



Shire of
Peppermint Grove

ORDINARY COUNCIL MEETING

DRAFT

AGENDA

The draft agenda submitted to this Forum is subject to change and should not be read as the final Agenda to the next Ordinary Council Meeting. The final Agenda will be placed on the Shire's website on the Friday before the scheduled meeting.

TO BE HELD ON
TUESDAY 27 SEPTEMBER 2022
AT
5.30 PM



Shire of Peppermint Grove

DRAFT MEETING AGENDA ATTACHED

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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 Shire President declared the meeting open and requested that the Affirmation of Civic Duty and Responsibility be read aloud by a Councillor and requested the recording of attendance and apologies.

Council recognises that it is permissible to record the Shire's Council and Forum Meetings in the written, sound, vision medium (or any combination of the mediums) when open to the public. However, people who intend to record meetings are requested to inform the Presiding Member of their intention to do so.

The Presiding Member will cause the Affirmation of Civic Duty and Responsibility to be read aloud by Councillor _____.

Affirmation of Civic Duty and Responsibility

I make this Affirmation in good faith on behalf of Councillors and Officers of the Shire of Peppermint Grove. We collectively declare that we will duly, faithfully, honestly, and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgment and ability. We will observe the Shire's Code of Conduct and meeting procedures to ensure efficient, effective and orderly decision making within this forum.

2 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

2.1 ATTENDANCE

Shire President (Presiding Member)
Deputy Shire President
Elected Member
Elected Member
Elected Member
Elected Member
Elected Member

Cr R Thomas
Cr C Hohnen
Cr P Macintosh
Cr P Dawkins
Cr K Farley
Cr D Jackson
Cr D Horrex

Chief Executive Officer
Manager Development Services
Manager Infrastructure Services
Manager Corporate & Community Services

Mr Don Burnett
Mr J Gajic
Mr D Norgard
Mr M Costarella

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

2.2 APOLOGIES

2.3 LEAVES OF ABSENCE

2.4 NEW REQUEST FOR A LEAVE OF ABSENCE

3 DELEGATIONS AND PETITIONS

3.1 DELEGATIONS

3.2 PETITIONS

4 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.

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

4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

4.3 DEPUTATIONS OF THE PUBLIC

4.4 PRESENTATIONS FROM THE PUBLIC

5 DECLARATIONS OF INTEREST

Councillors / Staff are reminded of the requirements of section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the Shire’s Code of Conduct. Councillors / staff are required to submit declarations of interest in writing on the prescribed form.

5.1 FINANCIAL INTEREST

A declaration under this section 5.60 of the Act requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

5.2 PROXIMITY INTEREST

A declaration under this section 5.60 of the Act requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

5.3 IMPARTIALITY INTEREST

Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member / employee is also encouraged to disclose the nature of the interest. The member / employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member / employee declares that their impartiality will not be affected then they may participate in the decision making process.

5.4 INTEREST THAT MAY CAUSE A CONFLICT

Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member / employee is also encouraged to disclose the nature of the interest. The member / employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member / employee declares that their impartiality will not be affected, then they may participate in the decision making process.

5.5 STATEMENT OF GIFTS AND HOSPITALITY

Councillors and staff are required (Code of Conduct), to disclose gifts and acts of hospitality which a reasonable person might claim to be a conflict of interest. Gifts and acts of hospitality which exceed that amount of prescribed by regulation are to be recorded in the Councils Gift Register.

6 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

7 CONFIRMATION OF MINUTES

ORDINARY COUNCIL MEETING 23 AUGUST 2022

OFFICER RECOMMENDATION – ITEM 7.1

Moved:

Seconded:

That the Minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 23 August 2022 be confirmed as a true and accurate record.

8 OFFICERS REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

NIL.

8.2 MANAGER INFRASTRUCTURE SERVICES

NIL.

8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

CORPORATE

8.3.1 List of Accounts – August 2022

ATTACHMENT DETAILS

Attachment No	Description
Attachment	Accounts Paid – August 2022

Voting Requirement : Simple Majority
 Subject Index : Financial Management
 Disclosure of Interest : Nil
 Responsible Officer : Michael Costarella, Manager Corporate and Community Services

PURPOSE OF REPORT

The purpose of this report is to advise the details of all cheques drawn, credit card and electronic funds payments, BPay and direct debits since the last report.

SUMMARY AND KEY ISSUES

Significant payments in August 2022 included the following:

- ATO Pay as you go Tax
- Superannuation
- WMRC
- Department of Fire & Emergency Services

BACKGROUND

The Attachment lists details of all payments made in August 2022 in the last report. The following summarises the cheques, credit card payments, electronic fund transfers and direct debits included in the list presented for information.

