



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 25<sup>h</sup> June 2024 at 5.30pm.

**MEETING AGENDA ATTACHED**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Don Burnett', is written over a light blue horizontal line.

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

**20<sup>h</sup> June 2024**



Shire of  
Peppermint Grove

# ORDINARY COUNCIL MEETING

## AGENDA

TO BE HELD ON  
TUESDAY 25<sup>th</sup> June 2024  
AT  
5.30 PM



# Shire of Peppermint Grove

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Shire of  
Peppermint Grove

## DRAFT ORDINARY COUNCIL MEETING AGENDA

### 1. DECLARATION OF OFFICIAL OPENING

At \_\_\_\_ pm, 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 \_\_\_\_\_.

#### **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

Deputy Shire President	Cr P Dawkins' (Presiding Member)
Elected Member	Cr P Macintosh
Elected Member	Cr J Mahony
Elected Member	Cr D Jackson
Elected Member	Cr E Bond

CEO	Mr D Burnett
Manager Development Services	Mr J Gajic
Manager Corporate & Community Services	Mr J Clapham
Manager Infrastructure	Mr D Norgard

**Gallery**            ..... Members of the Public  
                         ..... Members of the Press

## 2.2 APOLOGIES

Elected Member  
Shire President

Cr C Hohnen  
Cr Karen Farley SC

## 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**

The CEO declares a Financial Interest in 12.1 as this report deals with his contract.

**5.1 PROXIMITY INTEREST**

**5.2 IMPARTIALITY INTEREST**

**5.3 INTEREST THAT MAY CAUSE A CONFLICT**

**5.4 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 28<sup>th</sup> May 2024 be confirmed as a true and accurate record.**

**8.0 OFFICERS REPORTS**

**8.1 MANAGER DEVELOPMENT SERVICES**

**Nil**

**8.2 MANAGER INFRASTRUCTURE SERVICES**

**Nil**



### 8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

#### 8.3.1 List of Accounts Paid – 31<sup>st</sup> May 2024

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Description</u>
Attachments	Accounts Paid – May 2024 Credit Card expenses – April 2024 Credit Card expenses – May 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 cheques drawn, credit card expenses, electronic funds payments, direct debits and BPAY since the last report.

#### SUMMARY AND KEY ISSUES

There were no payments in excess of \$20,000 in May 2024.

#### BACKGROUND

The Attachment lists detail all payments made in May 2024 (and April 2024 for credit cards). Credit card expenses for May 2024 have also been included, although the direct debit payment will only go through in June 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	EFT00581-000589	\$242,184.70
Direct Debits	DD00512 and 00514	\$6,023.98
BPAY	BPAY308	\$0.00
Credit Cards – April 2024		\$9,772.35
<b>TOTAL</b>		<b>\$257,981.03</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 May 2024, totalling \$257,981.03.**

**8.3.2 Financial Statements for the period ending 31<sup>st</sup> May 2024**

**ATTACHMENT DETAILS**

<u>Attachment No</u>	<u>Details</u>
Attachments	Financial Statements for the period ended 31 <sup>st</sup> May 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 financial statements for the period ended 31 May 2024.

**SUMMARY AND KEY ISSUES**

The year to date surplus at 31<sup>st</sup> May 2024 is \$1,184,949, which is \$593,805 more than the year to date budgeted surplus. The main reason for this is: Materials & Contracts expenditure less than budgeted - \$320,000, timing of library contribution income more than budgeted \$338,000, capital grants received less than budgeted \$60,000, timing of bank interest received less than budgeted \$87,000 and an underspend of capital acquisitions \$130,000. See Explanation of Material Variances on page 6 of the Monthly Financial Report for details of other variances.

**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 May 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 Monthly Financial Statements show a large surplus that can be attributed to the levying of the Rates and Refuse charges in July 2023.

Details of material variances are shown in Note 3 of the attached Monthly Financial Report.

The audit for 2022/23 has been completed and the closing surplus for June 2023 has been finalised.

