



Peppermint Grove
The Garden Shire

SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

**Agenda Briefing Forum
Attachments**

9th June 2026



Peppermint Grove

The Garden Shire

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Delegation Register June 2026

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Delegated Authority

Register

June 2026

Introduction

This document records the Shire of Peppermint Grove's delegations. Certain legislation allows Council to delegate powers to committee and the Chief Executive Officer (CEO).

Purpose

Local governments are assigned various functions by legislation. Where allowed, these functions can be delegated to qualified individuals to support informed decision-making and effective governance.

Council oversees overall governance, while the CEO handles daily operations and staff management. Given the volume of tasks, delegation is a practical and lawful way to ensure timely decisions within legislative limits.

Under the *Local Government Act 1995*, the CEO can delegate powers to employees in writing, subject to conditions. A formal Delegation Register must be maintained and reviewed annually, recording when, how, and to whom powers were exercised, including any non-employee parties affected.

The register includes delegations from Council to the CEO.

The Distinction between a 'delegation', Acting through' and an 'authorised person'.

A Delegation

Is the process prescribed in legislation for assigning authority to exercise an express power or duty from the delegate to another person or entity (the delegate).

Certain legislation confers power directly on a person, examples include:

- The *Local Government Act 1995* lists statutory officers including the Shire President, CEO and Returning Officer.
- The *Public Health Act 2016* assigns duties to the Environmental Health Officers.
- The *Building Act 2011* assigns duties to Building Surveyors.
- And the *Local Government Act 1995*, *Cat Act 2011*, and *Graffiti Vandalism Act 2016* also allow a local government CEO to delegate any powers or duties assigned to their office.

Acting through another person

Employees don't always need formal delegations to perform tasks for local government. Some functions can be carried out under the principle of "acting through another person," meaning the employee acts under the direction of someone with decision-making authority.

Under Section 5.16(4) and Section 5.45(2) of the *Local Government Act 1995*, both the local government and the CEO may act through others. The key difference is that delegation involves transferring decision-making authority, while acting through someone does not — it simply involves task execution under instruction.

For example, an employee processing a payment on behalf of an authorised supervisor is not a delegate but is acting through someone with authority. There must be a clear, auditable link to the authorised officer, typically via:

- Internal policy,
- Approved order with payment instruction,
- Workflow systems with defined authority levels.

Robust financial systems ensure audit controls clearly distinguish between the person initiating a task and the one authorising it.

Authorised persons

Authorised persons are granted specific powers under an act, regulation, or local law to carry out functions such as issuing infringements, conducting inquiries, entering properties, issuing notices or enforcing legal provisions.

In accordance with section 9.10 (2) of the Act the CEO may appoint or authorise a person for the purpose of one or more of the following laws:

- *Local Government Act 1995*
- *Caravan Parks and Camping Grounds Act 1995;*
- *Cat Act 2011*
- *Cemeteries Act 1986*
- *Control of Vehicles (Off Road Areas) Act 1978*
- *Dog Act 1976*

Once appointed, an authorised person is responsible for carrying out the powers and duties assigned to them under the law. These responsibilities may be defined or limited by an Act, Regulation, or their certificate of authorisation. An authorised person cannot delegate these powers or duties to someone else.

The power to appoint an authorised officer may reside with the council or the CEO, depending on the legislation.

The Interpretation Act 1984

Section 59 of the *Interpretation Act 1984* outlines the principles of delegation:

- Delegation must be expressly permitted by the written law.
- The specific power or duty being delegated must be identified within that law.
- Delegation cannot occur if the law prohibits it or if it exceeds any legal conditions or limits.
- The power to delegate cannot be delegated.
- Delegations must be in writing and formally communicated to the delegate.

A delegate may refer a decision back to the delegator, and the delegator retains the right to make decisions directly, even after delegation.

Delegation by office or by name

Section 53 of *the Interpretation Act 1984* outlines how appointments can be made under written laws. This provision allows for appointments to be made:

By Name: Specifically naming an individual.

By Officer: Referring to the position or title, thereby designating the current or future holder of that office.

Legislation and Related Documentation

Western Australian legislation referred to in this Delegate Authority Register can be accessed online at: <http://www.legislation.wa.gov.au>

The Department of Local Government Industry Regulation and Safety: Delegations, Authorisations and Acting Through (September 2024):

<https://www.dlgsc.wa.gov.au/department/publications/publication/delegations>

Delegator refers to the individual or body to whom a power or duty is assigned to under legislation.