PAYMENT TYPE	NUMBER SERIES	AMOUNT
EFT	EFT 478-483	\$524,239.92
Direct Debits	DD340-351	\$12,599.38
Cheque	455-457	\$498.30
Credit Cards – July 2022	July 2022	\$12,399.47
BPay	268-273	\$791.21
TOTAL		\$550,528.28

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

Accounts are paid during the month in accordance with Delegation 2 “Payments from the Municipal Fund and the Trust 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 2021/22 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: -

- 1. Cheques, Electronic funds transfers, Cheque and Direct debit payments for the month of August 2022, totalling \$ 538,128.81**
- 2. Credit card payments for July 2022 totalling \$12,399.47**

8.3.2 Financial Statements for Period Ended August 2022

CORPORATE

***Due to end of month processing and the cut off dates for agenda reports, this report will be included in the FINAL Ordinary Council Agenda**

8.3.3 Provision of Information Technology Services- E-Quote PGIT/2022/1

CORPORATE

ATTACHMENT DETAILS

Attachment No	Description
Attachment 1	Request for E-Quote PGIT/2022/1
Confidential Attachment-2	Assessment matrix

Voting Requirement	:	Simple Majority
Subject Index	:	Governance- Tenders & Contracts
Disclosure of Interest	:	Nil
Responsible Officer	:	Michael Costarella, Manager Corporate and Community Services

PURPOSE OF REPORT

To appointment an IT Contractor for the provision of hardware and software for the ensuing 4 years (with 2 one-year options) in accordance with the E-Quote requirements that was advertised and closed on the 29 July 2022.

SUMMARY AND KEY ISSUES

1. The E- Quote is used when seeking quotes from WALGA preferred Suppliers
2. The E-Quote was developed for the provision of IT hardware and software for the Library and the Shire Administration.
3. The E-Quote has a term of 4 years with an option of two -1 year extensions.
4. Eight Suppliers were invited to quote.
5. Four Suppliers responded to the E-Quote by the 29th July 2022.

BACKGROUND

In May 2022, the Shire appointed a consultant to undertake a review of the current IT services and develop an IT Strategy for the next 4 years. There were several factors that were taken into account in the development of the Strategy: -

- A review of the current hardware- Library and Shire
- Current software and future requirements
- Staff survey of IT equipment and software

Following the review from the consultant, staff developed specifications for software and hardware and advertised a E-Quote using the WALGA preferred suppliers process.

The E-Quote was developed include a Master Service Agreement (MSA) for the following core services:-

- Managed Services
- Help Desk
- Service Requests
- Install of New Equipment
- Software Licencing management
- Managed Backups
- Managed Security Breach Detection
- Managed Mobile Solution
- Asset Management Solution

It also included:-

- Hardware Replacement over a three year period-
 - Phase 1- Library Computers
 - Phase 2- Devices and Additional Computers
 - Laptop and Shire Computers

STRATEGIC IMPLICATIONS

Strategic Priority 5- Governance

5.4.3 Provide responsible financial and asset management to ensure the Shire's long-term sustainability

POLICY IMPLICATIONS

Council Policies 2.1- Record Keeping and 2.10 Information and Computer Technology (ICT) Use policies apply.

STATUTORY IMPLICATIONS

Local Government (Function & General) Regulations 1996.

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.*
- (2) **Tenders do not have to be publicly invited** according to the requirements of this Division if —
 - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (aa) *the supply of the goods or services is associated with a state of emergency; or*
 - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;*

FINANCIAL IMPLICATIONS

Council has an annual budget allocation for IT services in the Adopted Budget for the respective year. The contract amount for this Equote, is within the budget amount included in the 2022/23 Financial year.

OFFICER COMMENT

Council received four quotes in response to the Request for E-Quote advertised and Closed on the 29th July 2022.

The companies that provided quotes are:-

- ESN Group
- Integrated ICT
- XL2 (formerly PPS)
- Open System Support

A panel of two staff and a consultant reviewed and assessed the E-Quotes based on the criteria contained with the E-Quote, namely: -

- Relevant Experience- 20%
- Key Personnel Skills and Experience- 20%
- Suppliers Resources- 15%
- Demonstrated Understanding of the Contract- 20%
- Sustainability -15%
- Price -10%

Following the review staff contacted the consultant's referees with the highest score (other Local Governments) and this was also taken into consideration.

At the conclusion of the assessment it was agreed that Integrated ICT be awarded the contract for the provision of IT services for the Shire and the Library.

