



Peppermint Grove

The Garden Shire

NOTICE OF MEETING

Dear Councillor

It is advised that the **Ordinary Council Meeting** will be held in the Council Chamber on the Shire of Peppermint Grove, 1 Leake Street, Peppermint Grove, on 25th November 2025 commencing at 5.30pm.

MEETING AGENDA ATTACHED

Yours faithfully

A handwritten signature in black ink, appearing to read 'Don Burnett', is written over a light blue horizontal line.

Mr Don Burnett
CHIEF EXECUTIVE OFFICER
20th November 2025

Date: Tuesday, 25th November 2025
Time: 5.30PM
Location: Council Chamber at the Shire of Peppermint Grove
1 Leake Street Peppermint Grove



Peppermint Grove

The Garden Shire

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Peppermint Grove *The Garden Shire*

ORDINARY COUNCIL MEETING AGENDA

1 DECLARATION OF OFFICIAL OPENING

At ____ pm, 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 _____.

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 Karen Farley SC
Deputy Shire President	Cr P Dawkins
Elected Member	Cr J Mahony
Elected Member	Cr P Macintosh
Elected Member	Cr E Bond
Elected Member	Cr C Hohnen
Chief Executive Officer	Mr D Burnett
Manager Corporate and Community services	Mr J Clapham
Manager Development Services	Mr J Gajic

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

2.2 APOLOGIES

2.3 LEAVES OF ABSENCE

2.4 NEW REQUEST FOR A LEAVE OF ABSENCE

3.0 DELEGATIONS AND PETITIONS

4.0 PUBLIC QUESTION TIME

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

1. The Agenda;
2. Question to Council; and
3. Deputation Forms.

Have been placed at the end of the Council Meeting table in front of the public gallery, for the public, as well as on the Shire Webpage. In the event there are no public members present, the Presiding Member will dispense with Public Question Time.

Rules for Council Meeting Public Question Time

- a) *Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.*
- b) *During the Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.*
- c) *Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.*
- d) *All questions should be directed to the President and only questions relating to matters affecting Council may be answered at an Ordinary meeting, and at a Special meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting, at the discretion of the President.*
- e) *The person presiding will control Public Question Time and ensure that each person wishing to ask a question should state his or her name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated. In general, persons seeking to ask a question will be given 2 minutes within which to address their question to the Council. The person presiding may shorten or lengthen this time in their discretion.*

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

Nil

4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

5.0 DECLARATIONS OF INTEREST

5.1 FINANCIAL INTEREST

5.2 PROXIMITY INTEREST

5.3 IMPARTIALITY INTEREST

5.4 INTEREST THAT MAY CAUSE A CONFLICT

5.5 STATEMENT OF GIFTS AND HOSPITALITY

6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

7.0 CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION– ITEM NO 7.1

Moved:

Seconded:

That the minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on the 14th of October 2025 be confirmed as a true and accurate record.

That the minutes of the Special Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on the 21st of October 2025 be confirmed as a true and accurate record.

8.0 OFFICERS REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

Nil

8.2 MANAGER INFRASTRUCTURE SERVICES

Nil

8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

8.3.1 List of Accounts Paid – 31st October 2025

ATTACHMENT DETAILS

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

- Superchoice – superannuation \$20,571.37
- LGIS - insurance \$67,821.51
- WMRC – waste charges \$23,186.45
- Superchoice - \$20,193.37
- Veolia – waste services \$20,038.25
- Open Systems Technologies – IT costs and subscriptions - \$25,926.27
- Danthonia Designs – entry statements - \$25,387.71
- Superchoice – superannuation \$21,039.05

Background

The Attachment lists detail all payments made in October 2025 and credit card transactions for October 2025 (paid in September 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	EFT000094 - EFT00100	\$349,604.97
Direct Debits	DD00102 - DD00110	\$18,867.27
Payroll		\$181,256.10
Bank fees		\$1,034.94
Credit Cards – September 2025	CC00016	\$21,439.16
TOTAL		\$572,202.44

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– ITEM NO 8.3.1

That Council receive the list of payment of accounts by electronic funds transfers, direct debit, BPAY and credit cards for the month of October 2025, totalling \$572,202.44

8.3.2 Financial Statements for the period ending 31st October 2025

ATTACHMENT DETAILS

Attachment No	Description
Attachments	Monthly financial Report for the period ended 31 October 2025 - Monthly Financial Report October 2025.pdf

- Voting Requirement : Simple Majority
- Subject Index : Financial Statements for the Period ended 31 October 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 31 October 2025.

