



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 the 8<sup>th</sup> October 2024 commencing at 5.30pm.

**MEETING AGENDA ATTACHED**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jeremy Clapham', is written over a faint, illegible printed name.

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

**3<sup>rd</sup> October 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 8<sup>TH</sup> OCTOBER 2024  
AT  
5.30 PM**

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*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

# DRAFT AGENDA

TO BE HELD ON  
TUESDAY 22<sup>ND</sup> OCTOBER 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 ready 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

Deputy Shire President

Elected Member

Elected Member

Elected Member

Elected Member

Elected Member

Cr Karen Farley SC

Cr P Dawkins

Cr P Macintosh

Cr J Mahony

Cr D Jackson

Cr E Bond

Cr C Hohnen

Chief Executive Officer

Manager Development Services

Manager Corporate & Community Services

Manager Infrastructure Services

Mr D Burnett

Mr J Gajic

Mr J Clapham

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 24<sup>th</sup> September 2024 be confirmed as a true and accurate record.**



## 8.0 OFFICERS REPORTS

### 8.1 MANAGER DEVELOPMENT SERVICES

#### 8.1.1 Adoption of Local Planning Policy 7 – Tree Retention (LPP7)

#### ATTACHMENT DETAILS

<b>Attachment No</b>	<b>Description</b>
<b>Attachment 1</b>	Draft LPP7
<b>Attachment 2</b>	Written Submissions Summary Table (Redacted)

Voting Requirement	:	Simple Majority
Disclosure of Interest	:	Nil.
Previous Items	:	Item 8.1.1, 27 August 2024
Assessing Officer	:	Mr J Gajic
Authorising Officer	:	Mr J. Gajic

#### PURPOSE OF REPORT

To inform Council on the outcome of community consultation for Draft LPP7 Tree Retention and to seek a resolution as to whether the local planning policy is adopted, adopted with modifications, readvertised with modifications, or withdrawn.

#### SUMMARY AND KEY ISSUES

- Draft LPP7 is a new local planning policy substantively based on the Western Australian Local Government Association (WALGA) Model Local Planning Policy.
- Adoption of a local planning policy has been deemed by the Council following a substantive review and reporting period to be the most appropriate regulatory tool to protect significant vegetation on private land and will augment the Shire's
- The Shire has the ability to adopt LPP7 without the need for referral to or the approval of the Western Australian Planning Commission (WAPC).
- The Information Sheet – Residential Development that captures the nuances of the local planning policy framework and reflects how planning officers are interpreting this framework will be further updated pending confirmation of any local planning policy amendments.

#### BACKGROUND

Perth has the lowest tree canopy cover of any Australian capital city. The Shire of Peppermint Grove has one of the highest tree canopy coverages of any metropolitan local government area in Perth. Notwithstanding, state planning policy dictates that residential densities in established suburbs must be lifted to slow expansion of the metropolitan area and associated environmental impacts on the rural-urban fringe. Infill development, subdivision, capital investment, and change in ownership all contribute to facilitate vegetation removal.

The Residential Design Codes of Western Australia (R-Codes) incorporates provisions for minimum soft landscaping areas and tree requirements. The R-Codes does not address tree retention or restrict vegetation removal.

There is an expectation that local government should introduce tree retention controls for private property.

McLeod's legal advice to WALGA and verbal feedback from the Department of Planning Lands and Heritage (DPLH) supports the premise that vegetation removal falls under the legislated definition of development.

The WALGA model tree retention local planning policy is considered the most appropriate planning tool to maintain and enhance tree canopy cover on private land within the Shire of Peppermint Grove.

Draft LPP7 fundamentally repackages the WALGA model tree retention local planning policy to align with the Shire's local planning policy structure and conventions. The principal proposed departure from the WALGA model tree retention local planning policy is that a regulated tree must satisfy at least two of the three WALGA proposed qualifiers. The rationale for this departure is that the WALGA model tree retention local planning has the potential to capture trees that lack either aesthetic or habitat significance.

There have been no changes to the state planning policy framework since Council resolved to advertise the draft policy. The information contained in Item 8.1.1 of the 27 August Ordinary Council Meeting remains current and should be read in conjunction with this report.

Subsequent to advertising a minor change to the definition of 'maintenance pruning' is recommended. This change will align the definition with that contained in the policy recently adopted by the City of Nedlands.

## **CONSULTATION**

Draft LPP7 was advertised in the 'have your say' page of the Shire's website with the ability to submit a response through that portal, as well as a public notice being published in The Post. Advertising closed on Sunday 29 September 2024.

