



SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

Ordinary Council Meeting

28th May 2024

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Ordinary Council Meeting

8.1.1 List of Accounts Paid

Accounts Paid - April 2024

Payment / Invoice	Date	Description	Amount
EFT Payment			
EFT Payment - EFT00576			
1 - Australia Post			
1013150515	01/03/24	Postage Fee March 2024	50.20
		Total 1	50.20
162 - Western Metropolitan Regional Council			
M-2404132	31/03/24	WMRC Tip Passes	4,891.27
		Total 162	4,891.27
21 - Construction Training Fund (CTF)			
INV-221956-D1P9R8	08/04/24	BA2024-00007 52 The Esplanade	5,991.75
		Total 21	5,991.75
2233 - EASIFLEET			
PJ000866	04/04/24	FORTNIGHT 2024-20 - From Payroll	693.85
		Total 2233	693.85
2414 - Open Systems Technology Pty Ltd (Council First)			
SI008367	20/03/24	Office Connect/Cloud Records Adjustmen	2,729.76
SI008368	20/03/24	Office Connect/Cloud Records Adjustment	1,930.02
SI008358	28/03/24	Professional Services - February 2024	4,136.00
SI008380	05/04/24	CouncilFirst Subscription May 2024	7,420.84
SI008387	09/04/24	Microsoft Azure March 24	902.01
		Total 2414	17,118.63
3002 - Winc Australia Pty Ltd			
9044987484 PO03628	28/03/24	stationery as selected online	312.85
		Total 3002	312.85
3025 - TOTAL EDEN Pty Ltd T/A Nutrien Water			
NW7896 PO03298	01/03/24	Reticulation maintenance - Manners Hill Park	56.00
		Total 3025	56.00
3047 - PERTH IRRIGATION CENTRE (PIC)			
I3449 PO03313	01/03/24	Retic parts and supplies	119.90
		Total 3047	119.90
3051 - TEMPTATIONS CATERING			
E29715 PO03343	09/04/24	Council Meetings Catering 23/24	459.36
E29725 PO03343	26/03/24	Council Meetings Catering 23/24	393.60
		Total 3051	852.96
3055 - StrataGreen			
163337 PO03623	25/03/24	Tree planting supplies (various)	2,393.30
		Total 3055	2,393.30
3057 - CTI Couriers			
CISC4670452	31/03/24	Library Courier Van March 2024	1,109.63
		Total 3057	1,109.63
3061 - DOT OPERATING ACCOUNT (DEPT OF TRANSPORT - DOI REGO SEARCHES)			
8047193	01/03/24	DOT Searches August 2023	30.80
8052748	04/04/24	DOT Searches March	17.60
8046344 1	02/04/24	DOT Searches	8.80
		Total 3061	57.20
3120 - Westbooks			
340766 PO03615	05/04/24	Adult books as selected online	529.87
		Total 3120	529.87
3150 - Cr Karen Farley			
CR K FARLEY 3RD QRT 2023/2024 2	04/04/24	CR K FARLEY 3RD QRT 2023/2024 2 - ICT Allowance	300.00
		Total 3150	300.00

Accounts Paid - April 2024

Payment / Invoice	Date	Description	Amount
3301 - PAPERBARK TECHNOLOGIES PTY LTD			
00008372 PO03613	04/04/24	Tree 466 - 1 Leake St	2,520.00
		Total 3301	2,520.00
3357 - Fasta Couriers & Taxi Trucks			
295923	31/03/24	Agenda courier to Subiaco 22/3/24	47.65
		Total 3357	47.65
3429 - DONALD BURNETT E005			
240408 D BURNETT REIMBURSEMENT	08/04/24	CEO DATA 6/3/24 - 5/4/24	423.90
		Total 3429	423.90
3621 - QTM PTY LTD			
INV-41140 PO03625	05/04/24	Leake St median island TMP	808.50
		Total 3621	808.50
3735 - Vocus Ltd			
P1136431	01/04/24	Shire Admin WIFI April	603.90
81094 230424	02/04/24	Yealink April 2024	721.50
		Total 3735	1,325.40
3786 - Profounder Turfmaster Pty Ltd			
INV-1466 PO03278	02/04/24	Mowing - Manners Hill Park	4,620.00
		Total 3786	4,620.00
3854 - Tim Davies Landscaping Pty Ltd			
SI-125567 PO03485	01/03/24	Freshwater Bay Memorial Wall construction (CAPEX O004)	1,152.23
		Total 3854	1,152.23
3871 - Helene Pty Ltd T/as LO-GO Appointments			
H3643 PO03627	09/04/24	SFO service - estimated	1,845.89
		Total 3871	1,845.89
3878 - Market Creations Technology Pty Ltd T/as Intergrated ICT			
31647	28/03/24	Managed Service Agreement	1,012.88
31810	31/03/24	Monthly Billing for March	309.34
31834	31/03/24	Microsoft 365 Business Basic / 1MO (NCE Annual Commitment)	9.90
31648	28/03/24	Managed Service Agreement	1,329.79
31753	31/03/24	Managed Endpoint Protection March	1,179.75
31754	31/03/24	Managed endpoint protection	715.00
		Total 3878	4,556.66
3911 - John F. Filppone T/as Procurement Plus			
Q2023-24-013C PO03443	02/04/24	Procurement services for various RFQ	1,302.84
		Total 3911	1,302.84
3917 - AV Media Systems WA			
140397 PO03572	05/03/24	Fusion signage (3Yr) + media player delivered and installed	1,024.42
		Total 3917	1,024.42
3943 - Pay@bility Pty Ltd T/A Benefit@bility			
PJ000866	04/04/24	FORTNIGHT 2024-20 - From Payroll	661.11
		Total 3943	661.11
3974 - LG Best Practices			
22415 PO03539	31/03/24	Rates service - initial trial 40 hours	1,716.00
		Total 3974	1,716.00
3996 - Lisa Duperouzel			
240408 REFUND DUPEROUZEL	08/04/24	MHP Bond Refund	550.00
		Total 3996	550.00
516 - McLeods Barristers & Solicitors			

