



Peppermint Grove
The Garden Shire

ORDINARY COUNCIL MEETING

MINUTES

16 DECEMBER 2025

Date: Tuesday, 16th December 2025
Time: 5.30PM
Location: Council Chamber at the Shire of Peppermint Grove
1 Leake Street Peppermint Grove



Peppermint Grove

The Garden Shire

TABLE OF CONTENTS

ITEM	SUBJECT HEADING	PAGE
1	DECLARATION OF OFFICIAL OPENING	4
2.0	RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE.....	4
2.1	ATTENDANCE.....	4
2.2	APOLOGIES.....	5
2.3	LEAVES OF ABSENCE	5
2.4	NEW REQUEST FOR A LEAVE OF ABSENCE	5
3.0	DELEGATIONS AND PETITIONS.....	5
4.0	PUBLIC QUESTION TIME	5
5.0	DECLARATIONS OF INTEREST	6
5.1	FINANCIAL INTEREST	6
5.2	PROXIMITY INTEREST	6
5.3	IMPARTIALITY INTEREST	6
5.4	INTEREST THAT MAY CAUSE A CONFLICT	6
5.5	STATEMENT OF GIFTS AND HOSPITALITY.....	6
6.0	ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION).....	6
7.0	CONFIRMATION OF MINUTES	7
8.0	OFFICERS REPORTS.....	8
8.1	MANAGER DEVELOPMENT SERVICES	8

8.1.1	LOCAL PLANNING SCHEME AMENDMENT 4 – SHORT TERM RENTAL ACCOMMODATION	8
8.2	MANAGER INFRASTRUCTURE SERVICES	12
8.3	MANAGER CORPORATE AND COMMUNITY SERVICES.....	13
8.3.1	LIST OF ACCOUNTS PAID – 30 TH NOVEMBER 2025	13
8.3.2	FINANCIAL STATEMENTS FOR THE PERIOD ENDING 30 TH NOVEMBER 2025	15
8.4	CHIEF EXECUTIVE OFFICER	17
8.4.1	AUDIT, RISK AND IMPROVEMENT COMMITTEE – INDEPENDENT CHAIRPERSON	17
8.4.2	MATTERS FOR INFORMATION AND NOTING	19
9	COMMITTEE REPORTS	22
9.1	2024/25 Draft Audited Annual Financial Report and Report to the Audit Committee – Office of the Auditor General and Pitcher Partners	22
10	NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL	26
11	MOTIONS ON NOTICE	26
12	CONFIDENTIAL ITEMS OF BUSINESS	26
13	CLOSURE OF MEETING	26



ORDINARY COUNCIL MEETING MINUTES

1 DECLARATION OF OFFICIAL OPENING

At 5.32pm, 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 read aloud by Councillor Dawkins.

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
Deputy Shire President
Elected Member
Elected Member

Cr Karen Farley SC
Cr P Dawkins
Cr P Macintosh
Cr C Hohnen

Chief Executive Officer
Manager Corporate and Community services
Manager Development Services

Mr D Burnett
Mr J Clapham
Mr J Gajic

Gallery Nil Members of the Public
Nil Members of the Press

2.2 APOLOGIES

Elected Member Cr J Mahony
Elected Member 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

NIL

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.*

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE FROM A PREVIOUS MEETING

Nil

4.2 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)

President advised \$5,614 was raised for the Salvation Army at the Shire's Carols by Candlelight event.

7.0 CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION/COUNCIL DECISION – ITEM NO 7.1

Moved: Cr Dawkins

Seconded: Cr Hohnen

That the minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on the 25th of November 2025 be confirmed as a true and accurate record.

Carried 4/0

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

Against: Nil

8.0 OFFICERS REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

8.1.1 Local Planning Scheme Amendment 4 – Short Term Rental Accommodation

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Description</u>
Attachment	Item 8.1.1 - Attachment 1 - STRA Scheme Amendment Report.pdf

Location	:	Shire-wide
Application Number	:	LPS4 Scheme Amendment No. 4
Land Use	:	Short Stay Rental Accommodation
Voting Requirement	:	Simple Majority
Disclosure of Interest	:	Nil.
Previous Items	:	OCM Item 8.1, 22 July 2025
Applicant	:	N/A
Owners	:	N/A
Assessing Officer	:	Mr P Zadeian
Authorising Officer	:	Mr J. Gajic

PURPOSE OF REPORT

This report recommends Council adopt Amendment 4 to Local Planning Scheme No.4 (LPS4) to implement the State Government's planning reforms for Short-Term Rental Accommodation (STRA), which commence on 1 January 2026.

