



Shire of  
Peppermint Grove

# ORDINARY COUNCIL MEETING

# AGENDA

TO BE HELD ON  
TUESDAY 23<sup>RD</sup> JULY 2024  
AT  
5.30 PM



Shire of  
Peppermint Grove

**NOTICE OF MEETING**

Dear Councillor

It is advised that the **Ordinary Council Meeting** will be held in the Council Chamber on the Shire of Peppermint Grove, 1 Leake Street, Peppermint Grove, on 23<sup>rd</sup> July 2024 commencing at 5.30pm.

**MEETING AGENDA ATTACHED**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Don Burnett', is written over a white background.

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

**18<sup>th</sup> July 2024**



# Shire of Peppermint Grove

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Shire of  
Peppermint Grove

## 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 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. 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 25<sup>th</sup> June 2024 be confirmed as a true and accurate record.**

**8.0 OFFICERS REPORTS**

**8.1 MANAGER DEVELOPMENT SERVICES**

**Nil**



## 8.2 MANAGER INFRASTRUCTURE SERVICES

### 8.2.1 Western Central Local Emergency Management Arrangements

#### ATTACHMENT DETAIL

<b>Attachment 1</b>	<b>Western Central Local Emergency Management Arrangements</b>
Voting Requirement	: Simple Majority
Subject Index	: LEMA
Disclosure of Interest	: Nil
Author	: Mr Donovan Norgard, Infrastructure Services Manager
Responsible Officer	: Mr Don Burnett, Chief Executive Officer

#### **PURPOSE OF REPORT**

The purpose of this report is for Council to consider adopting the Western Central Local Emergency Management Arrangements (LEMA), dated June 2024 in accordance with requirements of the Emergency Management Act 2005.

#### **SUMMARY AND KEY ISSUES**

The Shire of Peppermint Grove is required to prepare, review, and maintain emergency management arrangements in order to meet its obligations under the Emergency Management Act 2005 (the Act).

The Western Central Local Emergency Management Arrangements (the Arrangements) have been prepared and reviewed in conjunction with the Western Central Local Emergency Management Committee (WC-LEMC) and in accordance with the Act and associated guideline.

The Arrangements are not intended to determine how an emergency agency will respond to a particular emergency event, rather they set out the integration of roles and responsibilities of stakeholders, including local governments, in emergency management at the local level. There are State Hazard Plans and agency operational plans that determine how response is undertaken.

The Arrangements must be formally adopted by the Shire to ensure compliance with the Act.

#### **BACKGROUND**

The Emergency Management Act 2005 (the Act) establishes the roles and responsibility of local government in relation to emergency management. The three main responsibilities under the Act are:

- i. To establish and support a Local Emergency Management Committee (LEMC).
- ii. To ensure that local emergency management arrangements are prepared, reviewed and maintained for its district.
- iii. To manage recovery following an emergency affecting the community in its district.

Eight local governments from the Central Metropolitan Police District have combined to form the Western Central Local Emergency Management Committee (WC-LEMC), satisfying the requirement for local government to establish a local emergency management committee.

The WC-LEMC consists of representatives from the Towns of Cambridge, Claremont, Cottesloe and Mosman Park, the Cities of Vincent, Nedlands and Subiaco and the Shire of Peppermint Grove. In addition to local government, the WC-LEMC comprises representatives from emergency management agencies such as WA Police (WAPOL), Department of Fire and Emergency Services (DFES), Department of Communities, Department of Biodiversity, Conservation and Attractions (DBCA), State Emergency Service (SES), Red Cross and Department of Health. This regional structure has been approved by the State Emergency Management Committee (SEMC).

Responsibility for convening, resourcing and hosting meetings of the WC-LEMC rotates between the eight (8) local government members on a two (2) year cycle and is currently with the Town of Cambridge.

The WC-LEMC, on behalf of the eight local governments, and within the framework and guidelines set out in the Act and State Emergency Management policies and procedures, initially created a consolidated set of Arrangements in 2009. These were approved by Council in 2009 and subsequently reviewed in 2013 and again 2018 with the most recent adoption by Council being in 2019.

The Arrangements have been reviewed by the WC-LEMC and are presented to Council for adoption in accordance with Part 3 Division 2 of the Emergency Management Act 2005.

## **CONSULTATION**

The Arrangements have been prepared in conjunction with seven other local governments and relevant stakeholders that constitute membership of WC-LEMC. It is recommended that the completion of the arrangements be advertised in Shire publications and that a link to the document be included on the Shire's website.