Express Power to Delegate is a specific power granted by legislation that enables a person or body to transfer the exercise of power or the performance of a duty to another individual or entity.

Function means the **power** or duty that can be assigned to another party through delegation.



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1.0 Delegations made under the *Local Government Act 1995*

1.1 Appointment of Acting Chief Executive Officer

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO. s. 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	s 5.36 (1)(a) Power to appoint an Acting CEO.
Delegate:	CEO
Function:	Power to appoint an Acting CEO under s 5.36 (1)(a).
Conditions on this Delegation:	1. The Acting Chief Executive Officer to be appointed for a period not exceeding four (4) weeks. 2. The CEO will notify Elected Members of all appointments under this delegation.
Express Power to Sub - Delegate:	<i>Local Government Act 1995:</i> CEO may delegate some powers and duties to other employees under s 5.44.
Date adopted:	

1.2 Payments from the Municipal Fund, and Trust Fund

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO. s. 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	s 6.10 <i>Local Government (Financial Management) Regulations 1996</i> Authority to make payments from the municipal fund or trust fund.
Delegate:	CEO
Function:	To exercise the powers and duties in accordance with s 6.10(12) of the <i>Local Government (Financial Management) Regulations 1996</i> to make payments from the municipal fund or trust fund.
Conditions on this Delegation:	<ol style="list-style-type: none"> 1. A list of all payments made from the Municipal Fund, and Trust Fund will be provided to Council on a monthly basis. 2. Authority to make payments is subject to annual budget limitations and compliance with any applicable Council policies.
Date adopted	

1.3 Appointment of Authorised Persons (Miscellaneous Provisions about Enforcement)

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO. s. 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	s 9.11 to s 9.23 Appointment of authorised persons to perform particular functions related to Miscellaneous Provisions about Enforcement.
Delegate:	CEO
Function:	To exercise the powers and duties of the local government under s 9.10 of the <i>Local Government Act 1995</i> to enable the CEO to appoint authorised people to perform particular functions related to Miscellaneous Provisions About Enforcement.
Conditions on this Delegation:	<ol style="list-style-type: none"> 1. The CEO will issue each person so authorised, a certificate stating that the person is so authorised. The person is to produce the certificate whenever required to do so by a person who has or is about to be affected by any exercise of authority by the authorised person. 2. The CEO will maintain a register of all authorised people.
Date adopted:	

1.4 Disposal of Confiscated or Uncollected Goods

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO. s. 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	s 3.46 Goods may be withheld until costs paid. s 3.47 Confiscated or uncollected goods may be disposed of. s 3.58(2)(3) provides guidance on the notification and means to disposing of property.
Delegate:	CEO
Function:	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s 3.39 or s 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods, watercraft or vehicles that have been ordered to be confiscated under s 3.47. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods s 3.48.
Conditions on this Delegation:	<ol style="list-style-type: none"> 1. Disposal will be subject to goods, including vehicles and watercraft, not being reported stolen. 2. A Register of all disposed goods to be maintained, including value of disposed goods.
Date adopted	

1.5 Appointment of Authorised Persons (Certain Provisions Relating to Land)

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO. s. 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	s. 3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land]. s. 9.10 Appointment of authorised persons.
Delegate:	CEO
Function:	To exercise the powers and duties of the local government under s 3.24 to enable the CEO to appoint authorised people to undertake activities relating to certain provisions relating to land, s 3.25 to 3.27.
Conditions on this Delegation:	1. The CEO will maintain a register of authorised persons.
Date adopted:	

1.6 Appointment of Authorised Persons (Power to Remove or Impound Goods)

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO. s. 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> s 3.46 Goods may be withheld until costs are paid. s 3.47 Confiscated or uncollected goods may be at the disposal of. s 3.48 Impounding expenses may be recovered.
Delegate:	CEO
Function:	To exercise the powers and duties of the local government under s3.39 to enable the CEO to appoint authorised people to: <ol style="list-style-type: none"> 1. Remove or impound goods as defined in s 3.38. 2. Refuse to allow goods impounded under s 3.39 or s 3.4A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. s 3.46. 3. Sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s 3.43 and s 3.47. 4. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods s 3.48.
Conditions on this Delegation:	1. The CEO will maintain a register of authorised persons.
Date adopted:	

