



Peppermint Grove  
*The Garden Shire*

**MINUTES**  
**ORDINARY COUNCIL MEETING**

Held:

**05:30pm Tuesday 26<sup>th</sup> May 2026**

**Shire of Peppermint Grove**

**1 Leake Street**

**Peppermint Grove WA 6011**



Peppermint Grove  
*The Garden Shire*

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## 1.0 DECLARATION OF OFFICIAL OPENING

At 5:30pm, the Presiding Member declared the meeting open and requested that the Affirmation of Civic Duty and Responsibility be read aloud by a Councillor and requested the recording of attendance and apologies.

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

The Presiding Member will cause the Affirmation of Civic Duty and Responsibility to be ready aloud by Councillor C Hohnen.

Members of the Public present at the Council meeting need to be aware that the meeting is recorded and any of their presentations will be recorded and published on the Shire’s website.

### **Affirmation of Civic Duty and Responsibility**

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

## 2.0 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

### 2.1 ATTENDANCE

Shire President	Cr K Farley SC
Deputy Shire President	Cr P Dawkins
Elected Member	Cr P Macintosh
Elected Member	Cr C Hohnen
Elected Member	Cr D Singleton
Acting CEO	Mr J Clapham
Manager Development Services	Mr J Gajic
Manager Infrastructure Services	Mr D McBride

**Gallery:**

0 x Members of the Public  
1 x Members of the Press

**2.2 APOLOGIES**

Chief Executive Officer  
Elected Member  
Elected Member

Mr D Burnett  
Cr J Mahony  
Cr E Bond

**2.3 LEAVES OF ABSENCE**

Nil

**2.4 NEW REQUEST FOR A LEAVE OF ABSENCE**

Nil

**3.0 DELEGATIONS AND PETITIONS**

Nil

**4.0 PUBLIC QUESTION TIME**

The Presiding Member will open the public question time by asking the gallery if there were any questions or deputation for Council.

The Agenda;  
Question to Council; and  
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. QUESTIONS FROM MEMBERS OF THE PUBLIC**

Nil

**5.0 DECLARATIONS OF INTEREST**

Nil

**5.1 FINANCIAL INTEREST**

Nil

**5.2 PROXIMITY INTEREST**

Nil

**5.3 IMPARTIALITY INTEREST**

Nil

**5.4 INTEREST THAT MAY CAUSE A CONFLICT**

Nil

**5.5 STATEMENT OF GIFTS AND HOSPITALITY**

Nil

**6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

Nil

**7.0 CONFIRMATION OF MINUTES**

**COUNCIL DECISION– ITEM NO 7.1**

**Moved: P Dawkins**

**Seconded: C Hohnen**

**That the minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 28<sup>th</sup> April 2026 be confirmed as a true and accurate record.**

**Carried 5/0**

**For:** Councillors' Karen Farley SC, Patrick Dawkins, Charles Hohnen, David Singleton, Peter Macintosh.

**Against: Nil**

**8.0 OFFICERS REPORTS**

**8.1.1 List of Accounts Paid – April 2026**

**ATTACHMENT DETAILS**

Attachment No	Description
Attachments	Accounts Paid – April 2026 - <a href="#">Payment Details - Apr 26.pdf</a> Credit Card Expenses – April 2026 - <a href="#">Credit Cards - Apr 26.pdf</a>

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

**Purpose of Report**

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

**Summary and Key Issues**

The following payments in excess of \$20,000 were paid in April 2026:

- Superchoice Aware – superannuation \$20,358.44
- Superchoice Aware– superannuation \$20,394.45
- Superchoice Aware – superannuation \$20,083.72
- ATO – BAS \$45,529.17
- WCP Civil – road projects 1<sup>st</sup> claim \$645,920.02

**Background**

The Attachment list details all payments made in April 2026 and credit card transactions for April 2026 (paid in May 2026). 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	EFT00127 – EFT00134	\$950,775.88
Direct Debits	DD00154 – DD00164	\$18,822.11
BPAY	BPAY012	\$5,228.19
Credit Cards – March 2026		\$7,604.71
Payroll		\$178,623.17
Bank charges		\$547.58
<b>TOTAL</b>		<b>\$1,161,601.64</b>

**Consultation**

There was no external consultation undertaken.

