



SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

Ordinary Council Meeting

25th June 2024

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Ordinary Council Meeting

8.3.1 List of Accounts Paid 31st May 2024

Accounts Paid - May 2024

Payment / Invoice	Date Description	Amount
EFT Payment - EFT00581		
2233 - EASIFLEET		
PJ000870	18/04/24 FORTNIGHT 2024-21 - From Payroll	620.77
PJ000881	02/05/24 FORTNIGHT 2024-22 - From Payroll	620.77
240418 D BURNETT LEASE	03/05/24 GST Component of D Burnett Lease	62.08
240502 B BURNETT LEASE	03/05/24 GST Component of Burnett Lease 2/5/24	62.08
Total 2233		1,365.70
3239 - ASSET INFRASTRUCTURE MANAGEMENT		
INV-0727	01/04/24 MRRG submission	1,065.35
Total 3239		1,065.35
Total EFT00581		2,431.05
EFT Payment - EFT00582		
3000 - SuperChoice Aware Superannuation		
	19/04/24 SuperChoice Aware Superannuation	381.93
Total 3000		381.93
Total EFT00582		381.93
EFT Payment		
EFT Payment - EFT00583		
1 - Australia Post		
1013217372	03/05/24 Library Postage May 24	52.30
Total 1		52.30
162 - Western Metropolitan Regional Council		
M-2405132	30/04/24 WMRC Tip Passes	5,094.88
Total 162		5,094.88
300 - VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD		
167192 PO03274	01/04/24 Residential Waste - MSW	15,840.56
56954815 PO03275	01/04/24 Depot Waste - Veolia 4.5 Skip Bin	497.42
57680772 PO03275	01/04/24 Depot Waste - Veolia 4.5 Skip Bin	373.07
57321323 PO03275	01/04/24 Depot Waste - Veolia 4.5 Skip Bin	621.78
Total 300		17,332.83
3015 - CREATION LANDSCAPE SUPPLIES		
297245 PO03542	01/04/24 Landscaping mix	219.60
Total 3015		219.60
3028 - DRY KIRKNESS (AUDIT) PTY LTD		
DK225717	25/04/24 Audit of the R2R acquittal report for year end of 2023	1,650.00
DK225718	25/04/24 Audit of the LRCI acquittal report year end June 2023	1,650.00
Total 3028		3,300.00
3051 - TEMPTATIONS CATERING		
E29726 PO03343	23/04/24 Council Meetings Catering 23/24	393.60
Total 3051		393.60
3057 - CTI Couriers		
CISC4678906	30/04/24 Library courier van - April 24	36.55

Accounts Paid - May 2024

Payment / Invoice	Date Description	Amount
Total 3057		36.55
3079 - ABCO PRODUCTS PTY LTD		
INV942825 PO03653	22/04/24 Depot supplies	141.61
Total 3079		141.61
3119 - PARKER BLACK & FORREST PTY LTD		
INV-31311 PO03649	26/04/24 Key Cutting & Postage	104.50
Total 3119		104.50
3120 - Westbooks		
340319 PO03499	01/04/24 Adult books selected online	1,097.55
338567 PO03399	01/04/24 Books as purchased online	448.97
339602 PO03499	01/04/24 Adult books selected online	649.39
340542 PO03499	01/04/24 Adult books selected online	288.15
340543 PO03615	01/04/24 Adult books as selected online	766.70
340699 PO03615	01/04/24 Adult books as selected online	1,055.43
341281 PO03615	03/05/24 Adult books as selected online	902.20
Total 3120		5,208.39
3357 - Fasta Couriers & Taxi Trucks		
296558	15/04/24 Agenda courier to Subiaco 5/4/24	47.64
297225	30/04/24 Agenda courier to Subiaco 19/4/24	49.85
Total 3357		97.49
340 - TOWN OF COTTESLOE		
15540	30/04/24 Cott Precient reimbursement - Hames Sharley	2,772.00
Total 340		2,772.00
3436 - Sports Surf Technology		
INV-3994 PO03657	24/04/24 Turf analysis MHP	275.00
Total 3436		275.00
3459 - OConnor Lawnmower & Chainsaw Centre		
38025 PO03625	29/04/24 Pole saw spare chains and various spares	349.65
Total 3459		349.65
3621 - QTM PTY LTD		
INV-41466 PO03625	30/04/24 Leake St median island TMP	593.62
Total 3621		593.62
3735 - Vocus Ltd		
P1148132	01/05/24 Library Public WIFI/ Internet May 2024	526.90
P1149530	01/05/24 Library WIFI/ Internet May 2024	1,043.90
Total 3735		1,570.80
3868 - Dugite Earthmoving Pty Ltd T/as J&V Earthmoving		
INV-0921 PO03646	24/04/24 Leake St median	3,498.00
INV-0917 PO0359	29/04/24 Drainage grate replacement 148 Forrest	4,559.92
Total 3868		8,057.92
3894 - The Trustee for Apex Gates Trust		
10950A PO03665	10/05/24 Depot security gate - 6 x key fobs and onsite programming	697.00
Total 3894		697.00

Accounts Paid - May 2024

Payment / Invoice	Date	Description	Amount
3917 - AV Media Systems WA			
140672 PO03641	01/05/24	Supply new TV and setup	2,014.87
		Total 3917	2,014.87
3929 - Moore Australia WA Pty Ltd			
4318 PO03674	08/05/24	Moore Australia Finance and Management workshops	2,816.00
		Total 3929	2,816.00
3932 - Omnicom Media Group Australia Pty Ltd Marketforce			
1725058 PO03598	01/04/24	Advert for Snr Finance Officer	136.04
		Total 3932	136.04
3943 - Pay@bility Pty Ltd T/A Benefit@bility			
PJ000881	02/05/24	FORTNIGHT 2024-22 - From Payroll	661.11
		Total 3943	661.11
3965 - Australian Audit Pty Ltd			
A70222 PO03488	22/04/24	FMR and Reg 17 review	8,085.00
		Total 3965	8,085.00
3974 - LG Best Practices			
22443 PO03539	30/04/24	Rates service - initial trial 40 hours	3,652.00
		Total 3974	3,652.00
3980 - Starling Energy Group T/A Plico Energy			
INV-1988 PO03586	01/05/24	CAPEX - Depot Solar and battery installation	11,190.00
		Total 3980	11,190.00
4003 - Old English Sheepdog Club of WA (INC)			
240430 REFUND OES MHP	08/05/24	MHP Bond Refund to Old English Sheepdog INC	550.00
		Total 4003	550.00
4004 - Andrew McCarthy			
240424 REFUND BA2023-00021	24/04/24	Bond refund for 34 McNeil Street BA2023/00021	1,000.00
		Total 4004	1,000.00
516 - McLeods Barristers & Solicitors			
135555	30/04/24	Mat NO. 50321 Lease: Lot 160 Bay View - Tennis Club	107.25
135259	30/04/24	Mat NO.51457 McComish V SOPG- DR 116 OF 2023	419.65
		Total 516	526.90
693 - Clean City Group Pty Ltd			
1657 PO03276	06/05/24	Waste - Bin Return Service	825.00
1654 PO03276	30/04/24	Waste - Bin Return Service	825.00
		Total 693	1,650.00
867 - Dept of Mines Industry Regulation & Safety (DMIRS)			
240404 BSL APRIL 24	24/04/24	BA2024-00008 30R LEAKE	8,067.39
		Total 867	8,067.39
		Total EFT00583	86,647.05

EFT Payment - EFT00584

3000 - SuperChoice Aware Superannuation

PJ000881	02/05/24	FORTNIGHT 2024-22 - From Payroll	4,728.37
SUPER MAY 2024 1	02/05/24	Superannuation Contribution	12,124.99

Accounts Paid - May 2024

Payment / Invoice	Date Description	Amount
	Total 3000	16,853.36
	Total EFT00584	16,853.36
EFT Payment - EFT00585		
3869 - Jetty and Marine Construction		
	03/04/24 Jetty and Marine Construction	2,805.00
	Total 3869	2,805.00
	Total EFT00585	2,805.00
EFT Payment - EFT00586		
3000 - SuperChoice Aware Superannuation		
PJ000886	16/05/24 FORTNIGHT 2024-23 - From Payroll	4,467.47
SUPER MAY 2024 2	16/05/24 Superannuation Contribution	11,841.94
	Total 3000	16,309.41
	Total EFT00586	16,309.41
EFT Payment - EFT00587 was processed in April 2024		
EFT Payment - EFT00588		
3029 - Australian Taxation Office		
PJ000860	21/03/24 FORTNIGHT 2024-19 - From Payroll	3,724.00
PJ000866	04/04/24 FORTNIGHT 2024-20 - From Payroll	18,954.80
PJ000870	18/04/24 FORTNIGHT 2024-21 - From Payroll	17,623.80
	01/05/24 GST Settlement	451.00
	01/05/24 GST Settlement	23,469.00
	Total 3029	17,284.60
	Total EFT00588	17,284.60
EFT Payment - EFT00589		
162 - Western Metropolitan Regional Council		
M-2405332	15/05/24 WMRC Tip Passes	6,618.60
VV240430-4	01/05/24 Verge Valet - April 2024	3,612.90
	Total 162	10,231.50
21 - Construction Training Fund (CTF)		
INV-225281- Q6V3P4	02/05/24 BA2024/00006 16 View Street	11,147.92
	Total 21	11,147.92
2233 - EASIFLEET		
PJ000886	16/05/24 FORTNIGHT 2024-23 - From Payroll	620.77
	Total 2233	620.77
2414 - Open Systems Technology Pty Ltd (Council First)		
SI008441	15/05/24 Microsoft 365 1/6/24-30/6/24	2,158.78
SI008447	15/05/24 Avepoint Cloud Backup May 2024	111.38
SI008430	09/05/24 Microsoft Azure April 2024	882.06
SI008436	13/05/24 CouncilFirst Subscription June 2024	7,420.84
SI008450	21/05/24 STP Transactions- April 2024	33.00
	Total 2414	10,606.06
300 - VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD		
58036751 PO03275	01/05/24 Depot Waste - Veolia 4.5 Skip Bin	547.16
	Total 300	547.16

Accounts Paid - May 2024

Payment / Invoice	Date	Description	Amount
3002 - Winc Australia Pty Ltd			
9044909879	01/05/24	stationery as selected online	210.49
PO03620			
9044841639	01/05/24	Stationery as ordered online	190.67
PO03606			
9044691341	01/05/24	Stationery as ordered online	416.88
PO03579			
		Total 3002	818.04
3029 - Australian Taxation Office			
240516	14/05/24	Tax remaining amount for the period from 1/4/23 to 31/3/24	1,804.52
		Total 3029	1,804.52
3044 - DU Electrical Pty Ltd			
00018060			
PO03666	16/05/24	Foreshore bore meter calibration and repairs	6,009.30
00018067			
PO03676	13/05/24	Production bore pump diagnostics & fault correction	140.25
		Total 3044	6,149.55
3050 - ENVIRO SWEEP PTY LTD (EWCS)			
121422 PO03279	14/05/24	Road Sweeping Contractor	2,471.61
		Total 3050	2,471.61
3051 - TEMPTATIONS CATERING			
E29716 PO03343	14/05/24	Council Meetings Catering 23/24	459.36
		Total 3051	459.36
3120 - Westbooks			
341404 PO03615	09/05/24	Adult books as selected online	209.63
		Total 3120	209.63
3142 - DAVID & SUSAN WHITTOME			
240516 REFUND WHITTOME	01/05/24	Refund from rates overpayment for 5 Bungalow Court	1,021.44
		Total 3142	1,021.44
3221 - NAPOLEON PAPIER & CO			
3132 3149			
PO03677	01/05/24	magazines as selected	748.06
		Total 3221	748.06
3301 - PAPERBARK TECHNOLOGIES PTY LTD			
00008461			
PO03638	10/05/24	Bungalow advice	330.00
00008479			
PO03686	20/05/24	Street tree database maintenance	160.00
		Total 3301	490.00
3332 - BROWN MCALLISTER SURVEYORS			
INV-8560 PO03656	20/05/24	Keanes Point / Freshwaters site surveying	3,245.00
		Total 3332	3,245.00
3453 - SHRED-X PTY LTD			
02214677			
PO03517	14/05/24	Document bin rental	90.54
		Total 3453	90.54
3550 - Connect Call Centre Services			
00116796	15/05/24	Overcall fee for contract CA0435 April 2024	27.17
		Total 3550	27.17

Accounts Paid - May 2024

Payment / Invoice	Date Description	Amount
3604 - Officeworks		
614417758 PO03688	21/05/24 A4 Plastic clipboard	265.74
	Total 3604	265.74
3660 - Iconic Property Services		
PSI035324 PO03612	01/05/24 Consumables for office	591.60
	Total 3660	591.60
3735 - Vocus Ltd		
P1148627	01/05/24 Shire Admin WIFI 1/5/24-31/5/24	603.90
81094 240524	03/05/24 Shire Yealink Phones April 2024	708.76
	Total 3735	1,312.66
3784 - Engixo Pty Ltd		
INV5698 PO03673	15/05/24 AC controller fault diagnostics	1,001.00
	Total 3784	1,001.00
3786 - Profounder Turfmaster Pty Ltd		
INV-1558 PO03278	06/05/24 Mowing - Manners Hill Park	2,310.00
	Total 3786	2,310.00
3787 - Schaffer Loaders - AgTech Int.Pty.Ltd.		
00035260 PO03591	01/05/24 CAPEX - Schaffer BR-000414 hydraulic sweeper attachment	7,920.00
00035335 PO03621	01/05/24 Sweeper gutter broom attachment	2,332.00
	Total 3787	10,252.00
3871 - Helene Pty Ltd T/as LO-GO Appointments		
H3758 PO03627	07/05/24 SFO service - estimated	3,049.73
H3787 PO03627	14/05/24 SFO service - estimated	3,049.73
H3816 PO03627	21/05/24 SFO service - estimated	3,049.73
	Total 3871	9,149.19
3892 - Telstra Limited		
4074199292 MAY 24	01/05/24 T Whitham 10/05/24-9/06/24	112.18
4074199284 MAY 24	01/05/24 Works Admin D Norgard 9/5/24-10/6/24	107.00
K011338631-6 MAY 24	01/05/24 D Norgard WIFI April-May 24	150.00
	Total 3892	369.18
3913 - Delivering Outcomes Pty Ltd		
INV-0038 PO03672	07/05/24 Footpath RFQ review	528.00
INV-0036 PO03654	13/05/24 WHS contractor start-up session PTS	1,056.00
INV-0037 PO03661	13/05/24 KP playground RFQ advice	880.00
	Total 3913	2,464.00
3932 - Omnicom Media Group Australia Pty Ltd Marketforce		
1725059 PO03609	01/05/24 Records/admin vacancy	511.72
	Total 3932	511.72
3943 - Pay@bility Pty Ltd T/A Benefit@bility		

Accounts Paid - May 2024

Payment / Invoice	Date Description	Amount
PJ000886	16/05/24 FORTNIGHT 2024-23 - From Payroll	661.11
	Total 3943	661.11
3989 - Infocouncil Pty Ltd		
INFO-203638	14/05/24 Travel for IT consultant to traini staff on Infocouncil	10,989.00
PO03680		
	Total 3989	10,989.00
4005 - Insight Consulting		
202246 PO03692	08/05/24 Order PO03692	7,241.00
	Total 4005	7,241.00
52 - Iron Mountain Australia Group Pty Ltd		
AUD468739	01/05/24 Storage Archive April 2024	15.77
	Total 52	15.77
693 - Clean City Group Pty Ltd		
1658 PO03276	13/05/24 Waste - Bin Return Service	825.00
1659 PO03276	20/05/24 Waste - Bin Return Service	825.00
	Total 693	1,650.00
	Total EFT00589	99,472.30
Grand Total - EFT Payment		Sub-total EFT \$ 242,184.70
Other		
Other - DD00511		
123 - Synergy		
2038094413	12/04/24 Library Electricity 8/3/24-11/4/24	4,442.76
	Total 123	4,442.76
	Total DD00511	4,442.76
Other - DD00512		
123 - Synergy		
204210544	02/05/24 Streetlights 2 MHP 28 Mar-27 Apr 24	39.25
	Total 123	39.25
	Total DD00512	39.25
DD Payment - DD00513 was processed in June 2024		
Other - DD00514		
3062 - WATER CORPORATION		
9016499388 0080	05/05/24 Shire Office 12/3/24-7/05/24	1,541.97
	Total 3062	1,541.97
	Total DD00514	1,541.97
Grand Total - Direct Debit		Sub-total DD \$ 6,023.98
Other - CCP00051		
3084 - Shire Credit Cards -NAB Visa flexi purchase		
TW DEPOT 29	01/05/24 TW DEPOT 29 MAR TO 29 APR 2024	581.58
MAR TO 29 APR		
PA ADMIN 29	01/05/24 PA ADMIN 29 MAR TO 29 APR 2024	157.57
MAR TO 29 APR		
JC MCCS 29 MAR	01/05/24 JC MCCS 29 MAR TO 29 APR 2024	491.67
TO 29 APR 2024		
LH ALS 29 MAR	01/05/24 LH ALS 29 MAR TO 29 APR 2024	1,239.32
TO 29 APR 2024		

Accounts Paid - May 2024

Payment / Invoice	Date Description	Amount
JG MDS 29 MAR TO 29 APR 2024	01/05/24 JG MDS 29 MAR TO 29 APR 2024	676.31
RY DEPOT 29 MAR TO 29 APR	01/05/24 RY DEPOT 29 MAR TO 29 APR 2024	296.64
DN MIS 29 MAR TO 29 APR 2024	01/05/24 DN MIS 29 MAR TO 29 APR 2024	2,634.73
SF CLS 29 MAR TO 29 APR 2024	01/05/24 SF CLS 29 MAR TO 29 APR 2024	1,846.75
NAB VISA FEES APRIL 2024	01/05/24 NAB VISA FEES APRIL 2024	110.00
DB CEO 29 MAR TO 29 APR 2024	01/05/24 DB CEO 29 MAR TO 29 APR 2024	1,737.78
	Total 3084	9,772.35
	Total CCP00051	9,772.35

Grand Total - Credit Card Payment	Sub-total CC
	\$ 9,772.35

Grand Total Accounts Paid - May 2024	\$ 257,981.03
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April's CC total to \$9,772.35 and were paid on 10/05/24



**FlexiPurchase
Account Statement**

Statement for NAB

Statement Period: 29 Mar 2024 to 29 Apr 2024

Cardholder Name: Donald Burnett



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
30 Mar 2024	Spotlight 104	Mandurah Nort	Approval Req'd		<input checked="" type="checkbox"/>	\$15.30
	27140	190		\$13.91	\$1.39	\$15.30
	Purchase Spotlight 104 Alston frames					
28 Mar 2024	Woolworths/Cottesloe Grov	Cottesloe	Approval Req'd		<input checked="" type="checkbox"/>	\$12.00
	27140	190		\$10.91	\$1.09	\$12.00
	Purchase Woolworths/Cottesloe Grov Staff meeting					
04 Apr 2024	Woolworths/Cottesloe Grov	Cottesloe	Approval Req'd		<input checked="" type="checkbox"/>	\$39.45
	27140	190		\$35.86	\$3.59	\$39.45
	Purchase Woolworths/Cottesloe Grov Staff meeting					
08 Apr 2024	Sq *the Coffee Grove Bull Creek		Approval Req'd		<input checked="" type="checkbox"/>	\$5.50
	28280	190		\$5.00	\$0.50	\$5.50
	Purchase Sq *the Coffee Grove MOU meeting					
08 Apr 2024	Sq *the Coffee Grove Bull Creek		Approval Req'd		<input checked="" type="checkbox"/>	\$5.50
	28280	190		\$5.00	\$0.50	\$5.50
	Purchase Sq *the Coffee Grove MOU discussions					
09 Apr 2024	Woolworths/Cottesloe Grov	Cottesloe	Approval Req'd		<input checked="" type="checkbox"/>	\$83.66
	28280	190		\$76.05	\$7.61	\$83.66
	Purchase Woolworths/Cottesloe Grov Citenship catering					
09 Apr 2024	Cellarbrations Cottesloe		Approval Req'd		<input checked="" type="checkbox"/>	\$886.55
	28280	190		\$805.95	\$80.60	\$886.55
	Purchase Cellarbrations catering supplies					
09 Apr 2024	Cellarbrations Cottesloe		Approval Req'd		<input checked="" type="checkbox"/>	\$35.00
	28280	190		\$31.82	\$3.18	\$35.00
	Purchase Cellarbrations citizenship function					
19 Apr 2024	The Good Guys Mandurah		Approval Req'd		<input checked="" type="checkbox"/>	\$299.00
	27140	190		\$271.82	\$27.18	\$299.00
	Purchase The Good Guys kitchen equipment					

19 Apr 2024	Woolworths/2 Eaglemont St Greenfields		Approval Req'd <input checked="" type="checkbox"/>	\$14.00
27140	190	0403	\$12.73	\$1.27
Purchase Woolworths/2 Eaglemont St staff meeting			\$14.00	
Total for this period:				\$1,395.96

\$1,737.78

Cardholder Declaration

I declare that all purchases were authorized or necessarily incurred on behalf of the company.

