



Shire of Peppermint Grove



Annual Report
2018-2019

Cover photo by Karen Oakes

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Introduction to the Shire of Peppermint Grove

With a rich history dating back to 1832 and the early settlement of the Swan River Colony, the Shire of Peppermint Grove is known for its beauty and heritage boasting large character homes, a stunning river foreshore, beautiful gardens and shady streets lined with peppermint trees. Many generations of families have lived in Peppermint Grove and there is a strong sense of community often not found in metropolitan communities.

With an area of only 1.36 square kilometres, the Shire prides itself on providing a personalised service to its 1,636 residents. Considered to be a highly desirable suburb, Peppermint Grove has an above average socio economic profile. Much Shire activity relates to the development or redevelopment of large residences.

The maintenance of the suburb’s amenity, particularly its trees, foreshore and reserves, is a high priority for residents.

The Shire of Peppermint Grove is guided by the following Vision
“To remain a Shire valued for its ambience and independence”

In supporting the community’s aspirations, the Shire of Peppermint Grove is guided by the following Mission
“To guide the Shire’s future developments and provide a range of personalised services to residents in order that our unique community and its environment is maintained, enhanced and protected”



The Shire of Peppermint Grove's Key Result Areas are:

Community Development
Infrastructure
Governance

Organisational Capacity
Built Environment
Natural Environment

Some interesting statistics about the Shire include:

Distance from Perth: 13 kms
Area: 1.36 square kms
Length of sealed roads: 10.6 kms
Population: 1,636
Number of Electors: 1,153
Number of Dwellings: 613
Total Rates Levied: \$3.268 million
Total Revenue: \$4.812 million
Number of Employees: 21

Apart from the peppermint tree lined streets and pristine Freshwater Bay, some attractions in the Shire include:

- Freshwater Bay Boating Jetties
- Freshwater Bay Foreshore Beach Reserve
- Royal Freshwater Bay Yacht Club
- Keane's Point Parkland and Barbeque Facilities
- Keane's Point Children's Play Equipment
- Manners Hill Park Reserve
- Manners Hill Pavilion
- Australia Day Festivities
- Peppermint Grove Tennis Club
- Presbyterian Ladies College
- Cottesloe Primary School
- The Grove Library
- Freshwaters Café
- The Community Centre
- Peppermint Grove Heritage Trail
- Halloween Festivities
- Carols by Candlelight
- St Mary Star of the Sea Church
- St Columba's Church
- Cottesloe Central Shopping Centre
- Whadjuk Trails Network
- Chapter 1 Café (Library)



A message from the Shire President

It is my pleasure to present the Annual Report for the Shire of Peppermint Grove for the 2018-19 financial year.

I am pleased to report that we have, once again, achieved a small operating surplus for the year and a clean bill of health from the Shire's auditors. A full set of the Shire's financials are included in this report.

During the year Council completed the listing of a number of properties onto the Shire's Heritage List under Local Planning Scheme 4. The Shire has around 120 properties on the Heritage List and they play a very important role in creating and maintaining the character, amenity and value of the area.

Last year I provided an update on the progress being made on the Wearne site in Cottesloe. This site is jointly owned by the Shire and the Towns of Claremont, Cottesloe and Mosman Park and leased to aged care provider, Curtin Heritage Living. I am pleased to advise that development of the site to provide 77 independent living apartments and increased residential aged care places is progressing steadily. It is anticipated that construction works will commence in 2020. The Wearne development and the Shire's continuing commitment to SHINE Community Services and West Coast Community Centre reinforces Council's support for the delivery of high-quality aged care and community education services to the community of Peppermint Grove.

Another aspect of the Shire's community service is The Grove Library. This is a jointly funded facility with the Towns of Mosman Park and Cottesloe and is widely used by residents from all three councils. This report provides detailed information on the activities provided by The Grove, however, as examples, 116,162 children's books were loaned, and the Peppermint Grove Heritage Tour app was downloaded 5,019 times.

In 2018/2019 the Shire hosted a number of popular community events, including the combined Australia Day Awards, Carols by Candlelight, a community breakfast at the Royal Freshwater Bay Yacht Club and a children's Halloween party.

I would like to take this opportunity to thank the Shire's staff for their hard work during the year. I would also like to thank Deputy Shire President, Charles Hohnen and Councillors Karen Farley, Dawne Horrex, Peter McIntosh and Greg Peters for the support that they have always given to me and for their continued commitment to the wellbeing of the Shire and its residents.



Rachel Thomas
SHIRE PRESIDENT.



A message from the Chief Executive Officer

I am pleased to present the annual report, incorporating the financial statements for 2018/19. Also included in this report is the Auditor's Report, which has again given the Shire a clean bill of health for its financial reporting and management.

The Shire is able to operate with a very small workforce of just 21 full time equivalent (FTE) staff, of which 11.5 FTEs work in the administration centre and the depot and the rest at The Grove Library. Where operational efficiencies can be demonstrated, contractors are used for service delivery. The Shire also works with its neighbouring local governments and uses their services on a fee for service basis for health inspections, ranger services and building services. Royal Life Saving WA provides pool inspection services. Waste management and recycling collections are provided through contractors with the Shire being a member of Western Metropolitan Regional Council (WMRC), which manages the disposal of the Shire's waste and provides transfer station services for residents to dispose of waste not collected through the verge collections or outside of bulk pickup service. Along with the Shire, the Towns of Claremont, Mosman Park and Cottesloe and the City of Subiaco are members of the WMRC. The WMRC is assisting the Shire in the roll out of the green bin service.

