



SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

Ordinary Council Meeting

25th June 2024

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Ordinary Council Meeting

8.3.1 List of Accounts Paid 31st May (To be provided at Ordinary Council Meeting)



Ordinary Council Meeting

8.3.2 Financial Statements for Period ending 31st May 2024

(To be provided at Ordinary Council Meeting)



Ordinary Council Meeting

8.3.3 Statutory Budget

(To be provided at Ordinary Council Meeting)



Ordinary Council Meeting

8.4.1 – Matters for Information and Noting

- Planning Approvals
- Infringements
- Library Statistics
- Recycling
- Library Management Group Minutes

Matters for Information and Noting

Building Permits Issued May 2024

Application Number	Location	Description	Decision
BA2023/00003	32 The Esplanade	BA22 Extension of Time, BA19 - Amendment to BA2020/00024 for a Single House (Alterations, Ancillary Works, and an Extension of Time)	Approved
BA2024/00009	50 Irvine Street	Alterations and Additions to a Single House, Swimming Pool and Ancillary Works	Approved
BA2024/00014	45 Johnston Street	Ancillary Dwelling	Approved
BA2024/00017	24 Johnston Street	2x Grouped Dwellings	Approved

Development Applications Determined May 2024

Application Number	Location	Description	Discretion Sought	Decision
DA2021/00036	32 The Esplanade	Retrospective Amendment for External Alterations & Street Wall	Local Planning Policy 12	Officer Approved
DA2023/00001	50 Irvine Street	Amendment to Development Approval DA2023/00001 for internal alterations, new and modified windows, revised pool and spa layout, relocation of the pool equipment room, and deletion of a fixed window screen.	Lot Boundary Setback	Officer Approved
DA2024/00008	29 Hurstford Close	Single House and Ancillary Works	Garage Door Width, Lot Boundary Setback	Officer Approved

Infringements May 2024

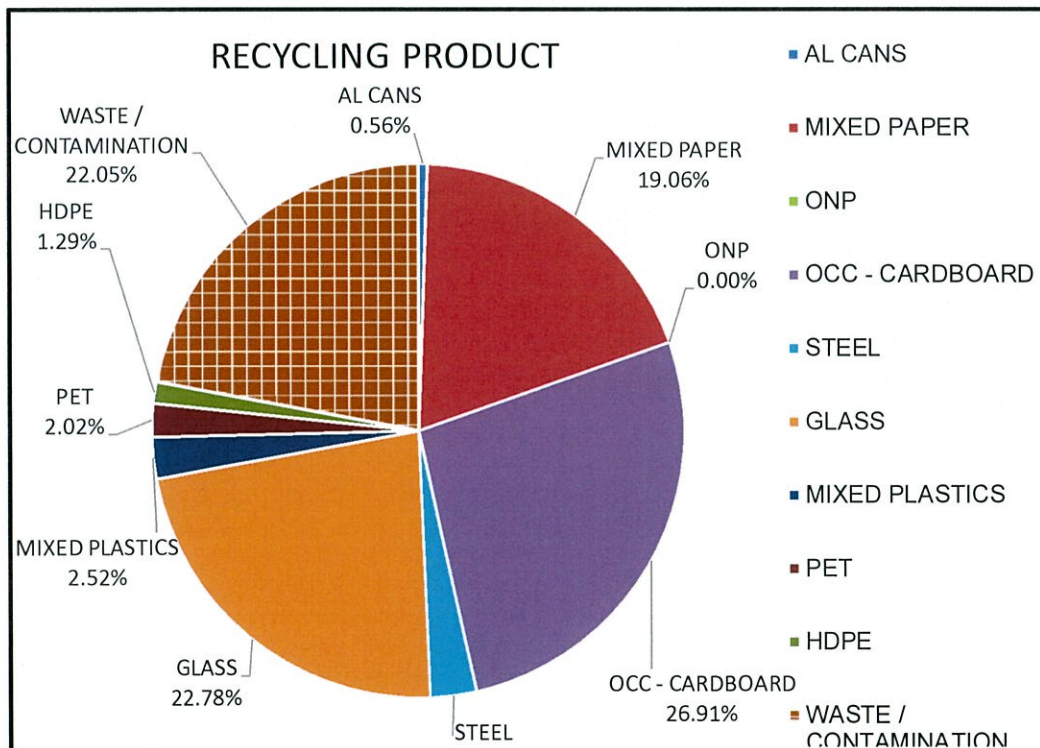
Breach	Amount
3x Stopping Contrary to a 'No Stopping' Sign	\$300
Parking Contrary to Signs or Limitations	\$50
Stopping within Continuous Yellow Lines	\$100