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

## **STRATEGIC IMPLICATIONS**

Local government's role is essentially focused on community leadership, management and planning, in conjunction with relevant stakeholders through the Western Central Local Emergency Management Committee; offering the community a level of assurance that agencies have an integrated degree of preparedness and response capability should a significant emergency impact the district.

## **POLICY IMPLICATIONS**

The Emergency Management Act 2005 requires local governments to complete three specified functions:

- i. Establish and support Local Emergency Management Committees.
- ii. Ensure the preparation of Local Emergency Management Arrangements.
- iii. Plan for and be responsible for Local Recovery Arrangements.

Although review of the Arrangements will be a continuous process, adoption of the revised set of Arrangements will ensure the eight partnering local governments are compliant with the legislation.

## **STATUTORY IMPLICATIONS**

The Emergency Management Act 2005 requires local governments to complete three specified functions:

- i. Establish and support local emergency management committees.
- ii. Ensure the preparation of Local Emergency Management Arrangements.
- iii. Plan for and be responsible for Local Recovery Arrangements.

## **FINANCIAL IMPLICATIONS**

There are no financial implications for this report as the costs associated with local government's role in emergency management are contained within the operating budget programme.

There are opportunities to recover some costs associated with support of the response phase and the recovery of a community after a declared emergency event.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications for this report

## **OFFICER COMMENT**

Whilst local government is required to ensure the development of the Arrangements, this responsibility is effectively discharged through the WC-LEMC. Respective local governments do not therefore have a direct role in the development of the Arrangements, although the Act and associated policies require their approval by the local government. In practice, this is achieved through local government representation on the WC-LEMC and given the regional nature of the Arrangements and that apply to all of the eight-member Local Governments it would be problematic if one Local Government wanted a variation to what has been endorsed by the WC-LEMC.

Direct response to a local emergency is the responsibility of the relevant Hazard Management Agency (HMA); the organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources has the capacity to combat the condition creating the emergency. For example, the HMA for fire is the Department of Fire and Emergency Services (DFES).

The Arrangements contemplate local government providing resources to support and assist an HMA, but only if requested, and then subject to availability. The only circumstance in which local government becomes the HMA is for fires outside Gazetted Fire Districts, predominantly in outer metropolitan areas and in rural Western Australia. The current WC-LEMC felt that the 2018 arrangements were unnecessarily lengthy and contained superfluous text that made identification of pertinent information more difficult. As a consequence, the review was guided by the following set of principles:

- Brevity is preferred.
- Use of tabulation rather than lengthy text.
- Avoid inclusion of information that is contained in other documents that should be readily accessible by HMA's.
- Key references, being contacts and resource lists, need to be readily accessible but as they are very dynamic in nature and require constant review, they would be better managed by reference than direct inclusion in the Arrangements.

Normal practice would be to include a Recovery Plan within the Arrangements. The inclusion of eight individual Recovery Plans would make the Arrangements very cumbersome and require all local governments to adopt the Recovery Plans of others. Several years ago, the WC-LEMC sought and obtained approval to include a regional Recovery Plan in the Arrangements that acknowledges the roles and responsibilities of local government members in this regard and that each of the eight participating local governments would maintain Operational Recovery Plans that are not published.

The Arrangements outline the responsibilities of the individual stakeholders, as well as defining potential hazards and hazard management agencies and cover the following elements of emergency management. As required by the State Emergency Management Committee guideline, the Arrangements are structured in the following manner:

- Introduction
- Planning
- Response
- Recovery
- Exercising and Reviewing
- Appendices, including schedules of critical infrastructure, special needs, resources, contacts, special considerations, Local Recovery Plans and detail of nominated Local Recovery Coordinators and their contact numbers.

The revised Local Emergency Management Arrangements 2024 are now complete and provided as Attachment 1. They have been assessed against the State Emergency Management Committee's compliance checklist and need to be formally approved by each Council prior to submission to the District Emergency Management Committee for noting.

In the event of an emergency within the Shire's boundaries, it may be necessary to commit resources, physical, financial and/or human, to support the activity of the HMA. It should also

be noted that the member local governments have agreed, enhancing regional cooperation, to assist each other in the event of an emergency that exceeds the capacity of the impacted district. This agreement is reflected in the Partnering Agreement attached as Appendix 8 to the Arrangements.