The Shire also works in collaboration with Western Suburbs Regional Group of Councils (WESROC), which includes the WMRC local governments plus the City of Nedlands and the Town of Cambridge. WESROC works on joint projects, such as water management, Wadjuk trials, feral animal control, aerial imagery, native plant subsidy, group training sessions, environmental and engineering projects.

I would like to thank the Shire President and Councillors for their support and strong leadership over the past twelve months and to also thank my managers and staff for their professionalism and dedication to providing excellent service to the residents of the Shire.

Don Burnett
Chief Executive Officer.

Councillors at 30th June 2019



PRESIDENT

**COUNCILLOR R
(RACHEL) THOMAS**



DEPUTY PRESIDENT

**COUNCILLOR C
(CHARLES) HOHNEN**



**COUNCILLOR K
(KAREN) FARLEY**



**COUNCILLOR D
(DAWNE) HORREX**



**COUNCILLOR P
(PETER) MACINTOSH**



**COUNCILLOR G
(GREG) PETERS**

**1 POSITION VACANT
AT 30/6/2019**

Principal Staff Members

CHIEF EXECUTIVE OFFICER - DON BURNETT

MANAGER DEVELOPMENT SERVICES - ROSS MONTGOMERY

MANAGER CORPORATE SERVICES - PAUL RAWLINGS. FROM 24/06/2019 MIKE COSTARELLA

MANAGER LIBRARY AND COMMUNITY DEVELOPMENT - DEBRA BURN

MANAGER INFRASTRUCTURE - DONOVAN NORGARD



DON BURNETT



ROSS MONTGOMERY



MIKE COSTARELLA



DEBRA BURN



DONOVAN NORGARD

Strategic Community Plan

Community Vision

The Shire of Peppermint Grove Community Strategic Plan 2013 – 2023 was developed with community consultation and input, with the community's vision for the Shire **"To remain a Shire valued for its ambiance and independence"**. The task of Council and the administration is to deliver on the community aspiration and has adopted the following mission statement to achieve this objective **"To guide the Shire's future developments and provide a range of personalised services to residents in order that our unique community and its environment is maintained, enhanced and protected"**.



Corporate Plan

The Corporate Business Plan 2014/15 - 2018/19 outlines the Shire's key priorities and actions for this 4-year period. The plan is informed by the Community Strategic Plan and aims to integrate the community's aspirations into the Shire's operations. The Community Strategic Plan and the Corporate Business Plan form part of the WA Government's Integrated Planning and Reporting Framework. The Shire will be reviewing the Community Strategic Plan and the Corporate Business plan during 2019.

Key Result Areas

The Shire has been progressively implementing the actions within the six key result areas of its Community Strategic Plan and Corporate Business Plan. The annual report outlines the progress made in the last year to deliver on the objectives and strategies in these plans. The report will reflect the six key result areas that support and reflect the community's vision for the Shire of Peppermint Grove:

- Community Development - "Building a Sense of Community"
- Infrastructure - "Protecting our Assets"
- Governance - "Strengthening Shire Leadership"
- Organisational Capacity - "Meeting Community Expectations"
- Built Environment - "Preserving our Heritage"
- Natural Environment - "Preservation and Sustainability"

Community Development - "Building a Sense of Community"

The objectives of the key result area are to strengthen community cohesiveness and participation, strengthen the cultural and historical significance of the Shire and ensure access to services as needs change within the community.

Highlights

- Several community events, including the Community Breakfast, Australia Day Citizenship and Awards Ceremony and Halloween were well supported by the community. The Grove Library continued to provide a significant number of diverse events on a regular basis
- The PEP Talk newsletter is provided three times per year
- Library membership grew during the year
- The Shire continues to partner with SHINE in the provision of aged services to community members

Infrastructure - "Protecting our Assets"

To upgrade and maintain the Shire's infrastructure and investigate improvements which will facilitate sustainable ongoing management

Highlights

- Further works scheduled for river foreshore protection underway
- Continued emphasis on maintaining foreshore and Manners Hill Park to a high standard
- Tree maintenance program to maintain and replace street and park trees

Governance - "Strengthening Shire Leadership"

Ensure that all Shire resources are managed effectively and to provide leadership for Council activities on behalf of the community.

Highlights

- Strong working relationship with Western Suburbs Regional Councils for group projects and Western Metropolitan Regional Council for waste management

Organisational Capacity - "Meeting Community Expectations"

Ensure that the Shire is an employer of choice and that the Shire is compliant with all the requirements of all relevant statutes and legislation.

Highlights

- Staff are provided with appropriate training to ensure a high level of service is provided to the community
- In the community satisfaction survey the Shire was the highest rated local government surveyed in WA, and the industry leader in 27 categories
- The Shire has received a clean bill of health from its audit report

Built Environment - "Preserving our Heritage"

To increase the capacity for the Shire to ensure that the built environment reflects the aspirations of the community and retains its unique history, heritage and character.