Accounts Paid - April 2024

Payment / Invoice	Date	Description	Amount
134732	27/03/24	Review of Software Agreement Matter. 51967	930.60
		Total 516	930.60
598 - PHIL JOHNSON PLUMBING & GAS			
00018417 PO03614	27/03/24	Another suspected burst pipe at the front of Shire near postbox on Leake Street	768.00
00018428 PO03616	19/03/24	Water leaking from public toilet on the right as you enter the men's	96.00
00018410 PO03610	19/03/24	male public toilet leak attendance	96.00
		Total 598	960.00
693 - Clean City Group Pty Ltd			
1640 PO03277	01/04/24	Park inspection and maintenance services - MHP	1,078.00
1639 PO03276	04/04/24	Waste - Bin Return Service	825.00
1647 PO03276	08/04/24	Waste - Bin Return Service	825.00
		Total 693	2,728.00
867 - Dept of Mines Industry Regulation & Safety (DMIRS)			
240404 BSL MARCH 2024	01/03/24	BA2024/00005 460 Stirling HW	4,223.30
		Total 867	4,223.30
		Total EFT00576	65,873.91
EFT Payment - EFT00577			
3000 - SuperChoice Aware Superannuation			
PJ000866	04/04/24	FORTNIGHT 2024-20 - From Payroll	4,983.19
SUPER APR 2024	04/04/24	Superannuation Contribution	12,733.92
		Total 3000	17,717.11
		Total EFT00577	17,717.11
EFT Payment - EFT00578			
3000 - SuperChoice Aware Superannuation			
PJ000870	18/04/24	FORTNIGHT 2024-21 - From Payroll	4,670.55
SUPER APR 2024 2	18/04/24	Superannuation Contribution	11,891.61
		Total 3000	16,562.16
		Total EFT00578	16,562.16
EFT Payment - EFT00579			
3029 - Australian Taxation Office			
PJ000846	07/03/24	FORTNIGHT 2024-18 - From Payroll	18,147.76
PJ000849	07/03/24	FORTNIGHT 2024-18 - From Payroll	156.00
PJ000854	21/03/24	FORTNIGHT 2024-19 - From Payroll	17,621.80
	01/04/24	GST Settlement	627.00
	01/04/24	GST Settlement	13,392.00
2024 FBT 4TH QRT .JAN-MAR	01/04/24	2024 FBT 4TH QRT JAN-MAR	2,883.00
		Total 3029	26,043.56
		Total EFT00579	26,043.56
EFT Payment - EFT00580			
1 - Australia Post			
1013077237	01/04/24	Annual PO Box Fee	288.15
		Total 1	288.15
162 - Western Metropolitan Regional Council			
M-2404332	15/04/24	WMRC Tip Passes	4,710.66
VV240331-4	01/04/24	Verge Valet March 2024	3,225.19
		Total 162	7,935.85
1861 - Rockwater Pty Ltd			
00017884 PO03460	01/04/24	Annual DWER bore licence reporting 23-24	9,641.50

Accounts Paid - April 2024

Payment / Invoice	Date	Description	Amount
Total 1861			9,641.50
2414 - Open Systems Technology Pty Ltd (Council First)			
SI008393	15/04/24	IT Services May 2024	2,158.78
SI008401	19/04/24	STP Transations - March 2024	30.00
SI008415	19/04/24	Professional Services - March 2024	5,040.75
Total 2414			7,229.53
300 - VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD			
167139	01/04/24	Residential Waste - customer service	15,957.49
Total 300			15,957.49
3013 - Heritage Tree Surgeons			
434343 PO03467	12/04/24	Tree maintenance - various as per Tree Audit	15,400.00
Total 3013			15,400.00
3015 - CREATION LANDSCAPE SUPPLIES			
302923 PO03633	09/04/24	Landscaping mix	178.20
Total 3015			178.20
3025 - TOTAL EDEN Pty Ltd T/A Nutrien Water			
413103417 PO03298	04/04/24	Reticulation maintenance - Manners Hill Park	2,064.43
413060928 PO03298	01/04/24	Reticulation maintenance - Manners Hill Park	1,100.00
413098356 PO03298	01/04/24	Reticulation maintenance - Manners Hill Park	874.35
Total 3025			4,038.78
3050 - ENVIRO SWEEP PTY LTD (EWCS)			
120327 PO03279	11/04/24	Road Sweeping Contractor	2,471.61
Total 3050			2,471.61
3057 - CTI Couriers			
CISC4661994	01/04/24	Library courier van - Feb 2024	564.93
Total 3057			564.93
3120 - Westbooks			
341060 PO03615	15/04/24	Adult books as selected online	1,529.17
Total 3120			1,529.17
340 - TOWN OF COTTESLOE			
15379	01/04/24	Health Services - 1/7/23-30/9/23	2,351.25
15380	01/04/24	Health Service 1/10/23-31/12/23	2,351.25
15381	01/04/24	Ranger Services - 1/7/23-30/3/23	7,820.00
15382	01/04/24	Ranger Services 1/10/23 to 31/12/23	7,820.00
15385	01/04/24	Q2 2023/2024 Cottesloe Village	13,442.08
14936	01/04/24	Cottesloe Village - Engagement 1/2	5,287.14
Total 340			39,071.72
3453 - SHRED-X PTY LTD			
02200262	01/04/24	Permanent Security Bin Feb to Apr 2024	87.63
Total 3453			87.63
3550 - Connect Call Centre Services			
00116593	15/04/24	Contract CA0435 Fees - March 2024	32.89
Total 3550			32.89
3604 - Officeworks			
613839710 PO03640	17/04/24	Spirax A4 Notebooks	282.55
Total 3604			282.55
3660 - Iconic Property Services			
PSI034960 PO03281	01/04/24	Cleaning of Depot Building	11,640.28
PSI035137 PO03281	01/04/24	Cleaning of Depot Building	1,033.22
PSI035135 PO03281	01/04/24	Cleaning of Depot Building	1,033.22

Accounts Paid - April 2024

Payment / Invoice	Date	Description	Amount
PSI035267 PO03607	01/04/24	Anti graffiti windows film removal administration offices	7,150.00
		Total 3660	20,856.72
3735 - Vocus Ltd			
P1135972	01/04/24	Library Site A WIFI April 24	526.90
P1137342	01/04/24	Public Site A WIFI April 24	1,043.90
		Total 3735	1,570.80
3764 - Waterlogic Australia Pty.Ltd.			
CD-3757523 PO03658	16/04/24	WL2 FW POU Free-standing cooler rental July - September	204.44
		Total 3764	204.44
3783 - Chellew Hawley Pty Ltd t/as Sifting Sands			
INV-2416 PO03635	17/04/24	Keanes Point playground sand cleaning	1,023.00
		Total 3783	1,023.00
3795 - Solmec Consultants			
23-766-06 PO03603	01/04/24	Separation of AC system technical support tender process	876.70
		Total 3795	876.70
3868 - Dugite Earthmoving Pty Ltd T/as J&V Earthmoving			
INV-0900 PO03642	16/04/24	Admin / Library gardens bore lid	2,258.58
		Total 3868	2,258.58
3871 - Helene Pty Ltd T/as LO-GO Appointments			
H3671 PO03627	16/04/24	SFO service - estimated	3,049.73
H3700 PO03627	23/04/24	SFO service - estimated	3,049.73
		Total 3871	6,099.46
3878 - Market Creations Technology Pty Ltd T/as Intergrated ICT			
31906	19/04/24	DELL P-SERIES 23.8 (Computer Screen)	323.40
		Total 3878	323.40
3886 - Marcelo Barone Iglesias T/as MBI Painting and Solutions			
238 PO03594	03/04/24	Shire Administration Office painting & decorating	6,490.00
		Total 3886	6,490.00
3892 - Telstra Limited			
4014199292 APR 24	10/04/24	Solar Bench April 2024	112.54
6362254800 APR 24	10/04/24	DEPOT NBN April 2024	75.00
4074199284 APR 24	10/04/24	Works Admin April 2024	107.00
		Total 3892	294.54
3913 - Delivering Outcomes Pty Ltd			
INV-0032 PO03630	22/04/24	WHS advice - WALGA eQuote Tree RFQ	1,936.00
		Total 3913	1,936.00
3920 - Paul Barrett T/as Commercial and Residential Carpenters			
202409 PO03643	22/04/24	Community Room Community Decking replacement & Upgrade	19,057.50
		Total 3920	19,057.50
3943 - Pay@bility Pty Ltd T/A Benefit@bility			
PJ000870	18/04/24	FORTNIGHT 2024-21 - From Payroll	661.11
		Total 3943	661.11
3951 - Metal Artwork Badges D&L Studio Pty Ltd			
25852 PO03648	18/04/24	Staff badges Lena J and Tia J, position changes	35.64
		Total 3951	35.64
3981 - Safety Tactile Pave Pty Ltd			
00003205 PO03588	01/04/24	CAPEX - Crossland Ct paving renewal	4,030.32
		Total 3981	4,030.32
3987 - Office Line			
83497 PO03601	01/04/24	EKO1218 Eko mesh task chair with adjustable arms	4,219.60
		Total 3987	4,219.60

