



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 11th February 2025 commencing at 5.30pm.

MEETING AGENDA ATTACHED

Yours faithfully

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

**Mr Jeremy Clapham
A/CHIEF EXECUTIVE OFFICER**

6th February 2025



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. Council does not make determinations at the Agenda Briefing Forum.

**TO BE HELD ON
TUESDAY 25th February 2025
AT 5.30PM**

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

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 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

TABLE OF CONTENTS

ITEM	SUBJECT HEADING	PAGE
1	DECLARATION OF OFFICIAL OPENING	5
2.0	RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE	5
2.1	ATTENDANCE	5
2.2	APOLOGIES	6
2.3	LEAVES OF ABSENCE	6
2.4	NEW REQUEST FOR A LEAVE OF ABSENCE	6
3.0	DELEGATIONS AND PETITIONS	6
4.0	PUBLIC QUESTION TIME	6
5.0	DECLARATIONS OF INTEREST	7
5.1	FINANCIAL INTEREST	7
5.2	PROXIMITY INTEREST	7
5.3	IMPARTIALITY INTEREST	7
5.4	INTEREST THAT MAY CAUSE A CONFLICT	7
5.5	STATEMENT OF GIFTS AND HOSPITALITY	7
6.0	ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)	7
7.0	CONFIRMATION OF MINUTES	7

8.0	OFFICERS REPORTS.....	8
8.1	MANAGER DEVELOPMENT SERVICES.....	8
8.2	MANAGER INFRASTRUCTURE SERVICES	8
8.3	MANAGER CORPORATE AND COMMUNITY SERVICES	9
8.3.1	MID YEAR BUDGET REVIEW	9
8.3.2	LIST OF ACCOUNTS PAID – 31 ST DECEMBER 2024	9
8.3.3	FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31 ST DECEMBER 2024	11
8.3.4	LIST OF ACCOUNTS PAID – 31 ST JANUARY 2025	13
8.3.5	FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31 ST JANUARY 2025	13
8.4	CEO MANAGEMENT/GOVERNANCE/POLICY	14
8.4.1	MATTERS FOR INFORMATION AND NOTING.....	14
9	COMMITTEE REPORTS.....	16
10	NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL	16
12	CONFIDENTIAL ITEMS OF BUSINESS.....	16
13	CLOSURE OF MEETING	16



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_____.

Members of the Public present at the Council meeting need to be aware that the meeting is recorded and any of their presentations will be recorded and published on the Shire's website.

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.

2.0 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
Chief Executive Officer	Mr D Burnett
Manager Corporate and Community Services	Mr J Clapham
Manager Development Services	Mr J Gajic
Manager Infrastructure Services	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

3.0 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 17th December 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 Mid Year Budget Review

Due to the early closing of the agenda, the Budget Review for 2024/25 will be presented at the Ordinary Council Meeting scheduled for 25th February 2025.

8.3.2 List of Accounts Paid – 31st December 2024

ATTACHMENT DETAILS

Attachment No	Description
Attachments	Accounts Paid – December 2024 Credit Card Expenses – December 2024

Voting Requirement	:	Simple Majority
Subject Index	:	Financial Management
Disclosure of Interest	:	Nil
Responsible Officer	:	Alice Chan, Senior Finance Officer
Authorising Officer	:	Jeremy Clapham, Manager Corporate and Community Services

PURPOSE OF REPORT

The purpose of this report is to advise the details of all credit card expenses, electronic funds payments, direct debits and BPAY since the last report.

SUMMARY AND KEY ISSUES

The following payments in excess of \$20,000 were paid in December 2024:

- Town of Cottesloe – Ranger services and Cottesloe Village Precinct costs \$23,973.06
- Office of the Auditor General – Audit Fees \$42,350.00
- Australian Taxation Office – BAS \$33,100.45
- DFES – ESL quarter 2 contribution \$130,157.07
- Town of Claremont – Freshwater bushland plan expenses \$27,500
- WATC (WA Treasury Corporation) – loan and interest \$41,700.34

BACKGROUND

The Attachment lists detail all payments made in December 2024 and credit card transactions for December 2024 (paid in January 2025). The following summarises credit card payments, electronic fund transfers, direct debits and BPAY included in the list presented for information.

PAYMENT TYPE	NUMBER SERIES	AMOUNT
EFT	EFT000036 - EFT00040	\$583,709.42
Direct Debits	DD00029 - DD00037	\$51,008.07
BPAY	BPAY002 – BPAY003	\$2,040.15
Credit Cards – November 2024		\$ 9,083.10
TOTAL		\$645,840.74

CONSULTATION

There was no consultation undertaken.