**Strategic Implications**

There were no strategic implications evident at this time.

**Policy Implications**

There were no 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 2025/26 Adopted Budget.

**Officer Comments**

The list of Accounts paid are provided to Council for information purposes and in accordance with the delegation to the CEO.

**COUNCIL DECISION – ITEM NO 8.1.1**

**Moved: P Macintosh**

**Seconded: C Hohnen**

**That Council receive the list of payment of accounts by electronic funds transfers, direct debit, BPAY and credit cards for the month of April 2026.**

**Carried: 5/0**

**For:** Councillors' Karen Farley SC, Patrick Dawkins, Charles Hohnen, David Singleton, Peter Macintosh.

**Against: Nil**

### 8.1.2 Financial Statements for the period ending – 30 April 2026

#### ATTACHMENT DETAILS

Attachment No	Description
Attachments	Monthly financial Report for the period ended 30 <sup>th</sup> April 2026 - <a href="#">Monthly Financial Report April 2026.pdf</a>

Voting Requirement	:	Simple Majority
Subject Index	:	Financial Statements for the Period ended 30 <sup>th</sup> April 2026
Disclosure of Interest	:	Nil
Responsible Officer	:	Jeremy Clapham, Manager Corporate and Community Services
Authorising Officer	:	Jeremy Clapham, Acting Chief Executive Officer

#### Purpose of Report

To receive the monthly financial statements for the period ended 30<sup>th</sup> April 2026.

#### Summary and Key Issues

The surplus at 30<sup>th</sup> April 2026 is \$1,316,003, which is \$35,446 more than budgeted for. The main reasons for this variance are: underspend in operating expenditure of \$281,229, more income than budgeted of \$31,479, non cash amounts excluded from operating activities of \$4,825, overspend in capital expenditure of \$391,144 and more capital grants received than budgeted for of \$109,057.

#### Background

The Monthly Financial Statements are prepared in accordance with the requirements of the *Local Government Act 1995* and Local Government (Financial Management) Regulations 1996. Monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 30<sup>th</sup> April 2026.

#### Consultation

There was no external consultation undertaken.

#### Strategic Implications

Objectives within the Governance section of the Strategic Community Plan.

#### Policy Implications

Shire of Peppermint Grove Financial Management Policies and Investment Policy.

#### Statutory Implications

Local Government (Financial Management) Regulations 1996.

#### Financial Implications

The surplus at 30<sup>th</sup> April 2026 is \$1,316,003, which is \$35,446 more than budgeted for.

**Officer Comments**

The opening surplus is \$528,946 (confirmed after completion of the 2024-25 audit) and is \$89,562 less than estimated at the time that the budget was compiled, and \$448,628 more than budgeted for. The surplus at 30<sup>th</sup> April 2026 is \$1,316,003, which is \$35,446 more than budgeted for.

Investment of Municipal and Reserve Funds - as at 30<sup>th</sup> April 2026:

Fund	Purpose	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest for the year
Corporate Cheque Account	Municipal Funds	\$1,393,257	Ongoing	Ongoing	N/A	3.65%	\$100,000
Term Deposit	Reserve Funds	\$2,148,466	27/10/2025	24/06/2026	276	4.10%	\$88,000

**COUNCIL DECISION – ITEM NO 8.1.2**

**Moved: C Hohnen**

**Seconded: P Dawkins**

**Carried 5/0**

**That Council receives the monthly financial statements for the period ended 30<sup>th</sup> April 2026.**

**For:** Councillors’ Karen Farley SC, Patrick Dawkins, Charles Hohnen, David Singleton, Peter Macintosh.

**Against: Nil**

**8.1.3 Matters for Information and Noting**

Voting Requirement	:	Simple Majority
Subject Index	:	Matters for Information
Disclosure of Interest	:	Nil
Author	:	Allana West, Records and Executive Officer
Responsible Officer	:	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.