Accounts Paid - April 2024

Payment / Invoice	Date	Description	Amount
693 - Clean City Group Pty Ltd			
1641 PO03619	01/04/24	Delivery of April PepTalk to residents	302.50
1649 PO03276	15/04/24	Waste - Bin Return Service	825.00
1650 PO03276	22/04/24	Waste - Bin Return Service	825.00
		Total 693	1,952.50
883 - FujiFilm Business Innovations Australia PtyLtd			
QD704119	01/04/24	AP7C6673-T SN:250981 15/4/24-14/7/24	1,301.30
CW130032	01/04/24	AP7C6673-T SN.250981 JAN TO MARCH 2024	1,766.05
		Total 883	3,067.35
		Total EFT00580	179,667.66
EFT Payment - EFT00581 was processed in May 2024			
EFT Payment - EFT00582 was processed in May 2024			
EFT Payment - EFT00583 was processed in May 2024			
EFT Payment - EFT00584 was processed in May 2024			
EFT Payment - EFT00585 was processed in May 2024			
EFT Payment - EFT00586 was processed in May 2024			
Other - EFT00587			
3995 - Fines Enforcement Registry (FER)			
32638373	09/04/24	LODGEMENT FEE REC NO. 14028308 25138	83.50
		Total 3995	83.50
		Total EFT00587	83.50
Grand Total - EFT Payment			Sub-total EFT
			\$ 305,947.90
Other - DD00503			
3899 - Grenke GC Leasing Melbourne Pty Ltd			
13914/2024	01/04/24	Quarterly fee for the period 1/4/24-30/6/24	5,672.80
		Total 3899	5,672.80
		Total DD00503	5,672.80
Other - DD00504			
3062 - WATER CORPORATION			
9001298479 0068	13/03/24	Drainage reserve at Johnston Street 22/1/24 to 12/03/24	61.16
		Total 3062	61.16
		Total DD00504	61.16
Other - DD00505			
3062 - WATER CORPORATION			
9001298815 0140	13/03/24	Reserve at 63 Johnston Street 22/01/24 to 12/03/24	534.90
		Total 3062	534.90
		Total DD00505	534.90
Other - DD00506			
3062 - WATER CORPORATION			
9001300655 0116	13/03/24	Tennis Courts Bay View Tce	152.90
		Total 3062	152.90
		Total DD00506	152.90
Other			
Other - DD00507			
123 - Synergy			
2014085510	08/03/24	Electricity 10-2-24 to 7-3-24	5,028.33
		Total 123	5,028.33
		Total DD00507	5,028.33
Other - DD00508			

Accounts Paid - April 2024

Payment / Invoice	Date Description	Amount
123 - Synergy		
2022101204	02/04/24 Electricity 28-2-24 to 27-3-24	36.72
	Total 123	36.72
	Total DD00508	36.72
Other - DD00509		
123 - Synergy		
2002142739	04/04/24 Foreshore Electricity 25/2/24-24/3/24	3,224.43
	Total 123	3,224.43
	Total DD00509	3,224.43
Other - DD00510		
3062 - WATER CORPORATION		
9016499388 0079	13/03/24 Shire office 12/01/24 to 12/03/24	1,764.37
	Total 3062	1,764.37
	Total DD00510	1,764.37
Grand Total - Direct Debit Payment		Sub-total DD \$ 16,475.61
Other - CCP00050		
3084 - Shire Credit Cards -NAB Visa flexi purchase		
SF CLS 29 FEB TO 28 MAR 2024	01/04/24 SF CLS 29 FEB TO 28 MAR 2024	1,965.99
RY DEPOT 29 FEB TO 28 MAR 2024	01/04/24 RY DEPOT 29 FEB TO 28 MAR 2024	770.48
TW DEPOT 29 FEB TO 29 MAR 2024	01/04/24 TW DEPOT 29 FEB TO 29 MAR 2024	456.50
LH ALS 29 FEB TO 29 MARCH 2024	01/04/24 LH ALS 29 FEB TO 29 MARCH 2024	924.29
DB CEO 29 FEB TO 29 MAR 2024	01/04/24 DB CEO 29 FEB TO 29 MAR 2024	1,267.04
PA ADMIN 29 FEB TO 29 MAR 24	01/04/24 PA ADMIN 29 FEB TO 29 MAR 24	62.96
JC MCS 29 FEB TO 29 MAR 2024	01/04/24 JC MCS 29 FEB TO 29 MAR 2024	62.05
DN MIS 29 FEB TO 29 MAR 24	01/04/24 DN MIS 29 FEB TO 29 MAR 24	495.89
NAB VISA FEES MARCH 24	01/04/24 NAB VISA FEES MARCH 24	110.00
JG MDS 29 FEB TO 29 MARCH 2024	01/04/24 JG MDS 29 FEB TO 29 MARCH 2024	79.50
	Total 3084	6,194.70
	Total CCP00050	6,194.70
Grand Total - Credit Card Payment		Sub-total C/C \$ 6,194.70
Other - BPAY308		
3177 - ALINTA ENERGY		
110001397 APR 24	02/04/24 Quarterly Fee 22/12/23-26/03/24	41.95
	Total 3177	41.95
	Total BPAY308	41.95
Grand Total - BPAY Payment		Sub-total BPAY \$ 41.95
Grand Total Accounts paid - April 2024		\$ 323,660.16

SHIRE OF PEPPERMINT GROVE

MONTHLY FINANCIAL REPORT

**(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 April 2024**

**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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FlexiPurchase Account Statement

Statement for NAB

Statement Period: 29 Feb 2024 to 28 Mar 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 for Woolworths/Cottesloe Grov, Coles 0392 Mosman Park, Ipa Murdoch, Officeworks 0604 Fremantle, Post Mandurah East Pos, and Zoom.Us.

Cardholder Declaration

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

Signature [Handwritten Signature]

Dated 2/4/24

Employee ID: 5

Approved By

[Handwritten Signature] 8/4/24

Signature _____

Dated ____ / ____ / ____

On Completion

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



Statement for NAB

Statement Period: 29 Feb 2024 to 28 Mar 2024
Cardholder Name: Donovan Norgard
JSKR VISA Purchasing Card (Client Expenses)



Table with columns: Date, Details, Approval, Receipt Amount (\$AUD). Rows include transactions for Fuel, Account Fees, and a total for the period of \$495.89.