Forty-two (42) valid responses were received through the have your say portal and the Shire's email address.

The WA Tree Canopy Advocates were the only association or organisation that responded, all other submissions were individuals or households.

Of the valid responses, five (5) objected or sought significant revisions, and thirty-seven (37) supported adoption of the policy. Notwithstanding over 88% of all submissions were supportive it should be recognised that many submissions nominated addresses from outside the Shire. All submissions objecting or seeking significant revisions nominated a Peppermint Grove address.

There were three (3) responses deemed to be invalid as they failed to provide any comment to indicate support or otherwise and simply indicated they wished to be notified of the outcome. A further submission sought information on Shot Hole Borer resilient species and was unrelated to the policy.

The three (3) objections and submission from the WA Tree Canopy Advocates received via the Shire’s email address will be made available to Councillors and separately tabled.

A summary of the grounds of objection or amendments being sought, and the officer’s response follows:

<b>Grounds of Objection</b>	<b>Officer Comment</b>
<b>The definition of ‘maintenance pruning’ should align with the policy recently adopted by the City of Nedlands.</b>	Agreed. Draft LPP7 includes the additional requirement to accord with Australian Standard AS4373-2007 Pruning of Amenity Trees. It is acknowledged that this standard is a licenced product of a technical nature for which the Shire is unable to provide copies. Without reference to the standards the definition would remain sufficiently robust. It is agreed that the benefits of alignment and potentially not requiring the standard to be purchased outweigh any retention of this reference.
<b>Unintended consequences (will encourage tree removal)</b>	Noted. The Shire must assume people will act lawfully and take appropriate compliance and enforcement action when necessary.
<b>Un-necessary regulation/impinges on private property rights</b>	Not agreed. Regulation for the sake of regulation, or that which cannot be effectively managed should be avoided. The protection of urban canopy cover is not only a local government obligation but is aligns with the garden suburb narrative of the local planning policy framework. In lieu of effective alternative controls the Shire has an obligation to regulate tree damaging activities on private property.
<b>Does not address over-hanging vegetation, or nuisance from blocked gutters</b>	Not agreed. The WALGA model policy recognises that nuisance by way of leaf, fruit or bark shedding or the like is not a sufficient ground to undertake a tree damaging activity. Where risk to life or property (other than a minor structure) cannot be otherwise managed, or maintenance pruning would be ineffective, development approval remains an option available to the Shire. It is expected that maintenance pruning would address most cases of overhanging branches causing a nuisance.
<b>Does not address vegetation infested by pests or poisonous to children</b>	Partially agreed. Tree damaging activities including removal of a species listed on a State weed register is as of right.

	Nuisance from pests is not a ground to undertake a tree damaging activity to a regulated tree. Pest management would be required in lieu of removal.
<b>The Council should be obligated to maintain trees on private property should they wish to regulate them</b>	Not agreed. Draft LPP7 does not impose any additional obligation on a property owner with respect to maintenance. It does, however, require the need for development approval to be obtained prior to undertaking a tree damaging activity to a regulated tree.
<b>Maintenance pruning definition of 10% too arbitrary</b>	Agreed. This criterion was not carried across from the WALGA model draft policy into Draft LPP7.
<b>Risk of financial costs resulting from legal challenges</b>	Not agreed. The WALGA model draft policy was reviewed by suitably qualified lawyers. Should a State Administrative Tribunal (SAT) review eventuate it is more likely to pertain to a larger local government authority. Subsequent reviews would be unlikely as policies would either need to be rescinded, or appellants risk costs being awarded against them for disregarding precedence.
<b>The officer report lacks detail to make an informed decision</b>	Noted. This comment is related to financial costs from potential legal challenges. The previous officer report acknowledged the potential for a proponent to challenge whether a tree damaging activity constituted development for the purposes of requiring development approval. Without more, WALGA's legal advice should not be discounted.
<b>Does not prevent poisoning of trees</b>	Not agreed. The poisoning of a regulated tree would be an offence under section 214 of the Planning and Development Act 2005. The challenges of compliance and enforcement are acknowledged.
<b>Stick to managing reserves and verges</b>	Not agreed. 80% of the Perth metropolitan tree canopy cover is attributed to private property. The Shire's Tree Management Strategy 2022 that seeks to enhance vegetation with Shire managed reserves, verges and median strips. This strategy is unable to ensure an environmental 'net gain' across the Shire.

## STRATEGIC IMPLICATIONS

Clause 67 of the Deemed Provisions outlines the case and procedure for the preparation and adoption of local planning policies.