Investment of Municipal and Reserve Funds - as at 31 May 2024

The Shire has the following funds invested as with the National Australia Bank:-

Fund	Purpose	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest
Term Deposit	Reserve Funds	\$1,988,560.40	15 August 2023	28 June 2024	313	5.20%	\$100,000
Corporate cheque account	Municipal Funds	\$1,167,151.34	Ongoing	Ongoing	N/A	4.15%	\$72,500

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

**That Council receives the monthly financial report for the period ended 31<sup>st</sup> May 2024.**

**8.3.3 Statutory Budget 2024/25**

**ATTACHMENT DETAILS**

<u>Attachment No</u>	<u>Details</u>
Attachments	Statutory 2024/25 budget, including Fees and Charges

Voting Requirement : Absolute Majority  
 Subject Index : Budget  
 Responsible Officers : Don Burnett, CEO and  
 Jeremy Clapham, Manager Corporate and Community  
 Services  
 Disclosure of Interest Nil

**PURPOSE OF REPORT**

To consider and adopt the municipal fund budget for the 2024/25 financial year, together with supporting schedules including imposition of rates and minimum payments, adoption of fees and charges, setting of elected members fees for the year and other consequential matters arising from the budget papers.

**SUMMARY AND KEY ISSUES**

- The draft 2024/25 budget recommends an 2.5% increase in the rates raised.
- Capital expenditure of \$2,947,000.
- Short Term Loan for 24 Johnston Street \$1,500,000
- Sale of Assets of \$2,048,000 (including 24 Johnston Street)

**BACKGROUND**

The Rate Setting Statement shows total revenue required from property rates of \$3,744,600 based on a rate increase of 2.5%, compared with \$3,655,800 raised in 2023/24

Council has been able to keep rate increases in recent years to a minimum, with the increases as follows;

2018/19	1.55%
2019/20	1.0%
2020/21	0.0%
2021/22	1.7%
2022/23	2.0%
2023/24	2.9%

The average increase over this 5 year period is 1.52%. Minimum rates will increase by 2.41% to \$1,530.

A schedule of fees and charges is included with the draft budget document.

## **CONSULTATION**

Consultation was undertaken through workshops held with Councillors and Senior staff.

Senior staff have had input into the document which has been reviewed by the Senior Management Team.

## **STRATEGIC IMPLICATIONS**

The budget recognises the objectives and strategies of the Shire's Community Strategic Plan and Corporate Business Plan.

## **POLICY IMPLICATIONS**

The budget is based on the principles contained within the current Plan for the Future (community strategic and corporate business plans).

## **STATUTORY IMPLICATIONS**

Division's 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The 2024/25 budget as presented is considered to meet statutory requirements.

## **FINANCIAL IMPLICATIONS**

Specific financial implications are as itemised in the draft 2024/25 budget attached for adoption.

## **SOCIAL IMPLICATIONS**

The draft budget delivers social outcomes identified in various planning and community-supporting strategies.

## **OFFICER COMMENT**

The draft 2024/25 budget continues to deliver on key strategies identified by the community as part of Strategic Community Plan and maintains a high level of service across all programs while ensuring an ongoing focus on renewing all asset classes at sustainable levels.

The following information is provided highlighting the key considerations in developing the 2024/25 budget.

## **Opening balance as at 1<sup>st</sup> July 2024**

For the purposes of estimating an opening balance as of 1 July 2024, an amount of \$836,000 is estimated as the surplus carried forward. This still could change pending end of year transactions.

This is also subject to final audit and any material variation will be addressed in the mid-year budget review.

## **Local Government Cost Index**

WALGA provides local government with a cost index for local government, which expands on the CPI, and it includes construction costs etc not in the CPI figure. The Perth March 2024 annual CPI was 3.4 % and the WALGA 24/25 projected cost index is 3.1%.

## **Rates Modelling**

The budget shows rates income of \$3.74M based on a 2.5% increase on the rates raised over 2023/24. In a normal year, a 1% increase in rates revenue would equate to \$37,000, The minimum rate is \$1,530. The budget does not include any discount or incentives for early payment.

## **Salary costs**

The draft budget makes provision for a 3.5% increase for staff salaries. There are no plans for any new staff or any significant staff structure changes. Superannuation costs will increase by 0.5% from 11% to 11.5% on 1<sup>st</sup> July 2024 in accordance with the superannuation guarantee legislation.