**BACKGROUND**

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

- Seal register (when the Shire seal has been applied)
- Development applications determined including amendments and deemed-to-comply checks
- Building permits determined including demolition permits, occupancy permits and time extensions
- Miscellaneous approvals including new food premise registrations, stallholder and trader permits, environmental health approval to construct, extend or alter a public building, and applications approved under the heritage grant scheme
- Subdivisions and amalgamations approved by the Western Australian Planning Commission
- Local laws parking and dog infringements
- Library statistics

**SUMMARY AND KEY ISSUES**

The following reports are presented to Council in the following tables:

Building Applications Determined

Development Applications Determined

Miscellaneous Approvals

Infringements Issued

Library Statistics

**Building applications determined for the month of April 2026**

Application Number	Location	Description	Decision
BA2026/001010	25 Irvine Street	Single House and Ancillary Works (Street Wall, Fencing, Swimming Pool and Retaining Walls)	Approved
BA2026/001009	Tenancy 16A, 460-476 Stirling Highway	Shop Fit Out (Day Spa)	Approved
BA2026/001012	6 The Esplanade	Alterations to Boundary Piling	Approved
BA2026/001013	Cottesloe Primary School	Bike Shelter	Approved
BA2026/001014	Tenancy 16A, 460-476 Stirling Highway	Amendment to Shop Fit Out (Day Spa)	Approved

**Planning applications determined for the month of April 2026**

Application Number	Location	Description	Discretion Sought	Decision
DTC-00023	17A View Street	Deemed-to-Comply Check for a Single House Development	N/A	Non-exempt development
DA2026/00007	1 Monument Street	Unhosted Short-stay Accommodation	Change of Use	Withdrawn
DA2025/00015	34 Keane Street	Multiple Amendments to an Approved Single House and Garage	N/A	Withdrawn
DA2024/00016 (Amendment no. 2)	44 Keane Street	Amendment to a Rooftop Service Deck	Nil	Approved under s257C (Single House Development)

**Infringements Issued April 2026**

Location	Breach	Amount
Johnston Street	Dog Attack Causing Physical Injury	\$400
Johnston Street	Dog Not Held or Tethered in a Public Place	\$200

**Library Statistics April 2026**

Library Stats	April 2026	April 2025	April 2024
Loans	17,333	18,144	20,435
New Borrowers Registered	103	96	266

**Recycling Recovery March 2026**

**Recycling Recovery**



**March 2026**

PRODUCT	Product - Percentage	Product - Tonnes
AL CANS	0.33	0.04
MIXED PAPER	19.76	2.21
ONP	0.00	0.00
OCC - CARDBOARD	28.32	3.16
STEEL	2.62	0.29
GLASS	19.20	2.14
MIXED PLASTICS	1.92	0.21
PET	1.13	0.13
HDPE	1.36	0.15
<b>TOTAL RECOVERED</b>	<b>74.64</b>	<b>8.34</b>
WASTE / CONTAMINATION	25.36	2.83
<b>MONTHLY TOTAL</b>	<b>100.00</b>	<b>11.17</b>

**CONSULTATION**

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

**STRATEGIC IMPLICATIONS**

There are no strategic implications in respect to this matter.

**POLICY IMPLICATIONS**

There are no policy implications in respect to this matter.

**STATUTORY IMPLICATIONS**

There are no statutory implications in respect to this matter.

**FINANCIAL IMPLICATIONS**

There are financial implications in respect to this matter.

**OFFICER COMMENT**

That Council notes the updates outlined in the attachments across a number of areas of the Shire’s operations.

