



Shire of
Peppermint Grove

ORDINARY COUNCIL MEETING

MINUTES

HELD ON
TUESDAY 25th February 2025
AT 5.30PM



Shire of Peppermint Grove

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ORDINARY COUNCIL MEETING MINUTES

1 DECLARATION OF OFFICIAL OPENING

At 5.30pm, the Presiding Member 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 MacIntosh.

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

Deputy Shire President	(Presiding Member)	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

Gallery Nil.. Members of the Public
1.....Members of the Press

2.2 APOLOGIES

Shire President
Manager Infrastructure Services

Cr Karen Farley SC
Mr D Norgard

2.3 LEAVES OF ABSENCE

Nil

2.4 NEW REQUEST FOR A LEAVE OF ABSENCE

Nil

3.0 DELEGATIONS AND PETITIONS

Nil

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

Nil

5.0 DECLARATIONS OF INTEREST

Nil

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)

Nil

7.0 CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION/COUNCIL DECISION – ITEM NO 7.1

Moved: Cr MacIntosh

Seconded: Cr Hohnen

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.

CARRIED 6/0

For: Councillors Patrick Dawkins, Peter Macintosh, Charles Hohnen, Emerald Bond, Jessamy Mahony and Doug Jackson.

OFFICER RECOMMENDATION/ COUNCIL DECISION – ITEM NO 7.2

Moved: Cr Jackson

Seconded: Cr Mahony

That the minutes of the Special Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 11th February 2025 be confirmed as a true and accurate record.

CARRIED 6/0

For Councillors Patrick Dawkins, Peter Macintosh, Charles Hohnen, Emerald Bond, Jessamy Mahony and Doug Jackson.

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

<u>Attachment No</u>	<u>Details</u>
Attachment	8.3.1 2024/25 Budget Review

Voting Requirement : Absolute Majority
Subject Index : 2024/25 Financial Management
Responsible Officer: J.Clapham, Manager of Corporate and Community Services
Approved by: D. Burnett, Chief Executive Officer

PURPOSE OF REPORT

To consider and adopt a revised budget for the 2024/25 Financial year.

SUMMARY AND KEY ISSUES

- The 2024/25 annual budget review builds upon the adopted budget in the current financial year.
- The review has resulted in an increase of \$79,020 in the estimated surplus, taking it from \$2,239 to \$81,259.
- Various capital projects not going ahead this year.

LOCATION

N/A

BACKGROUND

Staff have revised the income and expenditure of the 2024/25 amended budget to provide for amendments that will reflect the amounts estimated at 30 June 2025.

Details of the changes are included on page 2 of the 2024/25 Budget Review Report.

CONSULTATION

Consultation with senior officers has been undertaken in respect to this matter.

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

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

1. Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
2. Consideration and review is to be given to a local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.

FINANCIAL IMPLICATIONS

The proposed variations to the 2024/25 budget are included in the attached Budget Review Report.

The original 2024/25 budget forecast a surplus at 30 June 2025 of \$2,239. The proposed net variations totalling \$79,020 have increased the estimated closing surplus to \$81,259.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The following is a summary of the major changes:

- Revenue from operating activities decreases by \$39,000. Main changes are;
 - \$25,000 - increase in investment interest to Municipal Account and Reserve Accounts
 - \$75,000 - increase in building license and development application revenues
 - \$20,000 – increase in sundry revenue due to rent adjustment for Freshwaters, Memorial wall plaques and insurance claim
 - \$64,000 – decrease in Federal Assistance Grants - not predicted to be prepaid
 - \$95,000 – decrease in Library contributions from the Town's of Mosman Park and Cottesloe due to Library capital projects not proceeding – Battery storage system and shade sail replacement
- Expenditure from operating activities increases by \$135,000. This is mainly due to:
 - \$50,000 – increase in salaries to facilitate inhouse delivery of strategic planning projects
 - \$50,000 – increase in IT budget to cover various projects, such as implementation of InfoCouncil and updating the chart of accounts

- \$50,000 – increase in legal fees to cover planning appeal
- \$30,000 – decrease in contract drainage maintenance
- \$20,000 – decrease in Park and Reserves maintenance costs
- \$20,000 – decrease in minor plant and tools
- \$50,000 – increase in street tree contractor services
- \$25,000 – increase in library maintenance costs (covered by insurance claim of \$6,000 and transfer of capital project relating to sundry equipment purchases of \$16,500)

- Capital expenditure decreases by \$1,943,000:
 - \$91,000 – Battery Storage System not proceeding (no contribution from the Town's of Mosman Park and Cottesloe required)
 - \$1,597,000 - Johnston St sump project not proceeding this financial year
 - \$100,000 – Foreshore Works not proceeding this financial year (The Shire's portion of the project that is partly funded by a grant from DBCA)
 - \$99,000 – Airconditioning decoupling project not proceeding this financial year

- Proceeds from new loans decreases by \$1,700,000:
 - \$1,500,000 – loan no longer required this financial year for purchase of Johnston St sump
 - \$200,000 – self supporting loan for Tennis Club no longer required this financial year. Depending on the requirements of the Tennis Club, this loan may be required in 2025/26.

