



Shire of
Peppermint Grove

ORDINARY COUNCIL MEETING

Minutes

**HELD ON
TUESDAY 25th June 2024
AT
5.30 PM**

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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.*

8.0 OFFICERS REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

Nil

8.2 MANAGER INFRASTRUCTURE SERVICES

Nil

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/COUNCIL DECISION ITEM NO. 8.3.1

Moved: Cr MacIntosh

Seconded: Cr Bond

That Council receive the list of payment of accounts by electronic funds transfers, direct debit, BPAY and credit cards for the month of May 2024, totalling \$257,981.03.

CARRIED 4/0

Cr Jackson entered the Chambers at 5.35pm

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/DECISION– ITEM NO 8.3.2

Moved: Cr Jackson

Seconded:

Cr Mahony

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

CARRIED 5/0

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.

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 30th 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 30th June 2024 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)

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 23rd August 2024
- Second of four instalments 25th October 2024
- Third of four instalments 10th January 2025
- Last of four instalments 14th 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.

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7. 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, with the additional charge of Town Planning Fees (Determination of a Development Application or Retrospective Development Application by the Shire). Fee 2024/25 Various – Scale of charges based on cost of development. Refer table below.

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

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*.**

CARRIED 5/0

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/COUNCIL DECISION – ITEM NO 9.1
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Moved: Cr Mahony

Seconded: Cr Jackson

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

CARRIED 5/0

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/COUNCIL DECISION – ITEM NO 9.2
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Moved: Cr Mahony

Seconded: Cr Jackson

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

CARRIED 5/0

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/COUNCIL DECISION – ITEM NO 9.3
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Moved: Cr Mahony

Seconded: Cr Jackson

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

CARRIED 5/0

12. MOTIONS ON NOTICE

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

13. CLOSURE OF MEETING

At 6.15pm, there being no further business the meeting closed.

Confirmed by Kae Egan this 25th day of July 2024

PRESIDING MEMBER