Signature 

Dated 23/4/24

Employee ID: 5

Approved By

Signature 

Dated 14/5/24

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator

Statement for NAB

Statement Period: 29 Mar 2024 to 29 Apr 2024

Cardholder Name: Donald Burnett



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
23 Apr 2024	Party Plus Osborne Park Osborne Park		Approval Req'd <input checked="" type="checkbox"/>			\$335.00
	28280	190	0401	\$304.55	\$30.45	\$335.00
	Purchase Party Plus Osborne Park Freeman function					
29 Apr 2024	Account Fees		No Appr Req'd <input type="checkbox"/>			\$6.82
	27130	190	0403	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Account fees					
Total for this period:						\$1,737.78

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company

Signature 

Dated 10/6/24

Employee ID: 5

Approved By

Signature 

Dated 11/6/24

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Mar 2024 to 29 Apr 2024

Cardholder Name: Donovan Norgard



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
28 Mar 2024	Bp Exp Myaree	1840 Myaree	Approval Req'd		<input checked="" type="checkbox"/>	\$92.51
	28360	129		\$84.10	\$8.41	\$92.51
	Purchase Bp Exp Myaree 1840 Fuel					
01 Apr 2024	Bp Exp Myaree	1840 Myaree	Approval Req'd		<input checked="" type="checkbox"/>	\$160.06
	28360	129		\$145.51	\$14.55	\$160.06
	Purchase Bp Exp Myaree 1840 Fuel					
02 Apr 2024	Dot - Licensing	Success	Approval Req'd		<input checked="" type="checkbox"/>	\$31.10
	28480	129		\$28.27	\$2.83	\$31.10
	Purchase Dot - Licensing Ford Ranger number plates					
02 Apr 2024	Wa Bolts Pty Ltd	Bibra Lake	Approval Req'd		<input checked="" type="checkbox"/>	\$9.02
	28830	129		\$8.20	\$0.82	\$9.02
	Purchase Wa Bolts Pty Ltd Stainless bolts					
29 Mar 2024	Great Southern Fuel	Mukinbudin	Approval Req'd		<input checked="" type="checkbox"/>	\$99.29
	28360	129		\$90.26	\$9.03	\$99.29
	Purchase Great Southern Fuel Fuel					
10 Apr 2024	Ellenby Tree Farm	Gnangara	Approval Req'd		<input checked="" type="checkbox"/>	\$1,826.00
	28630	129		\$1,660.00	\$166.00	\$1,826.00
	Purchase Ellenby Tree Farm Street tree purchases					
10 Apr 2024	Mosman Fresh Iga	Mosman Park	Approval Req'd		<input checked="" type="checkbox"/>	\$22.27
	28845	129		\$20.25	\$2.02	\$22.27
	Purchase Mosman Fresh Iga Depot kitchen supplies					
10 Apr 2024	Ampol Mosman Pa	55363f Mosman Park	Approval Req'd		<input checked="" type="checkbox"/>	\$138.01
	28360	129		\$125.46	\$12.55	\$138.01
	Purchase Ampol Mosman Pa 55363f Fuel					
18 Apr 2024	Ampol Mosman Pa	55363f Mosman Park	Approval Req'd		<input checked="" type="checkbox"/>	\$123.07
	28360	129		\$111.88	\$11.19	\$123.07
	Purchase Ampol Mosman Pa 55363f Fuel					
24 Apr 2024	Bp Exp Myaree	1840 Myaree	Approval Req'd		<input checked="" type="checkbox"/>	\$126.58
	28360	129		\$115.07	\$11.51	\$126.58
	Purchase Bp Exp Myaree 1840					

Fuel						
29 Apr 2024	Account Fees			No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82
27130	129	1104		\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee					
	Bank fees					
Total for this period:						\$2,634.73

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature _____

Dated 02 / 05 / 2024

Employee ID: 169

Approved By

Signature _____

Dated 02/05/2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 29 Mar 2024 to 29 Apr 2024
Cardholder Name: Jeremy Clapham



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details (GL Code, CC Code, Department), Approval, Receipt Amount (\$AUD) (Net, Tax, Gross). Rows include transactions for 04 Apr 2024, 13 Apr 2024, 19 Apr 2024, 23 Apr 2024, and 29 Apr 2024, ending with a Total for this period of \$491.67.

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature [Signature] Dated 02/05/2024
Employee ID: E0031

Approved By

Signature [Signature] Dated 02 / 05 / 2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Mar 2024 to 29 Apr 2024

Cardholder Name: Joel Lee Gajic



JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross
18 Apr 2024	Post Newspapers Pty Lt Shenton Park	Approval Req'd		<input checked="" type="checkbox"/>	\$563.20
27180	190	1002	\$512.00	\$51.20	\$563.20
Purchase Post Newspapers Pty Lt The Post newspaper public notice local planning policy advertising					
19 Apr 2024	Lgpa Perth	Approval Req'd		<input checked="" type="checkbox"/>	\$85.00
28210	119	1002	\$77.27	\$7.73	\$85.00
Purchase Lgpa LGPA SAT workshop					
18 Apr 2024	Bunnings 483000 Claremont	Approval Req'd		<input checked="" type="checkbox"/>	\$11.79
28500	139	1106	\$10.72	\$1.07	\$11.79
Purchase Bunnings 483000 Wall filler for toilet roll holder repair library public toilets					
23 Apr 2024	Sq *the Coffee Grove Bull Creek	Approval Req'd		<input checked="" type="checkbox"/>	\$9.50
27140	119	1002	\$8.64	\$0.86	\$9.50
Purchase Sq *the Coffee Grove Food Technology Services EHO service agreement meeting coffees					
29 Apr 2024	Account Fees	No Appr Req'd		<input type="checkbox"/>	\$6.82
27130	190	1002	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee bank fees					
Total for this period:					\$676.31

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company. Signature _____ Dated 17 / 05 / 2024

Employee ID: E0020

Approved By _____ Signature _____ Dated 19/6/2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 29 Mar 2024 to 29 Apr 2024

Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)

Date	Details			Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code	Department	Net	Tax	Gross
02 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$9.10
	28770	139	1106	\$8.27	\$0.83	\$9.10
	Purchase Woolworths/Cottesloe Grov kitchen					
28 Mar 2024	CeI Pty Limited Knoxfield			Approval Req'd	<input checked="" type="checkbox"/>	\$514.15
	27250	139	1106	\$467.41	\$46.74	\$514.15
	Purchase CeI Pty Limited book covering material					
28 Mar 2024	W A Library Supplies Forrestdale			Approval Req'd	<input checked="" type="checkbox"/>	\$156.85
	27250	139	1106	\$142.59	\$14.26	\$156.85
	Purchase W A Library Supplies b/code protectors & date slips					
14 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$7.50
	28770	139	1106	\$6.82	\$0.68	\$7.50
	Purchase Woolworths/Cottesloe Grov wipes / sunday times newspaper					
12 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$41.60
	28770	139	1106	\$37.82	\$3.78	\$41.60
	Purchase Woolworths/Cottesloe Grov JP supplies /air freshener/ dishwasher tabs					
23 Apr 2024	Jb Hi-Fi Online Southbank			Approval Req'd	<input checked="" type="checkbox"/>	\$187.83
	28473	139	1106	\$170.75	\$17.08	\$187.83
	Purchase Jb Hi-Fi Online adult dvd's					
24 Apr 2024	Atinav Ent Pty Ltd Kings Park			Approval Req'd	<input checked="" type="checkbox"/>	\$17.17
	28770	139	1106	\$15.61	\$1.56	\$17.17
	Purchase Atinav Ent Pty Ltd WSLG managers meeting					
28 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$15.30
	28770	139	1106	\$13.91	\$1.39	\$15.30
	Purchase Woolworths/Cottesloe Grov sunday times newspaper/ kitchen					
29 Apr 2024	Account Fees			No Appr Req'd	<input type="checkbox"/>	\$6.82
	27130	129	1106	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee bank fees					
26 Apr 2024	Peppermint News Agc Peppermint Gr			Approval Req'd	<input checked="" type="checkbox"/>	\$283.00
	27180	139	1106	\$257.27	\$25.73	\$283.00
	Purchase Peppermint News Agc monthly newspapers					
Total for this period:						\$1,239.32

Cardholder Declaration


I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature Lance Hopkinson

Dated 06 / 05 / 2024

Employee ID: 60

Approved By

Signature  _____

Dated 7/5/2024 _____

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Mar 2024 to 29 Apr 2024

Cardholder Name: Penny Askin



JSKR VISA Purchasing Card (Client Expenses)

Date	Details			Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code	Department	Net	Tax	Gross
02 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			No Appr Req'd	<input checked="" type="checkbox"/>	\$10.15
	28280	129	0403	\$9.23	\$0.92	\$10.15
	Purchase Woolworths/Cottesloe Grov For Shire kitchen					
03 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			No Appr Req'd	<input checked="" type="checkbox"/>	\$23.60
	28280	129	0403	\$21.45	\$2.15	\$23.60
	Purchase Woolworths/Cottesloe Grov For Shire kitchen					
08 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			No Appr Req'd	<input checked="" type="checkbox"/>	\$19.00
	28280	129	0401	\$17.27	\$1.73	\$19.00
	Purchase Woolworths/Cottesloe Grov Council Chambers supplies					
09 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			No Appr Req'd	<input checked="" type="checkbox"/>	\$9.00
	28280	129	0401	\$8.18	\$0.82	\$9.00
	Purchase Woolworths/Cottesloe Grov Council Chambers supplies					
09 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			No Appr Req'd	<input checked="" type="checkbox"/>	\$8.45
	28280	129	0403	\$7.68	\$0.77	\$8.45
	Purchase Woolworths/Cottesloe Grov Shire kitchen supplies					
11 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			No Appr Req'd	<input checked="" type="checkbox"/>	\$4.45
	28280	129	0403	\$4.05	\$0.40	\$4.45
	Purchase Woolworths/Cottesloe Grov Shire kitchen supplies					
16 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			No Appr Req'd	<input checked="" type="checkbox"/>	\$13.45
	28280	129	0403	\$12.23	\$1.22	\$13.45
	Purchase Woolworths/Cottesloe Grov Shire supplies					
17 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			No Appr Req'd	<input checked="" type="checkbox"/>	\$19.95
	28280	129	0403	\$18.14	\$1.81	\$19.95
	Purchase Woolworths/Cottesloe Grov Shire kitchen supplies					

18 Apr 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>		\$4.45
28280	129	0403	\$4.05	\$0.40	\$4.45	
Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies						
22 Apr 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>		\$4.45
28280	129	0403	\$4.05	\$0.40	\$4.45	
Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies						
24 Apr 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>		\$33.80
28280	129	0403	\$30.73	\$3.07	\$33.80	
Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies						
29 Apr 2024	Account Fees		No Appr Req'd	<input type="checkbox"/>		\$6.82
27130	129	0403	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee Account fees						
Total for this period:						\$157.57

Cardholder Declaration

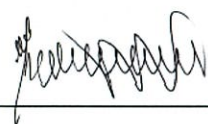
I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 13 / 05 / 2024

Employee ID: E0003

Approved By

Signature 

Dated 13/05/2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 29 Mar 2024 to 29 Apr 2024
Cardholder Name: Robert Young



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details, Approval, Receipt Amount (\$AUD). Rows include transactions for 28 Mar 2024, 09 Apr 2024, and 29 Apr 2024, with a total for the period of \$296.64.

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature _____ Dated 2 / 5 / 2024

Employee ID: RY

Approved By

Signature _____ Dated 02 / 05 / 2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 29 Mar 2024 to 29 Apr 2024
Cardholder Name: Stewart Farley
JSKR VISA Purchasing Card (Client Expenses)



Table with columns: Date, Details, Approval, Receipt Amount (\$AUD). Rows include transactions from 05 Apr 2024 to 24 Apr 2024, ending with a total for the period of \$1,846.75.

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

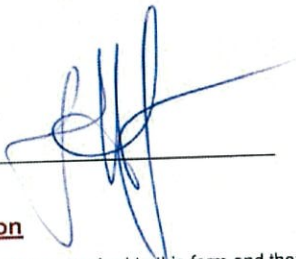
Signature [Handwritten Signature]

Dated 6/5/2024

Employee ID: 63

Approved By

Signature _____



Dated 6/5/24

On Completion

All Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 29 Mar 2024 to 29 Apr 2024

Cardholder Name: Tim Whitham



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
27 Mar 2024	Ampol Mosman Pa 55363f Mosman Park		Approved		<input checked="" type="checkbox"/>	\$125.01
	28360	139	1104	\$113.65	\$11.36	\$125.01
	Purchase Ampol Mosman Pa 55363f Ute Fuel.					
02 Apr 2024	Bunnings 483000 Claremont		Approval Req'd		<input checked="" type="checkbox"/>	\$156.78
	28270	139	1104	\$142.53	\$14.25	\$156.78
	Purchase Bunnings 483000 Hardware					
09 Apr 2024	Bunnings 483000 Claremont		Approval Req'd		<input checked="" type="checkbox"/>	\$34.96
	28270	139	1104	\$31.78	\$3.18	\$34.96
	Purchase Bunnings 483000 Hardware.					
10 Apr 2024	Ampol Mosman Pa 55363f Mosman Park		Approval Req'd		<input checked="" type="checkbox"/>	\$130.00
	28360	139	1104	\$118.18	\$11.82	\$130.00
	Purchase Ampol Mosman Pa 55363f Ute Fuel.					
11 Apr 2024	Bunnings 483000 Claremont		Approval Req'd		<input checked="" type="checkbox"/>	\$48.00
	28270	139	1104	\$43.64	\$4.36	\$48.00
	Purchase Bunnings 483000 Hardware.					
15 Apr 2024	Ampol Mosman Pa 55363f Mosman Park		Approval Req'd		<input checked="" type="checkbox"/>	\$80.01
	28360	139	1104	\$72.74	\$7.27	\$80.01
	Purchase Ampol Mosman Pa 55363f Loader Fuel.					
29 Apr 2024	Account Fees		No Appr Req'd		<input type="checkbox"/>	\$6.82
	27130	190	0403	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Account Fees.					
Total for this period:						\$581.58

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company
Signature _____ Dated 2 / 5 / 2024

Employee ID: TW

Approved By

Signature _____



Dated 02 / 05 / 2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024
Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details (GL Code, CC Code, Department), Approval, Receipt Amount (\$AUD) (Net, Tax, Gross). Rows include transactions for Bigw Online, Nat Geo Mag, Intesetsyst, Woolworths, and Officeworks.



copier paper

24 May 2024	Educational Art Suppli Nedlands	Approval Req'd	<input checked="" type="checkbox"/>	\$423.14	✓
28515	139 1106	\$384.67	\$38.47	\$423.14	
Purchase Educational Art Suppli school holiday / story time supplies					
24 May 2024	Educational Art Suppli Nedlands	Approval Req'd	<input checked="" type="checkbox"/>	\$204.45	✓
28500	139 1106	\$185.86	\$18.59	\$204.45	
Purchase Educational Art Suppli storytime supplies					
26 May 2024	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$9.80	✓
28770	139 1106	\$8.91	\$0.89	\$9.80	
Purchase Woolworths/Cottesloe Grov sunday newspaper kitchen supplies.					
28 May 2024	Account Fees	No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82	✓
27130	129 1106	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee Bank charges					
Total for this period:				\$2,324.29	

Cardholder Declaration

I declare that all purchases were authorized or necessarily incurred on behalf of the company.