**COUNCIL DECISION – ITEM NO 8.1.3**

**Moved:** P Dawkins

**Seconded:** C Hohnen

**Carried:** 5/0

**That Council receives the information in this report.**

**For:** Councillors’ Karen Farley SC, Patrick Dawkins, Charles Hohnen, David Singleton, Peter Macintosh.

**Against:** Nil

**9.0 COMMITTEE REPORTS**

**9.1 Entrance meeting with the external auditor and the Office of the Auditor General**

**ATTACHMENT DETAILS**

<b><u>Attachment No</u></b>	<b><u>Details</u></b>
<b>Attachment</b>	SOPG Audit Plan 2025-26 - <a href="#">SOPG - Audit Plan 25-26.pdf</a>

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

**PURPOSE OF REPORT**

The purpose of this report is for Marius van der Merwe from Pitcher Partners and Steve Hoar from the Office of Auditor General to provide a presentation on the audit plan for the 2025/26 financial year.

**SUMMARY AND KEY ISSUES**

A presentation will be provided for the information of the ARIC Committee prior to the commencement of the 2025/26 audit including any matters relating to the library management and joint venture.

**BACKGROUND**

The meeting will provide information on the requirements 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 Steve Hoar and it will provide information for the Committee to understand the process and timeframe for the 2025/26 Financial year audit.

**COUNCIL DECISION – ITEM 9.1**

**Moved: P Dawkins**

**Seconded: C Hohnen**

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

**Carried 5/0**

**For:** Councillors' Karen Farley SC, Patrick Dawkins, Charles Hohnen, David Singleton, Peter Macintosh.

**Against: Nil**

**9.2 Matters for Information and Noting - ARIC**

**ATTACHMENT DETAILS**

Attachment No	Description
<b>Attachments</b>	OAG Local Government Report on Gifts and Benefits Management 2026 - <a href="#">OAG Local Government Report on Gifts and Benefits Management 2026.pdf</a> OAG Local Government Information Systems Audit 2025 - <a href="#">OAG Local Government Information Systems Audit 2025.pdf</a> OAG Local Government Financial Audit Results 2025 - <a href="#">OAG Local Government Financial Audit Results 2025.pdf</a>

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

**PURPOSE OF REPORT**

The Shire of Peppermint Grove regularly receives and produces information for receipt by the ARIC (Audit, Risk and Improvement Committee) Members. The purpose of this item is to keep ARIC Members informed on items of information received and produced by the Shire.

The Matters for Information and Noting Report includes the following matters:-

- The Office of the Auditor General (OAG) releases a number of reports during the year. Reports relevant to the ARIC are included for information purposes.
- The Department of Local Government, Industry Regulation and Safety (DLGIRS) has updated the MyCouncil website with Local Government Financial Index (LGFI) information for 2023/24 and other statistical data.

**SUMMARY AND KEY ISSUES**

- Three reports issued by the OAG have been included for the information of the committee.
- DLGIRS updated the MyCouncil website with information on all local governments for the year ended June 2024.

**CONSULTATION**

No external consultation took place.

**STRATEGIC IMPLICATIONS**

Strategic Priority 5- Governance

*Item 5.1- Continue to monitor the financial sustainability of the Shire's resources*

**POLICY IMPLICATIONS**

Financial Management Policies

**STATUTORY IMPLICATIONS.**

Local Government (Financial Management) Regulations 1996.

**FINANCIAL IMPLICATIONS**

No financial implications at this time.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**SOCIAL IMPLICATIONS**

There are no Social Implications identified at this time.

**OFFICER COMMENT**

Reports released by the OAG which may be of interest to the Shire.