Recycling Recovery



April 2024

PRODUCT	Product - Percentage	Product - Tonnes
AL CANS	0.56	0.07
MIXED PAPER	19.06	2.37
ONP	0.00	0.00
OCC - CARDBOARD	26.91	3.35
STEEL	2.81	0.35
GLASS	22.78	2.84
MIXED PLASTICS	2.52	0.31
PET	2.02	0.25
HDPE	1.29	0.16
TOTAL RECOVERED	77.95	9.71
WASTE / CONTAMINATION	22.05	2.75
MONTHLY TOTAL	100.00	12.46



"Commercial in Confidence"



**NOTES FOR THE
LIBRARY MANAGEMENT GROUP
MEETING**

TO BE HELD ON

**Tuesday 27 February 2024
At 8.00 am
Shire of Peppermint Grove
Council Chambers.**

TOWN OF COTTESLOE - TOWN OF MOSMAN PARK - SHIRE OF PEPPERMINT GROVE



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TOWN OF COTTESLOE -TOWN OF MOSMAN PARK -SHIRE OF PEPPERMINT GROVE



Delegates:

ATTENDEES

Town of Cottesloe

Mayor L (Lorraine) Young

Shire of Peppermint Grove

Cr C (Charles) Hohnen (Chair)

Town of Mosman Park

Deputy Mayor G (Georgie) Carey

Alternate Delegates/Observers:

Cr C (Chilla) Bulbeck (Cottesloe)

Cr E (Emerald) Bond (Peppermint Grove)

Officers Attending:

Town of Cottesloe

Shane Collie, Director Corporate and
Community Services

Shire of Peppermint Grove

Don Burnett, Chief Executive Officer
Jeremy Clapham, Manager Corporate and
Community Services
Lance Hopkinson, Library Coordinator

Apologies:

Cr M (Melissa) Harkins (Cottesloe)

Mayor P (Paul) Shaw (Mosman Park)

Carissa Bywater, Chief Executive Officer (Mosman
Park)

OPEN: 8.00 AM

1. CONFIRMATION OF NOTES OF THE PREVIOUS MEETING (Attachment)

OFFICER RECOMMENDATION

That the Notes of the Library Management Group Meeting held on Tuesday 21st November 2023, be confirmed as a true and accurate record of proceedings.

Moved: Cr Cary Seconded: Mayor Young Carried: 3/0

2. BUSINESS ARISING FROM THE PREVIOUS NOTES

Nil

3. STAFF PRESENTATION

Stewart Farley, The Grove Library Youth Services Co-ordinator will give an overview of the youth programs, activities and projects provided to the library patrons.

4. FINANCIAL STATEMENTS (Attachment)

The Financial Statements for the period 1 July 2023 to 31 December are presented for review.

- There are no significant variations between the actual and budgeted income and expenditure for the year to date.
- A budget review has been carried out based on the income and expenditure up to December 2023. There are no project significant variations to income or expenditure identified in the review.
- Capital expenditure is sitting at only 10 % of the year-to-date budget. The 23/24 budget made provision of \$19,000 to remove and replace shade sails on the north side of the library. This project is being deleted from the budget as staff have been unable to source a contractor to do the project.

OFFICER RECOMMENDATION

That the financial statements be received

Moved: Cr Cary Seconded: Cr Hohnen Carried: 3/0

5. MATTERS FOR INFORMATION

- 5.1 **Café update** – the current lease is due to expire in June. The lease has been requested to make a submission for an extension of the lease by April.
- 5.2 **Digital Parking Sign (Shire funded)** – it is anticipated that the sign will be installed in the coming months.
- 5.3 **Battery quotes** – quotes are being sourced for the possible installation of batteries to compliment the solar PVs in operation. The batteries would store the spare capacity (currently returned to the Synergy grid with no return to the library). The quotes will be presented to the next Library Management Group meeting for possible consideration in the 24/25 budget.
- 5.4 **EV charging stations** – the Shire is considering as part of the Shire's mid-year budget review, the installation of EV charging stations for staff.
- 5.5 **Draft 24/25 budget** – the draft for the library will be forwarded to CEO's of Cottesloe and Mosman Park during April and presented to the LMG at the May meeting.
- 5.6 **Cottesloe Ladies Probus Club** – The Club have requested (confidential letter attached) consideration of support for the costs of the meetings in the community Centre.