SUMMARY AND KEY ISSUES

- The Department of Planning Lands and Heritage (DPLH) on behalf of the Minister for Planning has directed the Shire to amend its LPS4 as a matter of priority.
- In July 2025, the Shire resolved to initiate and advertise Scheme Amendment 4 to enable new 'deemed' and 'model' land use classes and general STRA definitions.
- The attached Scheme Amendment Report outlines the specific details of Amendment 4.
- Scheme Amendment 4 was publicly advertised for 42 days concluding 3 December 2025, no submissions were received at the time of this report.

BACKGROUND

The State Government has committed to various initiatives to deliver better regulation of the short term rental accommodation sector, predominantly implemented through the Planning and Development (Local Planning Schemes) Regulations, 2015. It is these regulatory changes that have triggered the need for the Shire to amend LPS4.

STRA refers to the practice of renting out a property (or part of a property) for a short period of time, no longer than ninety (90) days to any one party, usually on a nightly or weekly basis. This type of accommodation is typically booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays.

CONSULTATION

In July 2025, the Shire resolved to initiate and advertise Scheme Amendment 4 to enable new 'deemed' and 'model' land use classes and general STRA definitions. Ministerial consent to advertise Amendment 4 for 42 days was subsequently granted, in accordance with section 47(4) of the Planning and Development (Local Planning Schemes) Regulations.

A public notice of the Amendment was published in the local newspaper as well as on the Shire's website, with physical copies provided at the Shire's administration centre. Referrals were made to the Department of Planning Lands and Heritage on behalf of the Western Australian Planning Commission (WAPC) and the Environmental Protection Authority (EPA).

At the conclusion of the 42-day public exhibition period no submissions were received. Accordingly, this report recommends the Shire now adopt and seek Ministerial endorsement to gazette Amendment 4 to Local Planning Scheme No.4 (LPS4), in accordance with the Planning and Development (Local Planning Schemes) Regulations.

STRATEGIC IMPLICATIONS

There were no strategic implications evident at this time.

LOCAL PLANNING POLICY IMPLICATIONS

A Local Planning Policy may be required to provide detailed guidelines for applicants of STRA developments, including the need for an operational management plan.

STATUTORY IMPLICATIONS

Proposed Amendment 4 will align and bring up to date the provisions of the Shire's LPS4 with new 'deemed' and 'model' land use classes and general definitions, which will enable STRA development approvals to be obtained from the 1 January 2026.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report. The costs of administering and advertising Amendment 4 was met through Development Services operational accounts.

OFFICER COMMENT

Historically STRA within the Shire's Planning Scheme has taken the form of a traditional motel and/or a bed and breakfast premises, which enables residents to provide various types and styles of short term accommodations.

Currently, LPS4 defines short stay accommodation as being permissible within its residential and commercial zones and meaning *“temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12-month period.”*

There are two (2) STRA sites currently operating within the Shire, and a further two (2) pending renewal. There have been no known compliance issues associated with these STRA sites. Recommendation 6 of the Shire’s Report of Review, endorsed by the WAPC in 2024, foreshadows a review of zoning table land uses with the potential to include revised or new provisions for short stay accommodation.

Notwithstanding this previously agreed approach, the DPLH on behalf of the Minister for Planning has now directed the Shire to amend its LPS4 as a matter of priority. Recent amendments to planning regulations are based on policy direction provided through the WAPC’s Position Statement: Planning for Tourism and Short-Term Rental Accommodation (Position Statement) and associated Guidelines.

This Position Statement responds to recommendations made in the 2019 Parliamentary Enquiry Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia. It includes development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

These regulatory changes have triggered the urgent need for the Shire to amend its scheme. Section 75 of the *Planning and Development Act, 2005* enables the Shire to amend its LPS4 with the approval of the Minister for Planning.

Regulation 35 of Planning and Development (Local Planning Schemes) Regulations 2015 requires a formal resolution to adopt an amendment to LPS4. Proposed Amendment 4 is a ‘standard scheme amendment’ by virtue of it being:

- a) An amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- b) An amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
- c) An amendment that is not considered to be a complex or basic amendment.

Specifically, proposed Amendment 4 will align and bring up to date the provisions of the Shire’s LPS4 with new ‘deemed’ and ‘model’ land use classes and general definitions. This includes the deletion of definitions for ‘short-term accommodation’, ‘bed and breakfast’ and ‘motel’ which have been removed to avoid confusion with new terms relating to ‘short-term rental accommodation’.