The Manager of Infrastructure Services is the Shire's emergency contact and would be called out by the Local Emergency Coordinator to attend the Incident Support Group to assist with the provision of support services, and then to make the transition to recovery after the emergency event has been contained or controlled. Initially, that officer's role would be to support the HMA wherever possible and then coordinate the transition from response or combat, to recovery, with support from other officers that have been assigned responsibility for the various recovery functions.

**Further information**

Appendix 1 – Essential facilities does not include the Shire Office/Grove Library at 1 Leak Street and this facility will be requested to be added to the schedule.

**OFFICER RECOMMENDATION/S – ITEM 8.2.1**

**That Council adopts the Western Central Local Emergency Management Arrangements (LEMA), dated June 2024 and provided as Attachment 1, in accordance with Part 3, Division 2 of the Emergency Management Act 2005, with a request that Shire Administration/Grove Library building at 1 Leake street Peppermint Grove be included in Appendix 1 – Essential Facilities.**

### 8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

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

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Description</u>
Attachments	Accounts Paid – June 2024 Credit Card expenses – June 2024

Voting Requirement	:	Simple Majority
Subject Index	:	Financial Management
Disclosure of Interest	:	Nil
Responsible Officer	:	J. Clapham, Manager Corporate and Community Services
Authorising Officer	:	D Burnett, Chief Executive Officer

#### 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 June 2024:

- DFES (Department of Fire and Emergency Services) – ESL (emergency services levy) \$42,621.77
- EV Charging Systems – EV charging stations \$28,663.93 (Grant of \$10,190.15 to be received to offset part of this cost)
- OST (Open Systems Technology) – IT costs, including licencing and development for new chart of accounts \$25,998.02
- Envisionware – library self circulation machines \$23,088.45
- ATO – BAS (Business Activity Statement) \$62,803.39
- WATC (WA Treasury Corporation) – loan \$41,700.34

#### BACKGROUND

The Attachment lists detail all payments made in June 2024 (including the credit card payment for May 2024) and credit card transactions for June 2024 (paid in July 2024). 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	EFT00590-000596	\$431,880.40
Direct Debits	DD00513 and 00515-24	\$55,676.49
BPAY	BPAY309	\$19,706.14
Credit Cards – May 2024		\$10,873.59
<b>TOTAL</b>		<b>\$518,136.62</b>

**CONSULTATION**

Information prepared by Finance and Payroll Officer.

**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 2023/24 Revised 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/S– 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 June 2024, totalling \$518,136.62.**

**8.3.2 Interim Financial Statements for the period ending 30<sup>th</sup> June 2024**

**ATTACHMENT DETAILS**

<u>Attachment No</u>	<u>Details</u>
Attachments	Interim Financial Statements for the period ended 30 June 2024

Voting Requirement	Simple Majority
Subject Index	: Financial Statements 2023/24
Disclosure of Interest	: Nil
Responsible Officer	: J. Clapham, Manager of Corporate and Community Services
Authorised by	: D. Burnett, Chief Executive Officer

**PURPOSE OF REPORT**

To receive the interim financial statements for the period ended 30 June 2024.

**SUMMARY AND KEY ISSUES**

The year to date surplus at 30 June 2024 is currently \$745,479, prior to further year end adjustments. The surplus for 30 June 2024 was forecast as \$821,747 when the budget for 2024/25 was prepared.

**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 interim monthly financial statements for the period ending 30 June 2024.

**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 are expected to be some adjustments to the surplus at 30 June 2024 when further year end work is performed. The audit for 2023-24 is planned for October 2024 and may result in further adjustments.

A small error in the Fees and Charges for 2024-25 has been corrected. The annual swimming pool inspection fee was incorrectly shown as \$63.15 and has been corrected to \$60.

Investment of Municipal and Reserve Funds - as at 30 June 2024:

The Shire has the following funds invested with the National Australia Bank. The Term Deposit matured on 28 June 2024, with the balance of \$1,988,560.40 and interest of \$90,089.96 being transferred to the Municipal account. A new Term Deposit will be opened once the year end transfers to/from Reserves have taken place.