Summary and Key Issues

The opening surplus is \$528,946, which is \$89,563 less than estimated at the time that the budget was compiled. This can be further adjusted during the final audit process. The actual surplus at 31 October 2025 is \$3,412,543, which is \$185,437 more than budgeted for.

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 31 October 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 for the year ended 30 June 2025 is \$528,946, subject to further adjustments by the auditors. The surplus at 31 October 2025 is \$3,412,543.

Officer Comments

The opening surplus is \$528,946, which is \$89,563 less than estimated at the time that the budget was compiled. This can be further adjusted during the final audit process. The actual surplus at 31 October 2025 is \$3,412,543, which is \$185,437 more than budgeted for.

Investment of Municipal and Reserve Funds - as at 31 October 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	\$2,841,800	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– ITEM NO 8.3.2

That Council receives the monthly financial statements for the period ended 31 October 2025.

8.4 CHIEF EXECUTIVE OFFICER

MANAGEMENT/GOVERNANCE/POLICY

8.4.1 Extraordinary Elections

ATTACHMENT DETAILS

Attachments	Description
Attachments	Cost Estimate Letter: 2026 Local Government Extraordinary Election - Cost Estimate_LGX2026_PeppermintGrove.pdf Written Agreement: Local Government Extraordinary Election - LGX2026 Written Agreement Letter_PeppermintGrove.pdf

Voting Requirement : Absolute
 Subject Index : Election 2025
 Disclosure of Interest Nil
 Author : Jeremy Clapham, Manager of Corporate and Community Services
 Responsible Officer : Don Burnett, CEO

PURPOSE OF REPORT

To set a date for the conduct of the extra ordinary election to fill the vacancy unfilled from the October 2025 elections, to appoint the WAEC to run the election and to confirm that the election will be a postal election.

SUMMARY AND KEY ISSUES

At the close of nominations for Council in the October 2025 election, there were 3 nominations for the 4 vacancies, leaving 1 vacancy.

- Council is required within four months to hold an extra ordinary election to fill this vacancy, unless otherwise approved by the Western Australian Electoral Commission (WAEC).
- The WAEC has approved the date of 26 March 2026 and allows the extraordinary election to be held more than 4 months beyond the date that the vacancy occurred.
- The WAEC has agreed to run the election.
- The election is to be run as a postal election.

BACKGROUND

The Shire election scheduled for 18 October 2025 had four vacancies. At the close of nominations on 4 September, three nominations were received, with Councillors Farley, Dawkins and Hohnen elected unopposed. Cr Jackson did not renominate.

As there was one vacancy not filled, an extra ordinary election needs to be held within 4 months.

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

Section 4.75 (3) of the Local Government Act 1995 requires that an unfilled vacancy from the ordinary elections is to be filled by an extra ordinary election to be held within four months.

Council also needs to formally appoint the Electoral Commissioner to conduct the election and determine that the election be by postal vote.

FINANCIAL IMPLICATIONS

The 2025/26 budget made provision for \$15,000 (based on the WA Electoral Commission estimate), to conduct the October ordinary election. As there was no election, these funds were not required, however there are still expected to be some minor costs involved with the preparation for an election. The extraordinary election will cost a similar amount to an ordinary election, as advised by the WAEC on 3 November 2025.

ENVIRONMENTAL IMPLICATIONS

There are no direct environmental implications with this report.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

It is a requirement of the Local Government Act that Council holds an extraordinary election to fill this vacancy. The WAEC has approved that the extraordinary election be held on the 26th March 2026,. The election is to be run as a postal election and the estimated cost as advised by the WAEC is \$15,000.