The amendment was advertised for 42-days and is now required to be reported back to Council for further consideration and adoption. At the time of this report, no objections or submissions were received.

In effect, this scheme amendment will enable STRA development approvals to be obtained once Amendment 4 to LPS4, has been gazetted.

In addition, a Draft Local Planning Policy is considered appropriate in order to provide detailed guidelines for STRA applicants, including the need for an operational management plan that includes a code of conduct.

OFFICER RECOMMENDATION/COUNCIL DECISION – ITEM NO 8.1.1

Moved: Cr Macintosh

Seconded: Cr Hohnen

That Council resolves to:

- 1. Adopt Amendment 4 to Local Planning Scheme 4, and refer to the Western Australian Planning Commission, without modification and in accordance with Clause 50 of the Planning and Development (Local Planning Schemes) Regulations, 2015.**
- 2. Prepare a Local Planning Policy for short term rental accommodation within the Shire, including the need for an operational management plan that includes a code of conduct.**

Carried 4/0

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

Against: Nil

8.2 MANAGER INFRASTRUCTURE SERVICES

Nil

8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

8.3.1 List of Accounts Paid – 30th November 2025

ATTACHMENT DETAILS

Attachment No	Description
Attachments	Accounts Paid – October 2025 - Payment Details - November 2025.pdf Credit Card Expenses – October 2025 - Credit Cards - November 2025.pdf

Voting Requirement	: Simple Majority
Subject Index	: Financial Management
Disclosure of Interest	: Nil
Responsible Officer	: Jeremy Clapham, Manager of Corporate and Community Services
Authorising Officer	: Don Burnett, 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 November 2025:

- Superchoice – superannuation \$21,357.92
- ATO – BAS \$61,068.00
- Superchoice - \$20,122.70
- Veolia – waste services \$22,935.70

Background

The Attachment lists detail all payments made in November 2025 and credit card transactions for November 2025 (paid in October 2025). 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	EFT00101 - EFT00105	\$275,640.45
Direct Debits	DD00111 - DD00114	\$9,586.35
Payroll		\$121,948.48
Bank fees		\$560.10
BPAY	BPAY007 – BPAY008	\$5,827.45
Credit Cards – September 2025	CC00016	\$8,466.51
TOTAL		\$422,029.34

Consultation

There was no 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.

OFFICER RECOMMENDATION/COUNCIL DECISION – ITEM NO 8.3.1

Moved: Cr Macintosh

Seconded: Cr Hohnen

That Council receive the list of payment of accounts by electronic funds transfers, direct debit, BPAY and credit cards for the month of November 2025, totalling \$422,029.34

Carried 4/0

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

Against: Nil

8.3.2 Financial Statements for the period ending 30th November 2025

ATTACHMENT DETAILS

Attachment No	Description
Attachments	Monthly financial Report for the period ended 30 November 2025 - Monthly Financial Report November 2025.pdf

Voting Requirement	:	Simple Majority
Subject Index	:	Financial Statements for the Period ended 30 November 2025
Disclosure of Interest	:	Nil
Responsible Officer	:	Jeremy Clapham, Manager of Corporate and Community Services
Authorising Officer	:	Don Burnett, Chief Executive Officer

Purpose of Report

To receive the monthly financial statements for the period ended 30 November 2025.

Summary and Key Issues

The surplus at 30 November 2025 is \$3,172,654, which is \$316,676 more than budgeted for. The main reasons for this variance are: underspend in operating expenditure of \$121,861, more income than budgeted of \$88,623, underspend in capital expenditure of \$172,597 and a lower than forecasted opening surplus in the amount of \$89,562.

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 November 2025.

Consultation

There was no 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 November 2025 is \$3,172,654, which is \$316,676 more than budgeted for.

Officer Comments

The opening surplus is \$528,946 (confirmed after completion of the 2024-25 audit), which is \$89,562 less than estimated at the time that the budget was compiled, and \$448,628 more than budgeted for.

Investment of Municipal and Reserve Funds - as at 30 November 2025:

Fund	Purpose	Balance at end of month	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest for the year
Corporate Cheque Account	Municipal Funds	\$2,706,768	Ongoing	Ongoing	N/A	3.65%	\$100,000
Term Deposit	Reserve Funds	\$2,148,466	27/10/25	24/6/26	276	4.10%	\$88,000

OFFICER RECOMMENDATION/COUNCIL DECISION – ITEM NO 8.3.2

Moved: Cr Dawkins

Seconded: Cr Hohnen

That Council receives the monthly financial statements for the period ended 30 November 2025.