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature [Signature] Dated 08 / 04 / 2024
Employee ID: 169

Approved By

Signature [Signature] Dated 8/4/2024 /

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 Feb 2024 to 28 Mar 2024
Cardholder Name: Jeremy Clapham



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
01 Mar 2024	Cpp Convention Centre Perth		Approval Req'd		<input checked="" type="checkbox"/>	\$24.23
	26540	119		\$22.03	\$2.20	\$24.23
	Purchase Cpp Convention Centre Parking for workshop attendance					
03 Mar 2024	Ozcorp Cards St Mona Vale		Approval Req'd		<input checked="" type="checkbox"/>	\$28.98
	27250	129		\$26.35	\$2.63	\$28.98
	Purchase Ozcorp Cards St Stationery					
08 Mar 2024	Town Of Victoria Park Victoria Park		Approval Req'd		<input checked="" type="checkbox"/>	\$2.02
	26540	119		\$1.84	\$0.18	\$2.02
	Purchase Town Of Victoria Park Parking - event attendance					
28 Mar 2024	Account Fees		No Appr Req'd		<input checked="" type="checkbox"/>	\$6.82
	27130	129		\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Bank fees					
Total for this period:						\$62.05

Cardholder Declaration

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

Signature [Signature]

Dated 13/05/2024

Employee ID: E0031

Approved By

Signature [Signature]

Dated 13/5/2024

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 Feb 2024 to 28 Mar 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
09 Mar 2024	27250	139	0622 Osborne Park	Approval Req'd	<input checked="" type="checkbox"/>	\$2.68
			1002	\$2.44	\$0.24	\$2.68
	Purchase Officeworks 0622 protractor for gradient assessment					
22 Mar 2024	26540	119	1002	Approval Req'd	<input checked="" type="checkbox"/>	\$70.00
				\$63.64	\$6.36	\$70.00
	Purchase Planning Institute Of Aus Lena PIA young planners summit					
28 Mar 2024	27130	190	1002	No Appr Req'd	<input type="checkbox"/>	\$6.82
				\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee bank fees					
Total for this period:						\$79.50

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 20/5/2024 / _____

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 Feb 2024 to 28 Mar 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
01 Mar 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$7.00
	28770	139	1106	\$6.36	\$0.64	\$7.00
	Purchase Woolworths/Cottesloe Grov kitchen consumables					
01 Mar 2024	Bigw Online Bella Vista			Approval Req'd	<input checked="" type="checkbox"/>	\$100.00
	28470	139	1106	\$90.91	\$9.09	\$100.00
	Purchase Bigw Online Adult books					
06 Mar 2024	Peppermint News Agc Peppermint Gr			Approval Req'd	<input checked="" type="checkbox"/>	\$305.00
	27180	139	1106	\$277.27	\$27.73	\$305.00
	Purchase Peppermint News Agc monthly library newspapers					
13 Mar 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$6.50
	28770	139	1106	\$5.91	\$0.59	\$6.50
	Purchase Woolworths/Cottesloe Grov kitchen consumables					
17 Mar 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$6.60
	28770	139	1106	\$6.00	\$0.60	\$6.60
	Purchase Woolworths/Cottesloe Grov kitchen items					
20 Mar 2024	Freshwaters Peppermint Gr			Approval Req'd	<input checked="" type="checkbox"/>	\$15.20
	28770	139	1106	\$13.82	\$1.38	\$15.20
	Purchase Freshwaters WSLG managers meeting					
21 Mar 2024	Conde Nast Publications London			Approval Req'd	<input checked="" type="checkbox"/>	\$116.19
	27180	139	1106	\$116.19	\$0.00	\$116.19
	Purchase (GBP 59.00) Conde Nast Publications vanity fair annual subscription					
27 Mar 2024	Serif.Com/Bill Serif.Com/Bil			Approval Req'd	<input checked="" type="checkbox"/>	\$360.98
	27160	139	1106	\$328.16	\$32.82	\$360.98
	Purchase Serif.Com/Bil affinity software licnce					
28 Mar 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 charges					
Total for this period:						\$924.29

Cardholder Declaration

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

Signature

Dated 02 / 05 / 2024

Employee ID: 60

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



Statement for NAB

Statement Period: 29 Feb 2024 to 28 Mar 2024

Cardholder Name: Penny Askin



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
19 Mar 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$6.65
	28280	129	0403	\$6.05	\$0.60	\$6.65
	Purchase Woolworths/Cottesloe Grov For Shire kitchen					
21 Mar 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$32.55
	28280	129	0403	\$29.59	\$2.96	\$32.55
	Purchase Woolworths/Cottesloe Grov For Shire kitchen					
25 Mar 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$0.49
	28280	129	0403	\$0.45	\$0.04	\$0.49
	Purchase Woolworths/Cottesloe Grov For Shire kitchen					
28 Mar 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 Bank charges					
27 Mar 2024	Woolworths/Cottesloe Grov Cottesloe		No Appr Req'd		<input checked="" type="checkbox"/>	\$16.45
	28280	129	0401	\$14.95	\$1.50	\$16.45
	Purchase Woolworths/Cottesloe Grov For Council Chambers					
Total for this period:						\$62.96

Cardholder Declaration

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

Signature Penny Askin

Dated 13 / 05 / 2024

Employee ID: E0003

Approved By

Signature [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 Feb 2024 to 28 Mar 2024

Cardholder Name: Robert Young



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
28 Feb 2024	Bunnings	453000	O'Connor	Approved	<input checked="" type="checkbox"/>	\$29.17
28270	139	1201		\$26.52	\$2.65	\$29.17
Purchase Bunnings 453000 misc. items						
07 Mar 2024	Coles Express	6919	Mosman Park	Approved	<input checked="" type="checkbox"/>	\$158.85
28360	139	1201		\$144.41	\$14.44	\$158.85
Purchase Coles Express 6919 Ute Fuel						
07 Mar 2024	Bunnings	453000	O'Connor	Approved	<input checked="" type="checkbox"/>	\$80.38
28350	139	1201		\$73.07	\$7.31	\$80.38
Purchase Bunnings 453000 Depo Misc						
11 Mar 2024	Coles Express	6919	Mosman Park	Approved	<input checked="" type="checkbox"/>	\$69.01
28360	139	1201		\$62.74	\$6.27	\$69.01
Purchase Coles Express 6919 Depo Fuel						
14 Mar 2024	Work Clobber		O'Connor	Approved	<input checked="" type="checkbox"/>	\$10.75
26530	139	1201		\$9.77	\$0.98	\$10.75
Purchase Work Clobber Work Gear						
14 Mar 2024	Coles Express	6919	Mosman Park	Approved	<input checked="" type="checkbox"/>	\$66.40
28360	139	1201		\$60.36	\$6.04	\$66.40
Purchase Coles Express 6919 Loader Fuel						
20 Mar 2024	Coles Express	6919	Mosman Park	Approved	<input checked="" type="checkbox"/>	\$148.65
28360	139	1201		\$135.14	\$13.51	\$148.65
Purchase Coles Express 6919 Ute Fuel						
21 Mar 2024	Total Tools		O'Connor O'Connor	Approved	<input checked="" type="checkbox"/>	\$200.45
28350	139	1201		\$182.23	\$18.22	\$200.45
Purchase Total Tools O'Connor Depo tools						
28 Mar 2024	Account Fees			No Appr Req'd	<input type="checkbox"/>	\$6.82
27130	139	1201		\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Bank fee						

Total for this period: \$770.48

Cardholder Declaration

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

Signature  _____

Dated 9 / 4 / 24

Employee ID: RY

Approved By

Signature  _____

Dated 09 / 04 / 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 Feb 2024 to 28 Mar 2024