Signature  Dated 04 / 05 / 2024

Employee ID: 60

Approved By

Signature  Dated 4/6/2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024
Cardholder Name: Donald Burnett



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details (GL Code, CC Code, Department), Approval, Receipt Amount (\$AUD) (Net, Tax, Gross). Rows include transactions from Woolworths, Boatshed Market Pty, Cellarbrations, Pline Ph, and Myo*cherry S Catering Malaga, ending with Account Fees. Total for this period: \$2,391.27

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature [Signature] Dated 6/6/24

Employee ID: 5

Approved By

Signature Mike Fales

Dated 10 / 6 / 24

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024

Cardholder Name: Donovan Norgard



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code	Department	Net	Tax	Gross
01 May 2024	Chez Jean Claude Patisser West Leedervi		Approval Req'd		<input checked="" type="checkbox"/>	\$132.80
	28845	129	1104	\$120.73	\$12.07	\$132.80
	Purchase Chez Jean Claude Patisser Catering - Freeman ceremony					
30 Apr 2024	Landgate Midland		Approval Req'd		<input checked="" type="checkbox"/>	\$30.50
	28845	129	1104	\$27.73	\$2.77	\$30.50
	Purchase Landgate Landgate - title search					
06 May 2024	Bp Exp Myaree 1840 Myaree		Approval Req'd		<input checked="" type="checkbox"/>	\$160.83
	28360	129	1104	\$146.21	\$14.62	\$160.83
	Purchase Bp Exp Myaree 1840 Fuel					
07 May 2024	Cellarbrations Cottesloe		Approval Req'd		<input checked="" type="checkbox"/>	\$172.00
	28845	129	1104	\$156.36	\$15.64	\$172.00
	Purchase Cellarbrations Additional catering for Freeman function					
10 May 2024	Officeworks 0616 Oconnorwa		Approval Req'd		<input checked="" type="checkbox"/>	\$400.13
	28845	129	1104	\$363.75	\$36.38	\$400.13
	Purchase Officeworks 0616 Depot label printers for asset register					
15 May 2024	Ampol Mosman Pa 55363f Mosman Park		Approval Req'd		<input checked="" type="checkbox"/>	\$100.70
	28360	129	1104	\$91.55	\$9.15	\$100.70
	Purchase Ampol Mosman Pa 55363f Fuel					
22 May 2024	Intertek Inform Sydney		Approval Req'd		<input checked="" type="checkbox"/>	\$171.70
	28845	129	1104	\$156.09	\$15.61	\$171.70
	Purchase Intertek Inform AS Parking Standard					
22 May 2024	Officeworks 0604 Fremantle		Approval Req'd		<input checked="" type="checkbox"/>	\$746.44
	28500	129	1104	\$678.58	\$67.86	\$746.44
	Purchase Officeworks 0604 Depot printers - Eco tank, labels, tag printer					
23 May 2024	Ampol Mosman Pa 55363f Mosman Park		Approval Req'd		<input checked="" type="checkbox"/>	\$94.07
	28360	129	1104	\$85.52	\$8.55	\$94.07
	Purchase Ampol Mosman Pa 55363f Fuel					

24 May 2024	Canning Vale Cash & Canningvale		Approval Req'd	<input checked="" type="checkbox"/>	\$27.18
28845	129	1104	\$24.71	\$2.47	\$27.18
Purchase Canning Vale Cash & Depot tea bags					
28 May 2024	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$6.82
27130	129	1104	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Bank fees					
Total for this period:					\$2,043.17

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature  Dated 04 / 06 / 2024

Employee ID: 169

Approved By

Signature  Dated 4/6/2024 /

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase
Account Statement

Statement for NAB



Statement Period: 30 Apr 2024 to 28 May 2024
Cardholder Name: Jeremy Clapham

JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code		Net	Tax
24 May 2024	26540	129	Approval Req'd	\$22.95	\$25.24
	Purchase Cpp Convention Centre Parking - workshop attendance				\$25.24
28 May 2024	27130	129	No Appr Req'd	\$6.20	\$6.82
	Account Fees Cc Fp User Fee Bank fees				\$6.82
Total for this period:					\$32.06

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature [Signature] Dated 17/06/2024

Employee ID: E003

Approved By

Signature [Signature] Dated 17/6/2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024

Cardholder Name: Joel Lee Gajic




JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
29 Apr 2024	Woolworths/Cottesloe Grov Cottesloe		Approval Req'd	<input checked="" type="checkbox"/>		\$17.00
	27140	190	0403	\$15.45	\$1.55	\$17.00
	Purchase Woolworths/Cottesloe Grov Admin office coffee pods					
30 Apr 2024	Landgate Midland		Approval Req'd	<input checked="" type="checkbox"/>		\$337.23
	27260	190	1104	\$306.57	\$30.66	\$337.23
	Purchase Landgate Landgate title searches for Infrastructure Services project					
03 May 2024	Easypark Prahran		Approval Req'd	<input checked="" type="checkbox"/>		\$4.40
	28210	190	1002	\$4.00	\$0.40	\$4.40
	Purchase Easypark UWA parking paid via app for LGPA SAT workshop					
06 May 2024	Sp Railway Parade West Leedervi		Approval Req'd	<input checked="" type="checkbox"/>		\$13.00
	26540	119	1002	\$11.82	\$1.18	\$13.00
	Purchase Sp Railway Parade WALGA procurement training parking expenses					
08 May 2024	Freshwaters Peppermint Gr		Approval Req'd	<input checked="" type="checkbox"/>		\$34.80
	28280	190	1002	\$31.64	\$3.16	\$34.80
	Purchase Freshwaters Quarterly Building Services Group Nedlands Manager morning tea					
11 May 2024	Costco Wholesale Austr Perth Airport		Approval Req'd	<input checked="" type="checkbox"/>		\$116.98
	27140	190	0403	\$106.35	\$10.63	\$116.98
	Purchase Costco Wholesale Austr Admin Office coffee pods bulk purchase					
16 May 2024	Intertek Inform Sydney		Approval Req'd	<input checked="" type="checkbox"/>		\$64.74
	27200	190	1002	\$58.85	\$5.89	\$64.74
	Purchase Intertek Inform Disputed purchase of AS2890.5 not provided - Order number was 90311454 refund being processed					
22 May 2024	Woolworths/Cottesloe Grov Cottesloe		Approval Req'd	<input checked="" type="checkbox"/>		\$7.40
	27140	190	0301	\$6.73	\$0.67	\$7.40
	Purchase Woolworths/Cottesloe Grov Milk for staff kitchen					
28 May 2024	Account Fees		No Appr Req'd	<input type="checkbox"/>		\$6.82
	27130	190	1002	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee bank fees					

Total for this period: \$602.37

Cardholder Declaration


I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 18 / 06 / 2024

Employee ID: E0020

Approved By

Signature 

Dated 18/06/2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator

Intertek Inform payment disputed - relevant information provided to service provider for AS2890.5 not provided , refund expected in due course. Dispute form filled out.



FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024
Cardholder Name: Penny Askin



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
29 Apr 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$6.20
	28280	129	0403	\$5.64	\$0.56	\$6.20
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
30 Apr 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$4.45
	28280	129	0403	\$4.05	\$0.40	\$4.45
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
01 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$12.00
	28280	129	0401	\$10.91	\$1.09	\$12.00
	Purchase Woolworths/Cottesloe Grov Council Chambers supplies					
01 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$10.60
	28280	129	0403	\$9.64	\$0.96	\$10.60
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
02 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$71.20
	28280	129	0403	\$64.73	\$6.47	\$71.20
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
08 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$21.00
	28280	129	0401	\$19.09	\$1.91	\$21.00
	Purchase Woolworths/Cottesloe Grov Council Chambers supplies					
09 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$6.45
	28280	129	0403	\$5.86	\$0.59	\$6.45
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
13 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$4.45
	28280	129	0403	\$4.05	\$0.40	\$4.45
	Purchase Woolworths/Cottesloe Grov Shire kitchen supplies					
15 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$31.25
	28280	129	0403	\$28.41	\$2.84	\$31.25
	Purchase Woolworths/Cottesloe Grov Shire supplies					

16 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>		\$4.45
28280	129	0403	\$4.05	\$0.40	\$4.45	
Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies						
20 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>		\$6.45
28280	129	0403	\$5.86	\$0.59	\$6.45	
Purchase Woolworths/Cottesloe Grov Shire kitchen supplies						
21 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>		\$7.00
28280	129	0403	\$6.36	\$0.64	\$7.00	
Purchase Woolworths/Cottesloe Grov Shire kitchen supplies						
23 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>		\$4.45
28280	129	0403	\$4.05	\$0.40	\$4.45	
Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies						
27 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>		\$49.20
28280	129	0403	\$44.73	\$4.47	\$49.20	
Purchase Woolworths/Cottesloe Grov Navigating the Aged Care System refreshments						
28 May 2024	Account Fees		No Appr Req'd	<input type="checkbox"/>		\$6.82
27130	129	0403	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee Account fees						
Total for this period:						\$245.97

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature ON LEAVE Dated / /

Employee ID: E0003

Approved By

Signature  Dated 17/06/2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024

Cardholder Name: Robert Young



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
02 May 2024	Coles Express 6919 Mosman Park		Approved		<input checked="" type="checkbox"/>	\$153.60
	28360	139		\$139.64	\$13.96	\$153.60
	Purchase Coles Express 6919 Ute Fuel					
02 May 2024	Officeworks 0604 Fremantle		Approved		<input checked="" type="checkbox"/>	\$66.98
	27140	139		\$60.89	\$6.09	\$66.98
	Purchase Officeworks 0604 Depo ethernet					
06 May 2024	Bunnings 453000 O'Connor		Approved		<input checked="" type="checkbox"/>	\$34.96
	28350	139		\$31.78	\$3.18	\$34.96
	Purchase Bunnings 453000 Depo Expendable					
09 May 2024	Coles Express 6919 Mosman Park		Approved		<input checked="" type="checkbox"/>	\$152.10
	28360	139		\$138.27	\$13.83	\$152.10
	Purchase Coles Express 6919 Ute Fuel					
15 May 2024	Tjm 4x4 Equipped Brendale		Approved		<input checked="" type="checkbox"/>	\$132.00
	28270	139		\$120.00	\$12.00	\$132.00
	Purchase Tjm 4x4 Equipped Ute Equipment					
15 May 2024	Bunnings 453000 O'Connor		Approved		<input checked="" type="checkbox"/>	\$35.10
	28350	139		\$31.91	\$3.19	\$35.10
	Purchase Bunnings 453000 Workshop Misc					
22 May 2024	Coles Express 6919 Mosman Park		Approval Req'd		<input checked="" type="checkbox"/>	\$146.99
	28360	139		\$133.63	\$13.36	\$146.99
	Purchase Coles Express 6919 Ute Fuel					
28 May 2024	Account Fees		No Appr Req'd		<input type="checkbox"/>	\$6.82
	27130	190		\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Bank Fees					
Total for this period:						\$728.55

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature _____

Dated 4 / 6 / 24

Employee ID: RY

Approved By

Signature  _____

Dated 05 / 06 / 2024

On Completion

All Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024
Cardholder Name: Stewart Farley
JSKR VISA Purchasing Card (Client Expenses)



Table with columns: Date, Details (GL Code, CC Code, Department), Approval, Receipt Amount (\$AUD) (Net, Tax, Gross). Rows include transactions from Booktopia Pty Ltd Rhodes, Amazon Au Sydney South, Big W/Rockingham Road Spearwood, Amazon Marketplace Au Sydney South, and Coles 0333 Yangebup.

09 May 2024	Officeworks 0616 O'Connor	Approved	<input checked="" type="checkbox"/>	\$65.72
27250	139 1106	\$59.75	\$5.97	\$65.72
Purchase Officeworks 0616 A4 paper - 2 boxes				
24 May 2024	Educational Art Suppli Nedlands	Approved	<input checked="" type="checkbox"/>	\$30.70
28770	139 1106	\$27.91	\$2.79	\$30.70
Purchase Educational Art Suppli kids school merit stamps				
28 May 2024	Account Fees	No Appr Req'd	<input type="checkbox"/>	\$6.82
27130	139 1106	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Account Fees				
Total for this period:				\$2,001.26

Cardholder Declaration


I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 18/6/2024

Employee ID: 63

Approved By

Signature 

Dated 18/6/24

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024

Cardholder Name: Tim Whitham



JSKR VISA Purchasing Card (Client Expenses)

Date	Details			Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code	Department	Net	Tax	Gross
30 Apr 2024	Dawsons Garden World Swanbourne			Approval Req'd	<input checked="" type="checkbox"/>	\$59.00
	28270	139	1104	\$53.64	\$5.36	\$59.00
	Purchase Dawsons Garden World Plants					
30 Apr 2024	Ampol Mosman Pa 55363f Mosman Park			Approval Req'd	<input checked="" type="checkbox"/>	\$150.00
	28360	139	1104	\$136.36	\$13.64	\$150.00
	Purchase Ampol Mosman Pa 55363f Ute Fuel					
01 May 2024	Bunnings 483000 Claremont			Approval Req'd	<input checked="" type="checkbox"/>	\$28.80
	28270	139	1104	\$26.18	\$2.62	\$28.80
	Purchase Bunnings 483000 Hardware					
01 May 2024	Ampol Mosman Pa 55363f Mosman Park			Approval Req'd	<input checked="" type="checkbox"/>	\$150.03
	28360	139	1104	\$136.39	\$13.64	\$150.03
	Purchase Ampol Mosman Pa 55363f Truck Fuel					
28 May 2024	Account Fees			No Appr Req'd	<input type="checkbox"/>	\$6.82
	27130	190	0301	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Account fees					
Total for this period:						\$394.65

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature _____

Dated 5 / 6 / 2024

Employee ID: TW

Approved By

Signature _____

Dated 04 / 06 / 2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024
Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details (GL Code, CC Code, Department), Approval, Receipt Amount (\$AUD) (Net, Tax, Gross). Rows include transactions from 29 Apr 2024 to 23 May 2024, such as 'Bigw Online Bella Vista', 'Nat Geo Mag Au', and 'Intesetsyst'.




copier paper

24 May 2024	Educational Art Suppli Nedlands	Approval Req'd	<input checked="" type="checkbox"/>	\$423.14	✓
28515	139 1106	\$384.67	\$38.47	\$423.14	
Purchase Educational Art Suppli school holiday / story time supplies					
24 May 2024	Educational Art Suppli Nedlands	Approval Req'd	<input checked="" type="checkbox"/>	\$204.45	✓
28500	139 1106	\$185.86	\$18.59	\$204.45	
Purchase Educational Art Suppli storytime supplies					
26 May 2024	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$9.80	✓
28770	139 1106	\$8.91	\$0.89	\$9.80	
Purchase Woolworths/Cottesloe Grov sunday newspaper kitchen supplies.					
28 May 2024	Account Fees	No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82	✓
27130	129 1106	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee Bank charges					
Total for this period:				\$2,324.29	

Cardholder Declaration

I declare that all purchases were authorized or necessarily incurred on behalf of the company.

Signature 

Dated 04 / 05 / 2024

Employee ID: 60

Approved By

Signature 

Dated 4/6/2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024

Cardholder Name: Donald Burnett



JSKR VISA Purchasing Card (Client Expenses)

Date	Details			Approval	Receipt Amount (\$AUD)	
	Gl. Code	CC Code	Department	Net	Tax	Gross
07 May 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$32.50
	28280	190	0401	\$29.55	\$2.95	\$32.50
	Purchase Woolworths/Cottesloe Grov Freeman function					
07 May 2024	Boatshed Market Pty Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$75.00
	27140	190	0401	\$68.18	\$6.82	\$75.00
	Purchase Boatshed Market Pty Flowers					
07 May 2024	Cellarbrations Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$22.00
	28280	190	0401	\$20.00	\$2.00	\$22.00
	Purchase Cellarbrations ICE					
07 May 2024	Cellarbrations Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$228.00
	28280	190	0403	\$207.27	\$20.73	\$228.00
	Purchase Cellarbrations Freeman celebraton					
07 May 2024	Pline Ph Cottesloe Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$24.95
	27140	190	0403	\$22.68	\$2.27	\$24.95
	Purchase Pline Ph Cottesloe Staff flu shot					
16 May 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$6.00
	27140	190	0403	\$5.45	\$0.55	\$6.00
	Purchase Woolworths/Cottesloe Grov LMG catering					
16 May 2024	Myo*cherry S Catering Malaga			Approval Req'd	<input checked="" type="checkbox"/>	\$1,996.00
	28280	190	0401	\$1,814.55	\$181.45	\$1,996.00
	Purchase Myo*cherry S Catering Freeman catering					
28 May 2024	Account Fees			No Appr Req'd	<input type="checkbox"/>	\$6.82
	27130	190	0403	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Account fee					
Total for this period:						\$2,391.27

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature _____

Dated 6/6/24

Employee ID: 5

Approved By

Signature *Rue Filler*

Dated 10 / 6 / 24

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024
Cardholder Name: Donovan Norgard



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
01 May 2024	Chez Jean Claude Patisser West Leedervi		Approval Req'd		<input checked="" type="checkbox"/>	\$132.80
	28845	129	1104	\$120.73	\$12.07	\$132.80
	Purchase Chez Jean Claude Patisser Catering - Freeman ceremony					
30 Apr 2024	Landgate Midland		Approval Req'd		<input checked="" type="checkbox"/>	\$30.50
	28845	129	1104	\$27.73	\$2.77	\$30.50
	Purchase Landgate Landgate - title search					
06 May 2024	Bp Exp Myaree 1840 Myaree		Approval Req'd		<input checked="" type="checkbox"/>	\$160.83
	28360	129	1104	\$146.21	\$14.62	\$160.83
	Purchase Bp Exp Myaree 1840 Fuel					
07 May 2024	Cellarbrations Cottesloe		Approval Req'd		<input checked="" type="checkbox"/>	\$172.00
	28845	129	1104	\$156.36	\$15.64	\$172.00
	Purchase Cellarbrations Additional catering for Freeman function					
10 May 2024	Officeworks 0616 Oconnorwa		Approval Req'd		<input checked="" type="checkbox"/>	\$400.13
	28845	129	1104	\$363.75	\$36.38	\$400.13
	Purchase Officeworks 0616 Depot label printers for asset register					
15 May 2024	Ampol Mosman Pa 55363f Mosman Park		Approval Req'd		<input checked="" type="checkbox"/>	\$100.70
	28360	129	1104	\$91.55	\$9.15	\$100.70
	Purchase Ampol Mosman Pa 55363f Fuel					
22 May 2024	Intertek Inform Sydney		Approval Req'd		<input checked="" type="checkbox"/>	\$171.70
	28845	129	1104	\$156.09	\$15.61	\$171.70
	Purchase Intertek Inform AS Parking Standard					
22 May 2024	Officeworks 0604 Fremantle		Approval Req'd		<input checked="" type="checkbox"/>	\$746.44
	28500	129	1104	\$678.58	\$67.86	\$746.44
	Purchase Officeworks 0604 Depot printers - Eco tank, labels, tag printer					
23 May 2024	Ampol Mosman Pa 55363f Mosman Park		Approval Req'd		<input checked="" type="checkbox"/>	\$94.07
	28360	129	1104	\$85.52	\$8.55	\$94.07
	Purchase Ampol Mosman Pa 55363f Fuel					

24 May 2024	Canning Vale Cash & Canningvale		Approval Req'd	<input checked="" type="checkbox"/>	\$27.18
28845	129	1104	\$24.71	\$2.47	\$27.18
Purchase Canning Vale Cash & Depot tea bags					
28 May 2024	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$6.82
27130	129	1104	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Bank fees					
Total for this period:					\$2,043.17

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature _____

Dated 04 / 06 / 2024

Employee ID: 169

Approved By

Signature _____

Dated 4/6/2024 / _____

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase
Account Statement

Statement for NAB



Statement Period: 30 Apr 2024 to 28 May 2024
Cardholder Name: Jeremy Clapham

JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code		Net	Tax
24 May 2024	26540	129	Approval Req'd	\$22.95	\$25.24
	Purchase Cpp Convention Centre Parking - workshop attendance			<input checked="" type="checkbox"/>	\$2.29
			Centre Perth		
			0403		
28 May 2024	27130	129	No Appr Req'd	\$6.20	\$6.82
	Account Fees			<input type="checkbox"/>	\$0.62
	Account Fees Cc Fp User Fee				
	Bank fees				
				Total for this period: \$32.06	

Cardholder Declaration

I declare that all purchases were authorised (or necessarily incurred on behalf of the company)
Signature [Signature] Dated 17/06/2024

Employee ID: E003

Approved By

Signature [Signature] Dated 17/6/2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024

Cardholder Name: Joel Lee Gajic



JSKR VISA Purchasing Card (Client Expenses)

Date	Details			Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code	Department	Net	Tax	Gross
29 Apr 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$17.00
	27140	190	0403	\$15.45	\$1.55	\$17.00
	Purchase Woolworths/Cottesloe Grov Admin office coffee pods					
30 Apr 2024	Landgate Midland			Approval Req'd	<input checked="" type="checkbox"/>	\$337.23
	27260	190	1104	\$306.57	\$30.66	\$337.23
	Purchase Landgate Landgate title searches for Infrastructure Services project					
03 May 2024	Easypark Prahran			Approval Req'd	<input checked="" type="checkbox"/>	\$4.40
	28210	190	1002	\$4.00	\$0.40	\$4.40
	Purchase Easypark UWA parking paid via app for LGPA SAT workshop					
06 May 2024	Sp Railway Parade West Leedervi			Approval Req'd	<input checked="" type="checkbox"/>	\$13.00
	26540	119	1002	\$11.82	\$1.18	\$13.00
	Purchase Sp Railway Parade WALGA procurement training parking expenses					
08 May 2024	Freshwaters Peppermint Gr			Approval Req'd	<input checked="" type="checkbox"/>	\$34.80
	28280	190	1002	\$31.64	\$3.16	\$34.80
	Purchase Freshwaters Quarterly Building Services Group Nedlands Manager morning tea					
11 May 2024	Costco Wholesale Austr Perth Airport			Approval Req'd	<input checked="" type="checkbox"/>	\$116.98
	27140	190	0403	\$106.35	\$10.63	\$116.98
	Purchase Costco Wholesale Austr Admin Office coffee pods bulk purchase					
16 May 2024	Intertek Inform Sydney			Approval Req'd	<input checked="" type="checkbox"/>	\$64.74
	27200	190	1002	\$58.85	\$5.89	\$64.74
	Purchase Intertek Inform Disputed purchase of AS2890.5 not provided - Order number was 90311454 refund being processed					
22 May 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$7.40
	27140	190	0301	\$6.73	\$0.67	\$7.40
	Purchase Woolworths/Cottesloe Grov Milk for staff kitchen					
28 May 2024	Account Fees			No Appr Req'd	<input type="checkbox"/>	\$6.82
	27130	190	1002	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee bank fees					

Total for this period: \$602.37

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 18/06/2024

Employee ID: E0020

Approved By

Signature 

Dated 18/06/2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator

Intertek Inform payment disputed - relevant information provided to service provider for AS2890.5 not provided , refund expected in due course. Dispute form filled out.



FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024
Cardholder Name: Penny Askin



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
29 Apr 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$6.20
	28280	129	0403	\$5.64	\$0.56	\$6.20
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
30 Apr 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$4.45
	28280	129	0403	\$4.05	\$0.40	\$4.45
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
01 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$12.00
	28280	129	0401	\$10.91	\$1.09	\$12.00
	Purchase Woolworths/Cottesloe Grov Council Chambers supplies					
01 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$10.60
	28280	129	0403	\$9.64	\$0.96	\$10.60
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
02 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$71.20
	28280	129	0403	\$64.73	\$6.47	\$71.20
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
08 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$21.00
	28280	129	0401	\$19.09	\$1.91	\$21.00
	Purchase Woolworths/Cottesloe Grov Council Chambers supplies					
09 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$6.45
	28280	129	0403	\$5.86	\$0.59	\$6.45
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
13 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$4.45
	28280	129	0403	\$4.05	\$0.40	\$4.45
	Purchase Woolworths/Cottesloe Grov Shire kitchen supplies					
15 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$31.25
	28280	129	0403	\$28.41	\$2.84	\$31.25
	Purchase Woolworths/Cottesloe Grov Shire supplies					

16 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>	\$4.45
28280	129	0403	\$4.05	\$0.40	\$4.45
Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
20 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>	\$6.45
28280	129	0403	\$5.86	\$0.59	\$6.45
Purchase Woolworths/Cottesloe Grov Shire kitchen supplies					
21 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>	\$7.00
28280	129	0403	\$6.36	\$0.64	\$7.00
Purchase Woolworths/Cottesloe Grov Shire kitchen supplies					
23 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>	\$4.45
28280	129	0403	\$4.05	\$0.40	\$4.45
Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies					
27 May 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd	<input checked="" type="checkbox"/>	\$49.20
28280	129	0403	\$44.73	\$4.47	\$49.20
Purchase Woolworths/Cottesloe Grov Navigating the Aged Care System refreshments					
28 May 2024	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$6.82
27130	129	0403	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Account fees					
Total for this period:					\$245.97

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature ON LEAVE

Dated ___ / ___ / ___

Employee ID: E0003

Approved By

Signature 

Dated 17/06/2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024
Cardholder Name: Robert Young



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details (GL Code, CC Code, Department), Approval, Receipt Amount (\$AUD) (Tax, Gross). Rows include transactions for Coles Express, Officeworks, Bunnings, and Account Fees, ending with a total for the period of \$728.55.

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature [Signature] Dated 4 / 6 / 24

Employee ID: RY

Approved By

Signature  _____

Dated 05 / 06 / 2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024

Cardholder Name: Stewart Farley



JSKR VISA Purchasing Card (Client Expenses)

Date	Details			Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code	Department	Net	Tax	Gross
30 Apr 2024	28471	139	Booktopia Pty Ltd Rhodes 1106	Approved	\$137.29	\$151.02
			Purchase Booktopia Pty Ltd junior book purchases		\$13.73	\$151.02
04 May 2024	28471	139	Amazon Au Sydney South 1106	Approved	\$41.35	\$45.48
			Purchase Amazon Au junior book purchases		\$4.13	\$45.48
03 May 2024	28471	139	Big W/Rockingham Road Spearwood 1106	Approved	\$364.55	\$401.00
			Purchase Big W/Rockingham Road junior book purchases		\$36.45	\$401.00
03 May 2024	28471	139	Amazon Marketplace Au Sydney South 1106	Approved	\$63.21	\$69.53
			Purchase Amazon Marketplace Au junior book purchases		\$6.32	\$69.53
03 May 2024	28471	139	Booktopia Pty Ltd Rhodes 1106	Approved	\$436.05	\$479.66
			Purchase Booktopia Pty Ltd junior book purchases		\$43.61	\$479.66
02 May 2024	28500	139	Amazon Marketplace Au Sydney South 1106	Approved	\$23.53	\$25.88
			Purchase Amazon Marketplace Au Clip Over Sawtooth Frame Hanger, 100 PCS Picture Photo Board Hanger Hook S Shaped Metal Artwork Wall Mou		\$2.35	\$25.88
05 May 2024	28770	139	Coles 0333 Yangebup 1106	Approved	\$10.91	\$12.00
			Purchase Coles 0333 antiseptic wipes		\$1.09	\$12.00
08 May 2024	28471	139	Booktopia Pty Ltd Rhodes 1106	Approved	\$351.16	\$386.28
			Purchase Booktopia Pty Ltd junior book purchases		\$35.12	\$386.28
09 May 2024	28471	139	Booktopia Pty Ltd Rhodes 1106	Approved	\$297.43	\$327.17
			Purchase Booktopia Pty Ltd junior book purchases		\$29.74	\$327.17

09 May 2024	Officeworks 0616 O'Connor	Approved	<input checked="" type="checkbox"/>	\$65.72
27250	139 1106	\$59.75	\$5.97	\$65.72
Purchase Officeworks 0616 A4 paper - 2 boxes				
24 May 2024	Educational Art Suppli Nedlands	Approved	<input checked="" type="checkbox"/>	\$30.70
28770	139 1106	\$27.91	\$2.79	\$30.70
Purchase Educational Art Suppli kids school merit stamps				
28 May 2024	Account Fees	No Appr Req'd	<input type="checkbox"/>	\$6.82
27130	139 1106	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Account Fees				
Total for this period:				\$2,001.26

Cardholder Declaration


I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 18/6/2024

Employee ID: 63

Approved By

Signature 

Dated 18/6/24

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 30 Apr 2024 to 28 May 2024

Cardholder Name: Tim Whitham



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
30 Apr 2024	Dawsons Garden World Swanbourne		Approval Req'd		<input checked="" type="checkbox"/>	\$59.00
	28270	139	1104	\$53.64	\$5.36	\$59.00
	Purchase Dawsons Garden World Plants					
30 Apr 2024	Ampol Mosman Pa 55363f Mosman Park		Approval Req'd		<input checked="" type="checkbox"/>	\$150.00
	28360	139	1104	\$136.36	\$13.64	\$150.00
	Purchase Ampol Mosman Pa 55363f Ute Fuel					
01 May 2024	Bunnings 483000 Claremont		Approval Req'd		<input checked="" type="checkbox"/>	\$28.80
	28270	139	1104	\$26.18	\$2.62	\$28.80
	Purchase Bunnings 483000 Hardware					
01 May 2024	Ampol Mosman Pa 55363f Mosman Park		Approval Req'd		<input checked="" type="checkbox"/>	\$150.03
	28360	139	1104	\$136.39	\$13.64	\$150.03
	Purchase Ampol Mosman Pa 55363f Truck Fuel					
28 May 2024	Account Fees		No Appr Req'd		<input type="checkbox"/>	\$6.82
	27130	190	0301	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Account fees					
Total for this period:						\$394.65

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature _____

Dated 5 / 6 / 2024

Employee ID: TW

Approved By

Signature _____

Dated 04 / 06 / 2024

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Ordinary Council Meeting

8.3.2 Financial Statements for Period ending 31st May 2024

SHIRE OF PEPPERMINT GROVE

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 May 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF PEPPERMINT GROVE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	9	3,670,054	3,670,053	3,644,566	(25,487)	(0.69%)	
Grants, subsidies and contributions	12	1,399,442	967,316	1,305,870	338,554	35.00%	▲
Fees and charges		319,195	310,739	321,710	10,971	3.53%	
Interest revenue		193,836	191,636	104,936	(86,700)	(45.24%)	▼
Other revenue		7,600	7,350	12,899	5,549	75.50%	
Profit on asset disposals	6	6,112	6,112	13,715	7,603	124.39%	
Fair value adjustments to financial assets at fair value through profit or loss		0	0	403	403	0.00%	
		5,596,239	5,153,206	5,404,099	250,893	4.87%	
Expenditure from operating activities							
Employee costs		(2,488,668)	(2,283,563)	(2,302,410)	(18,847)	(0.83%)	
Materials and contracts		(2,365,012)	(2,211,620)	(1,892,350)	319,270	14.44%	▲
Utility charges		(123,593)	(112,759)	(107,236)	5,523	4.90%	
Depreciation		(1,012,312)	(963,786)	(459,380)	504,406	52.34%	▲
Finance costs		(50,643)	(25,965)	(24,883)	1,082	4.17%	
Insurance		(118,902)	(118,702)	(121,320)	(2,618)	(2.21%)	
Other expenditure		(133,356)	(60,273)	(86,850)	(26,577)	(44.09%)	▼
		(6,292,486)	(5,776,668)	(4,994,429)	782,239	13.54%	
Non-cash amounts excluded from operating activities	Note 2(b)	1,006,200	957,674	445,262	(512,412)	(53.51%)	▼
Amount attributable to operating activities		309,953	334,212	854,932	520,720	155.81%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	60,162	60,162	0	(60,162)	(100.00%)	▼
Proceeds from disposal of assets	6	33,000	33,000	36,653	3,653	11.07%	
		93,162	93,162	36,653	(56,509)	(60.66%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(268,700)	(242,000)	(129,681)	112,319	46.41%	▲
Payments for construction of infrastructure	5	(647,000)	(102,000)	(84,726)	17,274	16.94%	▲
		(915,700)	(344,000)	(214,407)	129,593	37.67%	
Amount attributable to investing activities		(822,538)	(250,838)	(177,754)	73,084	29.14%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	513,284	0	0	0	0.00%	
		513,284	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	10	(38,885)	(19,113)	(19,113)	0	0.00%	
Transfer to reserves	4	(471,922)	0	0	0	0.00%	
		(510,807)	(19,113)	(19,113)	0	0.00%	
Amount attributable to financing activities		2,477	(19,113)	(19,113)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		526,883	526,883	526,883	0	0.00%	
Amount attributable to operating activities		309,953	334,212	854,932	520,720	155.81%	▲
Amount attributable to investing activities		(822,538)	(250,838)	(177,754)	73,084	29.14%	▲
Amount attributable to financing activities		2,477	(19,113)	(19,113)	0	0.00%	
Surplus or deficit after imposition of general rates		16,775	591,144	1,184,949	593,805	100.45%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF PEPPERMINT GROVE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2024**

	Supplementary Information	30 June 2023 \$	31 May 2024 \$
CURRENT ASSETS			
Cash and cash equivalents	3	2,550,422	3,153,122
Trade and other receivables		658,685	506,498
TOTAL CURRENT ASSETS		3,209,107	3,659,620
NON-CURRENT ASSETS			
Trade and other receivables		98,625	98,625
Other financial assets		20,390	20,793
Investment in associate	14	121,015	121,016
Property, plant and equipment		16,433,836	16,345,671
Infrastructure		17,091,017	16,911,274
Right-of-use assets		15,047	15,047
TOTAL NON-CURRENT ASSETS		33,779,930	33,512,426
TOTAL ASSETS		36,989,037	37,172,046
CURRENT LIABILITIES			
Trade and other payables	8	680,986	443,655
Other liabilities	11	0	29,786
Lease liabilities		11,785	11,785
Borrowings	10	38,885	19,772
Employee related provisions	11	175,345	175,345
TOTAL CURRENT LIABILITIES		907,001	680,343
NON-CURRENT LIABILITIES			
Lease liabilities		6,007	6,007
Borrowings	10	615,807	615,807
Employee related provisions		41,314	41,314
TOTAL NON-CURRENT LIABILITIES		663,128	663,128
TOTAL LIABILITIES		1,570,129	1,343,471
NET ASSETS		35,418,908	35,828,575
EQUITY			
Retained surplus		9,864,520	10,274,187
Reserve accounts	4	1,988,559	1,988,560
Revaluation surplus		23,565,829	23,565,827
TOTAL EQUITY		35,418,908	35,828,575

This statement is to be read in conjunction with the accompanying notes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 14 June 2024

SHIRE OF PEPPERMINT GROVE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	3	\$ 1,995,773	2,550,422	3,153,124
Trade and other receivables		500,000	658,685	506,500
		<u>2,495,773</u>	<u>3,209,107</u>	<u>3,659,624</u>
Less: current liabilities				
Trade and other payables	8	(301,582)	(680,986)	(443,655)
Other liabilities	11		0	(29,786)
Lease liabilities		(5,000)	(11,785)	(11,785)
Borrowings	10	(38,885)	(38,885)	(19,772)
Employee related provisions	11	(175,345)	(175,345)	(175,345)
		<u>(520,812)</u>	<u>(907,001)</u>	<u>(680,343)</u>
Net current assets		1,974,961	2,302,106	2,979,281
Less: Total adjustments to net current assets	Note 2(c)	(1,958,186)	(1,775,223)	(1,794,332)
Closing funding surplus / (deficit)		16,775	526,883	1,184,949

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities		Amended Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(6,112)	(6,112)	(13,715)
Less: Fair value adjustments to financial assets at amortised cost		0	0	(403)
Add: Depreciation		1,012,312	963,786	459,380
Total non-cash amounts excluded from operating activities		1,006,200	957,674	445,262

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
Adjustments to net current assets				
Less: Reserve accounts	4	(1,988,560)	(1,988,559)	(1,988,559)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	(2,550)	38,885	19,772
- Current portion of lease liabilities			11,785	11,785
- Current portion of employee benefit provisions held in reserve	4	32,924	162,666	162,670
Total adjustments to net current assets	Note 2(a)	(1,958,186)	(1,775,223)	(1,794,332)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**SHIRE OF PEPPERMINT GROVE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2023-24 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	338,554	35.00%	▲
Federal Assistance Grants received earlier than anticipated - \$46k Timing of library contributions - \$291k.			
Interest revenue	(86,700)	(45.24%)	▼
Timing of interest received			
Expenditure from operating activities			
Materials and contracts	319,270	14.44%	▲
Consulting fees less than budgeted \$72k, Drainage Maintenance less than budgeted \$52k, Records Management less than budgeted \$26k, Library books less than budgeted \$20k, ROW Maint less than budgeted \$44k Parking Control less than budgeted \$17k, Street Tree under budget \$28k Swimming pool inspection fees not yet paid \$15k, Town Planning scheme less than budgeted \$10k, bin return service expenses less than budgeted \$12k			
Depreciation	504,406	52.34%	▲
Error in depreciation rate for Road Infrastructure			
Other expenditure	(26,577)	(44.09%)	▼
Timing of admin allocations			
Non-cash amounts excluded from operating activities	(512,412)	(53.51%)	▼
Depreciation -see above			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(60,162)	(100.00%)	▼
Timing of LRCI grant funding.			
Outflows from investing activities			
Payments for property, plant and equipment	112,319	46.41%	▲
Timing of capital acquisitions			
Payments for construction of infrastructure	17,274	16.94%	▲
Timing of capital acquisitions.			
Surplus or deficit after imposition of general rates	593,805	100.45%	▲
Due to variances described above			

SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION

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SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.53 M	\$0.53 M	\$0.53 M	\$0.00 M
Closing	\$0.02 M	\$0.59 M	\$1.18 M	\$0.59 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$1.13 M	36.0%
Restricted Cash	\$2.02 M	64.0%

Refer to 3 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.25 M	
0 to 30 Days		87.4%
Over 30 Days		12.5%
Over 90 Days		0.4%

Refer to 8 - Payables

Receivables		
	\$	%
Rates Receivable	\$0.08 M	97.7%
Trade Receivable	\$0.42 M	
Over 30 Days		5.3%
Over 90 Days		5.2%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.31 M	\$0.33 M	\$0.85 M	\$0.52 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$3.64 M	
YTD Budget	\$3.67 M	(0.7%)

Refer to 9 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$1.31 M	
YTD Budget	\$0.97 M	35.0%

Refer to 12 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.32 M	
YTD Budget	\$0.31 M	3.5%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.82 M)	(\$0.25 M)	(\$0.18 M)	\$0.07 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.04 M	
Amended Budget	\$0.03 M	11.1%

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.08 M	
Amended Budget	\$0.65 M	(86.9%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.00 M	
Amended Budget	\$0.06 M	(100.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.00 M	(\$0.02 M)	(\$0.02 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.02 M)
Interest expense	(\$0.02 M)
Principal due	\$0.64 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$1.99 M
Interest earned	\$0.00 M

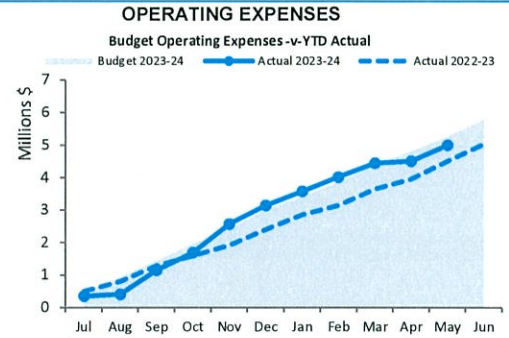
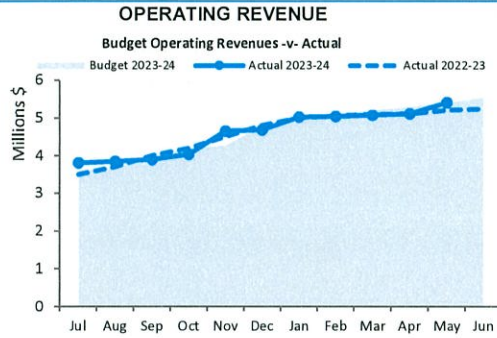
Refer to 4 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

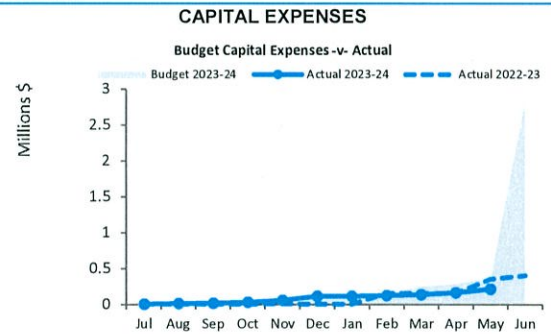
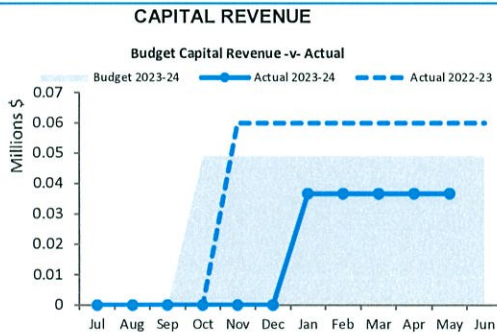
**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024**