1.7 Authorised Persons (Powers of entry)

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO. s. 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> s. 3.28 When this Subdivision applies. s 3.31(2) General procedures for entering property. s 3.32 Notice of entry. s 3.33 Entry under warrant. s 3.34 Entry in an emergency. s 3.36 Opening fences.
Delegate:	CEO
Function:	<ol style="list-style-type: none"> 1. To exercise the powers and duties of the local government under s 3.31(2) to enable the CEO to appoint authorised persons to seek and execute an entry warrant or to otherwise enter property to perform any function of the local government as detailed in Subdivision 3 – Powers of Entry. 2. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law under s 3.28. 3. Authority to give notice of entry under s 3.32. 4. Authority to seek and execute an entry under warrant under s 3.33. 5. Authority to execute entry in an emergency, using such force as is reasonable under s 3.34(1)(3). 6. Authority to give notice and effect entry by opening a fence under s 3.36.
Conditions on this Delegation:	Delegated authority under s 3.34(1)(3) may only be used where there is imminent or substantial risk to public safety or property.
Date adopted:	

1.8 Investment of Surplus Funds (Power to Invest and Manage Investments)

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s 5.42 Delegation of some powers or duties to the CEO. s 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> s 6.14 Power to invest. <i>Local Government (Financial Management) Regulations 1996</i> r 19 Investment of money, restrictions on.
Delegate:	CEO
Function:	To exercise the powers and duties of the local government under Section 6.14 of the Act to enable the CEO to invest surplus funds held in the municipal fund or trust fund that is not, for the time being, required for any other purpose and to establish and document internal control procedures to be followed (r 19).
Conditions on this Delegation:	<ol style="list-style-type: none"> 1) All investment activity must comply with r 19C of the <i>Local Government (Financial Management) Regulations 1996</i>. 2) A report detailing the investment portfolio's performance, exposures and changes since the last report, is to be provided as part of the Monthly Financial Reports. 3) Procedures are to be systematically documented and retained in accordance with the Record Keeping plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. 4) Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' as part of the Regulation 17 Review and subsequently considered by the Audit, Risk and Improvement Committee at least once within every 4 financial years (r 17 of the <i>Local Government (Audit) Regulations Act 1996</i>)
Date Adopted:	

1.9 Agreement as to Payment of Rates and Service Charges

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express Power to Delegate:	<i>Local Government Act 1995</i> s 6.49 Accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.
Delegate:	CEO
Function:	To accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person for payment of rates and service charges.
Conditions:	Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished by the next following 30 June.
Date Adopted:	

1.10 Authority to Write Off Monies (Not Rates or Service Charges)

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> s.6.12(1) The ability to apply a discount or other incentive for early payment of any amount of money, to waive or grant concessions, or to write off any amount of money.
Delegate:	CEO
Function:	The authority to defer, grant discounts, waive or write off debts other than rates and service charges.
Conditions:	<ol style="list-style-type: none"> 1. The CEO is authorised to exercise this delegation subject to the maximum amount of any write-off being \$500. 2. This delegation includes the write-off fines and penalties that have been imposed by the court that are considered unrecoverable. 3. The CEO shall report to the Audit, Risk and Improvement Committee at least every six months on the exercise of this delegation.
Date Adopted:	

1.11 Recovery of Rates or Service Charges

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO. s. 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> s.6.56 Rates or service charges recoverable in court.
Function:	The authority to recover an unpaid rate or service charge, as well as the cost of proceedings, if any, for that recovery in a court of competent jurisdiction by way of a writ, summons or other process.
Delegates:	CEO
Conditions:	Nil
Date Adopted:	

1.12 Authority to Write Off Rates and Service Changes

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO. s. 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> s.6.12(1)(c) Power to defer, grant discounts, waive or write off debts.
Function:	Authority to write off rates or service charges owed to the local government.
Delegates:	CEO
Conditions:	<ol style="list-style-type: none">1. The CEO is authorised to exercise this delegation subject to the maximum amount of any write off being \$200.2. The CEO shall report to the Audit, Risk and Improvement Committee at least every six months on the exercise of this delegation.
Date Adopted:	

1.13 Enforcement of Local Laws

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO. s 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> s. 3.18 and s 5.42 Power to administer the following Shire of Peppermint Grove local laws. <ul style="list-style-type: none"> ▪ <i>Activities in Thoroughfares and Public Places and Trading Local Law 2021</i> ▪ <i>Cats Local Law 2021</i> ▪ <i>Dogs Local Law 2021</i> ▪ <i>Fencing Local Law</i> ▪ <i>Local Government Property Local Law 2021</i> ▪ <i>Parking and Parking Facilities Local Law 2021</i> ▪ <i>Penalty Units Local Law 2021</i> ▪ <i>Waste Local Law 2021</i>
Delegate:	CEO
Function:	Authority to administer and perform the necessary functions of the Shire Peppermint Grove local laws, including those relating to the issuance of permits, the enforcement framework, recovery of costs and adding or changing parking restrictions.
Conditions on this Delegation:	Nil
Date Adopted:	