6. UPCOMING LIBRARY EVENTS.

- **FEBRUARY**
 - **Storytime / Rhyme time:** returning for 2024.
 - **Exhibition - Tim McLaughlan:** Highlighting the art of Cottesloe resident, Tim McLaughlin.

Postponed until late 2024
- **MARCH**
 - **Exhibition - W.A. Women's Hall of Fame:** The WA Women's Hall of Fame was launched in 2011 as part of the celebrations for the Centenary of Internationals Women's Day

- **APRIL**
 - **Heritage Festival theme - Connections** : School Children from Cottesloe Primary School, Mosman Park Primary School and PLC will be invited to create art works based on heritage buildings in their local communities.
8th – 21st April 2024

7. NEXT MEETING

The next scheduled ordinary meetings of the Library Management Group is:

Tuesday 14th May 2024

Followed by

Tuesday 13th August 2024

Tuesday 12th November 2024

8. CLOSURE 8.47 AM



**NOTES FOR THE
LIBRARY MANAGEMENT GROUP
MEETING
HELD ON**

**Tuesday 14 May 2024
At 8.00 am
Shire of Peppermint Grove
Council Chambers.**

TOWN OF COTTESLOE - TOWN OF MOSMAN PARK - SHIRE OF PEPPERMINT GROVE



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TOWN OF COTTESLOE -TOWN OF MOSMAN PARK -SHIRE OF PEPPERMINT GROVE



The Presiding member declared the meeting open at 8.00am

ATTENDEES

Delegates:

Town of Cottesloe	Cr M (Melissa) Harkins (departed at 9.00am)
Shire of Peppermint Grove	Cr C (Charles) Hohnen (Chair)
Town of Mosman Park	Deputy Mayor G (Georgie) Carey
Alternate Delegates/Observers:	Cr C (Chilla) Bulbeck (Cottesloe) (from 8.06 am) Cr E (Emerald) Bond (Peppermint Grove)

Officers Attending:

Town of Cottesloe	Matthew Scott, Chief Executive Officer
Shire of Peppermint Grove	Don Burnett, Chief Executive Officer Jeremy Clapham, Manager Corporate and Community Services Lance Hopkinson, Library Coordinator
Town of Mosman Park	Carissa Bywater, Chief Executive Officer (from 8.07 am)

Apologies:

Mayor L (Lorraine) Young (Cottesloe)
Mayor P (Paul) Shaw (Mosman Park)
Shane Collie, Director Corporate and Community Services (Cottesloe)

1. CONFIRMATION OF NOTES OF THE PREVIOUS MEETING (Attachment)**OFFICER RECOMMENDATION**

That the Notes of the Library Management Group Meeting held on Tuesday 27 February 2024, be confirmed as a true and accurate record of proceedings.

LMG RESOLUTION

That the Notes of the Library Management Group Meeting held on Tuesday 27 February 2024, be confirmed as a true and accurate record of proceedings subject of the correction of spelling of Cr Carey's name.

Moved: Cr Carey**Seconded: Cr Harkins****Carried: 3/0****2. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

Nil

3. WESTCOAST COMMUNITY CENTRE – MOU (Confidential Attachment)

The Shire has an MOU (confidential copy attached) with WCC over the provision and use of the Community Centre and POD in the library for WCC classes and activities. The MOU expires on 30 June 2024. Clause 10 of the MOU allows the WCC to exercise an option for a further 5 years. WCC have advised that they wish to exercise the option through to 30 June 2029. Clause 4.4 stipulates the annual payment by WCC towards the provision of the facilities. Indexation of the \$9000 in the MOU through to March 2024, would have the contribution amount at \$10,700. The 23/24 amount was donated back to WCC by the LMG through the Shire. WCC have requested similar support for 24/25 and their letter seeking this support is attached. At a meeting between the Shire CEO and WCC Chair, the issue of recognition of the three sponsoring local government was discussed and that this would be a condition of any financial support if granted.

Continuation of the current financial support to be discussed.

OFFICER RECOMMENDATION

That the Westcoast Community Centre be granted a further 5 years use of the Grove facilities in accordance with the existing MOU.