The OAG released the following reports during the financial year which may be of interest to the Shire:

- **OAG Local Government Report on Gifts and Benefits Management 2026.** This report highlights how local governments managed gifts and benefits. 6 Local governments were assessed and DLGIRS was assessed in regard to providing effective guidance to the sector. The Shire of Peppermint Grove does not receive much in the way of gifts or benefits, however, notice is taken from the findings of this report, where there were a number of issues raised.
- **OAG Local Government Information Systems Audit 2025.** This report focused on the computer environment of entities to determine if their general computer controls effectively support the confidentiality, integrity and availability of information

systems and the information they hold. The Shire of Peppermint Grove has internally assessed its systems against the 10 general computer controls listed in the report, with the following findings:

1. Access management – Effective

Access management controls are largely in place and operating effectively. Role-based access, access provisioning and removal processes, and controls around privileged access are established. Minor improvement opportunities are building consistency and ongoing review, but overall risk exposure is low.

2. Information security framework – Adequate

While operational controls exist, the overarching information security framework (policies, governance, and strategic oversight) is undergoing further reviews to seek improvements. There is the possibility that controls are not always applied consistently or reviewed appropriately due to outsourcing most actions, stricter rules for contractors will negate it. This section would benefit from additional formalisation from a governance perspective and to hold Managed Service Providers (MSPs) accountable.

3. Endpoint security – Adequate

Endpoint security is constrained by architecture and dependency on legacy systems that operate on virtual machines. While this does not represent an immediate risk, it increases the Shire's exposure. Processes are in place to address this potential exposure.

4. Human resource security – Adequate

Background checks (beyond reference checks and police clearance) are carried out as required based on the sensitivity of the role. Cyber literacy is being addressed through phishing campaigns and cyber awareness sessions. Technical controls are strong and have reduced reliance on the users ability to detect social-engineered attacks.

5. Network security – Adequate

Core network controls such as firewalls are in place; penetration testing is currently planned to further identify areas of improvement. With the addition of independent validation a better weighting can be placed upon the prioritisation of patches and improvements. The Shire has a number of vendors with elevated access and invitation into our networks which will be reviewed alongside better controls applied to processes carried out by MSPs.

6. Business continuity – Effective

While formal planning may not be as deep as larger councils, the choice of key cloud based business systems reduces a lot of the risks councils are typically faced with which would require much tighter controls to maximise up-time. Multiple fallback options exist, and staff could feasibly access systems remotely (including via mobile devices). The ability to pivot for environmental or people-based disruptions positions the Shire well, with only minor maturity gaps in formal documentation.

7. IT operations – Effective

Day-to-day IT operations are generally effective. Minor weaknesses exist around formality, documentation or supplier management rather than operational failure. Overall, IT services are stable and support business needs adequately.

8. Risk management – Effective

IT and cyber risks are being identified in good time, regularly reported, and recorded in the risk register. This demonstrates that we have a functioning risk management process, with further maturity available through deeper controls rather than structural change.

9. Change management – Improvement

Several projects and changes are facing some challenges and would benefit from adjustment. While they do not create any cyber-security concerns, they do affect the effectiveness of delivery, overall stability, and confidence in resolving matters. Strengthening change management processes will help reduce the risk of any downtime, prevent duplicated efforts, and make it easier to identify where support is needed.

10. Physical security – Effective

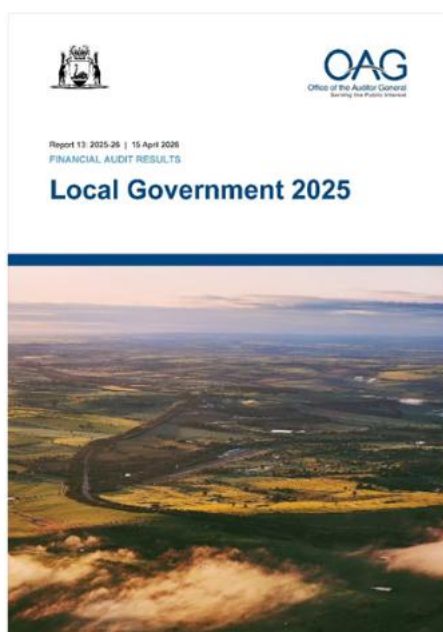
Physical security is strong. On-premise servers are no longer in use, access is controlled, and remaining systems are protected behind GMK locks with access limited to around five staff members. This significantly reduces physical risk, with only minor governance or review considerations remaining.