2 KEY INFORMATION - GRAPHICAL

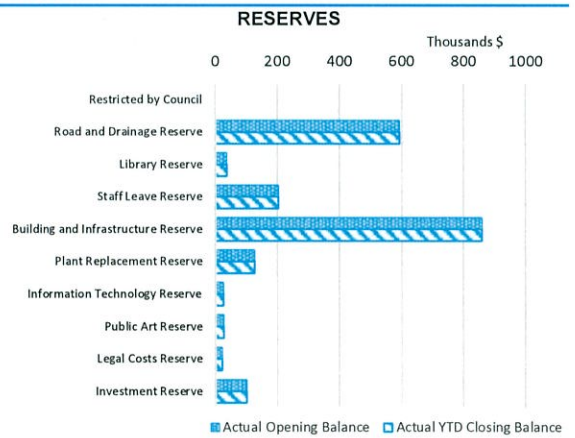
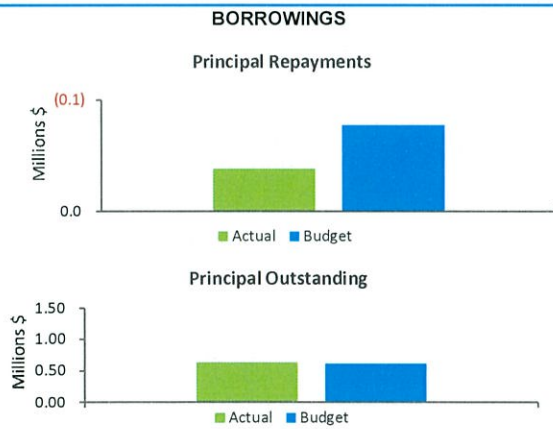
OPERATING ACTIVITIES



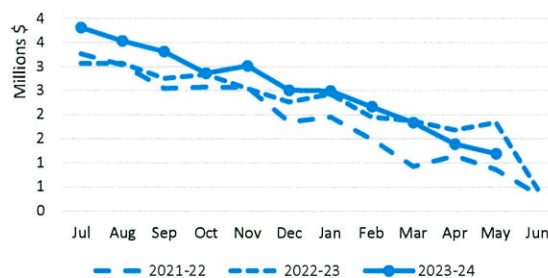
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal Fund	Cash and cash equivalents	1,134,775	29,786	1,164,561		NAB	4.15%	N/A
Reserve Fund	Financial assets at amortised cost	0	1,988,560	1,988,560		NAB	5.20%	28/06/2024
Total		1,134,775	2,018,346	3,153,121	0			
Comprising								
Cash and cash equivalents		1,134,775	29,786	1,164,561	0			
Financial assets at amortised cost		0	1,988,560	1,988,560	0			
		1,134,775	2,018,346	3,153,121	0			

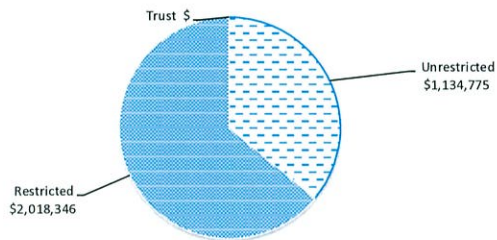
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual
	Opening	Interest	Transfer	Transfers	Closing	Opening	Interest	Transfers	Transfer	YTD
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	In (+)	s Out (-)	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Road and Drainage Reserve	595,117	30,292	37,700	(5,000)	658,109	593,360				593,360
Library Reserve	56,455	2,399		(43,284)	15,570	36,344				36,344
Staff Leave Reserve	182,188	7,743	30,000		219,931	201,697				201,697
Building and Infrastructure Reserve	851,025	47,492	81,826	(430,000)	550,343	859,281				859,281
Plant Replacement Reserve	126,616	5,381			131,997	126,310				126,310
Information Technology Reserve	25,108	1,067			26,175	25,036				25,036
Public Art Reserve	31,313	1,331	20,000	(35,000)	17,644	25,852				25,852
Legal Costs Reserve	20,738	881			21,619	20,679				20,679
Investment Reserve	100,000	4,250	201,560		305,810	100,000				100,000
	1,988,560	100,836	371,086	(513,284)	1,947,198	1,988,559	0	0	0	1,988,559

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	198,000	181,000	66,464	(114,536)
Furniture and equipment	9,700	0	6,905	6,905
Plant and equipment	61,000	61,000	56,312	(4,688)
Acquisition of property, plant and equipment	268,700	242,000	129,681	(112,319)
Infrastructure - roads	77,000	37,000	18,181	(18,819)
Infrastructure - Recreation	350,000	0	0	0
Infrastructure - Other	220,000	65,000	66,545	1,545
Acquisition of infrastructure	647,000	102,000	84,726	(241,912)
Total capital acquisitions	915,700	344,000	214,407	(354,231)
Capital Acquisitions Funded By:				
Capital grants and contributions	60,162	60,162	0	(60,162)
Borrowings	(1,700,000)	0	0	0
Other (disposals & C/Fwd) (exc sale of sump)	33,000	33,000	36,653	3,653
Reserve accounts				
Road and Drainage Reserve	5,000		0	0
Library Reserve	43,284		0	0
Building and Infrastructure Reserve	430,000		0	0
Public Art Reserve	35,000		0	0
Contribution - operations	2,009,254	250,838	177,754	(73,084)
Capital funding total	915,700	344,000	214,407	(129,593)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

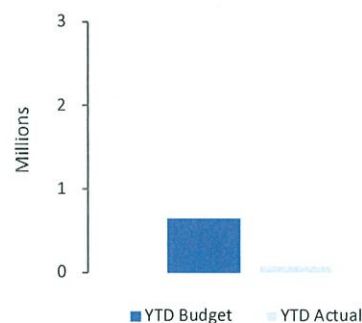
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

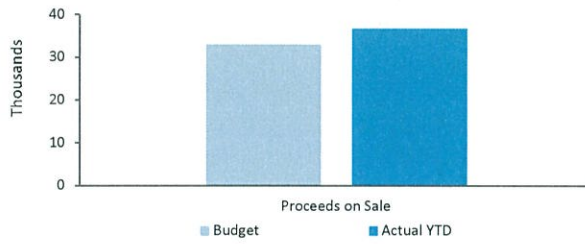


Level of completion indicator, please see table at the end of this note for further detail.

			Amended		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
	Land and Buildings				
	B001	Renewal Design main entry weather protection structure - Library	7,000		0
	B002	Renewal Painting works - Library	5,000	5,000	2,576
	B003	Renewal Renewal Works - Library	15,000	15,000	8,597
	B004	Renewal Composite material - Library	55,000	55,000	19,057
	B005	New Solar - Depot	10,000	10,000	11,190
	B006	Renewal Airconditioning replacement	100,000	90,000	17,461
	B009	Renewal Painting works and sundry furniture	6,000	6,000	7,583
			198,000	181,000	66,464
	Plant and Equipment				0
	P001	Renewal Vehicle replacement	38,000	38,000	39,508
	P004	New Hydraulic sweeper attachment	15,000	15,000	9,320
	P002	Renewal Minor plant	8,000	8,000	7,484
			61,000	61,000	56,312
	Infrastructure - Roads				0
	I003	Renewal Minor kerb renewal	10,000		950
	I002	Renewal Minor footpath works	20,000		7,900
	I001	Renewal Minor drainage works	10,000		5,667
	I005	Renewal Crossland Court -paving replacement	37,000	37,000	3,664
			77,000	37,000	18,181
	Infrastructure - Recreation				0
	O006	Renewal Playground equipment - Keanes Point	350,000		0
			350,000	0	0
	Infrastructure - Other				
	O001	New VMS - carpark	60,000	60,000	30,450
	O003	New Mural - Manners Hill	5,000	5,000	7,180
	O004	New Memorial wall	80,000		2,857
	O007	New EV charging stations	25,000		26,058
	O005	Renewal Foreshore works	50,000		0
			220,000	65,000	66,545
	Furniture and Equipment				0
	F001	New Chambers - recording equipment	9,700		6,905
			9,700		-6,905
			915,700	344,000	214,407
					129,593

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Property, Plant and Equipment								
	Plant and Equipment	26,888	33,000	6,112	0	22,938	36,653	13,715	0
		26,888	33,000	6,112	0	22,938	36,653	13,715	0



7 RECEIVABLES

Rates receivable	30 June 2023	31 May 2024
	\$	\$
Opening arrears previous years	57,524	19,144
Levied this year	3,345,071	3,644,566
Less - collections to date	(3,383,451)	(3,579,449)
Gross rates collectable	19,144	84,261
Net rates collectable	19,144	84,261
% Collected	99.4%	97.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	311,137	0	310	17,250	328,697
Percentage	0.0%	94.7%	0.0%	0.1%	5.2%	
Balance per trial balance						
Trade receivables						328,697
Other receivables						93,540
Total receivables general outstanding						422,237

Amounts shown above include GST (where applicable)

KEY INFORMATION

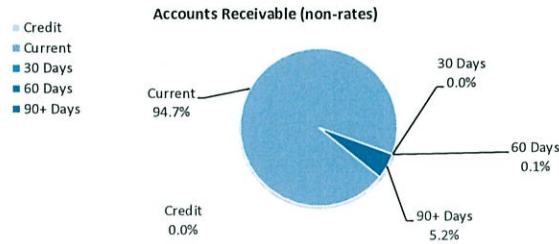
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



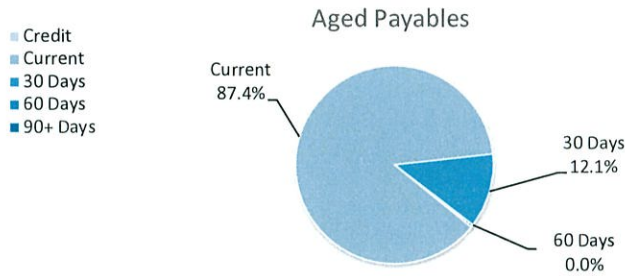
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	214,542	29,810	0	1,075	245,427
Percentage	0.0%	87.4%	12.1%	0.0%	0.4%	
Balance per trial balance						
Sundry creditors						245,429
ATO liabilities						(16)
Other payables						198,242
Total payables general outstanding						443,655

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF PEPPERMINT GROVE
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

9 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget		YTD Actual	
				Rate Revenue	Interim Rate Revenue	Rate Revenue	Interim Rate Revenue
				\$	\$	\$	\$
Gross rental value	0.0756	589	46,988,483	3,549,980	14,000	3,648,213	3,644,566
Gross Rental Value		589	46,988,483	3,549,980	14,000	3,648,213	3,644,566
Sub-Total							
Minimum payment							
Gross rental value	1,494	71		106,074			0
Gross Rental Value		71		106,074	0	0	0
Sub-total							
Total general rates							3,644,566

10 BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	
	Library/Community Centre	41	654,693		0	(19,113)	(38,885)	635,580	615,808	(22,587)	(45,143)
	Total		654,693	0	0	(19,113)	(38,885)	635,580	615,808	(22,587)	(45,143)
	Current borrowings		38,886					19,772			
	Non-current borrowings		615,807					615,808			
			654,693					635,580			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 May 2024 \$
Other current liabilities						
Other liabilities						
Contract liabilities		0	0	29,786		29,786
Total other liabilities		0	0	29,786	0	29,786
Employee Related Provisions						
Provision for annual leave		112,607	0			112,607
Provision for long service leave		62,738	0			62,738
Total Provisions		175,345	0	0	0	175,345
Total other current liabilities		175,345	0	29,786	0	205,131

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

SHIRE OF PEPPERMINT GROVE
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2024	Current Liability 31 May 2024	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	
Grants and subsidies								
Grove Contributions				0		1,327,700	931,372	1,223,566
Grants Commission - General				0		43,000	14,000	47,609
Grants Commission - Roads				0		23,000	16,202	26,025
MRWA - Direct Grant				0		5,742	5,742	6,170
Building digital skills				0				2,500
	0	0	0	0	0	1,399,442	967,316	1,305,870

SHIRE OF PEPPERMINT GROVE
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MAY 2024

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Amended Budget	YTD	YTD Revenue
	1 July 2023			31 May 2024	31 May 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
LRCI - 4				0		49,162	49,162	0
Department of Mines - EV charging station grant				0		11,000	11,000	
	0	0	0	0	0	60,162	60,162	0

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024**

14 INVESTMENT IN ASSOCIATES

(a) Investment in associate

Aggregate carrying amount of interests in associates accounted for using the equity method are reflected in the table below.

Carrying amount at 1 July
Carrying amount at 30 June

Amended Budget Revenue	YTD Budget	YTD Revenue Actual
\$	\$	\$
		121,015
0	0	121,015

SIGNIFICANT ACCOUNTING POLICIES

Investments in associates

An associate is an entity over which the Shire has the power to participate in the financial and operating policy decisions of the investee but not control or joint control of those policies.

Investments in associates are accounted for using the equity method. The equity method of accounting, is whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.



Ordinary Council Meeting

8.3.3 Statutory Budget 2024/25

SHIRE OF PEPPERMINT GROVE
ANNUAL BUDGET
FOR THE YEAR ENDED 30 JUNE 2025
LOCAL GOVERNMENT ACT 1995
TABLE OF CONTENTS

Statement of Comprehensive Income	2
Statement of Cash Flows	3
Statement of Financial Activity	4
Index of Notes to the Budget	5
Schedule of Fees and Charges	25

SHIRE'S VISION

A Shire valued for its heritage, sense of community and natural ambience.

**SHIRE OF PEPPERMINT GROVE
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
Revenue				
Rates		\$ 3,754,655	\$ 3,653,520	\$ 3,670,054
Grants, subsidies and contributions	2(a)	1,589,518	1,406,640	1,448,599
Fees and charges	13	309,055	311,665	342,796
Interest revenue	9(a)	206,000	218,300	138,836
Other revenue		4,000	16,277	4,000
		5,863,228	5,606,402	5,604,285
Expenses				
Employee costs		(2,544,750)	(2,531,885)	(2,409,666)
Materials and contracts		(2,553,591)	(2,088,338)	(2,317,008)
Utility charges		(127,395)	(120,415)	(123,595)
Depreciation	6	(468,350)	(499,000)	(582,289)
Finance costs	9(c)	(69,702)	(53,192)	(69,702)
Insurance		(131,950)	(125,627)	(118,902)
Other expenditure		(123,600)	(126,968)	(120,357)
		(6,019,338)	(5,545,425)	(5,741,519)
		(156,110)	60,977	(137,234)
Profit on asset disposals	5	418,000	13,715	6,112
Loss on asset disposals	5	0	0	(52,500)
		418,000	13,715	(46,388)
Net result for the period		261,890	74,692	(183,622)
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus		0	0	0
Share of comprehensive income of associates accounted for using the equity method		0	0	0
Total other comprehensive income for the period		0	0	0
Total comprehensive income for the period		261,890	74,692	(183,622)

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF PEPPERMINT GROVE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		\$ 3,754,655	\$ 3,622,664	\$ 3,670,054
Grants, subsidies and contributions		1,589,518	1,725,967	1,448,599
Fees and charges		309,055	311,665	342,796
Service charges		0	0	138,836
Interest revenue		206,000	218,300	0
Other revenue		4,000	16,277	4,000
		5,863,228	5,894,873	5,604,285
Payments				
Employee costs		(2,544,750)	(2,527,230)	(2,409,666)
Materials and contracts		(2,553,591)	(2,399,323)	(2,317,008)
Utility charges		(127,395)	(120,415)	(123,595)
Finance costs		(69,702)	(53,192)	(69,702)
Insurance paid		(131,950)	(125,627)	(118,902)
Other expenditure		(123,600)	(126,968)	(120,357)
		(5,550,988)	(5,352,755)	(5,159,230)
Net cash provided by operating activities	4	312,240	542,118	445,055
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for financial assets at amortised cost - self supporting loans		(200,000)	0	(200,000)
Payments for purchase of property, plant & equipment	5(a)	(2,293,000)	(267,063)	(280,700)
Payments for construction of infrastructure	5(b)	(654,000)	(37,180)	(2,575,500)
Proceeds from sale of property, plant and equipment	5(a)	2,078,000	36,653	2,080,500
Proceeds on financial assets at amortised cost - self supporting loans	7(a)	200,000	0	200,000
Net cash (used in) investing activities		(869,000)	(267,590)	(775,700)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	7(a)	(1,738,886)	(38,886)	(1,738,886)
Proceeds from new borrowings	7(a)	1,700,000	0	1,700,000
Net cash (used in) financing activities		(38,886)	(38,886)	(38,886)
Net increase (decrease) in cash held		(595,646)	235,642	(369,531)
Cash at beginning of year		2,786,062	2,550,420	2,522,584
Cash and cash equivalents at the end of the year	4	2,190,416	2,786,062	2,153,053

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF PEPPERMINT GROVE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2025**

OPERATING ACTIVITIES

Revenue from operating activities

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
General rates	2(a)(i)	\$ 3,646,025	\$ 3,547,446	\$ 3,563,980
Rates excluding general rates	2(a)	108,630	106,074	106,074
Grants, subsidies and contributions		1,589,518	1,406,640	1,448,599
Fees and charges	13	309,055	311,665	342,796
Interest revenue	9(a)	206,000	218,300	138,836
Other revenue		4,000	16,277	4,000
Profit on asset disposals	5	418,000	13,715	6,112
		<u>6,281,228</u>	<u>5,620,117</u>	<u>5,610,397</u>

Expenditure from operating activities

Employee costs		(2,544,750)	(2,531,885)	(2,409,666)
Materials and contracts		(2,553,591)	(2,088,338)	(2,317,008)
Utility charges		(127,395)	(120,415)	(123,595)
Depreciation	6	(468,350)	(499,000)	(582,289)
Finance costs	9(c)	(69,702)	(53,192)	(69,702)
Insurance		(131,950)	(125,627)	(118,902)
Other expenditure		(123,600)	(126,968)	(120,357)
Loss on asset disposals	5	0	0	(52,500)
		<u>(6,019,338)</u>	<u>(5,545,425)</u>	<u>(5,794,019)</u>

Non cash amounts excluded from operating activities

	3(c)	50,350	485,285	628,677
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Amount attributable to operating activities

312,240 559,977 445,055

INVESTING ACTIVITIES

Inflows from investing activities

Proceeds from disposal of assets	5	2,078,000	36,653	2,080,500
Proceeds from financial assets at amortised cost - self supporting loans	7(a)	200,000	0	200,000
		<u>2,278,000</u>	<u>36,653</u>	<u>2,280,500</u>

Outflows from investing activities

Payments for property, plant and equipment	5(a)	(2,293,000)	(267,063)	(280,700)
Payments for construction of infrastructure	5(b)	(654,000)	(37,180)	(2,575,500)
Payments for financial assets at amortised cost - self supporting loans	7(a)	(200,000)	0	(200,000)
		<u>(3,147,000)</u>	<u>(304,243)</u>	<u>(3,056,200)</u>

Amount attributable to investing activities

(869,000) (267,590) (775,700)

FINANCING ACTIVITIES

Inflows from financing activities

Proceeds from new borrowings	7(a)	1,700,000	0	1,700,000
Transfers from reserve accounts	8(a)	550,000	513,284	748,284
		<u>2,250,000</u>	<u>513,284</u>	<u>2,448,284</u>

Outflows from financing activities

Repayment of borrowings	7(a)	(1,738,886)	(38,886)	(1,738,886)
Transfers to reserve accounts	8(a)	(773,862)	(471,922)	(715,362)
		<u>(2,512,748)</u>	<u>(510,808)</u>	<u>(2,454,248)</u>

Amount attributable to financing activities

(262,748) 2,476 (5,964)

MOVEMENT IN SURPLUS OR DEFICIT

Surplus at the start of the financial year

Surplus at the start of the financial year	3	821,746	526,883	350,026
Amount attributable to operating activities		312,240	559,977	445,055
Amount attributable to investing activities		(869,000)	(267,590)	(775,700)
Amount attributable to financing activities		(262,748)	2,476	(5,964)
Surplus/(deficit) remaining after the imposition of general rates	3	2,238	821,746	13,417

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF PEPPERMINT GROVE
FOR THE YEAR ENDED 30 JUNE 2025
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**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

1 BASIS OF PREPARATION

The annual budget is a forward looking document and has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the annual budget be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16* which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The local government reporting entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 10 to the annual budget.