## **Library Contributions**

The net operating cost of running the Grove library is met by the three member councils of the Towns of Mosman Park and Cottesloe and the Shire. The draft library budget was presented at the last Library Management Group meeting and will be taken to the two-member Council's for endorsement.

The Shire is awaiting confirmation that both Councils have endorsed the budget. The level of contribution is based on census population data. The net operating shortfall for 24/25 for the library, history unit and community centre, excluding capital, is \$1,462,000 with the Town of Mosman Park contributing \$715,600, Cottesloe \$622,000 and the Shire \$132,500.

The CAPEX budget is for works linked to the AMP. Each member is also required to make their own provision for the building replacement in accordance with the AMP.

## **Economic stimulus grants**

The Federal Government has provided local governments with Local Road and Community Infrastructure Program (LRCI) grants. The grants were to stimulate local economies post COVID. During the 2024/25 financial year, the Shire will be replacing the playground at Keane's Point partially utilising the funds received from the LRCI grant (\$50,000).

## **Overheads and Activity Based Costing**

The Shire does not allocate overheads to jobs, i.e., corporate services costs to Manners Hill Park etc. These costs would be internal charges and have no impact on the budget bottom line. The only overhead charge applied is 5% of Shire corporate management costs to the library.

## **Loans**

A new loan of \$1,500,000 is proposed that will be used to fund the drainage works for 24 Johnston Street. The property will be sold and funds from the sale will repay the loan within the financial year. This project is subject to further technical analysis and the submission of a business case to Council.

A self-supporting loan of \$200,000 is proposed for the Peppermint Grove Tennis Club to go towards additional courts and upgrade, should the Club proceed with this project.

The library is the only current loan the Shire has.

## **Reserve funds**

The balance of the reserve funds as at 30<sup>th</sup> June 2024 are projected to be \$1.947M.

Transfers into the reserves during the 24/25 year will be \$704,000, which includes interest earnings for the individual reserves estimated at \$101,000 and,

- \$30,000 Staff Leave Reserve
- \$124,000 to the Road and Drainage Reserve.
- \$100,500 to Building and Infrastructure Reserve
- \$418,000 to the Investment Reserve - relates to the net proceeds from sale of 24 Johnston Street, Peppermint Grove.

Transfer out of the Reserve total \$748,000 include the following:-

- Road & Drainage - \$250,000, Keane/Bay View parking
- Building & Infrastructure Reserve - \$300,000 Keanes Point playground

The total projected reserve fund balance as of 30<sup>th</sup> June 2054 is \$2.171M.

## **Capital Works program (CAPEX)**

The CAPEX program is now linked to the asset renewal requirements as identified in the Asset Management Plan (AMP). The CAPEX schedule is broken to asset classes of Property, Plant & Equipment, Transport and Recreation. New capital projects are also included, however, these projects are at Council's discretion whether they proceed or not.



The total CAPEX program for 24/25 is \$3.M with the most significant projects being:

\$350,000	Keanes Point Playground (includes a grant of \$50,000)
\$100,000	DBCA foreshore works
\$100,000	Decoupling admin air conditioner from library
\$330,000	Parking Keane/Bay View
\$1,600,00	Johnston St Sump relocation and lot sale.

New capital works total \$100,000, made up of \$10,000 for the installation of a bird drinking station and \$90,000 for the installation of a battery for excess solar PV storage at the Grove, with \$64,000 contributed by Cottesloe and Mosman Park (subject to their mid-year budget reviews).

The AMP also has a schedule showing amounts that should be transferred on an annual basis that will be required to meet future renewal costs. The reserve fund transfer is to ensure the Shire has the funds to meet the costs when these larger renewal costs are due. The total scheduled to be transferred to reserve funds is \$334,700, however of this amount \$213,639, is the proportionate cost allocated to the Towns of Cottesloe and Mosman Park towards to allocation of asset renewal costs for the library. Each of these local governments is to make their own provision arrangements.

### **Fees and Charges Schedule**

It is not proposed to increase existing fees and charges across the board, however there are several minor changes to the schedule;

- There are number of new town planning charges for various planning services.
- Additional bin charges have been increased by 5% to reflect the cost increase to the Shire for this service.
- The annual pool fence inspection fee has increased to \$63.15pa to include for an administration cost. This charge appears on the rate notice for properties with pools.