	<b>Area</b>	<b>Rating</b>	<b>High Level Position</b>
1	Access management	Effective	Controls mostly sound
2	Information security framework	Adequate	Governance and policy maturity needs uplift
3	Endpoint security	Adequate	Architectural and segregation limitations
4	Human resource security	Adequate	People-related risk can be improved upon
5	Network security	Adequate	Core controls exist
6	Business continuity	Effective	Strong resilience, lighter documentation
7	IT operations	Effective	Generally effective day-to-day operations

8	Risk management	Effective	Risks identified and managed in a timely manner
9	Change management	Improvement	Delivery discipline and consistency can be improved
10	Physical security	Effective	Strong modern posture, minimal on-prem risk

Any weaknesses highlighted will be dealt with through the internal audit process and engagement with the ICT contractors.

- OAG Local Government Financial Audit Results 2025.** This report summarises the final results of the annual audits of 138 of 147 local government entities for the year ended 30 June 2025. The Shire of Peppermint Grove had a clean audit with an unqualified audit report and no management items to be reported on. The Shire also made the Top 20 Best Practice list of Band 3 and 4 local governments. This is the result of a lot of hard work from the finance and admin teams at the Shire. A congratulatory email from the OAG was sent to the Manager of Corporate and Community Services.



Dear Jeremy

Congratulations, we have recognised your entity, Shire of Peppermint, as one of the 2025 best practice entities for your financial reporting and controls.

This achievement acknowledges your entity's performance across a number of criteria including a clear opinion, timely preparation of CEO-certified financial report, high quality financial report and working papers, and maintenance of good financial management controls.

I have included your best practice status in the [Local Government 2025 – Financial Audit Results](#) tabled to Parliament today.

Once again, congratulations to you and your team.

Regards

Grant Robinson  
Assistant Auditor General – Financial Audit

DLGIRS updated the MyCouncil website with information on all local governments for the year ended June 2024. DLGIRS has made an effort in the last 2 years to update the My Council website - [MyCouncil - Home Page](#) with relevant information on each local government. One of the areas that has been updated is the LGFI (Local Government Financial Index) for the year ended June 2024. The Shire achieved a score of 88 (down from 100 in 22/23, but still above the bench mark). The reason for the reduction is that the Shire received less capital grants in 23/24 than it did in 22/23. This has an effect on the calculation of the Operating Surplus Ratio, which includes capital grants in the calculation.



Department of Local Government,  
Industry Regulation and Safety

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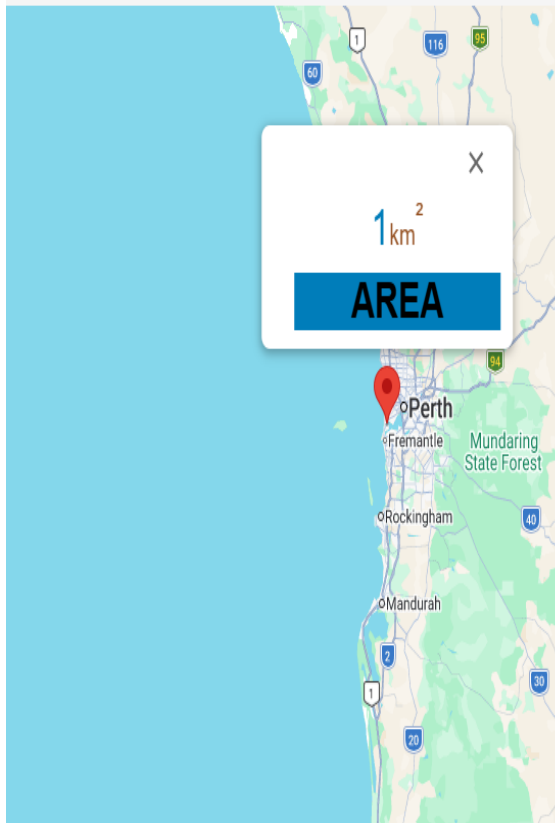
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## Shire of Peppermint Grove