## LOCAL PLANNING POLICY IMPLICATIONS

Draft LPP7 aligns with the objectives of Local Planning Policy 1 – Design and Development and Local Planning Policy 2 – Ecological Urban Design and Sustainability to champion a 'garden suburb' and does not adversely impact on other local planning policies.

## STATUTORY IMPLICATIONS

There are no statutory implications evident at this time.

## **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 suite of current vegetation protection controls including the R-Codes, Significant Tree Registers, or the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 have proven ineffective in protecting urban tree canopy cover.

The most effect planning tool available to local government to protect trees on private property is a local planning policy. The WALGA model policy has been informed by a legal review and, anecdotally, has the support of the DPLH. There is no indication that the current state government will seek to introduce state planning policy or model planning scheme provisions. There is an expectation that local government lead the introduction of vegetation protection controls through their respective local planning policy frameworks.

Local policies are important because they articulate local values and link these to how we will plan and make decisions for the benefit of Peppermint Grove as a place and community. Local planning policies also serve the function of articulating local planning scheme provisions and guide the application of Council discretion.

Local planning policies are not a law or a statue and are not to be applied inflexibly. For this reason, local planning policies cannot allow or disallow. They may encourage and discourage siting and design and establish expectations regarding the provision of supporting documentation and site management practices.

The premise of development approval being required for a tree damaging activity may well be challenged at the SAT. This should not be a reason to defer introduction of a policy.

Council has an opportunity to proactively champion the garden suburb attributes of the Shire and further strength the local planning policy framework in this respect through the adoption of Draft LPP7.

It is recommended that Draft LPP7 be adopted with the further modification to the definition of ‘maintenance pruning’. This minor change will not introduce ambiguity, simplifies the policy, and is consistent with the state government planning reform agenda to seek policy alignment and consistency.

Council can proceed with the advertised draft policy with or without further modifications or can resolve to not proceed with the policy. Should the Council resolve to proceed with the policy a further public notice will be published confirming adoption.

#### **OFFICER RECOMMENDATION/S**

**That Council adopts Draft Local Planning Policy 7 – Tree Retention with the definition of ‘maintenance pruning’ to delete reference to AS4373-2007 Pruning of Amenity Trees in accordance with the procedures contained in Schedule 2, Part 2 Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015.**

## **8.2 MANAGER INFRASTRUCTURE SERVICES**

**Nil**

## **8.3 MANAGER CORPORATE AND COMMUNITY SERVICES**

### **8.3.1 List of Accounts Paid – 30<sup>th</sup> September 2024**

Due to the early closing of the agenda, the accounts paid for 30<sup>th</sup> September 2024 will be presented at the Ordinary Council Meeting scheduled for 22<sup>nd</sup> October 2024.

### **8.3.2 Financial Statements for the period ending 30<sup>th</sup> September 2024**

Due to the early closing of the Agenda, the Interim Financial Statements for 30<sup>th</sup> September 2024 will be presented at the Ordinary Council Meeting scheduled for 22<sup>nd</sup> October 2024.

## 8.4 CEO MANAGEMENT/GOVERNANCE/POLICY

### MANAGEMENT/GOVERNANCE/POLICY

#### 8.4.1 Local Government Elections Advocacy Positions

##### ATTACHMENT DETAILS

Attachment	Description
Attachment 1	Local Government Reform Proposal Submission
Attachment 2	Advocacy Positions for a New Local Government Act

Voting Requirement	: Simple Majority
Subject Index	: Governance
Disclosure of Interest	: Nil
Author	: Jennifer Court, Projects and Policy Officer
Responsible Officer	: Mr Jeremy Clapham, A/ Chief Executive Officer

##### PURPOSE OF REPORT

For Council to advise WALGA, on it's Local Government Elections Advocacy Positions, by Monday 28<sup>th</sup> October 2024.

##### SUMMARY AND KEY ISSUES

The *Local Government Amendment Act 2023* introduced a range of electoral reforms that came into effect prior to the 2023 Local Government ordinary elections:

- the introduction of Optional Preferential Voting (OPV);
- extending the election period to account for delays in postal services;
- changes to the publication of information about candidates;
- backfilling provisions for extraordinary vacancies after the 2023 election;
- public election of the Mayor or President for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- aligning the size of councils with the size of populations of each Local Government (change to representation)

Following requests from several Zone's, WALGA undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms.

The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia. Refer attachment 1 "Local Government Reform Proposal Submission".



The Elections Analysis Review and Report was presented to State Council on the 4<sup>TH</sup> September 2024, with State Council supporting a review of WALGA's Local Government Elections Advocacy Positions.