- A review of the heritage listed properties
- Proactive engagement on development applications to conserve heritage and encourage a useful future for buildings and places

Natural Environment – “Preservation and Sustainability”

To protect and enhance Peppermint Grove natural environment and biodiversity.

- Further foreshore preservation works underway by constructing a headland for erosion control
- Review of reticulation systems for the Shire’s reticulated areas to ensure water efficient practices in place, which includes an upgrade of reticulation controllers
- Continued community education through the WMRC on recycling and waste minimisation



Statutory Reports

Recordkeeping Plan

The Shire has an ongoing commitment to recordkeeping in accordance with the State Records Act 2000 and Records Management Standard AS ISO 15489 through corporate systems and management/disposal processes.

The current five-year recordkeeping plan (RKP) was approved by the State Records Commission (SRC) on 17 March 2017. This year we have implemented the digital-only records being produced by the Shire’s enterprise resource planning system (ERP) - CouncilFirst - as well as Office 365-produced records and digitised copies of physical documents. CouncilFirst and Office 365 are delivered as software-as-a-service products on Microsoft’s Azure Cloud and there are resource and operational efficiencies from moving all records to such a platform.

National Competition Policy

The application of national competition policy (NCP) is guided by the Clause 7 Statement which requires annual reporting of the implementation, application and effects of NCP principles as well as structural reform of public monopolies.

Competitive Neutrality

Competitive neutrality principles apply to any significant business activities conducted by, or under the control of, a local government that generates an income of \$200,000 or more in a financial year. In the 2018/19 financial year the Shire did not undertake any business activities that met this threshold.

Structural Reform of Public Monopolies

The Shire of Peppermint Grove is not classified as a natural monopoly nor does it conduct any business activities that could be classified as public monopolies.

Legislative Review

Council has the following local laws:

- Local Government Property
- Dogs
- TV Masts and Antennae
- Fencing
- Emission and Reflection of Light
- Parking and Parking Facilities
- Activities on Thoroughfares and Trading in Thoroughfares and Public Places

All local laws have been reviewed for NCP compliance and all amendments to existing, and all future local laws are monitored to ensure no anti-competitive practices are included. The local laws are currently being reviewed in accordance with the Local Government Act 1995.

Access and Inclusion Plan

During 2018-2019, activities associated with the Shire's Access and Inclusion Plan (AIP) 2017-2022 included:

- An Access and Inclusion Community Reference Group was established to guide the implementation of AIP activities.
- Elderly/frail members of the community, in particular those living alone, were contacted to establish whether any further services were required to assist them with their daily living activities.
- Street Parties are held within the shire that encourage socialisation amongst residents who may be living alone.
- Shire events were organised in a way that made them as accessible and inclusive as possible by following steps in the "Creating Accessible Events checklist". This checklist is followed by event, library and community development staff. The Grove library's Home Delivery Service is provided to those who cannot come to the library personally due to age and/or disability. The library has approximately 20 clients, both in individual residences and in aged care facilities as well as an IT library officer that visits a client who is housebound with multiple disabilities, to assist with her technology access.
- Physical access to the Shire's buildings, facilities and infrastructure was improved by upgrading the lighting around the precinct. The shrubbery at the front of the Shire and library is pruned regularly for better access to pathways as per feedback from community.
- ACROD parking bays are available at Freshwater Café as well as in the library carpark and on Leake Street outside the library. The bays are kept clean and painted to meet the needs of ACROD users.
- The Shire's parks, playground, public toilets and reserves are equipped with disability toilets located at Keanes Point and Manners Hill Park as well as Freshwater Café at the foreshore which is open to members of the public. An accessible pathway is available from Claremont through Peppermint Grove to Mosman Park along the Swan River with direct access to Freshwater Café, disabled toilets, parks and playgrounds along the way.
- There is a disabled toilet off the foyer in the Shire building that can be accessed by patrons of the library, child health centre, community centre and Shire visitors.
- All staff toilets in the library and shire offices are appropriate for people with a disability.

The Shire is committed to facilitating the inclusion of people with disabilities through the improvement of access and inclusion to its services and facilities. Implementation of the AIP across all areas of council is an ongoing process. The seven outcomes of the AIP are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire.
3. People with disability receive information from the Shire in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the Shire as other people receive from the staff of the Shire.

5. People with disability have the same opportunities as other people to make complaints to the Shire.
6. People with disability have the same opportunities as other people to participate in public consultation by the Shire.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire.

Freedom of Information

The Freedom of Information Act 1992 allows the public the right to apply for access to information held by the Shire.

The Act requires the review and adoption of a Freedom of Information Statement, a copy of which is available on the Shire's website.

During 2018/19, no applications were received.

Register of Complaints

Minor breaches of the rules of conduct or a local law of the Shire by a Council member must be recorded in a register noting the outcome of the investigation of the complaint and the action subsequently taken. No complaints regarding such breaches were received by the Shire's Complaints Officer during 2018/19.