Viewing 2023/2024

1,736 ↑

Population

1,175 ↓

Electors

7

Council Members

2% ↑

Rate Growth

88

LGFI

19

FTE

\$4,291,783 ↑

Revenue

\$4,264,661 ↑

Operating Expenditure

\$33,196,196 ↗

Total Value Of Assets

4 ↔

SAT Band

1,111 ↔

Socio-Economic Index Score

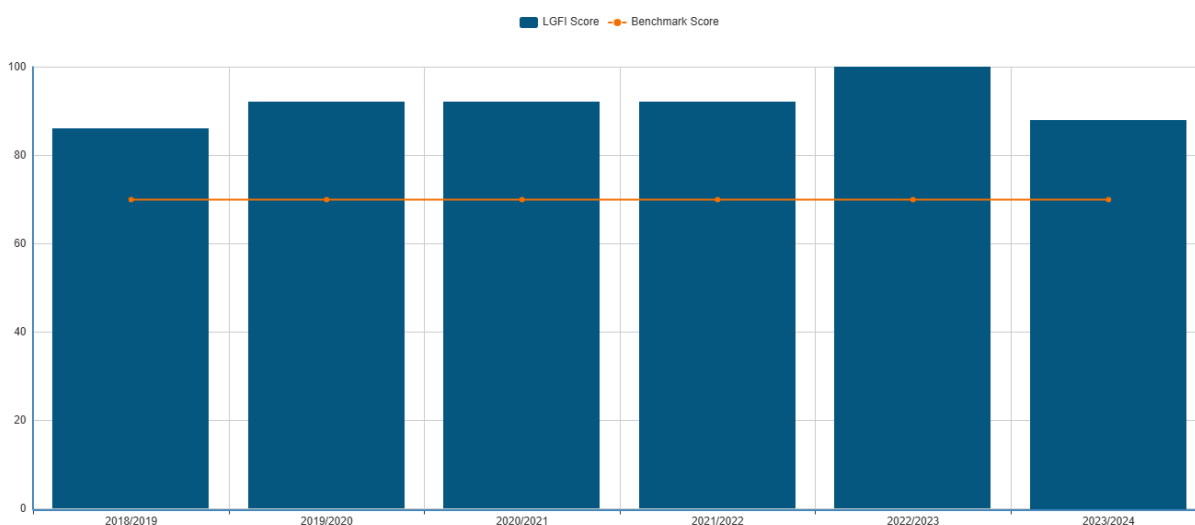
### Local government financial indicator (LGFI)

The Local Government Financial Indicator (LGFI) has been designed to provide community members, stakeholders and the LGIRS with at-a-glance insights to local government financial performance. The LGFI does NOT purport to provide a definitive representation of a local government's financial health. Rather, the LGFI provides point-in-time insights to a local government's ability to meet its short term financial obligations (Liquidity); fund its longer term financial obligations (Solvency); and access funding (either internal or external) to deliver services and maintain infrastructure (Financial Flexibility). The benchmark score is 70. Find out more information about the LGFI methodology (DOCX 0.4MB).

Data source: The ratios underpinning the LGFI score are calculated annually by LGIRS using data extracted from each local governments Annual Financial Reports.

