



Shire of
Peppermint Grove

SPECIAL COUNCIL MEETING

MINUTES

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

Shire of
Peppermint Grove**TABLE OF CONTENTS**

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Shire of
Peppermint Grove

SPECIAL COUNCIL MEETING MINUTES

1 DECLARATION OF OFFICIAL OPENING

At 4.47pm, the Shire President declared the meeting open and requested the recording of attendance and apologies.

There was no media present at the meeting.

2 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

2.1 ATTENDANCE

Shire President	Cr R Thomas
Deputy Shire President	Cr C Hohnen
Elected Member	Cr G Peters
Elected Member	Cr P Macintosh
Elected Members	Cr P Dawkins
Chief Executive Officer	Mr D Burnett
Manager Infrastructure Services	Mr D Norgard
Manager Development Services	Mr R Montgomery

Gallery 0 Members of the Public
0 Members of the Press

2.2 APOLOGIES

Elected Member	Cr D Horrex
Elected Member	Cr K Farley
Manager Corporate Services & Community Services	Mr M Costarella

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.

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

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

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 8th 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/COUNCIL DECISION – ITEM NO 8.1.1

Moved: Cr Hohnen

Seconded: Cr Peters

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

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 4.48pm, there being no further business the meeting closed.