2023/24 actual balances

Balances shown in this budget as 2023/24 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Rounding off figures

All figures shown in this statement are rounded to the nearest dollar.

Statement of Cashflows

Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

Initial application of accounting standards

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- AASB 2020-1 Amendments to Australian Accounting Standards
 - Classification of Liabilities as Current or Non-current
 - AASB 2022-5 Amendments to Australian Accounting Standards
 - Lease Liability in a Sale and Leaseback
 - AASB 2022-6 Amendments to Australian Accounting Standards
 - Non-current Liabilities with Covenants
 - AASB 2023-1 Amendments to Australian Accounting Standards
 - Supplier Finance Arrangements
 - AASB 2023-3 Amendments to Australian Accounting Standards
 - Disclosure of Non-current Liabilities with Covenants: Tier 2
- It is not expected these standards will have an impact on the annual budget.

- AASB 2022-10 Amendments to Australian Accounting Standards
 - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities, became mandatory during the budget year. Amendments to AASB 13 *Fair Value Measurement* impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of *Local Government (Financial Management) Regulations 1996*. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes. No material impact is expected in relation to the 2024-25 statutory budget.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
 - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2021-7c Amendments to Australian Accounting Standards
 - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-9 Amendments to Australian Accounting Standards
 - Insurance Contracts in the Public Sector
- AASB 2023-5 Amendments to Australian Accounting Standards
 - Lack of Exchangeability

It is not expected these standards will have an impact on the annual budget.

Judgements, estimates and assumptions

The preparation of the annual budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets
- estimation of provisions
- estimation of fair value of leases

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

2. RATES AND SERVICE CHARGES

(a) Rating Information

Rate Description	Basis of valuation	Rate in \$	Number of properties	Rateable value \$	2024/25 Budgeted rate revenue \$	2024/25 Budgeted interim rates \$	2024/25 Budgeted total revenue \$	2023/24 Actual total revenue \$	2023/24 Budget total revenue \$
(i) General rates									
General Rates	Gross rental valuation	0.07744	587	46,952,802	3,636,025		3,636,025	3,542,130	3,549,980
Interim Rates	Gross rental valuation				0	10,000	10,000	5,316	14,000
Total general rates		Minimum	587	46,952,802	3,636,025	10,000	3,646,025	3,547,446	3,563,980
(j) Minimum payment									
General Rates	Gross rental valuation	\$ 1,530	71		108,630		108,630	106,074	106,074
Interim Rates	Gross rental valuation		71	0	0	0	0	106,074	106,074
Total minimum payments									
Total general rates and minimum payments			658	46,952,802	3,744,655	10,000	3,754,655	3,653,520	3,670,054
Total rates					3,744,655	10,000	3,754,655	3,653,520	3,670,054

The Shire did not raise specified area rates for the year ended 30th June 2025.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV)

The general rates detailed for the 2024/25 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

2. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%	%
Option one					
Single full payment	23/08/2024	0	6.0%	6.0%	6.0%
Option two					
First instalment	23/08/2024	15	6.0%	6.0%	6.0%
Second instalment	25/10/2024	15	6.0%	6.0%	6.0%
Option three					
First instalment	23/08/2024	15	6.0%	6.0%	6.0%
Second instalment	25/10/2024	15	6.0%	6.0%	6.0%
Third instalment	10/01/2025	15	6.0%	6.0%	6.0%
Fourth instalment	14/03/2025	15	6.0%	6.0%	6.0%
		2024/25 Budget revenue	2023/24 Actual revenue	2023/24 Budget revenue	
		\$	\$	\$	
Instalment plan admin charge revenue		7,200	6,750	7,200	
Instalment plan interest earned		18,000	17,300	13,800	
Unpaid rates and service charge interest earned		6,700	8,000	6,700	
		31,900	32,050	27,700	

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

2. RATES AND SERVICE CHARGES (CONTINUED)

(c) Service Charges

The Shire did not raise service charges for the year ended 30th June 2025.

(d) Waivers or concessions

The Shire does not anticipate any waivers or concessions for the year ended 30th June 2025.

SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

3. NET CURRENT ASSETS

(a) Composition of estimated net current assets

		2024/25 Budget	2023/24 Actual	2023/24 Budget
	Note	30 June 2025	30 June 2024	30 June 2024
Current assets		\$	\$	\$
Cash and cash equivalents	4	2,190,416	2,786,062	2,153,053
Financial assets		20,389	20,389	
Receivables		542,279	542,279	96,000
		<u>2,753,084</u>	<u>3,348,730</u>	<u>2,249,053</u>
Less: current liabilities				
Trade and other payables		(370,000)	(370,000)	(280,000)
Contract liabilities		(29,786)	(29,786)	
Lease liabilities	7	(11,785)	(11,785)	
Long term borrowings	7	1	(38,885)	2,550
Employee provisions		(180,000)	(180,000)	
		<u>(591,570)</u>	<u>(630,456)</u>	<u>(277,450)</u>
Net current assets		<u>2,161,514</u>	<u>2,718,274</u>	<u>1,971,603</u>
Less: Total adjustments to net current assets	3(b)	<u>(2,159,276)</u>	<u>(1,896,528)</u>	<u>(1,958,186)</u>
Net current assets used in the Statement of Financial Activity		<u>2,238</u>	<u>821,746</u>	<u>13,417</u>
(b) Current assets and liabilities excluded from budgeted deficiency				
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Cash - reserve accounts	8	(2,171,060)	(1,947,198)	(1,955,636)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings		(1)	38,885	(2,550)
- Current portion of lease liabilities		11,785	11,785	0
Total adjustments to net current assets		<u>(2,159,276)</u>	<u>(1,896,528)</u>	<u>(1,958,186)</u>

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

3. NET CURRENT ASSETS

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(c) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to operating activities

Less: Profit on asset disposals
Add: Loss on asset disposals
Add: Depreciation

Non cash amounts excluded from operating activities

	2024/25 Budget	2023/24 Actual	2023/24 Budget
Note	30 June 2025	30 June 2024	30 June 2024
	\$	\$	\$
5	(418,000)	(13,715)	(6,112)
5	0	0	52,500
6	468,350	499,000	582,289
	50,350	485,285	628,677

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

3. NET CURRENT ASSETS

(e) MATERIAL ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

INVENTORIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Superannuation

The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CONTRACT LIABILITIES

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the determination of the net current asset position.

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

4. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
Cash at bank and on hand	19,356	838,864	197,417
Term deposits	2,171,060	1,947,198	1,955,636
Total cash and cash equivalents	2,190,416	2,786,062	2,153,053
Held as			
- Unrestricted cash and cash equivalents	19,356	838,864	197,417
- Restricted cash and cash equivalents	2,171,060	1,947,198	1,955,636
3(a)	2,190,416	2,786,062	2,153,053
Restrictions			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	2,171,060	1,947,198	1,955,636
	2,171,060	1,947,198	1,955,636
The assets are restricted as a result of the specified purposes associated with the liabilities below:			
Financially backed reserves	2,171,060	1,947,198	1,955,636
8	2,171,060	1,947,198	1,955,636
Reconciliation of net cash provided by operating activities to net result			
Net result	261,890	74,692	(183,622)
Depreciation	6	468,350	499,000
(Profit)/loss on sale of asset	5	(418,000)	(13,715)
(Increase)/decrease in receivables		0	258,685
Increase/(decrease) in payables		0	(310,985)
Increase/(decrease) in contract liabilities		0	29,786
Increase/(decrease) in employee provisions		0	4,655
Net cash from operating activities	312,240	542,118	445,055

MATERIAL ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

FINANCIAL ASSETS AT AMORTISED COST

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

5. PROPERTY, PLANT AND EQUIPMENT

The following assets are budgeted to be acquired and/or disposed of during the year.

	2024/25 Budget				2023/24 Actual				2023/24 Budget				
	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss
(a) Property, Plant and Equipment													
Land - freehold land	1,600,000	1,600,000	2,000,000	400,000	196,000				225,000	2,100,000	2,047,500		(52,500)
Buildings - specialised	596,500				8,555				9,700				
Furniture and equipment	96,500	60,000	78,000	18,000	62,508	22,938	36,653	13,715	46,000	26,888	33,000	6,112	
Plant and equipment	2,293,000	1,660,000	2,078,000	418,000	267,063	22,938	36,653	13,715	280,700	2,126,888	2,080,500	6,112	(52,500)
Total													
(b) Infrastructure													
Infrastructure - roads	32,000				5,000				1,680,500				
Infrastructure - footpaths	20,000				14,000								
Infrastructure - drainage	30,000				6,000								
Infrastructure - parks and ovals	32,000				7,180								
Other infrastructure - Recreation	365,000				5,000				350,000				
Other infrastructure - Other	175,000				37,180	0	0	0	545,000	0	0	0	0
Total	2,947,000	1,660,000	2,078,000	418,000	304,243	22,938	36,653	13,715	2,856,200	2,126,888	2,080,500	6,112	(52,500)

MATERIAL ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

6. DEPRECIATION

By Class

Buildings - specialised
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - footpaths
Infrastructure - drainage
Infrastructure - parks and ovals
Other infrastructure - Other

By Program

Other property and services

2024/25 Budget	2023/24 Actual	2023/24 Budget
\$	\$	\$
132,000	146,000	220,675
4,350	5,000	2,238
56,000	61,000	32,504
168,000	168,000	187,118
40,000	44,000	56,316
12,000	13,000	15,612
45,000	50,000	60,886
11,000	12,000	6,940
468,350	499,000	582,289
468,350	499,000	582,289
468,350	499,000	582,289

MATERIAL ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - specialised	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	4 to 10 years
Infrastructure - roads	40 to 75 years
Infrastructure - footpaths	20 to 50 years
Infrastructure - drainage	70 to 80 years
Infrastructure - parks and ovals	3 to 50 Years
Other infrastructure - Other	5 to 50 years

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

7. BORROWINGS

(a) Borrowing repayments
Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	2024/25		2024/25		2024/25		2023/24		2023/24		2023/24		2023/24	
				Budget New Loans	Budget Principal Repayments	Budget Principal outstanding 30 June 2025	Actual New Loans	Actual Principal Repayments	Actual Principal outstanding 30 June 2024	Actual Interest Repayments	Budget New Loans	Budget Principal Repayments	Budget Principal outstanding 30 June 2024	Budget Interest Repayments	Budget New Loans	Budget Principal Repayments	Budget Principal outstanding 30 June 2024
Library/Community Centre	42	WATC	6.9%	0	0	576,921	0	0	0	615,807	0	0	0	0	579,471	0	0
Road Drainage - Johnston Street	43	WATC	4.0%	1,500,000	(1,500,000)	0	0	0	0	615,807	0	0	1,500,000	(1,500,000)	0	0	0
				1,500,000	(1,538,886)	576,921	(69,702)	0	0	615,807	(38,886)	(53,192)	1,500,000	(1,538,886)	579,471	(19,060)	(69,702)
Self Supporting Loans																	
Self Supporting Loans - Tennis Clut	41	WATC	4.0%	200,000	(200,000)	0	0	0	0	0	0	0	200,000	(200,000)	0	0	0
				200,000	(200,000)	0	0	0	0	0	0	0	200,000	(200,000)	0	0	0
				1,700,000	(1,738,886)	576,921	(69,702)	0	0	615,807	(38,886)	(53,192)	1,700,000	(1,738,886)	579,471	(69,702)	(69,702)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.
The self supporting loan(s) repayment will be fully reimbursed.

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

7. BORROWINGS

(b) New borrowings - 2024/25

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges	Amount used budget	Balance unspent
					\$	\$	\$	\$
Johnston St drainage	WATC	Debenture	1	4.0%	1,500,000	19,060	1,500,000	0
Tennis club	WATC	Debenture	1	4.0%	200,000	0		200,000
					<u>1,700,000</u>	<u>19,060</u>	<u>1,500,000</u>	<u>200,000</u>

(c) Unspent borrowings

The Shire had no unspent borrowing funds as at 30th June 2024 nor is it expected to have unspent borrowing funds as at 30th June 2025.

(d) Credit Facilities

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
Undrawn borrowing facilities			
credit standby arrangements			
Bank overdraft limit			200,000
Bank overdraft at balance date			
Credit card limit			50,000
Credit card balance at balance date			
Total amount of credit unused	0	0	250,000
Loan facilities			
Loan facilities in use at balance date	576,921	615,807	579,471

MATERIAL ACCOUNTING POLICIES

BORROWING COSTS

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

8. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement

	2024/25		2023/24		2023/24		Budget	
	Opening Balance	Transfer to	Transfer to	Transfer (from)	Transfer to	Transfer (from)	Opening Balance	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by legislation								
(a) Road and Drainage Reserve	658,109	154,000	595,117	67,992	595,116	62,992	408,108	
(b) Library Reserve	15,570	2,500	56,455	2,399	56,454	2,399	15,569	
(c) Building and Infrastructure Reserve	550,343	148,562	851,025	129,318	851,025	119,531	550,556	
(d) IT Reserve	26,175	1,000	25,108	1,067	25,108	1,067	26,175	
(e) Public Art Reserve	17,644	1,000	31,313	21,331	31,313	21,118	17,431	
(f) Legal Costs Reserve	21,619	1,000	20,738	881	20,738	881	21,619	
(g) Investment Reserve	305,810	423,000	100,000	205,810	100,000	464,250	564,250	
	1,595,270	731,062	1,679,756	428,798	1,679,754	672,238	1,603,708	
Restricted by council								
(a) Staff Leave Reserve	219,931	37,800	182,188	37,743	182,188	37,743	219,931	
(b) Plant Replacement Reserve	131,997	5,000	126,616	5,381	126,616	5,381	131,997	
	351,928	42,800	308,804	43,124	308,804	43,124	351,928	
	1,947,198	773,862	1,988,560	471,922	1,988,558	715,362	1,955,636	

(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Road and Drainage Reserve	On-going	To fund renewal and expansion of Roads and Drainage system
(b) Library Reserve	On-going	To fund the Shire's portion of Capital items at the Grove Library and/or Community Centre
(c) Building and Infrastructure Reserve	On-going	To fund replacement and upgrading of recreational infrastructure & Municipal Buildings
(d) IT Reserve	On-going	To fund upgrading and replacement of Council's Information & Technology assets
(e) Public Art Reserve	On-going	To fund the purchase of Public Art
(f) Legal Costs Reserve	On-going	To provide for future general expenses including building and planning actions
(g) Investment Reserve	On-going	To fund the implementation of an investment portfolio
(a) Staff Leave Reserve	On-going	To fund Annual & Long Service Leave entitlements
(b) Plant Replacement Reserve	On-going	To fund replacement and upgrading of Council vehicles and plant

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

9. OTHER INFORMATION

The net result includes as revenues

(a) Interest earnings

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
Investments - Reserve	101,300	100,000	85,836
Investments - Other	80,000	93,000	32,500
Other interest revenue	24,700	25,300	20,500
	206,000	218,300	138,836

* The Shire has resolved to charge interest under section 6.13 for the late payment of any amount of money at 6%.

Other revenue

Reimbursements and recoveries	4,000	16,277	4,000
	4,000	16,277	4,000

The net result includes as expenses

(b) Auditors remuneration

Audit services	27,500	27,500	27,500
Other services	0	11,350	4,350
	27,500	38,850	31,850

(c) Interest expenses (finance costs)

Borrowings (refer Note 7(a))	69,702	53,192	69,702
	69,702	53,192	69,702

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

10. ELECTED MEMBERS REMUNERATION

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
President			
President's allowance	17,500	16,198	16,195
Meeting attendance fees	20,000	19,114	19,086
Annual allowance for ICT expenses	1,200	300	
	38,700	35,612	35,281
Deputy President			
Deputy President's allowance	4,500	4,058	4,049
Meeting attendance fees	10,000	9,780	9,781
ICT expenses	1,200	600	
	15,700	14,438	13,830
Elected Member			
Meeting attendance fees	10,000	9,780	9,781
Annual allowance for ICT expenses	1,200	1,200	1,200
	11,200	10,980	10,981
Elected Member			
Meeting attendance fees	10,000	9,780	9,781
Annual allowance for ICT expenses	1,200	1,200	1,200
	11,200	10,980	10,981
Elected Member			
Meeting attendance fees	10,000	9,780	9,781
ICT expenses	1,200		
	11,200	9,780	9,781
Elected Member			
Meeting attendance fees	10,000	9,780	9,781
Annual allowance for ICT expenses		600	1,200
	10,000	10,380	10,981
Elected Member			
Meeting attendance fees	10,000	9,780	9,781
Annual allowance for ICT expenses			1,200
	10,000	9,780	10,981
Total Elected Member Remuneration	108,000	101,950	102,816
President's allowance	17,500	16,198	16,195
Deputy President's allowance	4,500	4,058	4,049
Meeting attendance fees	80,000	77,794	77,772
ICT expenses	2,400	600	0
Annual allowance for ICT expenses	3,600	3,300	4,800
	108,000	101,950	102,816

SHIRE OF PEPPERMINT GROVE

REVENUES

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered.

Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

All amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water.

Exclude rubbish removal charges which should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Gain on the disposal of assets including gains on the disposal of long-term investments.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Note *AASB 119 Employee Benefits* provides a definition of employee benefits which should be considered.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

Local governments may wish to disclose more detail such as contract services, consultancy, information technology and rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water.

Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expenses raised on all classes of assets.

FINANCE COSTS

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

11. REVENUE AND EXPENDITURE

(b) Revenue Recognition

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of Revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	On landing/departure event
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Output method based on goods

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

12. PROGRAM INFORMATION

Key Terms and Definitions - Reporting Programs

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

OBJECTIVE

ACTIVITIES

Governance

To provide a decision making process for the efficient allocation of scarce resources.

Administration and operation of facilities and services to members of Council; other costs that relate to the tasks of assisting Elected Members and ratepayers on matters which do not concern specific Council services.

General purpose funding

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

Law, order, public safety

To provide services to help ensure a safer community.

Fire prevention, animal control and inspections.

Health

To provide services to help ensure a safer community.

Food quality, pest control and inspections.

Education and welfare

To meet the needs of the community in these areas.

Includes education programs, youth based activities, care of families, the aged and disabled.

Community amenities

Provide services required by the community.

Rubbish collection services, townsite storm water drainage control and maintenance and administration of the Town Planning Scheme.

Recreation and culture

To establish and manage efficiently, infrastructure and resources which will help the social wellbeing of the community.

Maintenance of facilities, reserves, library, support of community events and matters relating to heritage.

Transport

To provide effective and efficient transport services to the community.

Construction and maintenance of streets, roads and footpaths, traffic signs and depot maintenance.

Economic services

To help promote the Shire and improve its wellbeing.

The regulation and provision of tourism, area promotion, building control and noxious weeds.

Other property and services

To provide effective and efficient administration services.

Administration overheads.