1.14 Authorising the Affixing of the Common Seal to Documents

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO. s 5.43 Limitations on delegations to the CEO.
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> s2.5(2) Local government is a body corporate with perpetual succession and a common seal.
Delegate:	CEO
Function:	To exercise the powers and duties of the local government to affix the Common Seal to certain documents so they may be legally effectively.
Conditions on this Delegation:	The affixing of the Common Seal is limited to documents: <ol style="list-style-type: none"> 1. Required to satisfy conditions of subdivision and/or development approval. 2. Required to affect the transfer of land as part of a settlement transaction (sale and purchase). 3. Required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire. 4. Required to affect the grant of leasehold interests in land either by the Shire to a third party, or by a third party to the Shire. 5. Required to affect the grant of a license either by the Shire to a third party, or by a third party to the Shire. 6. Required to affect the subdivision of land, including the strata titling of land. 7. Which are capable of registration and/or lodgement at Landgate (Department of Planning, Lands and Heritage). 8. That are necessary or appropriate to enable the CEO to carry out their functions under any written law.
Date Adopted:	

2.0 Delegations made under the *Food Act 2008*

2.1 Appointment of Authorised Persons (Food Act 2008)

Delegator:	Shire of Peppermint Grove Council
Head of Power	<i>Food Act 2008</i>
Express Power to Delegate:	<i>Food Act 2008</i> s. 118 (Division 2) Functions of enforcement agencies and delegation.
Delegate:	CEO
Function:	To administer or delegate a function conferred or imposed on the Shire in its capacity as the enforcement agency by that are delegated to the agency.
Conditions on this Delegation:	The performance by a delegate of an enforcement agency is subject to: <ol style="list-style-type: none">1. Any condition or limitation imposed under s. 119 on the performance by the enforcement agency of the function.2. Guidelines that the enforcement agency is required to adopt under s 120 in performing the function.3. Sub-delegation permissible only if expressly provided in the <i>Food Regulations 2009</i>.
Date Adopted:	

3.0 Delegations made under the *Public Health Act 2016*

3.1 Appointment of Authorised Persons (Public Health Act 2016)

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Public Health Act 2016</i> s. 21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s. 22 Reports by and about enforcement agencies. s. 24(1)(3) Designation of authorised officers.
Delegate:	CEO
Function:	The power to appoint or designate authorised officers being a person employed or engaged by the Shire under a contract for services.
Conditions on this Delegation:	<ol style="list-style-type: none">1. Appointees (whether an environmental health officer or not) being appropriately qualified and experienced s 25(1)(a); and issued with a certificate badge or identity card identifying the authorised officer s 30 and s 31.2. A Register (list) of authorised officers is to be maintained in accordance with s 27.

3.2 Enforcement Agency Reports to the Chief Health Officer

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Public Health Act 2016</i>
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> S 21 Enforcement agency may delegate. s.22 Reports by and about enforcement agencies.
Delegate:	CEO
Function:	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer of the Department of Health, the Local Government's report on the performance of this function under the Act and the performance of function by persons employed or engaged by the Shire of Peppermint Grove. 2. Authority to prepare and provide to the Chief Health Officer of the Department of Health a report detailing any proceedings for an offence under s 22(2).
Conditions on this Delegation:	Nil

4.0 Delegations made under the Building Act 2011

4.1 Building Permits, Demolition Permits, Occupancy Permits, Building Approval Certificates and Building Orders

Delegator:	Shire of Peppermint Grove Council
Head of Power to Delegate:	<i>Building Act 2011</i>
Express Power or Duty Delegated:	<i>Building Act 2011</i> s 127 Delegation special permit authorities and local governments. Division 2 of Part 2 Applications for building or demolition permits. Division 1 of Part 4 Occupancy permits and building approval certificates. Division 2 of Part 4 Kinds of applications for occupancy permits and building approval certificates. Division 5 of Part 8 Building orders.
Delegate:	CEO
Function:	<ol style="list-style-type: none"> 1. To exercise the powers and duties of the Local Government in its capacity as a Permit Authority. 2. To administer Sections 20, 21, 22, 58, 65, 110, 114 and 117 to enable the CEO to impose conditions and sign, issue or refuse building permit applications and demolition permit applications, occupancy permit (including extension of permit), building approval certificates (including extension of certificate), or to make, issue and evoke building orders.
Conditions on this Delegation:	<ol style="list-style-type: none"> 1. The CEO to provide a monthly list of all determined building applications via the monthly Matters for information report in the Ordinary Council Meeting agenda.
Date adopted:	