Carried 4/0

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

Against: Nil

8.4 CHIEF EXECUTIVE OFFICER

8.4.1 Audit, Risk and Improvement Committee – Independent Chairperson

MANAGEMENT/GOVERNANCE/POLICY

Voting Requirement	:	Absolute
Subject Index	:	Audit
Disclosure of Interest	:	Nil
Author	:	CEO
Responsible Officer	:	CEO

PURPOSE OF REPORT

To consider the appointment of the Chairperson and Deputy Chairperson to the Audit, Risk and Improvement Committee (ARIC)

SUMMARY AND KEY ISSUES

The Local Government Act now requires an independent person to be appointed as Chairperson to the ARIC as well as an independent Deputy Chairperson also to be appointed.

BACKGROUND

The Local Government Amendment Act 2024 requires an independent person to be appointed to the ARIC. There is also a requirement for an independent person to be appointed as deputy chairperson.

CONSULTATION

There has been no specific consultation undertaken on the matter.

STRATEGIC IMPLICATIONS

There are no specific strategic implications with this matter.

POLICY IMPLICATIONS

There are no policy implication with this matter.

STATUTORY IMPLICATIONS

The Local Government Act 1995
The Local Government Amendment Act 2024

FINANCIAL IMPLICATIONS

A meeting fee of \$450 plus travel will be paid to the Chairperson. It is anticipated that around 3 meetings will be held a year.

ENVIRONMENTAL IMPLICATIONS

There are no direct environmental implications with this report.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The WA Local Government Association (WALGA) called expressions of interest for the positions of Chairperson and Deputy Chairperson. From the WALGA, list several registrants were contacted. It is recommended that David Price (CV circulated under separate cover) is appointed as Chairperson of the ARIC with Leah Horton as Deputy Chairperson. Leah Horton was not on the WALGA list but recommended for the position (CV circulated under separate cover).

The appointment expires on the next ordinary election day, being 16th October 2027.

OFFICER RECOMMENDATION/COUNCIL DECISION – ITEM NO 8.4.1

Moved: Cr Hohnen

Seconded: Cr Dawkins

That Council

- 1. Appoints David Price, Director, Elevate Management and Workplace Solutions, as Chairperson of the Audit, Risk and Improvement Committee**
- 2. Appoints Leah Horton as the Deputy Chairperson to the Audit Risk and Improvement Committee.**
- 3. Pays a sitting fee of \$450 per meeting and travel costs to the Chairperson.**
- 4. Notes that both terms will expire on 16 October 2027.**

Carried 4/0

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

Against: Nil

MANAGEMENT/GOVERNANCE/POLICY**8.4.2 Matters for Information and Noting****ATTACHMENT DETAILS**

Attachment No	Description
Attachment	Library Management Group November 2025 notes.pdf
Attachment	Draft Annual Report 2024-2025.pdf

Voting Requirement	:	Simple Majority
Subject Index	:	Matters for Information November 2025
Disclosure of Interest	:	Nil
Author	:	Jennifer Court, Projects and Policy 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.
- Recycling.
- Library Management Notes

Planning Applications Determined November 2025

Application Number	Location	Description	Discretion Sought	Decision
DA2025/00019	30 View Street	Alterations and Additions to a Single House (Garage/Store) and Ancillary Works (Street Wall, Tree Damaging Activity and Demolition)	Nil	Approved under Delegation
DA2023/00016 (Amendment no. 3)	52 The Esplanade	Single House, Ancillary Accommodation and Ancillary Works (Reintroduction of a Porte Cochere, Alterations to the Street Wall and Landscaping)	Lot boundary setback (previously granted)	Approved under Delegation
DTC-00021	149 Forrest Street	Deemed-to-Comply Check Alterations and Additions to a Single House	N/A	Exempt from Development Approval

Infringements Issued November 2025

Location	Breach	Amount
Crossland Court	Stopping within continuous yellow lines	\$100

Library Statistics for November 2025

Library Stats	October 2025	October 2024	October 2023
Loans	19,786	20,269	18,667
Borrowers registered	91	99	217

CONSULTATION

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

STRATEGIC IMPLICATIONS

There are no strategic implications in respect of this matter.

POLICY IMPLICATIONS

There are no policy implications in respect of this matter.

STATUTORY IMPLICATIONS

There are no statutory implications in respect of this matter.

FINANCIAL IMPLICATIONS

There are no financial implications in respect of this matter.

OFFICER COMMENT

That Council notes the updates outlined in the above tables across a number of areas of the Shire's operations.