### **Projected Balance (Surplus) 30<sup>th</sup> June 2025**

Based on the draft as presented, the 30<sup>th</sup> June 2025 closing balance (surplus) is anticipated to be \$2,236.

## **OFFICER RECOMMENDATION/S – ITEM NO 8.3.3**

**That Council adopts the following:**

### **PART A – MUNICIPAL FUND BUDGET FOR 2024/25**

**Pursuant to the provisions of Section 6.2 of the *Local Government Act 199* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, Council adopts the 2024/25 Shire of Peppermint Grove Budget as contained in Attachment One.**

**PART B - GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council, pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum payments on Gross Rental Values:

1.1 General Rate

- Residential (GRV) 7.744 cents in the dollar
- Commercial (GRV) 7.744 cents in the dollar
- Clubs (GRV) 7.744 cents in the dollar

1.2 Minimum Payments

- Residential (GRV) \$1,530
- Commercial (GRV) \$1,530

2. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment of rates and charges in full by instalments (assuming date of issue is 18 July 2024):

- Payment in full or first instalments 23<sup>rd</sup> August 2024
- Second of four instalments 25<sup>th</sup> October 2024
- Third of four instalments 10<sup>th</sup> January 2025
- Last of four instalments 14<sup>th</sup> March 2025

3. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge of \$15.00 per instalment.

4. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest charge where ratepayer elects to pay rates and charges by instalments of 6%.

5. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council does adopt a 6% interest charge where payment of rates and charges is in arrears including overdue instalment payments

6 Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts a special arrangements administration fee of \$45 with respect to outstanding rates and charges and authorises the Chief Executive Officer to enter into such special arrangements.

7. Pursuant to Section 6.45 of the *Local Government Act 1995* Council adopts the Schedule of Fees and Charges inclusive of the 2024/25 budget included in attachment one.

8. Pursuant to Regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996* the level for reporting material variances in monthly statements of financial activity shall be 10% or \$10,000, whichever is the greater.

9. Delegate to the CEO the disposal of assets to a maximum value of \$50,000

10. Pursuant to Section 6.11 of the Local Government Act, Council adopts the transfers to Reserves as included in the 2024/25 Annual Budget

11. Pursuant to 6.20 of the Local Government Act, Council raise loan funds included in the budget for the following purposes: -

- (a) Self-Supporting Loan- Tennis Club \$200,000- over a term to be determined by the Club at the current interest rate
- (b) Johnston Street Drainage - \$1,500,000- over a 1-year period at the current interest rate

12. Pursuant to 6.26 of the Local Government Act, Council notes the non rateable properties at

- Church Manse, 30A Johnston Street
- Church, 16A Keane Street
- Church, 2 McNeil Street and 430 Stirling Hwy
- Presbyterian Ladies College, 10 View Street
- Cottesloe Primary School, 530 Stirling Hwy
- PLC Rowing Facility/Scouts WA. Lot 4448, Johnston Street,

## 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
Attachment 4	Recycling Statistics
Attachment 5	Library Management Meeting Notes 27th February 2024 and 14th May 2024

Voting Requirement	:	Simple Majority
Subject Index	:	Matters for Information and Noting
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 27<sup>th</sup> February and 14<sup>th</sup> May 2024

## **OFFICER COMMENT**

### **Library Management Group**

The notes from the Library Management Meetings (LMG) held on the 27<sup>th</sup> February 2024 and 14<sup>th</sup> May 2024 are attached. Business arising out of these meetings requiring Council attention are

- Westcoast Community Centre have exercised Clause 210 in their MOU with the Shire for an extension of the MOU for a further 5 years expiring 30 June 2029.
- Westcoast Community Centre have sought approval for the 24/25 MOU fee of \$10,600 to be donated back to WCC to recognise the ongoing issue of the impact of COVID on membership. The LMG have supported this request and the Shire's 2024/25 budget makes provision for this donation back.
- The Shire's 2024/25 budget for the library as submitted to the May LMG is to be considered by the Towns of Cottesloe and Mosman Park. The budget as presented to the LMG has been adjusted to reflect a change in the days worked by the Community History Officer, reduced by 1 day a week, and to note that the installation of a battery system to collect surplus solar generated by the PV panels will be considered in the mid-year budget review by both Councils.
- Library café- the LMG supported in principle the continuation of a lease for the café. The current lease has requested a new 5-year lease. The current rent has been reduced post COVID to \$480 per month, \$5,760, and the lease wants to continue with this rent. A new lease will require advertising in accordance with the *Local Government Act 1995*.