4.2 Enforcement and Legal Proceedings (Swimming Pools)

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	<i>Building Act 2011</i> <i>Building Regulations 2012</i>
Express Power or Duty Delegated:	<i>s 133 Building Act 2011</i> Prosecutions by a Permit Authority <i>s 70 Building Regulations 2012</i> Approved officers and authorised officers.
Delegate:	CEO
Function:	<ol style="list-style-type: none"> 1. Implement and enforcement and legal proceeding matters under Part 8 of the <i>Building Act 2011</i>, and Part 10 of the <i>Building Regulations 2012</i>, to require property owners to ensure that all private swimming and spa pools maintain a compliant barrier that restricts access by young children to the pool and its immediate surrounds. 2. Delegated authority to enforce the requirements of the <i>Building Regulations 2012</i> (r 50) to require property owners to ensure that all private swimming and spa pools have a compliant barrier installed that restricts access by young children to the pool and the immediate surrounds.
Conditions on this Delegation:	Nil
Date adopted:	

5.0 Delegations made under the Planning and Development Act 2005

5.1 Development and Subdivision Applications

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>
Express Power to Delegate:	<i>Planning and Development Act 2005</i> Part 13 Enforcement and legal proceedings. <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> Schedule 2, Part 10, Clauses 82-83 Delegations by local government and the CEO.
Express Power or Duty Delegated:	Authority to exercise all powers and discharge all duties including the determination of development applications and the issuance of penalty infringement notices.
Delegate:	CEO
Function:	Authority to exercise and discharge all duties under Part 13 of the <i>Planning and Development Act 2005</i> , the Deemed Provisions (Schedule 2) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> , Local Planning Scheme No.4 and Local Planning Policies.
Conditions on this Delegation:	<ol style="list-style-type: none"> 1. Other than prescribed single house development for which the development approval function must be performed on or behalf of the local government by the local government CEO or an authorised employee any development application or amendment is to be referred to Council for determination if one or more Elected Member request such referral in writing to the Chief Executive Officer. 2. Other than prescribed single house development any development application or amendment is to be referred to Council for determination if requested in writing by the proponent; and 3. The CEO to provide a monthly list of all determined planning applications and penalty infringement notices issued via the monthly Matters for information report in the Ordinary Council Meeting agenda.
Date adopted:	

6.0 Delegations made under the Liquor Control Act 1988

6.1 Section 40 Liquor Licensing Applications

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	<i>Liquor Control Act 1988</i>
Express Power to Delegate:	<i>Liquor Control Act 1988</i> S 39 Certificate of local government s 40 Certificate of planning authority
Express Power or Duty Delegated:	Authority to issue certificates as to whether premises comply with laws and of planning authority as to whether a premise complies with planning laws.
Delegate:	CEO
Function:	Authority to issue certificates under s 39 and s 40 as to whether premises comply with laws and of planning authority as to whether a premise complies with planning laws. Laws for the purpose of s 39 include the <i>Health (Miscellaneous Provisions) Act 1911</i> , the <i>Food Act 2008</i> , the <i>Local Government Act 1995</i> , and the <i>Building Act 2011</i> .
Conditions on this Delegation:	1. The CEO to provide a monthly list of all s 39 and s 40 certificates issued via the monthly Matters for information report in the Ordinary Council Meeting agenda.
Date adopted:	



**NOTES FOR THE
LIBRARY MANAGEMENT GROUP
MEETING**

HELD

**Tuesday 05 May 2026
At 8.00 am
Shire of Peppermint Grove
Council Chambers.**

TOWN OF COTTESLOE - TOWN OF MOSMAN PARK - SHIRE OF PEPPERMINT GROVE



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TOWN OF COTTESLOE -TOWN OF MOSMAN PARK -SHIRE OF PEPPERMINT GROVE



NOTICE OF LIBRARY MANAGEMENT GROUP MEETING

Delegates:

ATTENDEES

Town of Cottesloe

Mayor M (Melissa) Harkins (Chair)

Shire of Peppermint Grove

Cr C (Charles) Hohnen

Town of Mosman Park

Mayor P (Paul) Shaw

Officers Attending:

Town of Cottesloe

Mark Newman, Chief Executive Officer.

