



Shire of  
Peppermint Grove

# **SPECIAL COUNCIL MEETING**

# **MINUTES**

**HELD ON**  
**TUESDAY 8 FEBRUARY 2022**  
**AT**  
**5.00PM**

Shire of  
Peppermint Grove**TABLE OF CONTENTS**

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Special Council Meeting - **Minutes**  
**8 FEBRUARY 2022**

|           |  |           |
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Shire of  
Peppermint Grove

## SPECIAL COUNCIL MEETING MINUTES

### 1 DECLARATION OF OFFICIAL OPENING

At 5.00pm, the Deputy Shire President declared the meeting open and requested the recording of attendance and apologies.

The media advised they were not recording the meeting.

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

#### 2.1 ATTENDANCE

Deputy Shire President (Presiding Member)  
Elected Member  
Elected Member  
Elected Members  
Elected Member

Cr C Hohnen  
Cr D Horrex  
Cr P Macintosh  
Cr P Dawkins  
Cr D Jackson

Chief Executive Officer  
Manager Corporate Services & Community Services  
Manager Development Services  
Manager Infrastructure Services

Mr D Burnett  
Mr M Costarella  
Mr R Montgomery  
Mr Donovan Norgard

**Gallery**    0 Members of the Public  
                  1 Member of the Press

#### 2.2 APOLOGIES

Shire President  
Elected Member

Cr R Thomas  
Cr K Farley



### **3 DELEGATIONS AND PETITIONS**

#### **3.1 DELEGATIONS**

NIL

#### **3.2 PETITIONS**

NIL

#### **3.3 PRESENTATIONS FROM THE PUBLIC**

NIL

#### **4 PUBLIC QUESTION TIME**

The Presiding Member opened council for public question time by asking the gallery if there were any questions or deputation for council.

- The Agenda
- Question to Council Forms and
- Deputation Forms

Were 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.

##### **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)
- c) *During the Special Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.*
- d) *Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.*
- e) *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.*
- f) *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

#### **4.3 DEPUTATIONS OF THE PUBLIC**

NIL



## **5 DECLARATIONS OF INTEREST**

*Councillors / Staff are reminded of the requirements of section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the Shire's Code of Conduct. Councillors / staff are required to submit declarations of interest in writing on the prescribed form.*

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

NIL

## **7 CONFIRMATION OF MINUTES**

Nil adoption of Minutes at this meeting.

## 8 OFFICER REPORTS

### 8.1 MANAGER CORPORATE AND COMMUNITY SERVICES

#### 8.1.1 2020/21 ANNUAL REPORT INCLUDING AUDITED ANNUAL FINANCIAL STATEMENTS

##### CORPORATE

##### ATTACHMENT DETAILS

| Attachment No | Details   |
|---------------|---|
| Attachment    | 2020/21 Annual Report and Audited 2020/21 Annual Financial Statements |

|                        |   |  |
|------------------------|---|--|
| Voting Requirement     | : | Absolute Majority  |
| Subject Index          | : | Financial Management                                       |
| Disclosure of Interest | : | Nil  |
| Responsible Officer    | : | Michael Costarella, Manager Corporate & Community Services |

##### PURPOSE OF REPORT

The purpose of this report is to receive the 2020/21 Annual Report and Audited Annual Financial Statements for the year ended 30 June 2021.

##### SUMMARY AND KEY ISSUES

- The 2020/21 Audited Annual Financial Statements have been completed and Council is requested to adopt the document.
- It is proposed that the Annual Electors meeting is set for 5.00pm, Tuesday 22 February 2022.

##### BACKGROUND

The financial statements for the year ended the 30 June 2021, were presented to the Auditor for audit purposes and following a number of amendments were presented to the Office of Auditor General (OAG) for final endorsement.

An Audit, Governance & Risk Committee was held on the 20 December 2021

The OAG has also provided comment on the financial report and these are also included as an attachment.



## **CONSULTATION**

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

## **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.*

### **• 5.27. Electors' general meetings**

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.*

## **FINANCIAL IMPLICATIONS**

Nil



## **OFFICER COMMENT**

The audit for the 2020/21 financial year has been completed and provides an overview of the financial activities for the 2020/21 year.

### **2020/21 Closing Surplus**

The estimated closing budget surplus at 30 June 2020 was anticipated to be \$6,873 this was later reviewed in February 2021 and was adjusted to \$45,832.

The actual closing surplus for the 2020/21 financial year was \$78,475.

The additional surplus of some \$70,000 was derived from reduced expenditure in roads reseal and kerbing \$64,000 as well as other minor operating expenditure savings.

Council is required to hold an annual electors meeting and it is recommended that this be held at 5.00pm, Tuesday 22 February 2022, prior to the February OCM.

## **OFFICER RECOMMENDATION – ITEM 8.1**

That Council:-

1. Receives the audited 2020/21 Annual Financial Statements and Audit Report and Completion Report.
2. Holds the Annual Electors meeting on Tuesday 22<sup>nd</sup> February 2022 in the Council Chambers commencing at 5.00pm.

## **COUNCIL DECISION – ITEM 8.1**

**Moved: Cr Horrex**

**Seconded: Cr Macintosh**

**That Council:-**

3. **Receives the audited 2020/21 Annual Financial Statements, Audit Report, Completion Report and the Annual Report with minor changes;**
4. **Holds the Annual Electors meeting on Tuesday 22<sup>nd</sup> February 2022 in the Council Chambers commencing at 5.00pm.**

**CARRIED 5/0**



**9 NEW BUSINESS OF AN URGENT NATURE**

NIL

**10 MOTIONS ON NOTICE**

NIL

**11 CONFIDENTIAL ITEMS OF BUSINESS**

NIL

**12 CLOSURE**

At 5.08pm, there being no further business the meeting closed.