Cardholder Name: Stewart Farley

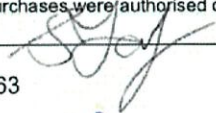


JSKR VISA Purchasing Card (Client Expenses)

Date	Details			Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code	Department	Net	Tax	Gross
29 Feb 2024	Booktopia Pty Ltd Rhodes			Approved	<input checked="" type="checkbox"/>	\$713.63
	28471	139	1106	\$648.75	\$64.88	\$713.63
	Purchase Booktopia Pty Ltd Junior book purchases					
02 Mar 2024	Target 5076 Bull Creek			Approved	<input checked="" type="checkbox"/>	\$270.00
	28471	139	1106	\$245.45	\$24.55	\$270.00
	Purchase Target 5076 junior book purchases					
04 Mar 2024	Officeworks 0616 O'Connor			Approved	<input checked="" type="checkbox"/>	\$98.86
	27250	139	1106	\$89.87	\$8.99	\$98.86
	Purchase Officeworks 0616 Stationery /					
10 Mar 2024	Big W/Rockingham Road Spearwood			Approved	<input checked="" type="checkbox"/>	\$280.00
	28471	139	1106	\$254.55	\$25.45	\$280.00
	Purchase Big W/Rockingham Road junior book purchases					
10 Mar 2024	W.A. Library Supplies Forrestdale			Approved	<input checked="" type="checkbox"/>	\$134.85
	27250	139	1106	\$122.59	\$12.26	\$134.85
	Purchase W.A. Library Supplies stationery barcode labels					
11 Mar 2024	Booktopia Pty Ltd Rhodes			Approved	<input checked="" type="checkbox"/>	\$255.62
	28471	139	1106	\$232.38	\$23.24	\$255.62
	Purchase Booktopia Pty Ltd junior book purchases					
13 Mar 2024	Booktopia Pty Ltd Rhodes			Approved	<input checked="" type="checkbox"/>	\$190.25
	28471	139	1106	\$172.95	\$17.30	\$190.25
	Purchase Booktopia Pty Ltd junior book purchases					
10 Mar 2024	Bunnings 303000 Bibra Lake			Approved	<input checked="" type="checkbox"/>	\$15.96
	29200	139	1106	\$14.51	\$1.45	\$15.96
	Purchase Bunnings 303000 toilet signage					
28 Mar 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:						\$1,965.99

Cardholder Declaration

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

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 Feb 2024 to 28 Mar 2024
Cardholder Name: Tim Whitham



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details, Approval, Receipt Amount (\$AUD). Rows include transactions for Ampol Mosman Pa, Bunnings, and Account Fees, with a total for the period of \$456.50.

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company. Signature [Signature] Dated 3 / 2 / 2024

Employee ID: TW

Approved By

Signature [Signature] Dated 08 / 04 / 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 the
period ending 30th April, 2024

SHIRE OF PEPPERMINT GROVE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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	3,666,053	3,653,529	(12,524)	(0.34%)	
Grants, subsidies and contributions	12	1,399,442	967,316	1,022,679	55,363	5.72%	
Fees and charges		319,195	300,686	300,185	(501)	(0.17%)	
Interest revenue		193,836	160,336	104,463	(55,873)	(34.85%)	▼
Other revenue		7,600	7,100	12,882	5,782	81.44%	
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	5,107,603	5,107,856	253	0.00%	
Expenditure from operating activities							
Employee costs		(2,488,668)	(2,086,201)	(2,025,032)	61,169	2.93%	
Materials and contracts		(2,365,012)	(2,015,620)	(1,728,471)	287,149	14.25%	▲
Utility charges		(123,593)	(102,190)	(99,755)	2,435	2.38%	
Depreciation		(1,012,312)	(915,260)	(417,844)	497,416	54.35%	▲
Finance costs		(50,643)	(25,965)	(24,883)	1,082	4.17%	
Insurance		(118,902)	(118,402)	(121,320)	(2,918)	(2.46%)	
Other expenditure		(133,356)	(65,826)	(86,850)	(21,024)	(31.94%)	▼
		(6,292,486)	(5,329,464)	(4,504,155)	825,309	15.49%	
Non-cash amounts excluded from operating activities	Note 2(b)	1,006,200	909,148	403,726	(505,422)	(55.59%)	▼
Amount attributable to operating activities		309,953	687,287	1,007,427	320,140	46.58%	
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)	(209,000)	(107,532)	101,468	48.55%	▲
Payments for construction of infrastructure	5	(647,000)	(102,000)	(58,668)	43,332	42.48%	▲
		(915,700)	(311,000)	(166,200)	144,800	46.56%	
Amount attributable to investing activities		(822,538)	(217,838)	(129,547)	88,291	40.53%	
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	687,287	1,007,427	320,140	46.58%	▲
Amount attributable to investing activities		(822,538)	(217,838)	(129,547)	88,291	40.53%	▲
Amount attributable to financing activities		2,477	(19,113)	(19,113)	0	0.00%	
Surplus or deficit after imposition of general rates		16,775	977,219	1,385,651	408,432	41.80%	▲

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 30 APRIL 2024**

	Supplementary Information	30 June 2023 \$	30 April 2024 \$
CURRENT ASSETS			
Cash and cash equivalents	3	2,550,422	3,342,155
Trade and other receivables		658,685	384,861
TOTAL CURRENT ASSETS		3,209,107	3,727,016
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	16,341,014
Infrastructure		17,091,017	16,909,260
Right-of-use assets		15,047	15,047
TOTAL NON-CURRENT ASSETS		33,779,930	33,505,755
TOTAL ASSETS		36,989,037	37,232,771
CURRENT LIABILITIES			
Trade and other payables	8	680,986	310,345
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	547,033
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	1,210,161
NET ASSETS		35,418,908	36,022,610
EQUITY			
Retained surplus		9,864,520	10,468,222
Reserve accounts	4	1,988,559	1,988,560
Revaluation surplus		23,565,829	23,565,827
TOTAL EQUITY		35,418,908	36,022,610

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 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 POLICIES

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 21 May 2024

SHIRE OF PEPPERMINT GROVE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
		\$	\$	\$
Current assets				
Cash and cash equivalents	3	1,995,773	2,550,422	3,342,155
Trade and other receivables		500,000	658,685	384,861
		<u>2,495,773</u>	<u>3,209,107</u>	<u>3,727,016</u>
Less: current liabilities				
Trade and other payables	8	(301,582)	(680,986)	(310,345)
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>(547,033)</u>
Net current assets		<u>1,974,961</u>	<u>2,302,106</u>	<u>3,179,983</u>
Less: Total adjustments to net current assets	Note 2(c)	(1,958,186)	(1,775,223)	(1,794,332)
Closing funding surplus / (deficit)		<u>16,775</u>	<u>526,883</u>	<u>1,385,651</u>

(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	915,260	417,844
Total non-cash amounts excluded from operating activities		<u>1,006,200</u>	<u>909,148</u>	<u>403,726</u>

(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.