Fund	Purpose	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest
Corporate cheque account	Municipal and Reserve Funds	\$3,051,673.16	Ongoing	Ongoing	N/A	4.15%	\$72,500

**OFFICER RECOMMENDATION/S – ITEM NO 8.3.2**

**That Council:**

1. **Receives the interim monthly financial report for the period ended 30 June 2024, and**
2. **Adopts the correction to the Schedule of Fees & Charges – Annual Swimming Pool Inspection Fee, from \$63.15 to \$60.**

## 8.4 CEO MANAGEMENT/GOVERNANCE/POLICY

### 8.4.1 Peppermint Grove Day

Voting Requirement	:	Simple Majority
Subject Index	:	Community Events
Disclosure of Interest	:	Nil
Author	:	Mr Don Burnett, Chief Executive Officer
Responsible Officer	:	Mr Don Burnett, Chief Executive Officer

#### PURPOSE OF REPORT

The purpose of this report is for Council to consider the establishment of a biennial event to celebrate the establishment of Peppermint Grove as a local government (established originally as a Roads Board).

#### SUMMARY AND KEY ISSUES

- The Shire, under an expired Memorandum of Understanding (MOU), with the Towns of Mosman Park and Cottelsoe, a jointly held Australia Day event.
- Due to the larger populations of Mosman Park and Cottesloe, community members for the Shire is far outweighed by the larger Council community representation.
- The MOU has expired and a new one not entered into.
- The celebrations included the awarding of Citizens of the Year and holding naturalisation ceremonies.
- The Shire does not have a unique day to celebrate its history or community members.

#### BACKGROUND

The Shire was gazetted on 4 October 1895 as the Peppermint Grove Roads Board. On 1 July 1961 it became a Shire under the Local Government Act 1960.

The Shire currently does not have a standalone, unique event to celebrate the Shire or recognises its citizens. For a number of years, a jointly held event was held on Australia Day with the Towns of Mosman Park and Cottesloe, with Citizenship Awards presented and naturalisation ceremonies conducted. As there were three local governments involved and the attendance of Shire community members were lost in the larger populations for the other two local governments, it is considered that there is a better opportunity for the Shire to host a celebration.

This report considers the establishment of a Peppermint Grove Day event held every two years.

## **CONSULTATION**

No consultation has taken place at this point in time.

## **STRATEGIC IMPLICATIONS**

A standalone community event will address *Strategic Priority 1 of the Shire's Community Plan 2021- 2031, Objective 1.4 – Promote community connection and activation.*

## **POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

## **STATUTORY IMPLICATIONS**

There are no statutory implications evident at this time.

## **FINANCIAL IMPLICATIONS**

There are no financial implications for the 2024/25 budget. A first event held in October 2025 would have funds provided for in the 205/26 budget.

## **COMMENT**

This report recommends an event established to celebrate Peppermint Grove. The event could be held on or around the 4 October every two years commencing in 2025 The event could include the following

- A naturalisation ceremony
- Awarding of Citizen of the Year, Young Citizen of the Year and Community Group/Event of the year of the Year.
- As the event would be held just before the Council elections, the outgoing Councillors could be recognised for their service.
- If Councillors are elected unopposed, then they could be introduced at this event.
- A presentation of an historic aspect of the Shire

The logic of holding the event every two years is to link it into the Shire election cycle and to recognise outgoing elected members.

The event would be open to Shire residents and could be a breakfast, morning tea or afternoon tea. Venues could include the Community Centre and courtyard, Royal Freshwater Bay Yacht Club or a location on the foreshore. The cost would depend on the location of the event and estimated numbers and would be budgeted for accordingly.

**OFFICER RECOMMENDATION/S – ITEM NO. 8.4.1**

**That Council**

- 1. Endorses the concept of a standalone community event in lieu of a joint Australia Day event.**
- 2. Endorses a Peppermint Grove Day to be held every two years to recognise and celebrate the community of Peppermint Grove.**
- 3. Endorses the first event to be held on Saturday, 4 October 2025, and includes activities for the event as outlined in this report.**
- 4. Considers in the 2025/26 budget funds to conduct the event.**
- 5. Authorises the Shire President and CEO to finalise the arrangements for the event.**