Equal Employment Opportunity Management Plan

The Shire has prepared an equal employment opportunity management plan for the period 2015 – 2020 in accordance with Part IX of the Equal Opportunity Act 1984, a copy of which is available on the Shire's website.

This plan assists the Shire in building a workforce and supporting a workplace culture that reflects the diversity of the local community.

Employee Remuneration

In accordance with Regulation 19B of the Local Government (Administration) Regulations 1996 the Shire is required to disclose the number of employees with an annual cash salary of \$100,000 or more within bands of \$10,000.

Salary Band	No. of Employees
\$100,000 to \$109,999	0
\$110,000 to \$119,999	3
\$120,000 to \$129,999	1
\$130,000 to \$139,999	0
\$140,000 to \$149,999	0
\$150,000 to \$159,999	0
\$160,000 to \$169,999	1

Development Services

This business activity area combines urban planning, building regulation and asset management, health and ranger services.

Services are provided to meet State and local laws and Shire schemes, standards and policies.

Background Comment

Our Shire is predominantly residential houses, with apartments, shopping and commercial areas adjacent to Stirling Highway. Redevelopment of residences consisted of several complete demolition and rebuilds, and home extensions and renovation. Due to the size, scale and complexity of many of the homes, our development applications required the Council to exercise design discretion to request design enhancements to deliver better community outcomes.

The Shire engages additional technical support from the Town of Cottesloe (Health and Rangers) and City of Nedlands (Building) to deliver services to residents and business.

The Grove Centre includes a library, community centre rooms, café, Shire administration and parking station. The building was completed in 2010 and features advanced (at the time, pioneering) building systems to generate renewable power, recycle water and promote low-impact development.

In 2018-19 the Shire upgraded and maintained this building to ensure functionality is maintained.

Gardens are being refurbished to refresh plant stock, add facilities such as better lighting, solar smart-benches and the installation of pedestrian and traffic safety improvements. Management of the facility involves monitoring and renewal of building systems to keep its amenity and freshness.