OFFICER RECOMMENDATION– ITEM NO 8.4.1

That Council:

- 1. Declares, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 26 March 2026 extraordinary election, together with any other elections or polls which may be required;**
- 2. Decides, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.**

MANAGEMENT/GOVERNANCE/POLICY

8.4.2 Matters for Information and Noting

ATTACHMENT DETAILS

Attachment	Description
Voting Requirement	: Simple Majority
Subject Index	: Matters for Information October 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.

Building Applications Determined October 2025

Application Number	Location	Description	Decision
BA2025/00027	33R Irvine Street	Pergola (Aluminium Operable Louvres)	Approved
BA2025/00028	45 Johnston Street	Alfresco Additions and Repairs	Approved

Planning Applications Determined October 2025

Application Number	Location	Description	Discretion Sought	Decision
DA20205/00015	34 Keane Street	Alterations and Additions to a Single House, Garage, Swimming Pool and Ancillary Works (Demolition, Street and Right-of-Way Fencing, Solar Collectors)	Lot boundary setback, ROW fencing height	Approved under Delegation
DA2025/00006	1 Bungalow Court	Single House and Ancillary Works (Dividing Fencing, Retaining Walls, Siteworks)	Plot ratio, street setback, lot boundary setbacks, visual privacy, siteworks, landscaping, fencing, sightlines, and vehicular access	Approved under S257(c) of the Planning and Development Act
DA2024/00018	17 Keane Street	Amendment to Alterations and Additions to a Single House (Roof Ridgeline and Parapet Wall)	Nil	Approved under Delegation
DTC-0020	42 Johnston Street	Deemed-to-Comply Check	N/A	Development Approval Required

Miscellaneous Approvals October 2025

Location	Description	Decision
Presbyterian Ladies College, 18 McNeil Street	Public Event Permit for PLC Open Garden Day	Approved
Presbyterian Ladies College, 18 McNeil Street	3 x Trader's Permits for commercial food trucks for PLC Open Garden Day	Approved
Presbyterian Ladies College, 18 McNeil Street	Stallholder's Permit for PLC Parent Committee stalls for PLC Open Garden Day	Approved (fee exempt)
Freshwater Bay Foreshore, The Esplanade	Trader's Permit annual renewal for Perth Stand Up Paddleboard School	Approved
16 The Esplanade	Crossover realignment (off Forrest Street)	Approved

Infringements Issued October 2025

Location	Breach	Amount
Butler Way	Parking Contrary to Signs or Limitations	\$50
Butler Way	Parking Contrary to Signs or Limitations	\$50
Butler Way	Parking Contrary to Signs or Limitations	\$50
Butler Way	Parking Contrary to Signs or Limitations	\$50
View Street	Causing an Obstruction	\$100

Library Statistics for October 2025

Library Stats	October 2025	October 2024	October 2023
Loans	21,353	21,789	20,167
New Borrowers	116	97	239

Recycling Statistics

PRODUCT PERCENTAGES JULY 2025-JUNE 2026

COMMODITY PRODUCTION	PRODUCT PERCENTAGE	PRODUCT TONNAGE
AL CANS	0.41	0.16
MIXED PAPER	24.96	9.64
ONP	0.00	0.00
OCC	22.06	8.52
STEEL	2.72	1.05
GLASS	20.38	7.87
MIXED PLASTICS	2.10	0.81
PET	1.50	0.58
HDPE	1.50	0.58
TOTAL RECOVERABLE	75.64	29.20
RESIDUAL WASTE	24.36	9.41
ANNUAL TOTAL PERCENTAGES	100.00	38.61

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 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.

OFFICER RECOMMENDATIONS – ITEM 8.4.2

That Council receives the information in this report.

9 COMMITTEE REPORTS

Nil.

10 NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL

10.1 RFQ - Leake Street and The Esplanade Road Program

Attachment	Description
Porters Report	Porter Consulting Engineering Report.pdf
RfQ Evaluation Recommendation	Confidential Report – RFQ Evaluation and Recommendation (distributed under separate cover).
Voting Requirement	: Absolute
Subject Index	: Road Program
Disclosure of Interest	Nil
Author	: Don Burnett, Chief Executive Officer
Responsible Officer	: Don Burnett, Chief Executive Officer

PURPOSE OF REPORT

To consider the Request for Quotes (RFQ) to undertake road rehabilitation works on Leake Street and The Esplanade.