OFFICER RECOMMENDATION/S – ITEM NO. 8.3.3

That Council appoint Market Creations Technology Pty. Ltd. (Trading as Integrated ICT) in accordance with the terms and conditions of the proposal submitted and included in E-Quote PGIT 20222/1.

8.4 CEO/MANAGEMENT/GOVERNANCE/POLICY

8.4.1 Council Meeting Dates

ATTACHMENT DETAILS

<u>Attachment</u>	<u>Description</u>
Nil	

Voting Requirement	:	Simple Majority
Subject Index	:	Council Meeting Dates 2023
Disclosure of Interest	:	Nil
Author	:	Senior Administration Officer
Responsible Officer	:	CEO

PURPOSE OF REPORT

The purpose of this report is to adopt the meeting dates for the Agenda Briefing Forums and Ordinary Council Meetings for 2023.

SUMMARY AND KEY ISSUES

Notification of planned Council meeting dates for 2023.

BACKGROUND

Legislation requires that Council provide public notice of the date and times of its meetings to allow for public participation and attendance.

CONSULTATION

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

SOCIAL IMPLICATIONS

There are no specific Strategic Implications in respect to this matter.

POLICY IMPLICATIONS

There are no specific Policy Implications in respect to this matter.

STATUTORY IMPLICATIONS

There are no specific Statutory Implications in respect to this matter.

FINANCIAL IMPLICATIONS

There are no specific Strategic Implications in respect to this matter.

ENVIRONMENTAL IMPLICATIONS

There are no specific Environmental Implications in respect to this matter.

OFFICER COMMENT

Councils Agenda Briefing Forum will be held on the second Tuesday of every month and Ordinary Council Meeting are to be held on the fourth Tuesday.

There is no meeting in January 2023.

The Agenda Briefing Forum on Tuesday 11 April 2023 will follow the Easter weekend public holidays of Good Friday 7th April and easter Monday 10th April.

The April 2023 Ordinary Council Meeting has been brought forward by one week to 18th April as the 25 April 2023 is a public holiday.- ANZAC day

Special Council Meeting on Tuesday, 24 October 2023 to elect the President and swear in Councillors elected at the 21st October elections.

The December 2023 Ordinary Council Meeting is to be held on the third Tuesday, 19th December, so that the minutes are completed prior to the Christmas holiday period.

OFFICER RECOMMENDATION/S – ITEM NO 8.4.1

That Council adopt the following meeting dates for 2023.

Agenda Briefing Forum 2nd Tuesday of every month at 5.30pm (except in January when Council is in recess).	Ordinary Meeting of Council 4th Tuesday of every month at 5.30pm (except in December – 3rd Tuesday & January when Council is in recess).
14 February 2023	28 February 2023
14 March 2023	28 March 2023
11 April 2023	18 April 2023
9 May 2023	23 May 2023
13 June 2023	27 June 2023
11 July 2023	25 July 2023
8 August 2023	22 August 2023
12 September 2023	26 September 2023
10 October 2023	24 October 2023
14 November 2023	28 November 2023
12 December 2023	19 December 2023

8.4.2 125 Year Anniversary Cottesloe Light Spectacular Fair- Cottesloe Primary School Contribution

ATTACHMENT DETAILS

Attachment No	Description
Attachment 1	Cottesloe Light Spectacular- Cottesloe Primary School P & C Association

Voting Requirement : Simple Majority
Subject Index : Financial Management
Disclosure of Interest : Nil
Responsible Officer : Don Burnett CEO

PURPOSE OF REPORT

Cottesloe Primary School is celebrating 125 years in November 2022 and is seeking support from Council for the drone show.

SUMMARY AND KEY ISSUES

- The school is celebrating 125 years in November and the School Council is hosting a community fair as part of the celebrations.
- Past celebrations have included fireworks, however for this event fireworks will be replaced with a drone show, which is deemed more sustainable.
- The School Council is seeking financial support from the Shire towards the cost of the drone show.

BACKGROUND

Cottesloe Primary School celebrates 125 years. The School P & C Association is putting on a Community fair on 26 November 2022 and as part of the celebration will be a drone show, which is being held in lieu of more traditional fireworks.

CONSULTATION

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

STRATEGIC IMPLICATIONS

Strategic Priority 1- Social- *1.4.3 Facilitate social participation through engagement, events and activation.*

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no significant policy implications.