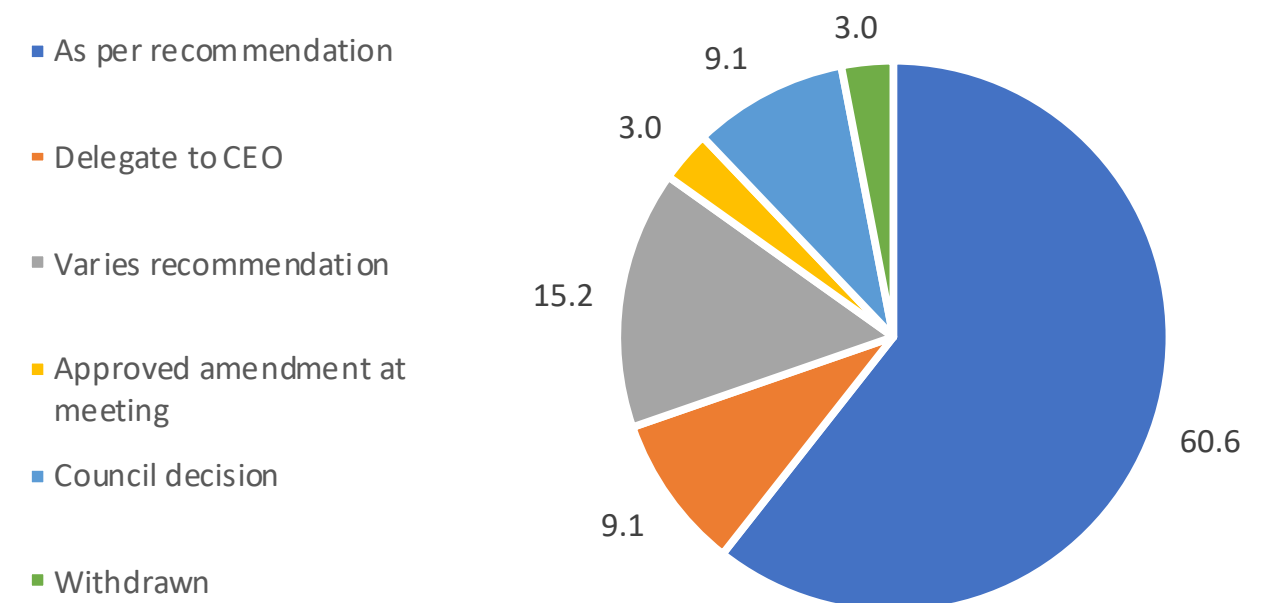


Urban Planning – re-investing in our suburb and lifestyle

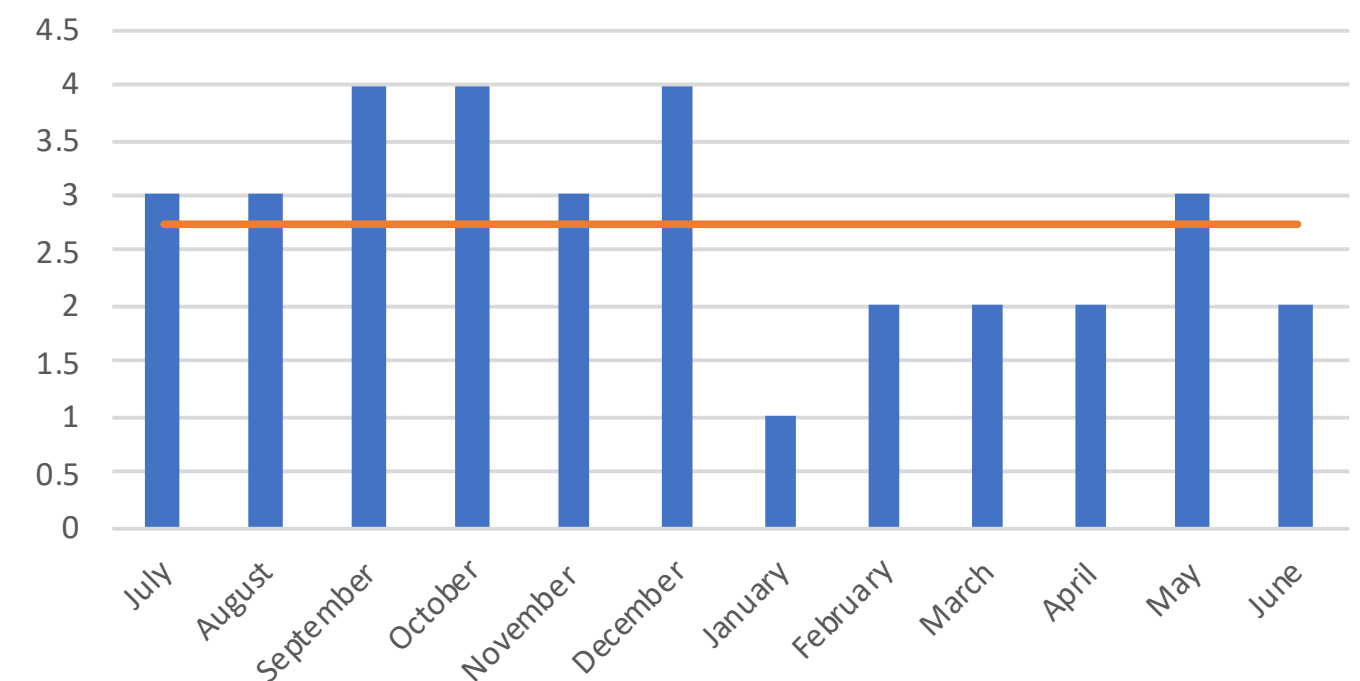
Highlights:-

- Heritage Listing – update of the Shire Heritage Listing to meet Deemed Provisions requirements – 148 properties now included on the Shire's Heritage List
- Review of Local Planning Policies
- 33 Planning reports to the Council in the past year

Decision Type %

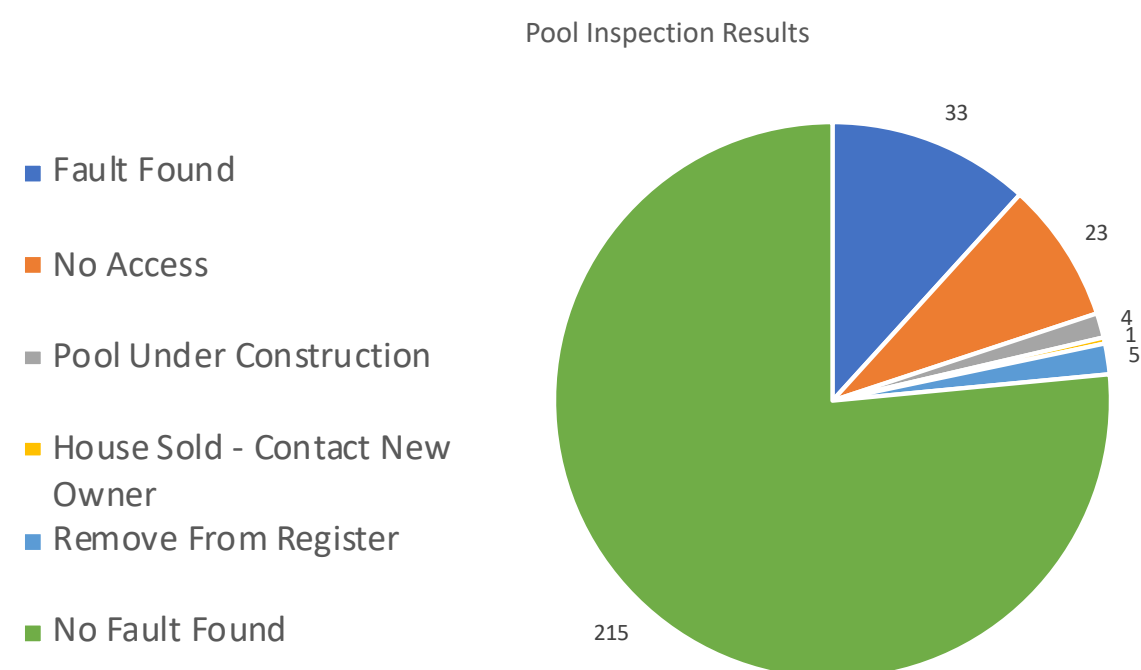


Monthly Reports



Pool Inspections

There are 284 pools located in the Shire. A round of inspections was completed with 215 compliant pools, and 61 requiring follow up by the Shire. Three new pools have been added to the Shire register. The pie chart below shows the results of the inspection.