## **CONSULTATION**

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

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

**That Council note the information contained in this report and;**

- 1. Notes that the West Coast Community Centre will exercise its right to extend the MOU for a further 5 years, expiring 30 June 2029.**
- 2. Donates back the 2024/25 MUO fee of \$10,600 charged to the West Coast Community Centre.**
- 3. Note that the 2024/25 Shire budget makes provision for a battery system, with the Town of Cottesloe and Mosman Park to consider this project in their 2024/25 midyear budget reviews.**

- 4. Authorises the CEO to finalise a new 5 year lease for the Library (Chapter1) café along similar lines to the existing lease, with an annual lease fee for 2024/25 to be \$5,760, thereafter indexed, noting the lease is to be advertised in accordance with the *Local Government Act 1995*.**

## 9. COMMITTEE REPORTS

### 9.1 Entrance meeting with the External Auditor and the Office of Auditor General

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 6.1.1	2023/24 Audit Plan

Voting Requirement	:	Simple Majority
Subject Index	:	Financial management Audit
Disclosure of any Interest	:	Nil
Responsible Officer	:	Jeremy Clapham, Manager Corporate & Community Services

#### **PURPOSE OF REPORT**

The purpose of this report is for Marius van der Merwe from Pitcher Partners and Liang Wong from the Office of Auditor General to provide a presentation on the audit plan for the 2023/24 financial year.

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

A presentation will be provided for the information of the Audit, Governance and Risk Management Committee prior to the commencement of the 2023/24 Audit including any matters relating to the Library Management and Joint Venture.

#### **BACKGROUND**

The meeting will provide information on the requirement of the Audit process and details of the audit process.

#### **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter.

#### **STRATEGIC IMPLICATIONS**

There are no Strategic Implications identified at this time.

#### **POLICY IMPLICATIONS**

Financial Management Policies

**STATUTORY IMPLICATIONS.**

*Local Government (Financial Management ) Regulations 1996*

**FINANCIAL IMPLICATIONS**

There are no Financial Implications identified at this time.

**ENVIRONMENTAL IMPLICATIONS**

There are no Environmental Implications identified at this time.

**SOCIAL IMPLICATIONS**

There are no Social Implications identified at this time.

**OFFICER COMMENT**

The presentation will be conducted by Marius van der Merwe and Liang Wong and it will provide information for the Committee to understand the process and timeframe for the 2023/24 Financial year audit.

**OFFICER/COMMITTEE RECOMMENDATION/S – ITEM NO 9.1**

**That Council notes the Entrance meeting presentation provided by representatives of Pitcher Partners and the Office of the Auditor General.**



**9.2 2024 Risk Management Review**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
<b>Attachment – 6.2.1</b>	<b>Risk Management and Reporting Tool -2024</b>

Voting Requirement	Simple Majority
Subject Index	Financial management Audit
Disclosure of any Interest	Nil
Responsible Officer	Jeremy Clapham, Manager Corporate & Community Services

**PURPOSE OF REPORT**

The purpose of this report is to present to the Committee, the results of the Risk review undertaken by the Senior Management team in April 2024 in accordance with the requirements of the Local Government Audit Regulations (Clause 17).

**SUMMARY AND KEY ISSUES**

The report provides a review of the Risk Management profiles for the Shire of Peppermint Grove and identifies the matters that require further work.

**LOCATION**

N/A

**BACKGROUND**

A risk review is required to be carried out on bi-annual basis, or more often if deemed prudent. The Shire’s Risk review was last carried out in April 2022. During April 2024 the Senior Management began with the current risk review. Key Controls and actions have been reviewed and updated. Indicators still need to be reviewed and finalised. It is intended that this will be completed by the 30 June 2024.