The surplus at the beginning of the financial year is also less than originally budgeted for by \$104,074, due to year end and audit adjustments and has been factored into the projections.

OFFICER RECOMMENDATION/COUNCIL DECISION – ITEM No. 8.3.1

Moved: Cr Jackson

Seconded: Cr McIntosh

That Council adopts the revised 2024/25 financial year budget.

CARRIED 6/0

For Councillors Patrick Dawkins, Peter Macintosh, Charles Hohnen, Emerald Bond, Jessamy Mahony and Doug Jackson.

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/ COUNCIL DECISION – ITEM NO 8.3.1

Moved: Cr MacIntosh

Seconded: Cr Bond

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.

CARRIED 6/0

For Councillors Patrick Dawkins, Peter Macintosh, Charles Hohnen, Emerald Bond, Jessamy Mahony and Doug Jackson.

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 31 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/ COUNCIL DECISION – ITEM NO 8.3.3

Moved: Cr Hohnen

Seconded: Cr Mahony

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

CARRIED 6/0

For Councillors Patrick Dawkins, Peter Macintosh, Charles Hohnen, Emerald Bond, Jessamy Mahony and Doug Jackson.

8.3.4 List of Accounts Paid – 31st January 2025

ATTACHMENT DETAILS

Attachment No	Description
Attachments	Accounts Paid – January 2025 Credit Card Expenses – January 2025

Voting Requirement : Simple Majority
 Subject Index : Financial Management
 Disclosure of Interest : Nil
 Responsible Officer : Jeremy Clapham, Manager Corporate and
 Community Services
 Authorising Officer : Don 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 January 2025:

- Western Metropolitan Regional Council (WMRC) – Waste charges for quarter 3 2024 \$26,161.29
- Australian Taxation Office – BAS \$42,694.19
- Aware Super - \$20,706.79

BACKGROUND

The Attachment lists detail all payments made in January 2025 and credit card transactions for January 2025 (paid in February 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	EFT000041 - EFT00047	\$306,477.25
Direct Debits	DD00038 - DD00044	\$17,822.22
BPAY	BPAY002 – BPAY003	\$14,950.26
Credit Cards – December 2024		\$ 6,711.88
TOTAL		\$345,961.61

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/ COUNCIL DECISION – ITEM NO 8.3.1

Moved: Cr Bond

Seconded: Cr Mahony

That Council receive the list of payment of accounts by electronic funds transfers, direct debit, BPAY and credit cards for the month of January 2025, totalling \$345,961.61.

CARRIED 6/0

For Councillors Patrick Dawkins, Peter Macintosh, Charles Hohnen, Emerald Bond, Jessamy Mahony and Doug Jackson.

8.3.5 Financial Statements for the period ending 31st January 2025

ATTACHMENT DETAILS

Attachment No	Details
Attachments	Financial Statements for the period ended 31 January 2025

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 January 2025.

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. There is a large variance between the actual surplus at 31 January 2025 and the budgeted surplus, of \$1,006,837. The main reason for this is various capital projects have not been completed.

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 budget surplus as at 31 January 2025 of \$1,006,837. The main reasons for this are:

- Underspend in capital expenditure - \$2,176,936. 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 - \$302,144.
- Proceeds from new borrowings for the purchase of the Johnston St sump not proceeding \$1,500,000

Investment of Municipal and Reserve Funds - as at 31 January 2025:

Fund	Purpose	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest for the year
Corporate Cheque Account	Municipal Funds	\$2,448,159	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/ COUNCIL DECISION – ITEM NO 8.3.3

Moved: Cr Jackson

Seconded: Cr Mahony

That Council receives the monthly financial report for the period ended 31 January 2025.

CARRIED 6/0

For, Councillors Patrick Dawkins, Peter Macintosh, Charles Hohnen, Emerald Bond, Jessamy Mahony and Doug Jackson.

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.

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

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 several 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/ COUNCIL DECISION – ITEM 8.4.1

Moved: Cr Macintosh

Seconded: Cr Bond

That Council receives the information in this report.

CARRIED 6/0

For Councillors Patrick Dawkins, Peter Macintosh, Charles Hohnen, Emerald Bond, Jessamy Mahony and Doug Jackson.

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 5.48pm, there being no further business the meeting closed.