FINANCIAL IMPLICATIONS

The 2022/23 budget has provision for funding for children's events

COMMENT

The School Council is seeking support from the Shire towards the cost of hosting the drone show. The drone show will cost approximately \$14,000. A drone show is being used instead of a more traditional fireworks display as it is a more environmentally sustainable entertainment option, plus it provides for more flexible display with computer controls dictating the variation in the display. A \$5,000 grant could be made and be within the Shire's budget provision.

Should Council make a contribution, conditions relating to acknowledgment of the Shire being an event sponsor would be required. This would include acknowledgment of the Shire in publications promoting the event, placement of two teardrop banners at the event and acknowledgment in any announcement associated with the drone display.

OFFICER RECOMMENDATION/S – ITEM NO. 8.4.2

That Council provide a grant to the Cottesloe Primary School Council of \$5,000 towards the Cottesloe Primary Schools 125 year celebrations, with the CEO authorise for finalise sponsor acknowledgement arrangements.

8.4.3 Public Art – Mural Project

ATTACHMENT DETAILS

Attachment No	Description
Attachment 1	Photo of proposed site
Attachment 2	Form proposal

Voting Requirement	:	Absolute Majority
Subject Index	:	Financial Management
Disclosure of Interest	:	Nil
Responsible Officer	:	Don Burnett CEO

PURPOSE OF REPORT

Council is requested to consider a mural public art project at Manners Hill Park.

SUMMARY AND KEY ISSUES

- Council makes an annual provision of \$20,000 towards public art projects.
- A south facing wall at the Shire depot at Manners Hill Park has been identified as a suitable site for a mural (attachment 1).
- It is proposed that Form, a community based not for profit arts organisation would coordinate the project for the Shire.

BACKGROUND

Council has recently commenced making annual provision for public art. In 2019, a number of sculptures were purchased and provision in the 2022/23 of a transfer of \$20,000 to a Public Art Reserve fund has been made. The reserve fund currently has \$41,016.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter to date, however as part of the development of the mural theme, Form would conduct a community survey and workshop.

STRATEGIC IMPLICATIONS

This plan delivers on the Shire's Community Plan – Objective 1.4 – Promoting community connection and activation.

POLICY IMPLICATIONS

The mural meets the outcomes identified in Policy 2.13 – Public Art

STATUTORY IMPLICATIONS

There are no significant policy implications.

FINANCIAL IMPLICATIONS

The 2022/23 budget has provision for funding of \$20,000 transferred to the Public Art Reserve fund. These funds would not be transferred to the Public Art Reserve Fund and retained for this project. The reserve fund has \$41,016, some of which would be used to fund the balance of the project.

COMMENT

The project scope as recommended by Form is attached. This outlines the process that will be undertaken to select a suitable artist and mural theme. It is proposed that community engagement is undertaken as part of the process and the theme selection.

The Form mural budget is \$30,300 with additional costs of \$10,700 should Council wish to undertake community engagement on the project and the design.

Council would sign off on the final theme/design of the project.

OFFICER RECOMMENDATION/S – ITEM NO. 8.4.3

That Council

- 1. Engages Form to commence the public art project of a mural on the depot east facing wall at Manners Hill Park with the project to proceed, including community consultation, as per the Form proposal.**
- 2. Funds the project from the 2022/23 public art budget transfer of \$20,000 scheduled to the Public Art Reserve fund, with the balance of the funds to be transferred from the Public Art reserve fund.**
- 3. The final project amount for the project be included in the 2022/23 Budget review.**

8.4.4 Matters for Information and Noting

ATTACHMENT DETAILS

Attachment	Description
Attachment refers to	Building Permits Issued Planning Approvals Issued Infringements Issued Library Statistics Recycling Statistics

Voting Requirement	:	Simple Majority
Subject Index	:	Matters for Information August 2022
Disclosure of Interest	:	Nil
Responsible Officer	:	CEO

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 issues
- Demolition permits issued
- Seal register advising of when the Shire seal has been applied
- Infringements for parking/dogs etc
- Waste and recycling data
- Library Statistics August

SUMMARY AND KEY ISSUES

The following reports are presented to Council:

- Building Permits;
- Planning Approvals;
- Infringements;
- Library Statistics;
- Recycling and Product Tonnages; and

- Waste Streams at West Metro Recycling 2021-22- including the annual tonnages at the WMRC recycling centre;

CONSULTATION

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

OFFICER RECOMMENDATION/S – ITEM NO 8.4.4

That Council receives information in this report.

9 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL

10 MOTIONS ON NOTICE

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

11 CONFIDENTIAL ITEMS OF BUSINESS

Nil

12 CLOSURE OF MEETING

At ___pm, there being no further business the meeting closed.