Commercial Activity Centre Study

The Shire partnered with the Town of Cottesloe to fund a Cottesloe Town Centre study. This is a two-year program and will research and make recommendations about the planning and development needs to support and grow the sustainability of the centre.

Initial research included community, economic sustainability, access and movement, urban design and geospatial mapping consultancies.

Further work will be undertaken with consultation of stakeholders and the community.

Building – meeting national codes and local requirements

Highlights:-

- Revision of Building Permit Assessment and guidance notes
- Technical Service Support agreement (City of Nedlands and consultant services re-signed to augment capability)
- Total value of building work is \$7,656,803.00
- Pool Compliance – making owners aware of their legal and community responsibility to maintain effective swimming pool and spa safety with barrier fencing and child supervision

Health – safety and health for residents and businesses

Highlights:-

- The Shire managed the Health Act with regard to Licenced Food Handling and Premises permits.
- The Town of Cottesloe provides support to the Shire for this service on a contract basis, with the following inspections completed:

Activity	No of Inspections
Food Business Inspection	48
Public Building Inspection	6
Aquatic Facility Inspection (Including water sampling)	24
Skin Penetration Premises	1
Complaints/Enquiries (including follow-up correspondence)	32
Coordinated Food Sampling Projects	3
Special Projects	1

- The Town of Cottesloe completed one special project for the Shire. This project provided detailed information on all food businesses throughout Peppermint Grove to the Telethon Institute Research Project Team to assist with research into obesity.

Compliance - getting along together; respecting our beautiful suburb

Highlights:-

- 20 parking infringements issued
- Investigation of reports of littering and follow up action
- 1 abandoned vehicle reported.
- Pets: 45 Cats & 219 Dogs are registered within the Shire.

The Shire provides storage spaces for a nominal fee for dinghies on the shores of Freshwater Bay. This service contributes to the protection of riverbanks and offers responsible boat owners the opportunity to more securely store their property close to the river and their moored vessels.

The Shire Community Amenity service provides advice, guidance and enforces compliance for local laws and overall environmental welfare of all residents and workers.

The Town of Cottesloe ranger services are engaged by the Shire for an annual fee to patrol and attend to community amenity and local laws matters.

Infrastructure Services

The ongoing maintenance and renewal of the Shire's assets were a priority for the Infrastructure team in 2018/2019. Some key achievements include:

Freshwater Bay Erosion Control project

The Shire continued working collaboratively with the Department of Biodiversity, Conservation and Attractions (DBCA) to successfully secure Riverbank grant funding to design and construct a headland in order to manage erosion in Freshwater Bay.



The Esplanade (Irvine Street to Lilla Street) road resurfacing project

The Shire resurfaced a section of The Esplanade as well as sections of Keane and Lilla Streets. This included paving repairs, kerb replacement, drainage improvements, linemarking and signage renewal.



Street Trees

The Shire's tree maintenance and replacement program continued throughout 2018/2019 resulting in many new Peppermint and Tuart trees being planted on street verges and in parks throughout the area. This ongoing process will ensure that Peppermint Grove's beautiful streetscapes will continue to be enjoyed for many years to come.



Freshwater Bay beach renourishment

With approval from the Department of Biodiversity, Conservation and Attractions, the Shire backfilled eroded beach areas of Freshwater Bay with clean river sand.





Drainage

Work continued on cleaning and maintaining the Shire's stormwater drainage system. New grates and pits are being installed on an ongoing basis with a focus on laneways.



Footpath maintenance

The footpath maintenance and replacement program continued, with many cracked or uneven sections replaced.



Right of way upgrades

All the unpaved Rights of Way in the Shire are being systematically tidied and re-sheeted with recycled road profilings.



Library and Community Centre

The Grove Library is a valued community destination for students looking for a place to study, families with young children who attend the popular story times and school holiday activities, and anyone looking for something to read, entertain or inform.

The Shire of Peppermint Grove manages the jointly funded library service in partnership with the Towns of Mosman Park and Cottesloe. The Grove Library also cooperates with other library services in the Western Suburbs to give Shire residents access to a much broader range of books and services than could otherwise be provided.

The Community Centre hosts numerous community groups such as West Coast Community Centre, Men's and Women's Probus Clubs, and U3A, which provide a wide range of recreational and social programs for local residents.

Grove Library and Community Centre

- Book loans increased slightly, with use of on-line services also remaining steady at around 4% of total loans.
- Technology help for seniors was offered in conjunction with students from PLC, and a small team of dedicated volunteers. "Be Connected" grants were used to purchase additional training resources.
- The 9th Cappuccino Concerts series of classical music concerts held in the Library every Sunday in July was well supported by local audiences.
- Two local authors launched their books at The Grove.
- Eight book groups held their regular meetings at The Grove.
- Five art exhibitions featuring local artists were held.
- West Coast Community Centre hosted 279 events including seminars, talks, demonstrations, games and excursions with a total of 8,224 attendances.