SUMMARY AND KEY ISSUES

- A portion of Leake Street (Stirling Hwy to the eastern carpark entrance to Cottesloe Central) and The Esplanade (Leake to top of the hill at Bindaring) have been program for a number of years for renewal/resurfacing works.
- RFQ were called through the WA Local Government (WALGA) panel.
- submissions were received, both over the budget provision.

BACKGROUND

Council road network is assessed on a regular basis to determine each roads condition and long term renewal requirements. A portion of Leake Street and The Esplanade are due for renewal, which will involve milling off the top layer of asphalt and resurfacing. The works includes some new kerbing, all new line marking and for The Esplanade, new plateau for traffic management.

RFQ's were issued to 4 companies on WALGA's preferred panel for civil works.

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 allows local governments to issue RFQs to contractors on a WALGA panel.

FINANCIAL IMPLICATIONS

The 2025/26 budget made provision of \$247,705 for The Esplanade project, made up of grant funding of \$137,705 and the balance of \$110,000 transferred from the Road Reserve account. An amount of \$224,314 is provided for the Leake Street project, made up of grant funds of \$149,543, with \$74,771 from the reserve account.

Based on the preferred contractor quote of \$359,565 for Leake Street and \$489,722 for The Esplanade, the budget will be short by approximately \$380,000. An additional \$92,000 can be drawn down from Federal Roads to Recovery (R2R), which was scheduled to be paid over the next 5 years. The balance of around \$288,000 can be funded from the Road Reserve account, which is projected to have a balance at 30 June 2026 of around \$700,000 and s budget reallocation in the midyear budget review.

ENVIRONMENTAL IMPLICATIONS

There are no direct environmental implications with this report.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The two road projects considered in this report are required to be completed based on the technical assessment of their condition and life expectancy.

Two RFQs responses were received and the assessment of the RFQs is attached as a confidential document, along with a copy of the engineering specifications. The preferred treatment is asphalt reseal.

Both of the submission were substantially over budget. These jobs are relatively small for civil construction companies and there are some specific requirements, such as night works for Leake Street to lessen the impact at the shopping centre and for The Esplanade, works to be done during school holidays. The Esplanade is also to have one lane open to traffic all the time. The cost of traffic management is a significant factor in the costs of works.

These project needs to be done, so the funding shortfall needs to be found.

The Shire is receiving two grants from Main Roads WA (MRWA) totalling \$266,729 under their Metropolitan Regional Road Grants (MRRG) scheme. This grant comes out of a pool of funds allocated to metropolitan local governments based on a road classification and condition report. Most of the Shire roads don't qualify for these grants due to low volume of traffic. If the grant isn't used for the allocated road, it is put back into the pool and allocated to other local governments. The grants allocated are based on MRWA cost estimates for each project. The grants aren't reflecting the increase in the cost of materials being experienced in the sector.

The budget also has an amount of \$20,519, being a federal Roads to Recovery (R2R) grant. The R2R grant is actually \$112,856 and is not allocated to any specific road but must be used on road improvements. The grant is paid in instalments over the next 5 years however Council can call in a lump sum for a specific project if required, which is proposed here.

Allowing for the additional R2R grant of \$92,337, with the balance of \$288,000 to be either transferred from the Road Reserve Account, met from the mid-year budget review in March or a combination of both.

OFFICER RECOMMENDATION– ITEM NO 10.1

That Council

- 1. Awards the RFQ for the Leake Street and The Esplanade Road reseal works to contractor WCP Civil for the quoted price of \$849,288.33**
- 2. Approve the allocation of the balance of the current R2R grant of \$92,337 to this project**
- 3. Authorise the CEO to approve contract variations of up to 10% of the contract value**
- 4. Identify in the mid-year budget review funding of the shortfall from the Road Reserve Account, Municipal Revenue or a combination of both.**

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 ___pm, there being no further business the meeting closed.