Shire of Peppermint Grove

Don Burnett, Chief Executive Officer
Jeremy Clapham, Manager Corporate and
Community Services
Lance Hopkinson, Library Coordinator

Town of Mosman Park

Natalie Martin Goode, Chief Executive Officer

Apologies:

Cr C (Chilla) Bulbeck (Cottesloe)

Cr E (Emerald) Bond (Peppermint Grove)

Cr N (Nick) Lonie (Mosman Park)

Meeting opened 7.59 am

1. CONFIRMATION OF NOTES OF THE PREVIOUS MEETING (Attachment)**OFFICER RECOMMENDATION / LIBRARY MANAGEMENT GROUP DECISION**

That the Notes of the Library Management Group Meeting held on Tuesday 17^h February 2026, be confirmed as a true and accurate record of proceedings.

Carried 3/0

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

3. FINANCIAL STATEMENTS TO 31 MARCH 2026 (Attachment)

The financial statements to 31 March 2026 are attached. There are no significant operating variations to the adopted budget.

In CAPEX , the \$9000 for the weather entry design has been deleted and will be re-budgeted in 27/28. The \$15,000 for phase 1 carpet replacement was reallocated to more security cameras due to an increase in the number of antisocial incidents occurring. Library carpeting will be included in the 26/27 budget. Also included is the lease cost of new public use laptops. The CAPEX actual costs are under the adopted budget.

OFFICER RECOMMENDATION / LIBRARY MANAGEMENT GROUP DECISION

That the financial statements to 31 March 2026 be received.

Carried 3/0

4. DRAFT LIBRARY BUDGET (Attachment)

Attached is the Library draft budget, The budget shows an increase in operating contributions from 25/26 at 4.6%. Town of Mosman Park 25/26 \$723,987 to 26/27 \$759,042 and Town of Cottesloe 25/26 \$629,310 to 26/27 \$ 659,780.

The Main factors in the increase are.

IT Operations +\$10,000

Building Maintenance +\$10,000

Electricity +\$8,000

The staff salaries budget has only increased by 2.6%. In accordance with the current Enterprise Agreement, staff will get a payrise of 3.5% on 1 July, however costs have been managed with modified staff rosters, allowing for a reduction in the use of casuals.

Capital expenditure in the draft is \$176,000 with Mosman Park's contribution \$86,134 and Cottesloe's \$74,870. The two largest items in the draft are carpet replacement at \$90,000 and install a new compliant access door to disable toilet at \$15,000. The 25/26 Capital budget was \$58,688, the contribution by Mosman Park \$28,722 and Cottesloe \$24,966.

Adjustments are to be made to the Capex budget removing:

Carpet replacement - \$90,000

Carpark exit door replacement - \$5,000

Deck Refurbishment - \$10,000

Emergency lighting: carpark- \$7,000

Electronic Display - \$5,000

Reducing the Capex budget to \$59,000 for 2026/27.

OFFICER RECOMMENDATION

That the draft 2026/27 budget is presented to member Councils for consideration.

LIBRARY MANAGEMENT GROUP DECISION

That the draft 2026/27 budget as amended is presented to member Councils for consideration.

Carried 3/0

5. DONATION TO WEST COAST COMMUNITY CENTRE (Attachment)

West Coast Community Centre (WCC) have requested consideration of the previous annual support the member Council's provide by donating back to WCC the annual contribution that WCC make to the use of the Community Centre and associated facilities in accordance with their MOU with the Shire. The donation back in 2025/26 was \$10,896.80 plus GST. The 2026/27 will be indexed by CPI in accordance with the MOU.

OFFICER RECOMMENDATION / LIBRARY MANAGEMENT GROUP DECISION

That the Shire of Peppermint Grove's 2026/27 library budget makes provision to donate back the equivalent amount charged to the WCC in accordance with clause 4.4 of the MOU.

Carried 3/0

6. UPCOMING LIBRARY EVENTS.

- **MAY**
 - **Book launch:** Local author, Kate Barrett-Leonard will be launching her Poetry book "Mystical Writings" in the main hall of the library on 6th May 2026.
- **JUNE**
 - **Concert: The Grove Classics - Winter Season:** The annual classical music events will be held in the Library Main Hall, every Sunday across the month.
 - **Exhibition:** A display about refugees to help celebrate World refugee Day. The display has been developed by the Grandmothers for Refugees Curtin group.
- **JULY**
 - **School Holiday Program:** A range of activities for kids of all ages, from "Snakes in the library" to clay and drawing workshops.
 - **Mind Buzz, Minecraft Camp:** A fun and educational Minecraft camp will be held in The Grove Community Centre during the School Holidays.