8.4.2 Policy Manual Review

**ATTACHMENT DETAILS**

<b>Attachment</b>	<b>Description</b>
<b>Attachment 1</b>	Shire of Peppermint Grove Policy Manual (existing policy)
	<b>Section 1 Governance Policies</b>
<b>Attachment 2</b>	1.13 Whistle Blower Policy for Employees, Councillors and Contractors.
	<b>Section 2 Administration Policies</b>
<b>Attachment 3</b>	2.4 Work Health and Safety
<b>Attachment 4</b>	2.8 Purchasing and Tendering
	<b>Section 3 Finance Policies</b>
<b>Attachment 5</b>	3.2 Payment of Accounts
	<b>Section 4 Infrastructure Policies</b>
<b>Attachment 6</b>	4.1 Reserves – Public Use
<b>Attachment 7</b>	4.2 Bulk Waste Verge Collection
<b>Attachment 8</b>	4.3 Kerb Numbering
<b>Attachment 9</b>	4.4 Crossovers and Vehicle Access
<b>Attachment 10</b>	4.5 Street Tree and Verge Management
<b>Attachment 11</b>	4.6 Graffiti and Vandalism
<b>Attachment 12</b>	4.7 Watercraft Vessel Management Policy
<b>Attachment 13</b>	4.8 Management of Right of Ways
<b>Attachment 14</b>	4.9 Closed Circuit Television
<b>Attachment 15</b>	4.10 Memorial Policy
<b>Attachment 16</b>	4.11 Asset Disposal
	<b>Section 5 Local Planning Policies</b>
<b>Attachment 15</b>	Draft LPP 6 Consultation on Development
<b>Attachment 16</b>	Draft LPP 8 Construction Environmental Management Plans

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

**PURPOSE OF REPORT**

This report considers the review of the Shire’s Policy manual. Amendments have been submitted to Council for adoption.

## **SUMMARY AND KEY ISSUES**

The Shire's Policy manual provides guidance to elected members, staff and the community on how the Shire manages specific aspects of its operations. Policies with significant changes are attached.

## **BACKGROUND**

The Shire's Policy Manual was last reviewed in May 2023 and in accordance with the adopted practice, is to be reviewed at least every two years. This regular review ensures that the policy manual remains current and aligned with any changes in regulations, practices or organisational needs.

## **CONSULTATION**

Community consultation was not sought on the administration, governance or infrastructure policy amendments.

Local Planning Policy 6 - Neighbour Consultation on Development and Local Planning Policy 8 - Construction Environmental Management Plan, will be published in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time for any of the proposed policy changes.

## **POLICY IMPLICATIONS**

The review of the Policy Manual ensures that the Shire's policies and practices remain current and relevant.

## **STATUTORY IMPLICATIONS**

There are no special statutory requirements in respect of these matters.

## **FINANCIAL IMPLICATIONS**

There are no financial implications evident at this time for any of the proposed policy changes.

## **COMMENT**

Proposed amendments to the Shire of Peppermint Grove Policy Manual relate to:

- 1.13 Whistle Blower Policy for Employees, Councillors and Contractors
- 2.4 Work Health and Safety
- 2.8 Purchasing and Tendering
- 3.2 Payment of Accounts

- 4.1 Reserves – Public Use
- 4.2 Bulk Waste Verge Collection
- 4.3 Kerb Numbering
- 4.4 Crossovers and Vehicle Access
- 4.5 Street Tree and Verge Management
- 4.6 Graffiti and Vandalism
- 4.7 Watercraft Vessel Management Policy
- 4.8 Management of Right of Ways
- 4.9 Closed Circuit Television
- 4.10 Memorial Policy
- 4.11 Asset Disposal
- Draft LPP 6 Consultation on Development
- Draft LPP 8 Construction Environmental Management Plans

No other changes have been made to the existing Shire Policy Manual (refer attachment).

## **Section 1 Governance Policy**

### *1.13 The Whistle Blower Policy for Employees, Councillors and Contractors*

The Proposed changes to the Whistle Blower Policy for employees, councillors and contractors refer to provisions under the *Public Interest Disclosure Act 2003* referencing individuals' responsibility to respond to and report misconduct.

## **Section 2 Administration Policies**

### *2.4 Work Health and Safety*

It is recommended that the Work Health and Safety policy be revoked. The draft replacement policy now aligns with the legislative compliance requirements in the *Work Health and Safety Act 2020*. The draft new policy places greater emphasis on the role managers play in developing a 'culture' of safe work practices in the organisation. There is a renewed commitment to training staff and in driving improvements towards higher standards of work health and safety.

The new policy clarifies the scope of individuals covered under the *Work Health and Safety Act 2020*.

The new policy aims to increase managerial involvement in maintaining safe working environments and collectively identifying and mitigating risks.