The Library Management Group meeting notes outline that the Grove library has made provision for the purchase of two new pods for community hiring.

The draft 2024/25 Annual Report is included for adoption. The annual report includes the corporate report and financial report, which has been received by the Audit, Governance and Risk Committee. The annual report is made available to residents as part of the Annual Electors Meeting in February.

OFFICER RECOMMENDATIONS/COUNCIL DECISION – ITEM 8.4.2

Moved: Cr Hohnen

Seconded: Cr Dawkins

That Council

- 1. Receives the information in this report.**
- 2. Adopts the 2024/25 Annual Report**

Carried 4/0

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

Against: Nil

9 COMMITTEE REPORTS

9.1 2024/25 Draft Audited Annual Financial Report and Report to the Audit Committee – Office of the Auditor General and Pitcher Partners

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	SOPG 2024-25 AFR DRAFT.pdf
Attachment	FY25 Shire of Peppermint Grove- Closing Report.pdf
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 receive the Draft Audited Annual Financial Statements for the year ended 30 June 2025 and the Report to the Audit Committee prepared by Pitcher Partners.

SUMMARY AND KEY ISSUES

The 2024/25 Draft Audited Annual Financial Statements have been prepared and the Committee is requested to receive the document. There were no issues identified during the audit for management to address (no issues in 2023/24).

BACKGROUND

The financial statements for the year ended the 30 June 2025, were presented to the Auditor for audit purposes and following the required amendments were presented to the Office of the Auditor General (OAG) for signing. Once the Audit Committee has received the Draft Annual Financial Statements, the audit report will be signed. It will then be presented to Council at the December Ordinary Council Meeting.

CONSULTATION

Pitcher Partners and the Office of the Auditor General.

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.

Section 6.4 of the Local Government Act states:

6.4 Financial report

(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2) The financial report is to —

(a) be prepared and presented in the manner and form prescribed; and

(b) contain the prescribed information.

(3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —

(a) the accounts of the local government, balanced up to the last day of the preceding financial year;

and

(b) the annual financial report of the local government for the preceding financial year.

FINANCIAL IMPLICATIONS

There are no Financial Implications in respect to this matter.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time

SOCIAL IMPLICATIONS

There are no Social Implications identified at this time.

OFFICER COMMENT

The audit for the 2024/25 financial year has been completed and provides an overview of the financial activities for the 2024/25 year. There were no issues identified during the audit for management to address (no issues in 2024/25).

The Report to the Audit Committee is provided in connection with the audit of the Shire of Peppermint Grove's annual financial report for the year ended 30 June 2025 for the purpose of expressing an opinion as to whether the annual financial report is fairly presented in accordance with the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

The following categories of representation have been made:

- General
- Fair value measurements and disclosures
- Contingent liabilities
- Commitments for capital expenditure
- Contaminated sites

- Related entities
- Related parties
- Key management personnel compensation
- Subsequent events
- Internal control
- Insurance
- Risk management
- Accounting misstatements
- Electronic presentation of the audited financial report and auditors report
- Other (unaudited) information in the annual report

The Draft Annual Report, covering operational aspects of the Shire for 2024/25 will be circulated to Councillors under separate cover with the view of being formatted for presentation at the Annual Electors Meeting.

The Shire is required to hold an Annual Electors Meeting; and it is recommended that this be held at 5.00pm on Tuesday 10th February 2026 in the Council Chambers. The meeting will be immediately prior to the agenda forum meeting scheduled for 5.30pm.

2024/25 Closing Surplus

The estimated closing surplus as at 30 June 2025 was anticipated to be \$618,509, however following year-end adjustments, this was adjusted to \$528,946.

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION – ITEM 9.1

That Council

- 1. Receives the draft audited 2024/25 Annual Financial Statements and the Report to the Audit Committee as prepared by Pitcher Partners,**
- 2. Holds the Annual Electors Meeting on Tuesday 10th February 2024 at 5.00pm in the Council Chambers.**

ALTERNATIVE MOTION

Moved: Cr Dawkins

Seconded: Cr Hohnen

That Council

- 1. Receives the draft audited 2024/25 Annual Financial Statements and the Report to the Audit Committee as prepared by Pitcher Partners,**
- 2. Holds the Annual Electors Meeting on Tuesday 10th February 2024 at 5.15pm in the Council Chambers.**

Carried 4/0

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

Against: Nil

10 NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL

11 MOTIONS ON NOTICE

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

12 CONFIDENTIAL ITEMS OF BUSINESS

13 CLOSURE OF MEETING

At 5.47pm, there being no further business the meeting closed.