



Shire of  
Peppermint Grove

# **SPECIAL COUNCIL MEETING**

# **AGENDA**

**TO BE HELD ON  
TUESDAY 8 JUNE 2021  
AT  
4.45PM**



Shire of  
Peppermint Grove

## NOTICE OF MEETING

Dear Councillor

It is advised that the **SPECIAL COUNCIL MEETING** will be held in the Council Chamber of the **Shire of Peppermint Grove**, 1 Leake Street, Peppermint Grove, on **8 JUNE 2021**, commencing at 4.45pm.

## MEETING AGENDA ATTACHED

Yours faithfully

**Mr Don Burnett**  
**CHIEF EXECUTIVE OFFICER**

**4 June 2021**

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### **DISCLAIMER**

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*Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request.*

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Peppermint Grove**TABLE OF CONTENTS**

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Shire of  
Peppermint Grove

## **SPECIAL COUNCIL MEETING AGENDA**

### **1 DECLARATION OF OFFICIAL OPENING**

At \_\_\_\_ pm, the Shire President declared the meeting open 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.

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

#### **2.1 ATTENDANCE**

Shire President  
Deputy Shire President  
Elected Member  
Elected Member  
Elected Member  
Elected Members

Cr R Thomas  
Cr C Hohnen  
Cr K Farley  
Cr G Peters  
Cr P Macintosh  
Cr P Dawkins

Chief Executive Officer  
Manager Corporate Services & Community Services

Mr D Burnett  
Mr M Costarella

**Gallery**    \_\_\_\_ Members of the Public  
              \_\_\_\_ Members of the Press

#### **2.2 APOLOGIES**

Elected Member

Cr D Horrex



### **3 DELEGATIONS AND PETITIONS**

#### **3.1 DELEGATIONS**

NIL

#### **3.2 PETITIONS**

NIL

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

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

The Presiding Member will open 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

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)
- 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**

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

## **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**

*A declaration under this section 5.60 of the Act requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.*

*Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.*

### **5.2 PROXIMITY INTEREST**

*A declaration under this section 5.60 of the Act requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.*

*Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.*

### **5.3 IMPARTIALITY INTEREST**

*Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member / employee is also encouraged to disclose the nature of the interest. The member / employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member / employee declares that their impartiality will not be affected then they may participate in the decision making process.*

### **5.4 INTEREST THAT MAY CAUSE A CONFLICT**

*Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member / employee is also encouraged to disclose the nature of the interest. The member / employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member / employee declares that their impartiality will not be affected then they may participate in the decision making process.*





## **5.5 STATEMENT OF GIFTS AND HOSPITALITY**

*Councillors and staff are required (Code of Conduct), to disclose gifts and acts of hospitality which a reasonable person might claim to be a conflict of interest. Gifts and acts of hospitality which exceed that amount of prescribed by regulation are to be recorded in the Councils Gift Register.*

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

Written announcements by the Presiding Member or important forthcoming functions to be tabled at this point. The Presiding Member may, at their discretion, wish to make verbal announcements.

## **7 CONFIRMATION OF MINUTES**

Nil adoption of Minutes at this meeting.

## 8 OFFICER REPORTS

### 8.1 MANAGER CORPORATE AND COMMUNITY SERVICES

#### 8.1.1 2019/20 ANNUAL REPORT INCLUDING AUDITED ANNUAL FINANCIAL STATEMENTS

##### MANAGEMENT/GOVERNANCE/POLICY

##### ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment	2019/20 Annual Report and Audited 2019/20 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 Audit report for 2019/20, noting the Annual Report and draft Audited Annual Financial Statements for the year ended 30 June 2020 were adopted by Council at a Special Council meeting held on 1 June 2021.

##### SUMMARY AND KEY ISSUES

- The 2019/20 Audited Annual Financial Statements have been completed and Council adopted by Council on 1 June 2021.
- The Audit report was not available to be received by Council at the Special Council meeting and is presented at the meeting for adoption.
- It required to be adopted before the Annual Electors meeting which is due to be held at 5.00pm, Tuesday 8<sup>th</sup> June, 2021.

## **BACKGROUND**

The financial statements for the year ended the 30 June 2020, 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 Exit meeting with management and the Chair of the Audit Committee and Audit Committee members was held on 24 May 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.*

## **FINANCIAL IMPLICATIONS**

There is no financial impact in relation to this report.

## **OFFICER COMMENT**

The audit for the 2019/20 financial year has been completed and provides an overview of the financial activities for the 2019/20 year. The Annual report including the financial statements were presented to Council at a Special Council meeting on 1 June 2021. The Audit report was not available to be presented to Council for adoption and is being presented now for adoption.

Matters raised in the report at (ii) a, b & c are historical and date back to 2019 and have been addressed by the staff to the auditor's satisfaction.

#### **OFFICER RECOMMENDATION/S – ITEM NO 8.1.1**

**That Council receives the audited 2019/20 Annual Financial Statements and Audit Report and Completion Report.**

#### **9 NEW BUSINESS OF AN URGENT NATURE**

NIL

#### **10 MOTIONS ON NOTICE**

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

#### **11 CONFIDENTIAL ITEMS OF BUSINESS**

NIL

#### **12 CLOSURE**

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



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## **DECLARATION OF** **FINANCIAL / PROXIMITY / IMPARTIAL INTEREST** **THAT MAY CAUSE A CONFLICT**

**TO:** Chief Executive Officer  
SHIRE OF PEPPERMINT GROVE

**NAME:**

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**POSITION:**

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**MEETING DATE:**

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**ITEM NO & SUBJECT:**

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**NATURE OF  
INTEREST:**

Financial / Proximity / Impartiality  
Interest that may cause a Conflict\*

\* Please Circle  
*applicable*

**EXTENT OF  
INTEREST:**

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**SIGNATURE:**

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**DATE:**

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**Section 5.65(1) of the Local Government Act 1995 states that:**

## **FINANCIAL & PROXIMITY INTERESTS**

*A declaration under this section 5.60 of the Act requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.*

*Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.*

## **DISCLOSURE OF INTEREST THAT MAY CAUSE A CONFLICT**

*Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member / employee is also encouraged to disclose the nature of the interest. The member / employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member / employee declares that their impartiality will not be affected then they may participate in the decision making process.*

*“A member who has an interest in any matter to be discussed at a Council or Agenda Briefing Forum meeting that will be attended by that member must disclose the nature of the interest”:*

- (a) In a written notice given to the CEO before the meeting; or*
- (b) At the meeting immediately before the matter is discussed.*