$480 per month, \$5,760, and the lease want to continue with this rent. A new lease will require advertising in accordance with the *Local Government Act 1995*.

CONSULTATION

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

OFFICER RECOMMENDATION/S – ITEM 8.4.1

That Council note the information contained in this report and;

- 1. Notes that the West Coast Community Centre will exercise its right to extend the MOU for a further 5 years, expiring 30 June 2029.**
- 2. Donates back the 2024/25 MUO fee of \$10,600 charged to the West Coast Community Centre.**
- 3. Note that the 2024/25 Shire budget makes provision for a battery system, with the town of Cottesloe and Mosman Park to consider this project in their 2024/25 midyear budget reviews.**

- 4. Authorises the CEO to finalise a new 5 year lease for the Library (Chapter1) café along similar lines to the existing lease, with an annual lease fee for 2024/25 to be \$5,760, thereafter indexed, noting the lease is to be advertised in accordance with the *Local Government Act 1995*.**

9. COMMITTEE REPORTS

9.1 Entrance meeting with the External Auditor and the Office of Auditor General

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 6.1.1	2023/24 Audit Plan

Voting Requirement : Simple Majority
 Subject Index : Financial management Audit
 Disclosure of any Interest : Nil
 Responsible Officer : Jeremy Clapham, Manager Corporate & Community Services

PURPOSE OF REPORT

The purpose of this report is for Marius van der Merwe from Pitcher Partners and Liang Wong from the Office of Auditor General to provide a presentation on the audit plan for the 2023/24 financial year.

SUMMARY AND KEY ISSUES

A presentation will be provided for the information of the Audit, Governance and Risk Management Committee prior to the commencement of the 2023/24 Audit including any matters relating to the Library Management and Joint Venture.

BACKGROUND

The meeting will provide information on the requirement of the Audit process and details of the audit process.

CONSULTATION

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

STRATEGIC IMPLICATIONS

There are no Strategic Implications identified at this time.

POLICY IMPLICATIONS

Financial Management Policies

STATUTORY IMPLICATIONS.

Local Government (Financial Management) Regulations 1996

FINANCIAL IMPLICATIONS

There are no Financial Implications identified at this time.

ENVIRONMENTAL IMPLICATIONS

There are no Environmental Implications identified at this time.

SOCIAL IMPLICATIONS

There are no Social Implications identified at this time.

OFFICER COMMENT

The presentation will be conducted by Marius van der Merwe and Liang Wong and it will provide information for the Committee to understand the process and timeframe for the 2023/24 Financial year audit.

OFFICER/COMMITTEE RECOMMENDATION/S – ITEM NO 9.1

That Council notes the Entrance meeting presentation provided by representatives of Pitcher Partners and the Office of the Auditor General.

9.2 2024 Risk Management Review-

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment – 6.2.1	Risk Management and Reporting Tool -2024

Voting Requirement	Simple Majority
Subject Index	Financial management Audit
Disclosure of any Interest	Nil
Responsible Officer	Jeremy Clapham, Manager Corporate & Community Services

PURPOSE OF REPORT

The purpose of this report is to present to the Committee, the results of the Risk review undertaken by the Senior Management team in April 2024 in accordance with the requirements of the Local Government Audit Regulations (Clause 17).

SUMMARY AND KEY ISSUES

The report provides a review of the Risk Management profiles for the Shire of Peppermint Grove and identifies the matters that require further work.

LOCATION

N/A

BACKGROUND

A risk review is required to be carried out on bi-annual basis, or more often if deemed prudent. The Shire's Risk review was last carried out in April 2022. During April 2024 the Senior Management began with the current risk review. Key Controls and actions have been reviewed and updated. Indicators still need to be reviewed and finalised. It is intended that this will be completed by the 30 June 2024.

CONSULTATION

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

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Local Government (Audit) Regulations 1996

Clause 17- CEO to review certain system and Procedures

(1) The CEO is to 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.*

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The risk review will be completed by 30 June 2024.

OFFICER/COMMITTEE RECOMMENDATION/S – ITEM NO 9.2

That Council notes the review of the Risk Management register and profiles in accordance with Clause 17 of the Local Government (Audit) regulations.

9.3 Financial Management Review and Regulation 17 Review

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1 – 6.3.1 and 6.3.2	Reports on the Financial Management Review and Regulation 17 Review

Voting Requirement : Simple Majority
 Subject Index : Financial Management
 Responsible Officer : Jeremy Clapham, Manager Corporate & Community Services
 Disclosure of Interest : Nil

PURPOSE OF REPORT

The purpose of this report is to consider the reports on the Financial Management Review and the Regulation 17 review performed by Australian Audit.

SUMMARY AND KEY ISSUES

Australian Audit was engaged to undertake a financial management review as required by *Regulation (5)(2)(c) of the Local Government (Financial Management) Regulations 1996*, which must be carried out at least once every 3 years. Australian Audit was also engaged to carry out a review of the risk management, internal control and legislative compliance as required per *Regulation 17 of the Local Government (Audit) Regulations 1996*.

BACKGROUND

The Financial Management review is required to be carried out at least every 3 years in accordance with *Australian Auditing Standard ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information* which provides a limited assurance regarding the appropriateness and effectiveness of the Shire’s management controls over its financial management systems and processes. The attached report outlines the work undertaken and includes findings, recommendations and Shire responses. There were no High Risk findings, 2 Medium Risk findings and 3 Low Risk findings in the Financial Management Review.

The Regulation 17 review is also required to be carried out at least every 3 years, in accordance with *Regulation 17(1), (2) and (3) of the Local Government (Audit) Regulations 1996*. The attached report outlines the work undertaken and includes findings, recommendations and Shire responses. There were no High Risk findings, 2 Medium Risk findings and 4 low risk findings.

The Shire is in the process of addressing these findings and will report to the next Audit, Governance and Risk Management meeting on the progress of these actions.

CONSULTATION

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

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

Financial Policy 3.5 – Risk Management

STATUTORY IMPLICATIONS

*Regulation (5)(2)(c) of the Local Government (Financial Management) Regulations 1996.
Australian Auditing Standard ASAE 3000 – Assurance Engagement other than Audits or
Reviews of Historical Financial Information.
Regulation 17(1), (2) and (3) of the Local Government (Audit) Regulations 1996.*

FINANCIAL IMPLICATIONS

The cost of the reviews was \$8,085.00 including GST.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Management will address the findings of these reviews and report back to the Audit, Governance and Risk Committee.

OFFICER/COMMITTEE RECOMMENDATION/S – ITEM NO 9.3

That Council accepts the Financial Management Review and the Regulation 17 Review.

10 CONFIDENTIAL ITEMS OF BUSINESS

.10.1 CEO Performance Review

A report on the annual performance review of the Shire's Chief Executive Officer will be presented following a meeting of the CEO review panel on Tuesday 11 June 2024.

11. NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL

12 MOTIONS ON NOTICE

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

13. CLOSURE OF MEETING

At ___pm, there being no further business the meeting closed.