Library Services to Children and Students

- Storytime sessions were held four times each week for babies and children. There were 11,286 child attendances at storytime and school holiday events.
- The Youth Services Librarian visited every school, kindergarten and playgroup in the Shire throughout the year.
- Halloween was a signature event for local families again in 2018-2019 with around 450 children and accompanying adults attending the event.
- 116,161 children's books were loaned (55% of total loans).
- 1,202 students came to the Library from local schools for Children's Book Week.
- 120 entries were received for the Young Writers Competition.

Community History

The Grove's Community History Library collects and curates the history of the suburbs of Mosman Park, Cottesloe and Peppermint Grove, with an emphasis on digital preservation and dissemination.

- The Grove History Facebook page continued to drive research enquiries and, with the added promotion achieved by a dedicated noticeboard, the number of research requests rose this year from 155 to 225, a 68% increase. Property enquiries continued to be the dominant request.
- In May, the Librarian collaborated with Royal Freshwater Bay Yacht Club to facilitate an open day. This event was a popular activity during the National Trust Heritage Festival.
- A major oral history project, "A Hospital Close to Home: Private Hospitals in the Western Suburbs", was undertaken, capturing images, documents and memories of doctors, nurses and practices of the numerous small private hospitals and laying-in wards which were very common in the area.
- The Peppermint Grove Heritage Tour, available as an online app, has been downloaded 5,019 times.



John, Basil and Jenny from the Archives Committee of RFBYC, conducting heritage tours during the National Trust Heritage Festival

Community Development

The aim of Council's Community Development area is to bring people together to identify and respond to problems and opportunities; to participate with other local governments and organisations to deliver community programs and to generally improve the quality of life of Peppermint Grove residents. In 2018-2019, Community Development activities conducted by Council supported community events including Halloween, Seniors' Week Morning Tea, Carols by Candlelight, Australia Day and Anzac Day. Community initiatives were held for seniors while The Grove's Halloween event was held for families. Improvements continued to be made for people with disabilities and health and fitness programs were run for youth and seniors.

Community Events

The Shire's annual Carols by Candlelight was held at Manners Hill Park on 16 December 2018. Supported by Lotterywest and led by the Camelot Choir and Salvation Army Band, this proves to be a very successful event each year, attracting approximately 1,000 people. As has been the tradition for over twenty years, the Salvation Army gives all proceeds from the night to the Balga Early Learning Centre who in turn uses these funds to support those families in need of assistance.

The Shire was the lead council for the Combined Councils' Australia Day event in January 2019 held at Manners Hill Park. This event was supported by Lotterywest and was shared with the Town of Cottesloe and Town of Mosman Park. Over 400 people attended the event which included a citizenship ceremony welcoming over 60 new citizens to the community, an Affirmation Ceremony and a free community barbecue breakfast. Special guest and Australian Ambassador, Ashlee Harrison gave the Australia Day Address. The Shire awarded Mrs Elizabeth Anne (Annie) Fogarty as Citizen of the Year for her ongoing work as Executive Chairperson of the Fogarty Foundation and the Make New and Mend Group won the Award for Active Citizenship; this was received by Lesley Thomas.



Health and Fitness

In 2018-2019, the Shire of Peppermint Grove and the Town of Mosman Park continued their partnership program with the Heart Foundation to provide support for walking groups within our local communities. The program has been very successful with two registered Walk Organisers each hosting weekly walks. A well-attended morning tea was provided for the Heart Foundation Walking Groups at the Pavilion in Manners Hill Park in April 2019.

Sportslink is an inclusive program that teaches basic sports skills and confidence to children with disabilities from seven to twelve years of age. Qualified coaches and student volunteers work with participants to have fun and develop friendships while providing a positive opportunity for children with disabilities to engage in physical activity with a view to making a transition on to other community sporting groups. Initially funded by the Department of Sport and Recreation, this sustainable program is now run by staff and students from Presbyterian Ladies' College.

Mental Health Week

As World Mental Health Day is in October, the Shire helped celebrate Mental Health Week with a week of free seminars and activities. Seminars were held for parents of school aged children to assist in developing the resilience required to prevent, reduce and manage anxiety. A free Yoga session at Keanes Reserve was available for residents to help maintain positive mental wellbeing and to help celebrate Mental Health Week 2018.

Seniors

Seniors' First Aid workshops, presented by St John Ambulance Australia, were held at the Alf Adams Pavilion in Mosman Park for those seniors who were keen to refresh their first aid knowledge or learn basic first aid to gain a better understanding of skills required for common injuries and illnesses that can occur in everyday life. St John First Aid trainers provided information, advice and hands-on demonstrations including the recovery position, CPR, defibrillator use and common heart conditions.

The annual Seniors' Week Morning Tea was held in collaboration with the Towns of Mosman Park and Cottesloe and the Mosman Park Bowling Club in November to celebrate Seniors Week 2018 and to acknowledge seniors and show our appreciation for their valued contribution to the Peppermint Grove community. The high-tea style event included entertainment from Iona Presentation College students and the 7th Heaven Vintage Duo. Seniors were also able to enjoy an information display, door prizes provided by local businesses, show-bags for all attendees and a magnificent view of the Swan River.