LMG RECOMMENDATION

That the Westcoast Community Centre

- 1. be granted a further 5 years use of the Grove facilities in accordance with the existing MOU.**
- 2. 24/25 MOU fee when paid by WCC is donated back to WCC.**
- 3. WCC is to be invited to present their 5-year Strategic Plan to the next LMG meeting.**

Moved: Cr Harkins

Seconded: Cr Carey

Carried: 3/0

4. FINANCIAL STATEMENTS TO 31 MARCH 2024 (Attachment)

The financial statements to 31 March 2024 are attached. There are no significant variations to report.

OFFICER RECOMMENDATION / LMG RESOLUTION

That the Financial statements to 31 March 2024 be received.

Moved: Cr Carey

Seconded: Cr Harkins

Carried: 3/0

5. DRAFT LIBRARY BUDGET (Attachment)

Attached is the first draft of the 2024/25 Library budget. This draft is subject to fine tuning as the Shire has yet to formally consider the 24/25 budget. The draft is presented to the Library Management Group for consideration.

Service	24/25 Draft net expenses	ToMP	ToC	SoPG
Grove Library	\$1,328,665	\$650,249	\$565,214	\$113,202
Community Centre	\$30,695	\$15,020	\$13,060	\$2,615
Community History	\$134,455	\$65,802	\$57,197	\$11,456
CAPEX (based on AMP)	\$51,500	\$25,204	\$21,908	\$4,388
Total 24/25	\$1,545,315	\$756,275	\$657,379	\$131,661
23/24 Budget	\$1,461,048	\$720,004	\$606,481	\$134,563

The increase from last year is around

5.5% Main factors in change.

- 1 Provision of \$20,000 to remove old film off Library windows.
- 2 5% increase allowed for electricity and insurance costs.
- 3 Correction for salaries budget for staff member from 23/24, should have been full-time but budgeted as part time last year.
- 4 Community history officer to increase by 1 day per week to cope with demand.
- 5 \$10,600 provision to donate back WCC MOU fee if LMG support.

OFFICER RECOMMENDATION

That the draft 2024/25 Grove budget be considered by member Councils.

LMG RECOMMENDATION

That the draft 2024/25 Grove budget be considered by member Councils, noting that the additional 1 day a week staff costs for the or Community History unit are not supported.

Moved: Cr Carey

Seconded: Cr Harkins

Carried: 3/0

6. BATTERIES FOR SOLAR POWER

The Grove has 100kw of solar panels installed, generating a surplus of power during most days. Quotes have been obtained to install a battery array to draw down power at night. The nighttime use would mainly be for security lighting, standby power for computers, fridges, and the use of facilities and rooms after hours. The CEO will update members on this project.

OFFICER RECOMMENDATION

That the information be noted.

LMG RECOMMENDATION

That the information be noted and a separate budget proposal for the battery installation to be considered by members at their mid-year budget reviews.

Moved: Cr Carey

Seconded: Cr Harkins

Carried: 3/0

7. CAFÉ LEASE (CONFIDENTIAL ATTACHMENT)

The current lease for the café expires in June 2024. The current operator has requested a new lease. Attached is a confidential submission.

OFFICER RECOMMENDATION / LMG RECOMMENDATION

That the CEO is to have further discussions with the café operator over the lease renewal.

Moved: Cr Harkins

Seconded: Cr Hohnen

Carried: 3/0

8. UPCOMING LIBRARY EVENTS.

- **MAY**

- **Exhibition - Grimwood @ The Grove:** Highlighting the art of renowned graphic artist Brian Grimwood.

28 April – 11 May 2024.

- **Exhibition – Alston’s Peppy Trove:** A Display of editorial cartoons about Peppermint Grove by The West Australian Newspaper’s Dean Alston.

- **JUNE**

- **Concert: The Grove Classics - Winter Season:** The annual classical music events will be held in the Library Main Hall, every Sunday across the month.

- **JULY**

- **School Holiday Program:** A range of activities for kids of all ages, from “Snakes in the library” to clay and drawing workshops.
- **Mind Buzz, Minecraft Camp:** A fun and educational Minecraft camp will be held in The Grove Community Centre during the School Holidays.

9. NEXT MEETING

The next scheduled ordinary meetings of the Library Management Group is:

Tuesday 13 August 2024

Followed by:

Tuesday 12 November 2024

10. CLOSURE 9:04 am