#### LGFI Score

Financial Year	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
LGFI Score	86	92	92	92	100	88



### COUNCIL DECISION – ITEM 9.2

**Moved: P Dawkins**

**Seconded: P Macintosh**

**That Council receives the information in this report.**

**Carried 5/0**

**For:** Councillors’ Karen Farley SC, Patrick Dawkins, Charles Hohnen, David Singleton, Peter Macintosh.

**Against: Nil**

### 9.3 ARIC Work Plan, Risk Register and related documents review

#### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
<b>Attachments</b>	ARIC Work Plan 2026 - <a href="#">ARIC Work Plan 2026.pdf</a>
	Risk Register - <a href="#">Shire of Peppermint Grove Risk Management and Reporting Tool - 2025.pdf</a>
	SOPG Risk Management Policy - <a href="#">SOPG Risk Management Policy.pdf</a>
	ICT Disaster Recovery Plan - <a href="#">ICT Disaster Recovery Plan - SOPG 2026.pdf</a>
	Records Disaster Management Plan 2026 - <a href="#">Records Disaster Management Plan 2026.pdf</a>
	Aged Accounts Receivable as at 30 April 2026 (Confidential) – attached under separate cover

**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 provide the ARIC committee with documentation relevant to risk management at the Shire.

#### SUMMARY AND KEY ISSUES

Risk management is a key issue for any organisation and the Shire seeks to address risk management by keeping various documents up to date in order to keep on top of risk management.

#### BACKGROUND

In order for the Shire to manage risk in an ever changing and volatile environment, there is a need to ensure that relevant documents are kept up to date and that the risk environment is managed with best practice in mind.

#### 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**

- **ARIC Work Plan 2026** – this plan outlines the workflow that will be brought to each ARIC meeting during 2026. It will be updated each year.
- **Risk Register** – The Shire has a Risk Register which incorporates the Risk Management and Reporting Tool. The Senior Management Team (SMT) reviews the Risk Register at the end of each month by going through a single identified risk category at each meeting and updating the Key Controls, Current Actions and Indicators. There are 15 risks listed and so far 10 have been reviewed by SMT since December 2024, with 5 remaining. These will all have been reviewed by September 2026.
- **Risk Management Policy** – the Shire has a Risk Management Policy 3.5, which in it's current form, has been in place since 2022. It is due to be reviewed in 2026/27.
- **ICT Disaster Recovery Plan** – the aim of this plan is to set out the mitigation, preparation, warning, response and business continuity arrangements for the core IT systems of the Shire. This plan has been updated in May 2026.
- **Records Disaster Management Plan** - The Shire's RDMP enhances the Shire's ability to respond to a records disaster should one occur. The objective of the RDMP is to reduce damage and loss of the Shire's records in the event of an event and to

maximise their protection and restoration. It will demonstrate that an Assessment of Risks, Assessment of the Impacts of Disasters and Strategies for Prevention and Response has been addressed and, the roles and responsibilities for all employees are defined. This plan has been updated in May 2026.

- **Aged Accounts Receivable as at 30 April 2026 (Confidential Document)** – the attached list shows all of the outstanding debtors as at 30 April 2026, including rates debtors and sundry debtors. There is only one large outstanding sundry debtor. This amount is a quarterly invoice for the management of the Grove Library and will be paid before the end of May. Total outstanding rates debtors is \$37,564, which includes debit and credit balances. Credit balances add up to \$64,120 and debit balances add up to \$101,684. Credit balances result from over payment or double payment by ratepayers. These ratepayers have been contacted in regard to these balances and if requested, the Shire will refund them. Some have elected to leave the credit balance to contra the next years rates billing. The debit balance of \$101,684 represents 2.64% of the total rates billing. Of this total, \$87,546 has been handed over to the Shire’s debt collectors. The balance of \$14,138 is made up of small balances and deferred pensioner rates, which are not yet due.

#### **COUNCIL DECISION – ITEM 9.3**

**Moved:** P Dawkins

**Seconded:** C Hohnen

**That Council receives the information in this report.**

**Carried 5/0**

**For:** Councillors’ Karen Farley SC, Patrick Dawkins, Charles Hohnen, David Singleton, Peter Macintosh.

**Against:** Nil

**10.0 NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL**

**11.0 MOTIONS ON NOTICE**

**12.0 CONFIDENTIAL ITEMS OF BUSINESS**

**13.0 CLOSURE OF MEETING**

At 5:54 pm, there being no further business the meeting closed.