Adjustments to net current assets		Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
		\$	\$	\$
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)	<u>(1,958,186)</u>	<u>(1,775,223)</u>	<u>(1,794,332)</u>

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 30 APRIL 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			
Interest revenue	(55,873)	(34.85%)	▼
Timing of interest received			
Expenditure from operating activities			
Materials and contracts	287,149	14.25%	▲
Consulting fees less than budgeted \$84k, Drainage Maintenance less than budgeted \$32k, Records Management less than budgeted \$22k, Library books less than budgeted \$20k, ROW Maint less than budgeted \$40k, Parking Control less than budgeted \$17k, Street Tree under budget \$21k, Swimming pool inspection fees not yet paid \$15k, Town Planning scheme less than budgeted \$10k, bin return service expenses less than budgeted \$12k			
Depreciation	497,416	54.35%	▲
Error in depreciation rate for Road Infrastructure			
Other expenditure	(21,024)	(31.94%)	▼
Timing of admin allocations			
Non-cash amounts excluded from operating activities	(505,422)	(55.59%)	▼
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	101,468	48.55%	▲
Timing of capital acquisitions			
Surplus or deficit after imposition of general rates	408,432	41.80%	▲
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 30 APRIL 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	\$0.98 M	\$1.39 M	\$0.41 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$3.34 M	39.6%
Restricted Cash	\$2.02 M	60.4%

Refer to 3 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.12 M	
0 to 30 Days		64.7%
Over 30 Days		35.3%
Over 90 Days		0.9%

Refer to 8 - Payables

Receivables		
	\$	%
Rates Receivable	\$0.10 M	97.2%
Trade Receivable	\$0.28 M	
Over 30 Days		99.8%
Over 90 Days		99.5%

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	\$0.69 M	\$1.01 M	\$0.32 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$3.65 M	
YTD Budget	\$3.67 M	(0.3%)

Refer to 9 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$1.02 M	
YTD Budget	\$0.97 M	5.7%

Refer to 12 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.30 M	
YTD Budget	\$0.30 M	(0.2%)

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)	(\$0.22 M)	(\$0.13 M)	\$0.09 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	\$0.06 M	
Amended Budget	\$0.65 M	(90.9%)

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

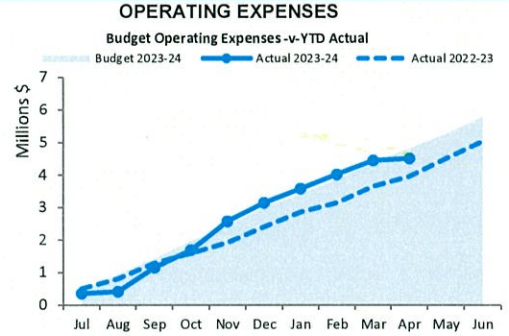
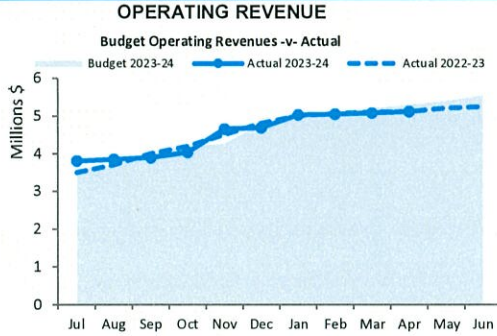
Refer to 4 - Cash Reserves

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

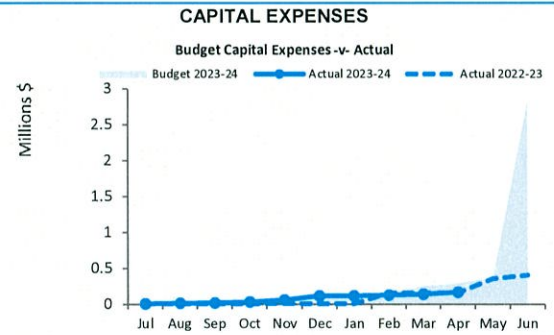
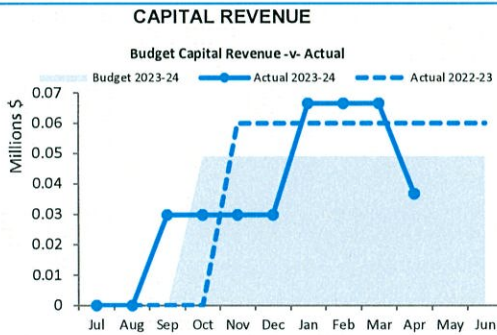
**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

2 KEY INFORMATION - GRAPHICAL

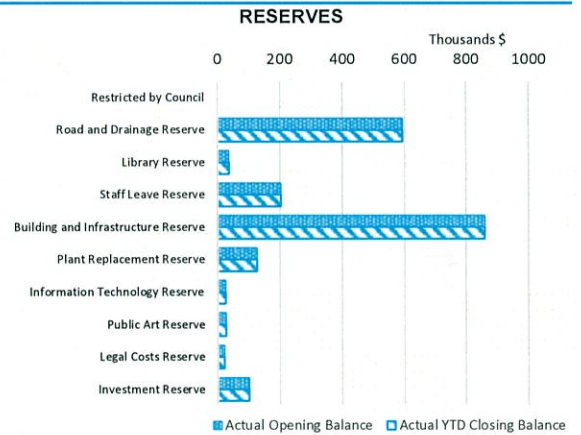
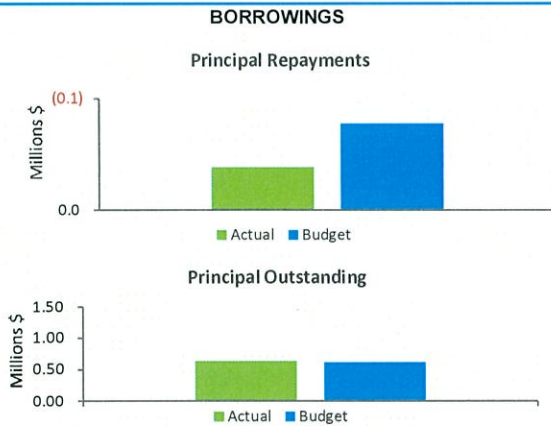
OPERATING ACTIVITIES



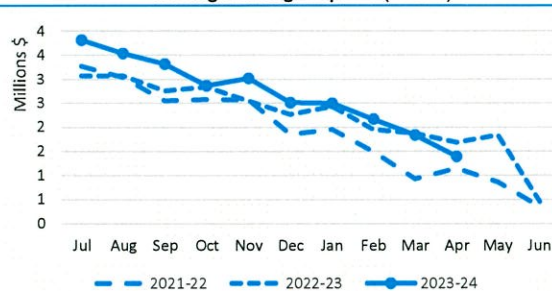
INVESTING ACTIVITIES



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 30 APRIL 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal Fund	Cash and cash equivalents	1,323,808	29,786	1,353,594		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		1,323,808	2,018,346	3,342,154	0			
Comprising								
Cash and cash equivalents		1,323,808	29,786	1,353,594	0			
Financial assets at amortised cost		0	1,988,560	1,988,560	0			
		1,323,808	2,018,346	3,342,154	0			

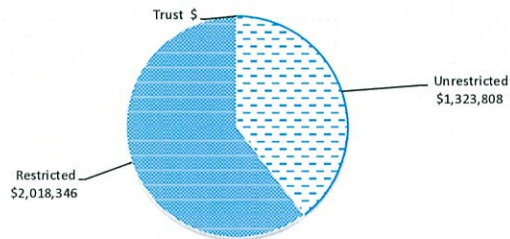
KEY INFORMATION

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 30 APRIL 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening Balance	Interest Earned	Transfer s In (+)	Transfer s Out (-)	Closing Balance	Opening Balance	Interest Earned	Transfer s In (+)	Transfer s Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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	148,000	53,635	(94,365)
Furniture and equipment	9,700	0	6,905	6,905
Plant and equipment	61,000	61,000	46,992	(14,008)
Acquisition of property, plant and equipment	268,700	209,000	107,532	(101,468)
Infrastructure - roads	77,000	37,000	18,181	(18,819)
Infrastructure - Recreation	350,000	0	0	0
Infrastructure - Other	220,000	65,000	40,487	(24,513)
Acquisition of infrastructure	647,000	102,000	58,668	(246,268)
Total capital acquisitions	915,700	311,000	166,200	(347,736)
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	217,838	129,547	(88,291)
Capital funding total	915,700	311,000	166,200	(144,800)

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.