7. NEXT MEETING

The next scheduled ordinary meetings of the Library Management Group is:

Tuesday 4th August 2026

8. CLOSURE: 8.28 am

The Grove Library and Community Centre - Draft Budget 2026-27				
Nature	Library	Comm History	Comm Centre	Total
Employee costs	\$826,098	\$116,402	\$31,678	\$974,179
Materials and contracts	\$418,563	\$5,300	\$20,250	\$444,113
Utility charges	\$45,000	\$0	\$7,400	\$52,400
Insurance costs	\$43,000	\$0	\$5,650	\$48,650
Finance costs	\$2,310	\$0	\$0	\$2,310
Other expenditure	\$10,600	\$0	\$0	\$10,600
Administration fee	\$67,279	\$6,085	\$3,249	\$76,613
Total Expenditure	\$1,412,850	\$127,788	\$68,227	\$1,608,865
Library Contributions	-\$1,258,719	-\$116,900	-\$43,204	-\$1,418,822
Other contributions	-\$10,000	\$0	\$0	-\$10,000
Fees and charges	-\$23,900	\$0	-\$21,000	-\$44,900
Other revenue	-\$3,000	\$0	\$0	
Total revenue - excluding library contributions	-\$36,900	\$0	-\$21,000	-\$3,000
				-\$57,900
Total Income - including contributions	-\$1,295,619	-\$116,900	-\$64,204	-\$1,476,722
Contribution to Operating Activities	\$1,375,950	\$127,788	\$47,227	\$1,550,965
Shire of Peppermint Grove - 8.52%	\$117,231	\$10,887	\$4,024	\$132,142
Town of Cottesloe - 42.54%	\$585,329	\$54,361	\$20,090	\$659,780
Town of Mosman Park - 48.94	\$673,390	\$62,539	\$23,113	\$759,042
Capital Expenditure	\$59,000	\$0	\$0	\$59,000
Shire of Peppermint Grove - 8.52%	\$5,027	\$0	\$0	\$5,027
Town of Cottesloe - 42.54%	\$25,099	\$0	\$0	\$25,099
Town of Mosman Park - 48.94	\$28,875	\$0	\$0	\$28,875

2026/27 DRAFT BUDGET			
The Grove Library			
Description	2025/26 Forecast	2025/26 ADOPTED BUDGET	2026/27 BUDGET
REVENUE			
Reimbursements	-3,100	-3,000	-3,000
Flax Room Hire Fees	-3,000	-1,500	-3,000
Cafe Rental	-5,300	-5,800	-5,800
Lost Book Charges	-2,200	-2,400	-2,400
Other Library Income	-200	-1,000	-500
Charges	-7,500	-8,000	-8,000
Youth	-1,000	-1,200	-1,200
Publications	-3,000	-2,000	-3,000
IHC Contributions	-13,400	-10,000	-10,000
Grove Contributions	-1,216,216	-1,216,012	-1,258,719
TOTAL REVENUE	-1,254,916	-1,250,912	-1,295,619
EXPENDITURE			
Salaries	685,000	685,684	685,819
Staff Allowances	7,700	6,525	11,284
Superannuation	110,000	109,417	110,895
FBT	1,700	1,700	1,700
Workers Compensation Insurance	14,688	13,230	16,000
Work Health Safety	0	1,000	400
Office Equipment			
Printing Expenses	2,000	3,250	2,000
Audit Fees	2,500	2,500	2,625
Bank Charges	150	300	120
IT Operations	140,000	140,000	152,000
Periodicals & Publications	5,000	5,200	5,200
Postage & Freight	900	500	160
Stationery	6,500	6,500	6,825
Subscriptions	7,500	9,000	9,000
Emergency Services Levy	4,300	4,500	4,500
Lost Library Books Expense	250	200	200
Library Acquisitions - Adult	26,000	32,000	30,000
Library Acquisitions - Youth	23,000	23,000	23,000
Library Acquisitions - eLibrary	10,000	9,000	12,000
Library Acquisitions - DVD'S	400	1,000	800
Minor Equipment Purchases	11,500	6,000	10,000
Library Events - Adult	0	0	0
Library Events - Youth	4,500	3,600	3,633
Children's Book Week	4,500	3,400	4,000
Library Training\Conferences	1,000	1,500	1,500
Library Van Expenses	14,000	12,600	14,000
Internet/WiFi	14,000	21,000	14,000
Sundry Expenses	1,500	5,000	4,000
Landscaping (Library 25%)	2,000	5,000	5,000
Maintenance	40,000	30,000	40,000
IHC Building Maintenance	9,000	10,000	10,000
Building Cleaning	50,000	50,000	55,000
Telephone	7,700	2,700	9,000
Electricity	38,000	32,000	40,000
Water	5,000	5,000	5,000
Building Insurance	30,000	33,600	32,000
Public Liability Insurance	10,300	10,500	11,000
Concession - WCC	11,000	10,600	10,600
Lease interest	1,750	2,310	2,310
Administration 5% Fee	64,850	64,850	67,279
TOTAL EXPENDITURE	1,368,188	1,364,166	1,412,850
NETT COSTS FOR PARTNERS			
Town of Mosman Park - 48.94%	650,651	650,543	673,390
Town of Cottesloe - 42.54%	565,564	565,470	585,329
Shire of Peppermint Grove - 8.52%	113,272	113,253	117,231
Grove Capex	-53,688	-71,069	-53,973