**CONSULTATION**

There has been no specific consultation 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**

Local Government (Audit) Regulations 1996

*Clause 17- CEO to review certain system and Procedures*

*(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*

- (a) risk management; and*
- (b) internal control; and*
- (c) legislative compliance.*

*(2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*

*(3) The CEO is to report to the audit committee the results of that review*

## **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 risk review will be completed by 30 June 2024.

## **OFFICER/COMMITTEE RECOMMENDATION/S – ITEM NO 9.2**

**That Council notes the review of the Risk Management register and profiles in accordance with Clause 17 of the Local Government ( Audit) regulations.**

**9.3 Financial Management Review and Regulation 17 Review**

**ATTACHMENT DETAILS**

<u>Attachment No</u>	<u>Details</u>
Attachment 1 – 6.3.1 and 6.3.2	Reports on the Financial Management Review and Regulation 17 Review

Voting Requirement : Simple Majority  
 Subject Index : Financial Management  
 Responsible Officer : Jeremy Clapham, Manager Corporate & Community Services  
 Disclosure of Interest : Nil

**PURPOSE OF REPORT**

The purpose of this report is to consider the reports on the Financial Management Review and the Regulation 17 review performed by Australian Audit.

**SUMMARY AND KEY ISSUES**

Australian Audit was engaged to undertake a financial management review as required by *Regulation (5)(2)(c) of the Local Government (Financial Management) Regulations 1996*, which must be carried out at least once every 3 years. Australian Audit was also engaged to carry out a review of the risk management, internal control and legislative compliance as required per *Regulation 17 of the Local Government (Audit) Regulations 1996*.

**BACKGROUND**

The Financial Management review is required to be carried out at least every 3 years in accordance with *Australian Auditing Standard ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information* which provides a limited assurance regarding the appropriateness and effectiveness of the Shire’s management controls over its financial management systems and processes. The attached report outlines the work undertaken and includes findings, recommendations and Shire responses. There were no High Risk findings, 2 Medium Risk findings and 3 Low Risk findings in the Financial Management Review.

The Regulation 17 review is also required to be carried out at least every 3 years, in accordance with *Regulation 17(1), (2) and (3) of the Local Government (Audit) Regulations 1996*. The attached report outlines the work undertaken and includes findings, recommendations and Shire responses. There were no High Risk findings, 2 Medium Risk findings and 4 low risk findings.

The Shire is in the process of addressing these findings and will report to the next Audit, Governance and Risk Management meeting on the progress of these actions.

## **CONSULTATION**

There has been no specific consultation undertaken in respect to this matter.

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan implications evident at this time.

## **POLICY IMPLICATIONS**

Financial Policy 3.5 – Risk Management

## **STATUTORY IMPLICATIONS**

*Regulation (5)(2)(c) of the Local Government (Financial Management) Regulations 1996.  
Australian Auditing Standard ASAE 3000 – Assurance Engagement other than Audits or  
Reviews of Historical Financial Information.*

*Regulation 17(1), (2) and (3) of the Local Government (Audit) Regulations 1996.*

## **FINANCIAL IMPLICATIONS**

The cost of the reviews was \$8,085.00 including GST.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

## **SOCIAL IMPLICATIONS**

There are no social implications at this time.

## **OFFICER COMMENT**

Management will address the findings of these reviews and report back to the Audit, Governance and Risk Committee.

## **OFFICER/COMMITTEE RECOMMENDATION/S – ITEM NO 9.3**

**That Council accepts the Financial Management Review and the Regulation 17 Review.**

## **10 CONFIDENTIAL ITEMS OF BUSINESS**

### **.10.1 CEO Performance Review**

As per the Local Government Act 1995, Clauses 5.23 (2)(a) – personal affairs of a person, Council can close to members of the public the meeting or part of the meeting. If the meeting or part of the meeting deals with a matter affecting an employee.

10.1 CEO Performance Review 2023 (Confidential) The purpose of this report is to consider the annual performance review of the CEO.

### **OFFICER RECOMMENDATION/S – ITEM NO 12.1**

**That Council in accordance with Section 5.23 (2) (a) of the Local Government Act close to the members of the public the meeting, as this report deals with a matter affecting an employee.**

## **11. NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL**

## **12. MOTIONS ON NOTICE**

(Automatically sent back to administration for consideration at the next Council meeting)

## **13. CLOSURE OF MEETING**

At \_\_\_pm, there being no further business the meeting closed.