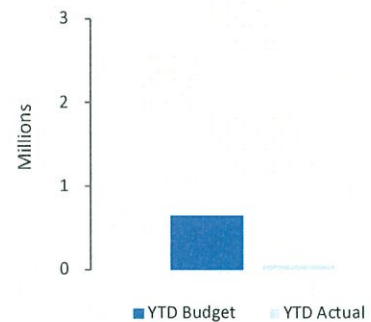
Initial recognition and measurement for assets held at cost

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

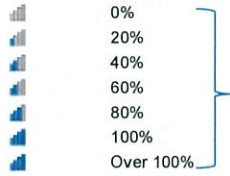
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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

Capital expenditure total
 Level of completion indicators



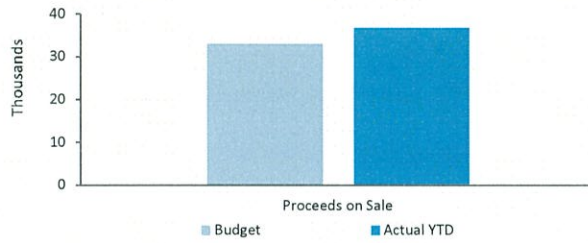
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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	2424
	B003	Renewal Renewal Works - Library	15,000	15,000	6402.71
	B004	Renewal Composite material - Library	55,000	55,000	35943
	B005	New Solar - Depot	10,000	10,000	10000
	B006	Renewal Airconditioning replacement	100,000	60,000	44178
	B009	Renewal Painting works and sundry furniture	6,000	3,000	-4583
			198,000	148,000	94,365
Plant and Equipment					0
	P001	Renewal Vehicle replacement	38,000	38,000	-1508
	P004	New Hydraulic sweeper attachment	15,000	15,000	15000
	P002	Renewal Minor plant	8,000	8,000	516
			61,000	61,000	14,008
Infrastructure - Roads					0
	I003	Renewal Minor kerb renewal	10,000		-950
	I002	Renewal Minor footpath works	20,000		-7900
	I001	Renewal Minor drainage works	10,000		-5667
	I005	Renewal Crossland Court -paving replacement	37,000	37,000	33336
			77,000	37,000	18,819
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	29550
	O003	New Mural - Manners Hill	5,000	5,000	-2180
	O004	New Memorial wall	80,000		0
	O007	New EV charging stations	25,000		0
	O005	Renewal Foreshore works	50,000		-2857.48
			220,000	65,000	24,513
Furniture and Equipment					0
	F001	New Chambers - recording equipment	9,700		-6905
			915,700	311,000	144,799

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	26,888	33,000	6,112	0	22,938	36,653	13,715	0
	Plant and Equipment	26,888	33,000	6,112	0	22,938	36,653	13,715	0



7 RECEIVABLES

Rates receivable	30 June 2023	30 Apr 2024
	\$	\$
Opening arrears previous years	57,524	19,144
Levied this year	3,345,071	3,653,530
Less - collections to date	(3,383,451)	(3,568,276)
Gross rates collectable	19,144	104,398
Net rates collectable	19,144	104,398
% Collected	99.4%	97.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	532	310	100	185,981	186,923
Percentage	0.0%	0.3%	0.2%	0.1%	99.5%	
Balance per trial balance						
Trade receivables						186,923
Other receivables						93,540
Total receivables general outstanding						280,463

Amounts shown above include GST (where applicable)

KEY INFORMATION

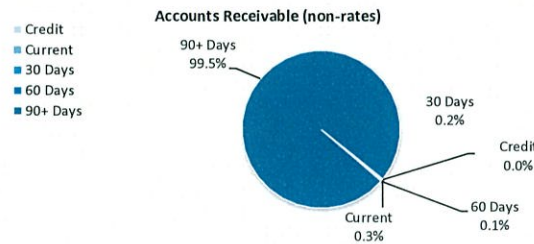
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



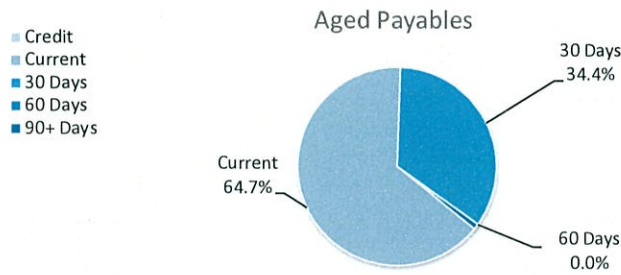
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	75,078	39,908	0	1,075	116,061
Percentage	0.0%	64.7%	34.4%	0.0%	0.9%	
Balance per trial balance						
Sundry creditors						116,064
ATO liabilities						(30,475)
Other payables						224,756
Total payables general outstanding						310,345

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 30 APRIL 2024

OPERATING ACTIVITIES

9 RATE REVENUE

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Budget		YTD Actual	
					Interim Rate Revenue	Total Revenue	Interim Rate Revenue	Total Revenue
General rate revenue								
Gross rental value	0.0756	589	46,988,483	3,549,980	14,000	3,563,980	3,648,213	3,653,530
Gross Rental Value		589	46,988,483	3,549,980	14,000	3,563,980	3,648,213	3,653,530
Sub-Total								
Minimum payment								
Gross rental value	1,494	71		106,074		106,074		0
Gross Rental Value		71		106,074	0	106,074	0	0
Sub-total								
Total general rates						3,670,054		3,653,530

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 30 April 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.

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 30 Apr 2024	Current Liability 30 Apr 2024	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	
Grants and subsidies								
Grove Contributions				0	0	1,327,700	931,372	941,169
Grants Commission - General				0	0	43,000	14,000	47,131
Grants Commission - Roads				0	0	23,000	16,202	25,710
MRWA - Direct Grant				0	0	5,742	5,742	6,170
Building digital skills				0	0			2,500
	0	0	0	0	0	1,399,442	967,316	1,022,679

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2024	Current Liability 30 Apr 2024	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	
Capital grants and subsidies								
LRCI - 4				0		49,162	49,162	0
Deptment 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 30 APRIL 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 \$
0	0	121,015
		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

8.4.1 – Delegations Register

- Clean copy of the Delegations Register
- Tracked changes of the Delegations Register



Shire of
Peppermint Grove

DELEGATIONS REGISTER

Last Review: June 2023

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INTRODUCTION

This document is a register of the delegations, authorisations and appointments of the Shire of Peppermint Grove. Some legislation confers powers on local governments to allow Council to delegate power to a committee of the local government, the local CEO or in limited circumstances other employees.