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

Accounts are paid during the month in accordance with Delegation 2 “Payments from the Municipal Fund.” Power to delegate to the CEO is contained in Section 5.42 of the Local Government Act 1995.

FINANCIAL IMPLICATIONS

The payments processed by the Shire relate to expenditure approved in the 2024/25 Adopted Budget.

COMMENT

The list of Accounts paid are provided to Council for information purposes and in accordance with the delegation to the CEO.

OFFICER RECOMMENDATION– ITEM NO 8.3.1

That Council receive the list of payment of accounts by electronic funds transfers, direct debit, BPAY and credit cards for the month of December 2024, totalling \$645,840.74.

8.3.3 Financial Statements for the period ending 31st December 2024

ATTACHMENT DETAILS

Attachment No	Details
Attachments	Financial Statements for the period ended 31 December 2024

Voting Requirement	: Simple Majority
Subject Index	: Financial Statements 2024/25
Disclosure of Interest	: Nil
Responsible Officer	: Jeremy Clapham, Manager of Corporate and Community Services
Authorised by	: Don Burnett, Chief Executive Officer

PURPOSE OF REPORT

To receive the monthly financial statements for the period ended 31 December 2024.

SUMMARY AND KEY ISSUES

The opening surplus for 1 July 2024 was forecast as \$821,747, but has now been amended to \$717,673 due to the processing of year end adjustments.

BACKGROUND

The Monthly Financial Statements are prepared in accordance with the requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. Monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 30 November 2024.

CONSULTATION

There was no consultation undertaken.

STRATEGIC IMPLICATIONS

Objectives within the Governance section of the Strategic Community Plan.

POLICY IMPLICATIONS

Shire of Peppermint Grove Financial Management Policies and Investment Policy.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996.

FINANCIAL IMPLICATIONS

There are no detrimental financial implications evident at this time.

OFFICER COMMENT

There is a large variance between the actual surplus and the year to date surplus as at 30 December 2024 of \$2,555,115. The main reasons for this are:

- Underspend in capital expenditure - \$2,152,936. This due to the Relocation of the Johnston St Sump Project not yet having gone forward and the Playground Equipment Project at Keanes Point not yet being completed.
- Timing of Grove Library contributions - \$337,264.
- More Fees and Charges income than budgeted for - \$98,021. This is mainly due to more Building licence fees and Development application fees than anticipated.

Investment of Municipal and Reserve Funds - as at 31 December 2024:

Fund	Purpose	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest for the year
Corporate Cheque Account	Municipal Funds	\$2,237,471.48	Ongoing	Ongoing	N/A	4.15%	\$100,000
Term Deposit	Reserve Funds	\$2,125,604	06/09/24	27/06/25	276	4.93%	\$80,000

OFFICER RECOMMENDATION– ITEM NO 8.3.3

That Council receives the monthly financial report for the period ended 31 December 2024.

8.3.4 List of Accounts Paid – 31st January 2025

Due to the early closing of the agenda, the accounts paid for 31st January 2025 will be presented at the Ordinary Council Meeting scheduled for 25th February 2025.

8.3.5 Financial Statements for the period ending 31st January 2025

Due to the early closing of the agenda, the financial statements for 31st January 2025 will be presented at the Ordinary Council Meeting scheduled for 25th February 2025.

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

Voting Requirement	:	Simple Majority
Subject Index	:	Matters for Information December 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 and key statical information not otherwise captured elsewhere.

The 'Matters of Information' report will be presented at each Council meeting.

It is intended that the following information is provided on a regular basis, either monthly or quarterly.

- Seal register (when the Shire seal has been applied)
- Development applications determined including amendments, time extensions and deemed-to-comply checks
- Building permits determined including amendments and time extensions
- Demolition permits determined
- Local Laws infringements (e.g. parking and dogs)
- Library statistics

SUMMARY AND KEY ISSUES

The following information is presented to Council:

- Building Permits Determined
- Development Applications Determined
- Infringements
- Library Statistics
- Carols by Candlelight - Salvation Army Christmas Appeal

OFFICER COMMENT

That Council notes the updates outlined in the attached reports across a number of areas of the Shire's operations.

In addition to these attachments, donations are collected at Carols by Candlelight for the Salvation Army Christmas Appeal. In December 2024, a total of \$3,361 was raised.

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.