2026/27 BUDGET			
Community History			
Description	2025/26 Forecast	2025/26 ADOPTED BUDGET	2026/27 BUDGET
REVENUE			
Members Contributions	-99,124	-101,423	-116,900
TOTAL REVENUE	-99,124	-101,423	-116,900
EXPENDITURE (Dept 1005)			
			0
Salary & Wages	83,000	82,187	100,088
Superannuation	14,000	9,923	12,215
Allowances	700	504	1,700
Workers Comp Insurance	2,200	1,800	2,400
IT Operations	500	1,600	800
Stationery	300	600	300
Media Apps- Licence & Software	3,000	1,800	3,500
Local History materials	200	1,500	200
Oral History Project	0	3,000	0
Sundry Expenses	0	1,500	500
Building Maintenance	0	0	0
Cleaning	0	0	0
Telephone Costs	0	275	0
Electricity	0	900	0
Adminstration Allocation	5,279	5,279	6,085
TOTAL EXPENDITURE	109,179	110,868	127,788
NETT RESULT	109,179	110,868	127,788
Town of Mosman Park - 48.94%	53,803	54,259	62,539
Town of Cottesloe - 42.54%	45,320	47,163	54,361
Shire of Peppermint Grove - 8.52%	10,055	9,446	10,887

2026/27 BUDGET			
The Grove Community Centre			
Description	2025/26 Forecast	2025/26 ADOPTED BUDGET	2026/27 BUDGET
Community Centre Hire Fees	-20,000	-20,000	-21,000
Member Contributions	-38,621	-35,862	-43,204
TOTAL REVENUE	-58,621	-55,862	-64,204
EXPENDITURE (Dept 1101)			
Salaries	24,000	22,880	25,798
Superannuation	4,500	4,418	4,930
Allowances	600	375	150
Workers Compensation	750	800	800
Building Maintenance	5,000	5,000	6,000
Building Cleaning	12,000	12,800	13,500
Telephone	700	360	750
Electricity	6,000	4,000	6,500
Gas	300	150	350
Water	500	500	550
Building Insurance	1,770	1,500	1,850
Public Liability Insurance	3,600	3,600	3,800
Administration 5% Allocation	2,819	2,819	3,249
TOTAL EXPENDITURE	62,539	59,202	68,227
NETT COSTS FOR PARTNERS			
Town of Mosman Park - 48.94%	20,963	19,185	23,113
Town of Cottesloe - 42.54%	17,658	16,677	20,090
Shire of Peppermint Grove - 8.52%	3,918	3,340	4,024

Grove Library - Draft Budget 2026-27						
Project	Details	Category	Capital Budget	TOMP 48.94%	TOC 42.54%	SOPG 8.52%
Library entry weather protection	Design for structure to Grove entry	Land and Buildings	\$9,000	\$4,405	\$3,829	\$767
Library various appliances etc	Various	Land and Buildings	\$15,000	\$7,341	\$6,381	\$1,278
Door replacement	Replacement of door for disabled toilet	Land and Buildings	\$15,000	\$7,341	\$6,381	\$1,278
Lighting	Dynalight upgrade	Land and Buildings	\$5,000	\$2,447	\$2,127	\$426
Counter	People counter to count foot traffic	Land and Buildings	\$5,000	\$2,447	\$2,127	\$426
Painting	Repainting of various outdoor areas	Land and Buildings	\$10,000	\$4,894	\$4,254	\$852
Total			\$59,000	\$28,875	\$25,099	\$5,027