**SHIRE OF PEPPERMINT GROVE
 NOTES TO AND FORMING PART OF THE BUDGET
 FOR THE YEAR ENDED 30 JUNE 2025**

13. FEES AND CHARGES

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
By Program:			
Governance	2,000	3,500	4,030
General purpose funding	12,600	12,700	12,690
Law, order, public safety	9,300	10,300	10,400
Health	8,250	8,100	6,550
Community amenities	158,795	161,000	161,022
Recreation and culture	94,640	94,500	93,504
Transport	5,250	6,000	4,000
Economic services	18,220	15,565	50,600
	309,055	311,665	342,796

SHIRE OF PEPPERMINT GROVE - FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2025

14 FEES AND CHARGES DETAILED

Administration

Rate/Property Enquiry Fee	No	Local Government Act	No	\$150.00
Special Payment Arrangements	Yes	Local Government Act	No	\$45.00
Rate Instalment Fee	Yes	Local Government Act	No	\$15.00

Governance

FOI - Applications	Yes	FOIA 1992	No	\$30.00
Charge for time taken dealing with application (per hour or pro rata for a part of an hour)	Yes	FOIA 1992	No	\$30.00

Law, Order, Public Safety

Cat Registration Fees and Charges

Sterilised Cat - 1 year	Yes	Cat Reg 2012	No	\$20.00
Sterilised Cat - If application is made after 31st of May until next 31st of October	Yes	Cat Reg 2012	No	\$10.00
Sterilised Cat - 3 years	Yes	Cat Reg 2012	No	\$42.50
Sterilised Cat - Lifetime Registration	Yes	Cat Reg 2012	No	\$100.00
Eligible Pensioners -- 50% of fee	Yes	Cat Reg 2012	No	50%
Cat Impounding Fee	No	Local Government Act 1995	No	\$120.00

Dog registration

Dog Registration Fees and Charges				
Sterilised Dog - 1 year	Yes	Dog Reg 2013	No	\$20.00
Sterilised Dog - If application is made after 31st of May until next 31st of October	Yes	Dog Reg 2013	No	\$10.00
Sterilised Dog - 3 years	Yes	Dog Reg 2013	No	\$42.50
Sterilised Dog - Lifetime Registration	Yes	Dog Reg 2013	No	\$100.00
Eligible Pensioners - 50% of fee	Yes	Dog Reg 2013	No	50%
Guide Dogs	Yes		No	No Charge
Unsterilised Dog - 1 year	Yes	Dog Reg 2013	No	\$50.00
Unsterilised Dog - If application is made after 31st of May until next 31st of October	Yes	Dog Reg 2013	No	\$25.00
Unsterilised Dog - 3 years	Yes	Dog Reg 2013	No	\$120.00
Unsterilised Dog - Lifetime Registration	Yes	Dog Reg 2013	No	\$250.00
Dog Impounding Fee	No	Local Government Act	No	\$120.00
Cat/Dog Fines and penalties		Dog Regulations 2013/Cat Regulations 2012		
Cat/Dog Impounding Fees		Dog Regulations 2013/Cat Regulations 2012		
Cat/Dog License Fees				

Abandoned Vehicles

Vehicle Impounding Fees	No	Local Government Act	No	\$250 plus towing costs
Vehicle impound fee per day thereafter	No	Local Government Act	No	\$50.00

Health

Notification of Conduct of Food Business	No	Food Regulations 2009 & Local Government Act 1995	No	\$120.00
Registration of Food Business	No	Food Regulations 2009 & Local Government Act 1995	No	\$240.00
Exempted Food Premises fee	No	Food Regulations 2009 & Local Government Act 1995	No	Nil

Annual Risk Assessment/ Inspection Fee

High Risk - Primary Classification	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$720.00
High Risk - Additional Classification	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$480.00
Medium Risk - Primary Classification	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$480.00
Medium Risk - Additional Classification	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$240.00
Low Risk - Primary Classification	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$240.00
Low Risk - Additional Classification	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$120.00
Very Low Risk	Yes	Food Regulations 2009 & Local Government Act 1995	No	Nil
Transfer Fee - Fee for service	Yes	Food Regulations 2009 & Local Government Act 1995	Yes	\$120.00
Improvement Notices - Issuance of Notice	Yes	Food Regulations 2009 & Local Government Act 1995	Yes	\$120.00
Conduct an Outdoor Eating Area - Application Fee	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$180.00
Conduct an Outdoor Eating Area - Renewal Fee	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$120.00
Conduct an Outdoor Eating Area - Transfer Fee	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$120.00
Conduct an Outdoor Eating Area - Annual Fee	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$180.00

Settlement Agent - Written Report	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$120.00
Food Safety Program Verification - Assessment and Inspection	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$480.00
Food Business Reinspection	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$180.00
Water Sampling Pools (schools/public)	Yes	Health Act (Public Buildings)	No	\$120.00

Application Fee Construction and Establishment of Food Premises (including one off notification fee)

High/Medium Risk	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$550.00
Low Risk	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$250.00
Very Low Risk	Yes	Food Regulations 2009 & Local Government Act 1995	No	Nil
To amend or refurbish a good premises	Yes	Food Regulations 2009 & Local Government Act 1995	No	Nil

Public Buildings

Certificate of Electrical Compliance (Minimum of one hour)	Yes	Health (Public Buildings) Regulations 1992	No	\$120.00
Application Fee Construction and Establishment of Food Premises, including one off notification fee (Minimum of one hour)	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$120.00
Outdoor Event Application (Includes Initial Inspection)	Yes	Health (Public Buildings) Reg.	No	\$240.00
Public Building Construction/Alteration /Variation to Capacity Application (Includes Initial Inspection)	Yes	Health (Public Buildings) Reg.	No	\$240.00
Outdoor Event or Public Building Reinspection Fee	Yes	Health (Public Buildings) Reg.	No	\$120.00
Skin Penetration Premise Application Fee (Includes Initial Inspection)	Yes	Health (Public Buildings) Reg.	No	\$180.00
Skin Penetration Premise Reinspection Fee	Yes	Health (Public Buildings) Reg.	No	\$120.00
Maximum Occupancy Review/Certificate	Yes	Health (Public Buildings) Reg.	No	\$120.00
Nightworks Permit Applications - Includes Assessment of Noise Management Plans and Traffic Management Plans (as applicable). NB: Noise monitoring and public notification (as applicable) at the applicant's cost or, if undertaken by the Shire at full cost recovery	Yes		No	\$295.00
Liquor and Gaming		Health (Public Buildings) Reg.		
Section 39 (Certificate of Local Health Authority)	Yes	Liquor Control Act	No	\$240.00
Section 40 (Certificate of Local Planning Authority)	Yes	Liquor Control Act	No	\$120.00
Section 55 Certificate of Local Planning Authority - <i>Gaming Permit</i>	Yes	Liquor Control Act	No	\$240.00

Community Amenities

Refuse collection - additional weekly 240L MGB

Additional Domestic Red Lid MWS	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$325.50
Additional Commercial Red Lid MWS	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$325.50
Non Rateable Properties red Lid	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$325.50
Non Rateable Properties Yellow Lid	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$280.00
Non Rateable Properties Green lid	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	197.00
Additional Domestic Yellow lid	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$280.00
Additional Domestic Green lid	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$197.00
Additional Commercial Yellow lid	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$280.00
Additional Tip Passes	No	LG Act 1995	No	\$100.00
Freshwater View memorial Plaque (supply and Install)	No	LG Act 1995	Yes	\$400.00
FOGO kitchen caddy	No	LG Act 1995	Yes	\$15.00
FOGO compstable liners	No	LG Act 1995	Yes	\$5.00

Planning and Development Services

Development Compliance Fee	Yes	LG Act 1995	yes	Min \$125.00
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Local Government Town Planning Fees in Addition to DAP Fees (Determination of a Development Application by DAP)

A) Not More than \$50,000	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	\$147.00
B) More than \$50,000 but not more than \$2.5M	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	0.32% of the estimated cost of development.
C) More than \$500,000 but not more than \$2.5 million	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	\$1,700 plus 0.257% for every \$1 in excess of \$500,000
D) More than \$2.5 million but not more than \$5 million	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	\$7,161 plus 0.206% for every \$1 in excess of \$2.5 million
E) More than \$5 million but not more than \$21.5 million	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	\$12,633 plus 0.123% for every \$1 in excess of \$5 million
F) More than \$21.5 million	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	\$34,196.00

Mandatory DAP when development is above \$10M, optional DAP when development costs is more than \$2M and less than \$10M or for Community Housing

A) Less than \$2 million	Yes	DAP Amendment Regulations 2017	No	
A) \$2 million but less than \$7 million	Yes	DAP Amendment Regulations 2017	No	\$5,603.00
B) \$7 million but less than \$10 million	Yes	DAP Amendment Regulations 2017	No	\$8,650.00
C) \$10 million but less than \$12.5 million	Yes	DAP Amendment Regulations 2017	No	\$9,411.00
D) \$12.5 million but less than \$15 million	Yes	DAP Amendment Regulations 2017	No	\$9,680.00
E) \$15 million but less than \$17.5 million	Yes	DAP Amendment Regulations 2017	No	\$9,948.00
F) \$17.5 million but less than \$20 million	Yes	DAP Amendment Regulations 2017	No	\$10,218.00
G) \$20 million or more	Yes	DAP Amendment Regulations 2017	No	\$10,486.00

Determining an application to amend or cancel development approval	No	Planning and Development Regulations 2009	No	\$295.00
Home Business - Initial Application	Yes	Planning and Development Act 2005	No	\$222.00
Home Business - Retrospective Application (Occupation Commenced)	Yes	Planning and Development Act 2005	No	\$666.00
Home Business - Renewal per annum	Yes	Planning and Development Act 2005	No	\$73.00
Deemed to Comply Check - for a simple application such as minor additions, outbuildings, incidental structures and front fences`	Yes	Planning and Development Local Planning Schemes) Regulations 2015, Schedule 2, Clause 61A	No	\$100.00
Deemed to Comply Check - for a complex application including new single houses, grouped dwellings and multiple dwellings	Yes	Planning and Development Local Planning Schemes) Regulations 2015, Schedule 2, Clause 61A	No	\$295.00

Scheme Amendments - The Shire will provide services subject to an upfront application fee on a cost recovery basis in accordance with the Planning and Development Regulations 2009. At the conclusion of the administrative process a detailed invoice will be provided to the Applicant and any adjustment to the application fee. The determination of whether the application is Basic, Standard or Complex is at the Shire's sole discretion.

Basic Scheme Amendment	Yes	Planning and Development Regulations 2009	Yes	\$7,167.62
Standard Scheme Amendment	Yes	Planning and Development Regulations 2009	Yes	\$8,471.50
Complex Scheme Amendment	Yes	Planning and Development Regulations 2009	Yes	\$11,367.32

Structure Plan Endorsement or Amendments - The Shire will provide services subject to an upfront application fee on a cost recovery basis in accordance with the Planning and Development Regulations 2009. At the conclusion of the administrative process a detailed invoice will be provided to the Applicant and any adjustment to the application fee.

Initial Application	No	Planning and Development Regulations 2009, Schedule 4	No	\$3,500.00
Amendment	No	Planning and Development Regulations 2009, Schedule 4	No	\$2,500.00
Withdrawal of Caveat - Administration Fee	No	Local Government Act 1995	Yes	\$385.00

Subdivisional Clearance Fee

A) 1 to 5 lots - Charge per lot	Yes	Planning and Development Regulations 2009	No	\$73.00
B) Between 6 and 195 lots - Charge for first 5 lots \$365.00, then \$35.00 per additional lot	Yes	Planning and Development Regulations 2009	No	\$365.00 for the first 5 lots, then \$35.00 per additional lot
Subdivision Re-inspection Fee - where a subdivider has lodged a clearance request or has advised that subdivision works are complete, but following inspection the works are incomplete and subsequent re-inspection is required.	Yes	Local Government Act 1995	No	\$150.00

Built Strata Applications

A) 1 to 5 lots - \$656 plus \$65 per lot	Yes	Strata Title (General) Regulations 2019, Schedule 6	No	\$656 plus \$65 per lot
B) Between 6 and 100 lots - Charge for first 5 lots \$981.00, then \$43.50 per additional lot	Yes	Strata Title (General) Regulations 2019, Schedule 6	No	\$981.00, then \$43.50 per additional lot
Reply to a Property Settlement Questionnaire	Yes	Town Planning (Local Govt Planning Fees) Regs 2000	No	\$73.00
Provision of written planning advice (Minimum of one hour)	Yes	Town Planning (Local Govt Planning Fees) Regs 2000	No	\$73.00

Copy of Plans Application

Building Permit and Plans - Single House	No	Local Government Act 1995	Yes	\$100.00
Building Permit and Plans - Commercial/Dwelling within a Complex of more than Three Units	No	Local Government Act 1995	Yes	\$150.00
Planning/Development Approvals - Commercial/Dwelling within a Complex of more than Three Units	No	Local Government Act 1995	Yes	\$150.00
Home Indemnity Insurance Certificate	No	Local Government Act 1995	Yes	\$73.00
Issue of Zoning Certificate	No	Planning and Development Regulations 2009	Yes	\$73.00
Advertising - Newspaper Notice	No	Local Government Act 1995		Actual Cost
Advertising - Sign on Site	No	Local Government Act 1995	Yes	\$150.00

Advertising - Notification Letters

A) 0 - 10 Letters	No	Local Government Act 1995	No	Nil
B) 11 - 50 Letters	No	Local Government Act 1995	No	\$100.00
C) 51 - 100 Letters	No	Local Government Act 1995	No	\$200.00
D) Over 100 - \$2.50 per letter	No	Local Government Act 1995	No	\$2.50

Traders Permit / Stallholder's Permit

Not for profit or charitable organisations	No	Activities in Thoroughfares and Public Places Local Law	No	Nil
Issuing Fee	No	Activities in Thoroughfares and Public Places Local Law	No	\$100.00
Daily Fee (or part thereof)	No	Activities in Thoroughfares and Public Places Local Law	No	\$50.00
Weekly Fee (or part thereof)	No	Activities in Thoroughfares and Public Places Local Law	No	\$200.00
Monthly Fee (or part thereof)	No	Activities in Thoroughfares and Public Places Local Law	No	\$400.00
Annual fee (an area less than or equal to 10m ²)	No	Activities in Thoroughfares and Public Places Local Law	No	\$900.00
Erection of Commercial Signage - Based on the cost of development	Yes	Planning and Development Regulations 2009	No	\$147
Section 40 Certificate for Liquor License	Yes	Liquor Control Act 1988	No	\$240.00
Section 55 Certificate of Local Planning Authority - <i>Gaming Permit</i>	Yes	Liquor Control Act 1988	No	\$120.00
Nightworks Permit Applications - Includes Assessment of Noise Management Plans and Traffic Management Plans (as applicable). NB: Noise monitoring and public notification (as applicable) at the applicant's cost or, if undertaken by the Shire at full cost recovery	No	Local Government Act 1995	No	\$295.00
Retrospective Building Permit Application Class 1 or Class 10 Building. Minimum Fee \$110	Yes	Building Act 2011	No	0.38% value of works. Minimum \$110
Occupancy Permit - Includes temporary permits for incomplete buildings, modification to permit, and replacement permits	Yes	Building Act 2011	No	\$110 plus Building Services Levy (as applicable)
Demolition Permit - Whole or part of a residential building (Class 1 or 10)	Yes	Building Act 2011	No	\$110 plus Building Services Levy (as applicable)
Demolition Permit - Whole or part of a commercial, industrial or public building (Class 2 - 9)	Yes	Building Act 2011	No	\$110, plus Building Services levy (as applicable)
Extension of Time Application - includes Building Permit, Demolition Permit, Building Approval Certificate, and Occupancy Permit	Yes	Building Act 2011	No	\$110.00
Annual Swimming Pool Inspection Fee	Yes	Building Regulations 2012	No	\$63.15
Swimming Pool Initial Construction Inspection or Reinspection Fee	Yes	Building Regulations 2012	No	\$312.00
Swimming Pool Barrier Inspection upon Request	Yes	Building Regulations 2012	No	\$150.00

Recreation and Culture

Parks and Foreshore

Manners Hill Pavilion - Hire. (Shire of Peppermint Grove residents only - includes electricity) - Minimum of 5 hours	No	Local Government Act 1995	Yes	\$50.00
Manners Hill Pavilion - Bond (Shire of Peppermint Grove residents only)	No	Local Government Act 1995	No	\$550.00
Manners Hill Pavilion - Hire. (Non-Shire of Peppermint Grove residents - includes electricity) - Minimum of 5 hours	No	Local Government Act 1995	Yes	\$100.00
Manners Hill Pavilion - Bond (Non Shire of Peppermint Grove residents)	No	Local Government Act 1995	No	\$550.00
Manners Hill Park for Clubs/Commercial	No	Local Government Act 1995	No	\$1000 per day plus Pavilion hire
Manners Hill Pavilion - Bond - Clubs and Commercial	No	Local Government Act 1995	No	\$1,000.00
Manners Hill Pavilion - bond	No	Local Government Act 1995	No	\$550.00
Foreshore Dinghy Storage - Per Mooring Bay Annual	No	Local Government Act 1995	Yes	\$215.00
Foreshore Dinghy Storage - Per Mooring Bay Monthly which also incurs an annual administration fee of \$50.00	No	Local Government Act 1995	Yes	\$20, plus \$50 annual administration fee
Foreshore Dinghy impound fee per vessel	No	Local Government Act 1995	Yes	\$110.00

Library and Community facilities

Library – Lost and Damaged Books	No	Local Government Act 1995	Yes	At either depreciated or replacement value
Library – Account fee for very overdue items	No	Local Government Act 1995	Yes	\$3.00 per item, to a maximum of \$15.
Library – Photocopying & Printing - Black and White	No	Local Government Act 1995	Yes	\$0.20
Library – Photocopying & Printing - Colour	No	Local Government Act 1995	Yes	\$0.50
Library - Replacement Cards & Sundry Income	No	Local Government Act 1995	Yes	\$5.50
Library – Local History - Copying and supply of CD	No	Local Government Act 1995	Yes	\$6.60
Library - Local History - Reproduction of photographs-handling fee images	No	Local Government Act 1995	Yes	\$16.50
Library - Local History - Reproduction of photographs	No	Local Government Act 1995	Yes	\$7.70
Library - Local History - Reproduction of photos-Commercial handling fee	No	Local Government Act 1995	Yes	\$33.00
Library - Local History - Reproduction photo for Commercial	No	Local Government Act 1995	Yes	\$11.00
Library - Local History - Digital Image Scanning per disk up to 5 photographs	No	Local Government Act 1995	Yes	\$6.60
Library - Local History - Digital Image Scanning per disk over 5 photographs	No	Local Government Act 1995	Yes	\$6.60 for 5 images, then \$1.10 per image
Library - Local History - Digital Image Scanning to personal USB drive	No	Local Government Act 1995	Yes	\$1.10
Library - Book Club book hire	No	Local Government Act 1995	Yes	Actual Cost
Library - Replacement locker key	No	Local Government Act 1995	Yes	\$11.00
Library - Sale of Books	No	Local Government Act 1995	Yes	Cost recovery
Library - Pod Room	No	Local Government Act 1995	Yes	\$12.00
Library - Book club book hire, per meeting per year	No	Local Government Act 1995	Yes	\$5.00
Library - Events	No	Local Government Act 1995	Yes	Cost recovery
Local History Hi res image transfer - Up to 5 images	No	Local Government Act 1995	Yes	\$25.00