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting. Refer to attachment 2 'Advocacy positions for New Local Government Act, Key Issues from recent inquiries into Local government dated December 2020.' This report outlines various reform initiatives.

### **WALGA'S current Advocacy Positions**

The following is a summary of WALGA's current Advocacy Positions in relation to Local Government Elections:

#### **2.5.15 ELECTIONS**

##### **Position Statement**

The Local Government sector supports:

1. Four year terms with a two year spill
2. Greater participation in Local Government elections
3. The option to hold elections through:
  - Online voting
  - Postal voting, and
  - In-person voting
4. Voting at Local Government elections to be voluntary
5. The first past the post method of counting votes

The Local Government sector opposes the introduction of preferential voting, however if 'first past the post' voting is not retained then optional preferential voting is preferred.

##### **Background**

The first past the post (FPTP) method is simple, allows an expression of the electorate's wishes and does not encourage tickets and alliances to be formed to allocate preferences.

## **2.5.16 METHOD OF ELECTION OF MAYOR**

Position Statement	Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.
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## **2.5.18 CONDUCT OF POSTAL ELECTIONS**

Position Statement	The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.
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Background	Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.
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**WALGA has requested the following advocacy positions be considered by Councils:**

**1. PARTICIPATION**

- (a) The sector continues to support voluntary voting at Local Government elections.  
OR
- (b) The sector supports compulsory voting at Local Governments elections.

**2. TERMS OF OFFICE**

- (a) The sector continues to support four-year terms with a two year spill;  
OR
- (b) The sector supports four-year terms on an all in/all out basis.

**3. VOTING METHODS**

- (a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections  
  
OR
- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

**4. INTERNAL ELECTIONS**

- (a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.  
OR
- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

**5. VOTING ACCESSIBILITY**

The sector supports the option to hold general elections through:

- (a) Electronic voting; and/or
- (b) Postal voting; and/or
- (c) In-Person voting.

**6. METHOD OF ELECTION OF MAYOR/PRESIDENT**

The sector supports:

- (a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors' method), with regulations preventing a change in this method.
- (b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.

- (c) Apply current provisions to all Bands of Local Governments – apply the election by electors’ method to all classes of local governments.

## **STRATEGIC IMPLICATIONS**

Strategic implications will be known once results of electoral reform are determined.

## **POLICY IMPLICATIONS**

Policy will be amended when amendments to *Local Government Act 1995* are proclaimed.

## **STATUTORY IMPLICATIONS**

*Local Government Act 1995.*

## **FINANCIAL IMPLICATIONS**

None at this time, however, should reforms of the local elections remove ‘in person voting’ financial savings in staff and administration costs would be achieved.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications evident at this time.

## **SOCIAL IMPLICATIONS**

Depending on reform decisions, should voting become mandatory, all residents of the Shire will be required vote.

## **CONSULTATION**

WALGA have sought feedback from Council on the advocacy positions for Local Government Elections.

## **OFFICER COMMENT**

The recommendations for Councils consideration are based on WALGA’s current Advocacy Positions regarding Local Government Elections. These are underlined in the preceding paragraphs and detailed in the recommendations.

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

**That Council recommends that WALGA adopt the following Local Government Election Advocacy Positions in relation to:**

- 1. “Participation”, the sector continues to support voluntary voting at Local Government elections**

2. **“Terms of Office”, the sector supports four-year terms with a two-year spill;**
3. **“Voting Methods”, the sector supports First Past the Post voting as the preferred voting method for general elections. However, if ‘first past the post’ voting is not retained then optional preferential voting is preferred.**
4. **“Internal Elections”, the sector supports First Past the Post as the preferred voting method for all internal elections.**
5. **“Voting Accessibility”, the sector supports the option to hold general elections through (a) Electronic voting and (b) Postal voting and (c) In-Person voting.**
6. **“Method of Election of Mayor”, the sector support that all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.**

## 8.4 CEO MANAGEMENT/GOVERNANCE/POLICY

### MANAGEMENT/GOVERNANCE/POLICY

#### 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	Recycling Statistics

Voting Requirement	:	Simple Majority
Subject Index	:	Matters for Information September 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 the renewal of Coffee Shop Lease with the Grove library.

## **CONSULTATION**

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

## **OFFICER COMMENT**

### **The Grove Coffee Shop**

The new café lease has been advertised in accordance with the *Local Government Act 1995*, with no submissions being received. The current lessee and the Shire CEO have signed the lease.

## **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.