### *2.8 Purchasing and Tendering*

The existing Purchasing and Tendering Policy has been revoked and replaced with a policy aligned to the WALGA Purchasing Policy template. Updates to the policy now reference:

- Assessing Value for Money'
- Defining Purchasing Value
- Updated Purchasing Thresholds and Practices
- Inviting Tenders though not required to do

- Expression of Interest
- Unique Nature of Supply (Sole Supplier)
- Contract Renewals, Extensions and Variations
- Sustainable Procurement
- Local Economic Benefit
- Socially Sustainable Procurement
- Environmentally Sustainable Procurement
- Panels of Pre-Qualified Suppliers
- Establishing and managing a panel
- Distributing work amongst panel members
- Purchasing from the Panel
- Communications with Panel members
- The Purchasing Policy Non-Compliance

The policy provides guidance to officers to support more informed decision making. It is expected that the next Purchasing and Tendering policy review in twelve months, will synchronize the Shire's policy with Purchasing and Tendering policies of other Local Governments in the Western Suburbs. These policies are currently being reviewed by the Western Suburbs Alliance Procurement Working Group in consultation with WALGA.

### **Section 3 Financial Policies**

Section 3.2 Payment of Accounts policy is to remove reference to paragraph 6 'EFT' noting that the procedures authorising EFT payments is dealt with in paragraph 5 of the policy.

### **Section 4 Infrastructure Policies**

All Infrastructure Policies have been reviewed. An amendment was drafted to policy 4.2 'Bulk Waste Verge Collection' to provide additional information on the purpose of verge valet. Minor editorial changes were made to the following attached policies:

- 4.5 Street Trees and Verge Management
- 4.7 Watercraft Vessel Management Policy
- 4.8 Management of Right of Ways
- 4.11 Asset Disposal

### **Section 5 Local Planning Policies**

Two draft local planning policies were advertised on 30<sup>th</sup> March 2024 in accordance with statutory obligations. These are:

- Local Planning Policy 6 'Neighbour Consultation on Development'
- Local Planning Policy 8 'Construction Environmental Management Plans.'

There were no written submissions received. The draft policies are presented for formal adoption without change.



## FURTHER INFORMATION

Subsequent to the implementation of additional consultative measures outlined in Draft Local Planning Policy 6 it has been determined that procedural administrative actions for which consultation has not previously occurred, or that is not warranted should be clarified. The following clarification has been made to the advertised draft policy.

*Procedural administrative determinations such as those in response to applications to extend time, minor amendments to development applications otherwise exempt under the Deemed Provisions or that do not rely on Council discretion, or requests to amend a building permit or builder's details are not subject to community consultation.*

### OFFICER RECOMMENDATION/S – ITEM NO. 8.4.1

#### That Council

1. **Adopt the revised policy manual with changes to:**
  - 1.1 **amend Governance Policy 1.13 'Whistle Blower Policy for Employees, Councillors and Contractors'.**
  - 1.2 **revoke the current Administration Policy 2.4 'Work Health and Safety' and approve a new 'Work Health and Safety' policy.**
  - 1.3 **revoke the Administration Policy 2.8 'Purchasing and Tendering' and approve the new 'Purchasing and Tendering' policy.**
  - 1.4 **remove 'Electronic Fund Transfer' from paragraph 6 of 3.2 Payment of Accounts policy.**
  - 1.5 **approve minor editorial changes to the following Infrastructure Policies:**
    - **4.5 Street Tree and Verge Management**
    - **4.7 Watercraft Vessel Management Policy**
    - **4.8 Management of Right of Ways**
    - **4.11 Asset Disposal**
  - 1.6 **approve an amendment to Infrastructure policy 4.2 'Bulk Waste Verge Collection.**
  - 1.7 **approve Local Planning Policy 6 - 'Neighbour Consultation on Development and Local and Planning Policy 8- 'Construction Environmental Management Plans.'**

**8.4.3 Matters for Information and Noting**

**ATTACHMENT DETAILS**

<b>Attachment</b>	<b>Description</b>
<b>Attachment 1</b>	<b>Building/Planning Statistics</b>
<b>Attachment 2</b>	<b>Infringements Issued</b>
<b>Attachment 3</b>	<b>Library Statistics</b>

Voting Requirement	:	Simple Majority
Subject Index	:	Matters for Information “June 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

## **OFFICER COMMENT**

That Council notes the updates outlined in the attachment reports across a number of areas of the Shires operations.

## **CONSULTATION**

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

## **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.