Local History Hi res image transfer - Commercial - up to 5 images	No	Local Government Act 1995	Yes	\$50.00
Colour printing - photographic	No	Local Government Act 1995	Yes	\$10.00
Hire of scanner	No	Local Government Act 1995	Yes	\$10.00
Sale of USB	No	Local Government Act 1995	Yes	\$5.50
Ear buds	No	Local Government Act 1995	Yes	\$4.00
Library Flax Room	No	Local Government Act 1995	Yes	\$25.00
Community Centre - Local NFP community groups. Day 8.30am - 6pm	No	Local Government Act 1995	Yes	\$25.00
Community Centre - Local NFP community groups. Night 6 - 10.30pm	No	Local Government Act 1996	Yes	\$25.00
Community Centre - Local NFP community groups. Day 8.30 - 6pm	No	Local Government Act 1997	Yes	\$125.00
Community Centre - Cancellation Fee. Where more than 24 hours notice. At discretion of CEO	No	Local Government Act 1995	Yes	
Community Centre - Cancellation Fee. Where less than 24 hours notice. At discretion of CEO	No	Local Government Act 1995	No	
Community Centre - Local Community Groups. Day 8.30am to 6pm (80% of a groups members must live in Mosman Park, Cottesloe or Peppermint Grove)	No	Local Government Act 1995	Yes	\$25.00
Community Centre - Local Community Groups. Night 6 - 10.30pm - Minimum of 2 hours (80% of a groups members must live in Mosman Park, Cottesloe or Peppermint Grove)	No	Local Government Act 1995	Yes	\$25.00
Community Centre - Local Community Groups. Day 8.30am to 6pm (80% of a groups members must live in Mosman Park, Cottesloe or Peppermint Grove)	No	Local Government Act 1995	Yes	\$125.00
Bond - Where Community Centre is hired by a local community group	No	Local Government Act 1995	No	\$100.00
Community Centre - All Other Hirers. Day 8.30am to 6pm	No	Local Government Act 1995	Yes	\$60.00
Community Centre - All Other Hirers. Night 6 - 10pm. Minimum of 2 hours	No	Local Government Act 1995	Yes	\$60.00
Community Centre - All Other Hirers. Day 8.30am to 6pm	No	Local Government Act 1995	Yes	\$300.00
Bond - Where Community Centre is hired by a non-local community group	No		No	\$100.00
Café Rental	No	Local Government Act 1995	Yes	As per Lease
Bus Shelter rental	No	Local Government Act 1995	Yes	As per Agreement
Bond (Booking Deposit)	No	Local Government Act 1995	No	Up to \$200 per booking
Small Meeting Rooms/Spaces - All hirers	No	Local Government Act 1995	Yes	\$22.00
Small Meeting Rooms/Spaces - Community Groups Meetings, classes & groups. After 6pm - 2 hour minimum	No	Local Government Act 1995	Yes	\$15.00
Small Meeting Rooms/Spaces - Private Hirers/Commercial meetings & seminars. After 6pm - 2 hour minimum	No	Local Government Act 1995	Yes	\$20.00
Community Centre & Library Hall - All other hirers - After hours duty management - Weeknights after 6pm and Saturdays	No	Local Government Act 1995	Yes	\$60.00
Community Centre & Library Hall - All other hirers - After hours duty management on Sunday	No	Local Government Act 1995	Yes	\$60.00
Transport				
Parking Fines - Final Demand Letter as per amended regulations	No	Local Government Act 1995	Yes	\$25.30
Economic Services				
Demolition/Construction bond				
Incidental Works	No	Local Government Act 1995	No	Nil
Minor Works	No	Local Government Act 1995	No	\$1,000.00
Standard Works	No	Local Government Act 1995	No	\$2,500.00
Significant Works	No	Local Government Act 1995	No	\$5,000.00
Complex Works - As determined by CEO	No	Local Government Act 1995	No	CEO
Road Verge Footpath Reinstatement	No	Local Government Act 1997	No	Actual Cost plus 20%
Building Permit Fees	Yes	Building Services Act 2011	No	0.137% of the value of the work
Building Permit Statistical Information - Minimum 1 hour	No	Local Government Act 2000	Yes	\$73.00



Ordinary Council Meeting

8.4.1 – Matters for Information and Noting

- Planning Approvals
- Infringements
- Library Statistics
- Recycling
- Library Management Group Notes

Matters for Information and Noting

Building Permits Issued May 2024

Application Number	Location	Description	Decision
BA2023/00003	32 The Esplanade	BA22 Extension of Time, BA19 - Amendment to BA2020/00024 for a Single House (Alterations, Ancillary Works, and an Extension of Time)	Approved
BA2024/00009	50 Irvine Street	Alterations and Additions to a Single House, Swimming Pool and Ancillary Works	Approved
BA2024/00014	45 Johnston Street	Ancillary Dwelling	Approved
BA2024/00017	24 Johnston Street	2x Grouped Dwellings	Approved

Development Applications Determined May 2024

Application Number	Location	Description	Discretion Sought	Decision
DA2021/00036	32 The Esplanade	Retrospective Amendment for External Alterations & Street Wall	Local Planning Policy 12	Officer Approved
DA2023/00001	50 Irvine Street	Amendment to Development Approval DA2023/00001 for internal alterations, new and modified windows, revised pool and spa layout, relocation of the pool equipment room, and deletion of a fixed window screen.	Lot Boundary Setback	Officer Approved
DA2024/00008	29 Hurstford Close	Single House and Ancillary Works	Garage Door Width, Lot Boundary Setback	Officer Approved

Infringements May 2024

Breach	Amount
3x Stopping Contrary to a 'No Stopping' Sign	\$300
Parking Contrary to Signs or Limitations	\$50
Stopping within Continuous Yellow Lines	\$100

Library Statistics May 2024

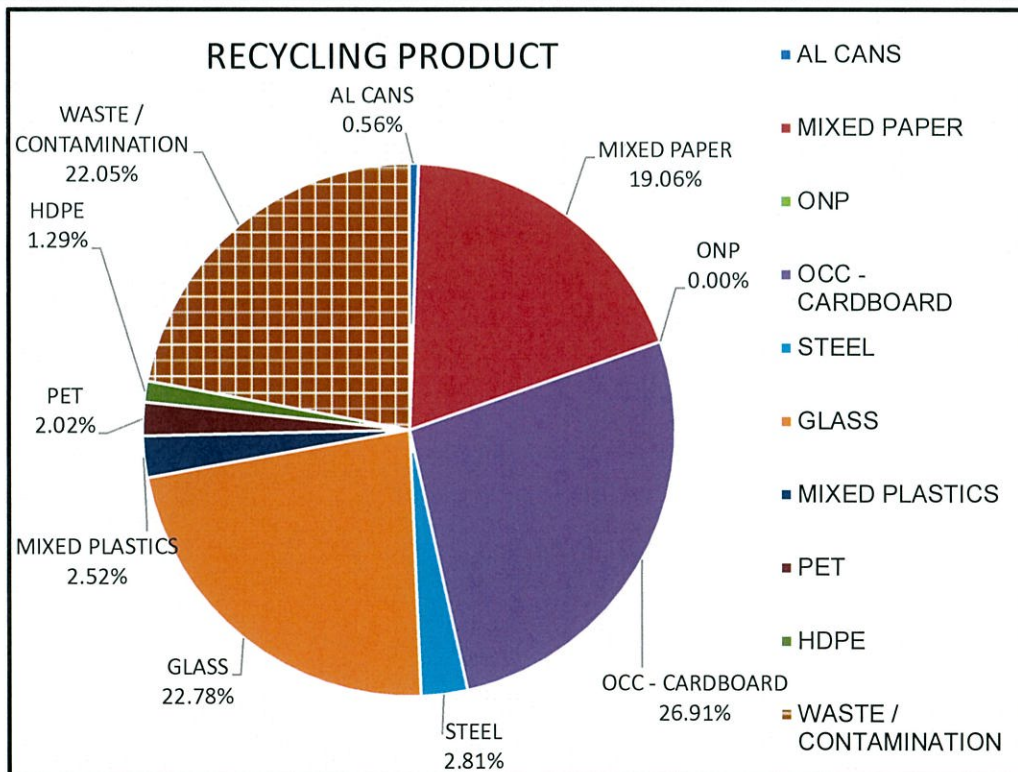
Library Statistics	May 2024	May2023	May2022
Loans	20155	20428	17517
New Borrowers	189	253	215

Recycling Recovery



April 2024

PRODUCT	Product - Percentage	Product - Tonnes
AL CANS	0.56	0.07
MIXED PAPER	19.06	2.37
ONP	0.00	0.00
OCC - CARDBOARD	26.91	3.35
STEEL	2.81	0.35
GLASS	22.78	2.84
MIXED PLASTICS	2.52	0.31
PET	2.02	0.25
HDPE	1.29	0.16
TOTAL RECOVERED	77.95	9.71
WASTE / CONTAMINATION	22.05	2.75
MONTHLY TOTAL	100.00	12.46





**NOTES FOR THE
LIBRARY MANAGEMENT GROUP
MEETING**

TO BE HELD ON

**Tuesday 27 February 2024
At 8.00 am
Shire of Peppermint Grove
Council Chambers.**

TOWN OF COTTESLOE - TOWN OF MOSMAN PARK - SHIRE OF PEPPERMINT GROVE



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TOWN OF COTTESLOE -TOWN OF MOSMAN PARK -SHIRE OF PEPPERMINT GROVE



Delegates:

ATTENDEES

Town of Cottesloe

Mayor L (Lorraine) Young

Shire of Peppermint Grove

Cr C (Charles) Hohnen (Chair)

Town of Mosman Park

Deputy Mayor G (Georgie) Carey

Alternate Delegates/Observers:

Cr C (Chilla) Bulbeck (Cottesloe)

Cr E (Emerald) Bond (Peppermint Grove)

Officers Attending:

Town of Cottesloe

Shane Collie, Director Corporate and
Community Services

Shire of Peppermint Grove

Don Burnett, Chief Executive Officer
Jeremy Clapham, Manager Corporate and
Community Services
Lance Hopkinson, Library Coordinator

Apologies:

Cr M (Melissa) Harkins (Cottesloe)

Mayor P (Paul) Shaw (Mosman Park)

Carissa Bywater, Chief Executive Officer (Mosman
Park)

OPEN: 8.00 AM

1. CONFIRMATION OF NOTES OF THE PREVIOUS MEETING (Attachment)

OFFICER RECOMMENDATION

That the Notes of the Library Management Group Meeting held on Tuesday 21st November 2023, be confirmed as a true and accurate record of proceedings.

Moved: Cr Cary Seconded: Mayor Young Carried: 3/0

2. BUSINESS ARISING FROM THE PREVIOUS NOTES

Nil

3. STAFF PRESENTATION

Stewart Farley, The Grove Library Youth Services Co-ordinator will give an overview of the youth programs, activities and projects provided to the library patrons.

4. FINANCIAL STATEMENTS (Attachment)

The Financial Statements for the period 1 July 2023 to 31 December are presented for review.

- There are no significant variations between the actual and budgeted income and expenditure for the year to date.
- A budget review has been carried out based on the income and expenditure up to December 2023. There are no project significant variations to income or expenditure identified in the review.
- Capital expenditure is sitting at only 10 % of the year-to-date budget. The 23/24 budget made provision of \$19,000 to remove and replace shade sails on the north side of the library. This project is being deleted from the budget as staff have been unable to source a contractor to do the project.

OFFICER RECOMMENDATION

That the financial statements be received

Moved: Cr Cary Seconded: Cr Hohnen Carried: 3/0

5. MATTERS FOR INFORMATION

- 5.1 **Café update** – the current lease is due to expire in June. The lease has been requested to make a submission for an extension of the lease by April.
- 5.2 **Digital Parking Sign (Shire funded)** – it is anticipated that the sign will be installed in the coming months.
- 5.3 **Battery quotes** – quotes are being sourced for the possible installation of batteries to compliment the solar PVs in operation. The batteries would store the spare capacity (currently returned to the Synergy grid with no return to the library). The quotes will be presented to the next Library Management Group meeting for possible consideration in the 24/25 budget.
- 5.4 **EV charging stations** – the Shire is considering as part of the Shire's mid-year budget review, the installation of EV charging stations for staff.
- 5.5 **Draft 24/25 budget** – the draft for the library will be forwarded to CEO's of Cottesloe and Mosman Park during April and presented to the LMG at the May meeting.
- 5.6 **Cottesloe Ladies Probus Club** – The Club have requested (confidential letter attached) consideration of support for the costs of the meetings in the community Centre.

6. UPCOMING LIBRARY EVENTS.

- **FEBRUARY**
 - **Storytime / Rhyme time:** returning for 2024.
 - **Exhibition - Tim McLaughlan:** Highlighting the art of Cottesloe resident, Tim McLaughlin.

Postponed until late 2024

- **MARCH**
 - **Exhibition - W.A. Women's Hall of Fame:** The WA Women's Hall of Fame was launched in 2011 as part of the celebrations for the Centenary of Internationals Women's Day

- **APRIL**
 - **Heritage Festival theme - Connections** : School Children from Cottesloe Primary School, Mosman Park Primary School and PLC will be invited to create art works based on heritage buildings in their local communities.
8th – 21st April 2024

7. NEXT MEETING

The next scheduled ordinary meetings of the Library Management Group is:

Tuesday 14th May 2024

Followed by

Tuesday 13th August 2024

Tuesday 12th November 2024

8. CLOSURE 8.47 AM



**NOTES FOR THE
LIBRARY MANAGEMENT GROUP
MEETING**

HELD ON

**Tuesday 14 May 2024
At 8.00 am
Shire of Peppermint Grove
Council Chambers.**

TOWN OF COTTESLOE - TOWN OF MOSMAN PARK - SHIRE OF PEPPERMINT GROVE



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TOWN OF COTTESLOE -TOWN OF MOSMAN PARK -SHIRE OF PEPPERMINT GROVE



The Presiding member declared the meeting open at 8.00am

ATTENDEES

Delegates:

Town of Cottesloe	Cr M (Melissa) Harkins (departed at 9.00am)
Shire of Peppermint Grove	Cr C (Charles) Hohnen (Chair)
Town of Mosman Park	Deputy Mayor G (Georgie) Carey
Alternate Delegates/Observers:	Cr C (Chilla) Bulbeck (Cottesloe) (from 8.06 am) Cr E (Emerald) Bond (Peppermint Grove)

Officers Attending:

Town of Cottesloe	Matthew Scott, Chief Executive Officer
Shire of Peppermint Grove	Don Burnett, Chief Executive Officer Jeremy Clapham, Manager Corporate and Community Services Lance Hopkinson, Library Coordinator
Town of Mosman Park	Carissa Bywater, Chief Executive Officer (from 8.07 am)

Apologies:

Mayor L (Lorraine) Young (Cottesloe)
Mayor P (Paul) Shaw (Mosman Park)
Shane Collie, Director Corporate and Community Services (Cottesloe)

1. CONFIRMATION OF NOTES OF THE PREVIOUS MEETING (Attachment)**OFFICER RECOMMENDATION**

That the Notes of the Library Management Group Meeting held on Tuesday 27 February 2024, be confirmed as a true and accurate record of proceedings.

LMG RESOLUTION

That the Notes of the Library Management Group Meeting held on Tuesday 27 February 2024, be confirmed as a true and accurate record of proceedings subject of the correction of spelling of Cr Carey's name.

Moved: Cr Carey

Seconded: Cr Harkins

Carried: 3/0

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

3. WESTCOAST COMMUNITY CENTRE – MOU (Confidential Attachment)

The Shire has an MOU (confidential copy attached) with WCC over the provision and use of the Community Centre and POD in the library for WCC classes and activities. The MOU expires on 30 June 2024. Clause 10 of the MOU allows the WCC to exercise an option for a further 5 years. WCC have advised that they wish to exercise the option through to 30 June 2029. Clause 4.4 stipulates the annual payment by WCC towards the provision of the facilities. Indexation of the \$9000 in the MOU through to March 2024, would have the contribution amount at \$10,700. The 23/24 amount was donated back to WCC by the LMG through the Shire. WCC have requested similar support for 24/25 and their letter seeking this support is attached. At a meeting between the Shire CEO and WCC Chair, the issue of recognition of the three sponsoring local government was discussed and that this would be a condition of any financial support if granted.

Continuation of the current financial support to be discussed.

OFFICER RECOMMENDATION

That the Westcoast Community Centre be granted a further 5 years use of the Grove facilities in accordance with the existing MOU.

LMG RECOMMENDATION

That the Westcoast Community Centre

- 1. be granted a further 5 years use of the Grove facilities in accordance with the existing MOU.**
- 2. 24/25 MOU fee when paid by WCC is donated back to WCC.**
- 3. WCC is to be invited to present their 5-year Strategic Plan to the next LMG meeting.**

Moved: Cr Harkins

Seconded: Cr Carey

Carried: 3/0

4. FINANCIAL STATEMENTS TO 31 MARCH 2024 (Attachment)

The financial statements to 31 March 2024 are attached. There are no significant variations to report.

OFFICER RECOMMENDATION / LMG RESOLUTION

That the Financial statements to 31 March 2024 be received.

Moved: Cr Carey

Seconded: Cr Harkins

Carried: 3/0

5. DRAFT LIBRARY BUDGET (Attachment)

Attached is the first draft of the 2024/25 Library budget. This draft is subject to fine tuning as the Shire has yet to formally consider the 24/25 budget. The draft is presented to the Library Management Group for consideration.

Service	24/25 Draft net expenses	ToMP	ToC	SoPG
Grove Library	\$1,328,665	\$650,249	\$565,214	\$113,202
Community Centre	\$30,695	\$15,020	\$13,060	\$2,615
Community History	\$134,455	\$65,802	\$57,197	\$11,456
CAPEX (based on AMP)	\$51,500	\$25,204	\$21,908	\$4,388
Total 24/25	\$1,545,315	\$756,275	\$657,379	\$131,661
23/24 Budget	\$1,461,048	\$720,004	\$606,481	\$134,563

The increase from last year is around

5.5% Main factors in change.

- 1 Provision of \$20,000 to remove old film off Library windows.
- 2 5% increase allowed for electricity and insurance costs.
- 3 Correction for salaries budget for staff member from 23/24, should have been full-time but budgeted as part time last year.
- 4 Community history officer to increase by 1 day per week to cope with demand.
- 5 \$10,600 provision to donate back WCC MOU fee if LMG support.

OFFICER RECOMMENDATION

That the draft 2024/25 Grove budget be considered by member Councils.

LMG RECOMMENDATION

That the draft 2024/25 Grove budget be considered by member Councils, noting that the additional 1 day a week staff costs for the or Community History unit are not supported.

Moved: Cr Carey

Seconded: Cr Harkins

Carried: 3/0

6. BATTERIES FOR SOLAR POWER

The Grove has 100kw of solar panels installed, generating a surplus of power during most days. Quotes have been obtained to install a battery array to draw down power at night. The nighttime use would mainly be for security lighting, standby power for computers, fridges, and the use of facilities and rooms after hours. The CEO will update members on this project.

OFFICER RECOMMENDATION

That the information be noted.

LMG RECOMMENDATION

That the information be noted and a separate budget proposal for the battery installation to be considered by members at their mid-year budget reviews.

Moved: Cr Carey

Seconded: Cr Harkins

Carried: 3/0

7. CAFÉ LEASE (CONFIDENTIAL ATTACHMENT)

The current lease for the café expires in June 2024. The current operator has requested a new lease. Attached is a confidential submission.

OFFICER RECOMMENDATION / LMG RECOMMENDATION

That the CEO is to have further discussions with the café operator over the lease renewal.

Moved: Cr Harkins

Seconded: Cr Hohnen

Carried: 3/0

8. UPCOMING LIBRARY EVENTS.

- **MAY**

- **Exhibition - Grimwood @ The Grove:** Highlighting the art of renowned graphic artist Brian Grimwood.

28 April – 11 May 2024.

- **Exhibition – Alston’s Peppy Trove:** A Display of editorial cartoons about Peppermint Grove by The West Australian Newspaper’s Dean Alston.

- **JUNE**

- **Concert: The Grove Classics - Winter Season:** The annual classical music events will be held in the Library Main Hall, every Sunday across the month.

- **JULY**

- **School Holiday Program:** A range of activities for kids of all ages, from “Snakes in the library” to clay and drawing workshops.
- **Mind Buzz, Minecraft Camp:** A fun and educational Minecraft camp will be held in The Grove Community Centre during the School Holidays.

9. NEXT MEETING

The next scheduled ordinary meetings of the Library Management Group is:

Tuesday 13^{August} 2024

Followed by:

Tuesday 12 November 2024

10. CLOSURE 9:04 am