Internet technology assistance was provided regularly during school terms by the students from Presbyterian Ladies' College in the library. This is very popular with senior residents and is held each Tuesday.

Carers Week

During October 2018, the Shire acknowledged carers everywhere by celebrating Carers Week. Local carers were welcomed to The Grove library for a free morning tea on Sunday 14 October 2018 with entertainment provided by St Hilda's music students. They were also treated to an art exhibition with art on show by the well-known local artist, Mary-Jane Malet.

Youth

Decorating cup-cakes in the community centre filled in wet afternoons during school holidays for the young people of Peppermint Grove. Each participant was given 4 cup cakes which they could decorate any way they wished from a choice of many colours. This has become a very popular holiday activity for boys and girls of all ages.

Presbyterian Ladies' College art students designed and produced the Shire's banner entry in the Banners in the Terrace Competition that was on display during July and August 2018. This annual exhibition of banners along St Georges and Adelaide Terrace features designs from communities and regions throughout Western Australia. The students designed a banner that they thought best incorporated the College with the Shire of Peppermint Grove.

Community Safety

Several community safety initiatives were held in the library during 2018-2019 with safety displays provided by RoadWise on Child Car Restraints, Distracted Drivers and Vehicle Safety.

In partnership with The Grove library, Towns of Cottesloe, Mosman Park and City of Nedlands another very successful Halloween HotSpot Safety Project promoted Halloween as a fun and safe, albeit scary event for young families in October 2018. The event was used to promote community safety and ensured that children could visit neighbours to "trick or treat" in a safe way. The Grove library offered a meeting place for families to enjoy an afternoon of spooky stories, a magic show, scary costume competitions, and tours through the Spooky Maze. A sausage sizzle was provided by a local community group.

A major approach to community safety is based on the simple fact that neighbours who know one another are more likely to look out for each other and take note of activities around their neighbourhood. Street parties are a great way for neighbours to keep in touch with each other and meet new neighbours. Both Keane Street and Irvine Street held street parties prior to Christmas.

Volunteers

In recognition of local long-serving volunteers, a sundowner was held on Friday 23 November 2018 at The Grove library as a way of thanking and celebrating the valuable contribution of volunteers within the local community. Volunteers who have dedicated their time and skills to community organisations over a long period of time were recognised by the Shire President and applauded by the hundred people in attendance.

A Volunteer Resource Centre is located in the "Pod" in the library each Monday, providing the community with a free, informative service about volunteering and will assist residents in finding a suitable volunteer role.

Sustainability

The Shire remains supportive of the work done by the WMRC including the Earth Carers courses that are run out of The Grove each year. A Recycling Station is located in The Grove library for residents and library members to place their batteries, globes and printer cartridges in for recycling.

Access and Inclusion

ACROD Bays were available for those wishing to attend Australia Day at Manners Hill Park in January 2019. Residents requiring special dietary requirements were accommodated for at all Shire events including the Australia Day barbecue breakfast, Seniors Week Morning Tea and the First Aid Workshop.



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Peppermint Grove

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the Shire of Peppermint Grove which comprises the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the Shire of Peppermint Grove:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Note 1 to the annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's annual financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996, does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. My opinion is not modified in respect of this matter.

Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of an annual financial report that is free from material misstatement, whether due to fraud or error.

In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.



Auditor's Responsibility for the Audit of the Financial Report

The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the annual financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the annual financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the annual financial report, including the disclosures, and whether the annual financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matters indicate significant adverse trends in the financial position of the Shire:
 - a. The Asset Sustainability Ratio has been below the Department of Local Government, Sport and Cultural Industries standard for the last two years. The financial ratios are reported at Note 28 of the annual financial report.
- (ii) The following material matters indicating non-compliance with Part 6 of the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:
 - a. Journal entries were posted by one senior employee without being reviewed by another senior staff member independent of preparation. Accounting journal entries can represent significant adjustments to previously approved accounting transactions, and should therefore be appropriately reviewed and approved.



- b. For approximately 49% of purchase transactions we sampled, there was inadequate or no evidence that sufficient number of quotations was obtained, to test the market, and no documentation to explain why other quotes were not sought. This practice increases the likelihood of not receiving value for money in procurement.
 - c. For approximately 69% of purchase transactions we sampled, there were no purchase orders raised. This practice increases the likelihood of inappropriate purchases being made.
 - d. For 2 out of 16 supplier service contracts we sampled, the contracts had expired. The Shire continued to procure services from these suppliers without testing the market. This practice increases the likelihood of not receiving value for money in procurement.
- (iii) All required information and explanations were obtained by me.
 - (iv) All audit procedures were satisfactorily completed.
 - (v) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter

The annual financial report of the Shire for the year ended 30 June 2018 was audited by another auditor who expressed an unmodified opinion on that annual financial report. The financial ratios for 2017 and 2018 in Note 28 of the audited annual financial report were included in the supplementary information and/or audited annual financial report for those years.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Peppermint Grove for the year ended 30 June 2019 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.

DON CUNNINGHAME
ASSISTANT AUDITOR GENERAL FINANCIAL AUDIT
Delegate of the Auditor General for Western Australia
Perth, Western Australia
12 December 2019

