



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 24th September 2024 commencing at 5.30pm.

MEETING AGENDA ATTACHED

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jeremy Clapham', written over a white background.

Mr Jeremy Clapham
A/CHIEF EXECUTIVE OFFICER

19th September 2024



Shire of
Peppermint Grove

ORDINARY COUNCIL MEETING

AGENDA

**TO BE HELD ON
TUESDAY 24th SEPTEMBER 2024
AT
5.30 PM**



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 D Jackson
Elected Member	Cr E Bond
Elected Member	Cr C Hohnen
Elected Member	Cr Mahony
Manager Development Services	Mr J Gajic
A/CEO	Mr J Clapham
Manager Infrastructure Services	Mr D Norgard

Gallery Members of the Public
..... Members of the Press Apologies

2.2 APOLOGIES

CEO
Elected Member

Mr D Burnett
Cr P Macintosh

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 27th August 2024 be confirmed as a true and accurate record.

8.1 MANAGER DEVELOPMENT SERVICES

Nil

8.2 MANAGER INFRASTRUCTURE SERVICES

Nil

8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

8.3.1 List of Accounts Paid – 31ST August 2024

ATTACHMENT DETAILS

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

Voting Requirement	:	Simple Majority
Subject Index	:	Financial Management
Disclosure of Interest	:	Nil
Responsible Officer	:	J. Clapham, Manager Corporate and Community Services
Authorising Officer	:	J Clapham, A/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 August 2024:

- WALGA – Subscription 24-25 (inc Council Connect, Procurement, Tax service, HR and Local Law \$36,028.15
- LGIS – Property, liability, risk, accident, travel, vehicle and Workers Comp insurance \$72,572.09
- WMRC (Western Metro Regional Council) – fees for Q1 24/25 \$31,543.36
- Commercial and Residential Carpenters – Community centre deck replacement \$23,595.62
- Professional Tree Surgeons – various tree maintenance \$32,779.70
- ATO – BAS \$21,637
- Veolia – Residential waste services \$20,902.46
- DFES – ESL (Emergency services levies) 1st quarter for 24/25 \$132,032.84

BACKGROUND

The Attachment lists detail all payments made in August 2024 and credit card transactions for August 2024 (paid in September 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	EFT00007 - EFT00012	\$647,510.72
Direct Credit (international payment)	DC0001	\$16,122.00
Direct Debits	DD00006 - DD00012	\$10,589.75
BPAY		\$0.00
Credit Cards – July 2024		\$8,851.64
TOTAL		\$683,074.11

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 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/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 August 2024, totalling \$683,074.11.

8.3.2 Financial Statements for the period ending 31st August 2024

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachments	Interim Financial Statements for the period ended 31 August 2024

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

PURPOSE OF REPORT

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

SUMMARY AND KEY ISSUES

The opening surplus for 1 July 2024 was forecast as \$821,747, but has now been amended to \$687,887. This figure is subject to final audit 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 31 August 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

The audit for 2023-24 is planned for October 2024 and may result in further adjustments to the opening surplus.

Investment of Municipal and Reserve Funds - as at 31 August 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 for the year
Corporate cheque account	Municipal and Reserve Funds	\$4,679,861.73.	Ongoing	Ongoing	N/A	4.15%	\$181,000

OFFICER RECOMMENDATION/S – ITEM NO 8.3.2

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

8.4.1 Budget Reallocation

ATTACHMENT DETAILS

Attachment	Description
Attachment	Nil

Voting Requirement	:	Absolute Majority
Subject Index	:	Annual Budget
Disclosure of Interest	:	Nil
Author	:	Mr Don Burnett, Chief Executive Officer
Responsible Officer	:	Mr Don Burnett, Chief Executive Officer

PURPOSE OF REPORT

This report seeks Council approval for two projects that needs a budget reallocation prior to the mid-year budget review.

SUMMARY AND KEY ISSUES

There are three projects that need a budget reallocation.

- Construction of the Freshwater Bay memorial Wall
- Continuation of the internal funding for strategic planning projects
- Completion of the digital parking sign.

BACKGROUND

When Council adopted the 2024/25 budget, two projects that were underway in 2023/24, but not completed and were not included in the 2024/25 budget.

One was the construction of the Freshwater Bay memorial Wall. This project was included in the 2023/24 budget, the budgeted amount of \$80,000 to be met by a combination of a reserve fund transfer of \$30,000 and a Municipal fund amount of \$50,000. The was to start in the last quarter of 2023/24 but was delayed due to contract discussions with the contractor. The project is scheduled to be completed in October.

The other was the finalisation of the digital parking sign. A balance of \$13,000 is still to be paid.

In the last month it has become apparent that additional staff resources are needed to continue with the Shire’s strategic planning. During 2023/24, an internal restructure of Shire planning staff was made so that strategic planning projects could be undertaken inhouse rather than use consultants. These projects, principally the Cottesloe Village Precinct Plan and the Local Planning Strategy are taking longer than anticipated and it is proposed that the restructure is continued through to February 2026 in order for the projects to be completed. The impact for the 2024/25 budget is approximately \$50,000.

CONSULTATION

There was no consultation in drafting of this report.

STRATEGIC IMPLICATIONS

Under the Community Strategic Plan, the Memorial will achieve the Social Strategic Priority of 1.2 Preserving and promoting local history and heritage and 1.4 – Promoting community connection and activation.

The additional work on the Shire's Strategic Planning will meet the Built Environment Strategic Priority 3.1 Perpetual Character of the Shire

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

The Local Government Act 1995, Clause 6.8 requires Council to approve expenditure not included in the budget by absolute majority.

FINANCIAL IMPLICATIONS

The expenditure of \$80,000 for the memorial wall and the \$13,000 for the digital sign can be met from the Building and Infrastructure Reserve, which currently has a balance of \$962,576 as at 30 June 2024. The transfer from reserve has no impact on the 2024/25 budget.

The additional staff expenditure of \$50,000 will be required to be addressed as part of the mid-year budget review in January, with the additional costs starting in February 2025, however planning needs to in place for the staffing structure to continue.

The anticipated 30 June 2024 surplus will be below the projected surplus of \$821,000 by approximately \$100,000 (subject to final audit) and this will also be addressed at the mid-year budget review.

ENVIRONMENTAL IMPLICATIONS

There are no environmental identified at this stage.

OFFICER COMMENT

Council approval is sought for both reallocations, noting only the staff salary reallocation may have a direct impact on the budget, depending on the midyear budget review.

OFFICER RECOMMENDATION/S – ITEM 8.2.1

That Council approves:

- 1. funding of \$80,000 for the Memorial Wall and \$13,000 for the completion of the digital parking sign from the Building and Infrastructure Reserve Fund.**
- 2. an increase of \$50,000 for strategic/statutory planning staff costs, with the mid-year budget review to include this amount**

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	Library Management Group Meeting Notes held Tuesday 13 August 2024

Voting Requirement : Simple Majority
 Subject Index : Matters for Information August 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 for the Library Management Meeting held on 13th August 2024.

CONSULTATION

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

OFFICER COMMENT

Library Management Group

The notes from the Library Management Meeting (LMG) held on 13th August 2024 are attached. Key points discussed include:

- Ongoing negotiations regarding the café lease within the library
- The West Coast Community Centre has confirmed the extension of the MOU for a further 5 years, commencing on 1 July 2024.
- The social media site 'Perth Ok has included The Grove in its list of 10 of Perth's best public libraries.
- The adopted Grove 2024/25 budget for the Grove library, Community and History Unit has some minor changes to the draft budget presented at the May meeting.

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.