The purpose of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to customer service. The Register of Delegation of Authority details the related document(s) where the power to delegate is derived from, including legislation and policies of the Council.

Section 5.42 of the Local Government Act 1995 provides for delegation:

- (1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
 - (a) this Act other than those referred to in section 5.43; or*
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

All delegations made by the Council must be by absolute majority decision. The Act specifies in Section 5.43 when a local government cannot delegate:

- A local government cannot delegate to a CEO any of the following powers or duties —*
 - (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
 - (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
 - (c) appointing an auditor;*
 - (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*

- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) borrowing money on behalf of the local government;*
- (g) hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) any power or duty that requires the approval of the Minister or the Governor; (i) such other powers or duties as may be prescribed.*

The Act allows for the CEO to delegate any of his/her powers to another employee, which must be done in writing. The Act also allows for the CEO to place conditions on any delegations if he/she desires.

The Register of Delegation of Authority, being this manual, relevant to the CEO is required to be kept and reviewed at least once every financial year.


If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The aim of this delegated authority manual is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation.

PART ONE – FUNCTION OF LOCAL GOVERNMENT

1.1 Appointment of Acting Chief Executive Officer

 Delegation #	Legislative Ref	Delegate	Delegation Subject
1.1	Local Government Act 1995 s. 5.36 (1)	Chief Executive Officer	Appointment of Acting Chief Executive Officer

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 5.36 (1) of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint an Acting Chief Executive Officer during periods of the Chief Executive Officer's absence.

Conditions

1. The Chief Executive Officer will be delegated power to appoint an Acting Chief Executive Officer for periods of up to four (4) weeks;
2. The Chief Executive Officer will notify the Shire President and Councilors of all appointments under this delegation.


Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

1.2 Payments from the Municipal Fund, and Trust Fund.

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.2	Local Government (Financial Management) Regulations, Regulation 12	Chief Executive Officer	Payments from the Municipal Fund, and Trust Fund.

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government in accordance with Regulation 12 of the *Local Government (Financial Management) Regulations 1996* in relation to Section 6.10 of the *Local Government Act 1995*. This enables the Chief Executive Officer to make payments from the Shire's Municipal Fund, and Trust Fund.

Conditions

1. A list of all payments made from the Municipal Fund, and Trust Fund will be provided to Council on a monthly basis.


Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial ye

1.3 Appointment of Authorised Persons – Miscellaneous Provisions about Enforcement

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.3	Local Government Act 1995, s. 9.10	Chief Executive Officer	Appointment of Authorised Persons – Miscellaneous Provisions About Enforcement.

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 9.10 of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to perform particular functions related to Miscellaneous Provisions About Enforcement (s. 9.11 – 9.23)

Conditions

1. The Chief Executive Officer will issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has or is about to be affected by any exercise of authority by the authorised person.
2. The Chief Executive Officer will maintain a register of all authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Dogs Local Law 2021

Dog Act 1976


Parking and Parking Facilities Local Law 2021

Subdivision 1 — Miscellaneous provisions about enforcement

9.10. Appointment of authorised persons

- (1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.
- (2) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.

1.4 Disposal of Confiscated or Uncollected Goods

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.4	Local Government Act 1995, s. 3.47	Chief Executive Officer	Disposal of Confiscated or Uncollected Goods

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.47 of the *Local Government Act 1995* to enable the Chief Executive Officer to dispose of confiscated or uncollected goods.

Conditions

1. Disposal will be subject to goods, including vehicles, watercraft, not being reported stolen.
2. A Register of all disposed goods to be maintained, including value of disposed goods.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Related Documents


3.47. Disposing of confiscated or uncollected goods

- (1) The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43.
- (2) The local government may sell or otherwise dispose of any vehicle that has not been collected within —

- (a) 2 months of a notice having been given under section 3.40(3); or
 - (b) 7 days of a declaration being made under section 3.40A(4) that the vehicle is an abandoned vehicle wreck.
- (2a) The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in subsection (2b) of —
- (a) a notice having been given under section 3.42(1)(b) or 3.44; or
 - (b) being impounded if the local government has been unable, after making reasonable efforts to do so, to give that notice to the alleged offender.
- (2b) The period after which goods may be sold or otherwise disposed of under subsection (2a) is —
- (a) for perishable goods — 3 days;
 - (b) for animals — 7 days;
 - (ca) for prescribed non-perishable goods — one month;
 - (c) for other non-perishable goods — 2 months.
- (3) Section 3.58 applies to the sale of goods under this section as if they were property referred to in that section.
- (4) Money received by a local government from the sale of goods under subsection (2a) is to be credited to its trust fund except to the extent required to meet the costs and expenses incurred by the local government in removing, impounding and selling the goods.
- (5) Money received by a local government from the sale of a vehicle under subsection (2) is to be credited to its trust fund except to the extent required to meet the costs referred to in section 3.46 and the expenses incurred by the local government in selling the vehicle.
- (6) Unless this section requires it to be credited to its trust fund, money received by a local government from the sale under this section of any goods is to be credited to its municipal fund.

[Section 3.47 amended by No. 64 of 1998 s. 11; No. 49 of 2004 s. 25(4); No. 17 of 2009 s. 9.]

1.5 Appointment of Authorised Persons – Certain Provisions Relating to Land

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.5	Local Government Act 1995, s. 3.24	Chief Executive Officer	Appointment of Authorised Persons – Certain Provisions Relating to Land

Delegator Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.24 of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to undertake activities relating to Certain Provisions Relating to Land, Section 3.25 – 3.27.

Conditions

1. The Chief Executive Officer will maintain a register of authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Related Documents


File on Authorised officer

Subdivision 2 — Certain provisions about land

3.24. Authorising persons under this Subdivision

The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

1.6 Appointment of Authorised Persons - Power to Remove or Impound Goods

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.6	Local Government Act 1995, s. 3.39	Chief Executive Officer	Appointment of Authorised Persons - Power to Remove or Impound Goods

Delegator Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.39 of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to remove or impound goods as defined in s. 3.38.

Conditions

1. The Chief Executive Officer will maintain a register of authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements


In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

[3.39. Power to remove and impound](#)

- (1) An employee authorised by a local government for the purpose may remove and impound any goods that are involved in a contravention that can lead to impounding.
- (2) A person may use reasonable force to exercise the power given by subsection (1).

1.7 Authorised Persons - Power to Enter Property

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.7	Local Government Act 1995, s. 3.31 (2)	Chief Executive Officer	Authorised Persons - Power to Enter Property

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.31 (2) of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to seek and execute an entry warrant or to otherwise enter property to perform any function of the local government under the Act as detailed in subdivision 3 – Powers of Entry.

Conditions

1. The Chief Executive Officer will maintain a register of authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil


Related Documents

Authorised Officers

3.31. General procedure for entering property

- (1) Except in an emergency or if the entry is authorised by the warrant of a justice, entry by or on behalf of a local government on to any land, premises or thing is not lawful unless —
 - (a) the consent of the owner or occupier has been obtained; or
 - (b) notice has been given under section 3.32.
- (2) If notice has been given under section 3.32, a person authorised by the local government to do so may lawfully enter the land, premises or thing without the consent of the owner or occupier unless the owner or occupier or a person authorised by the owner or occupier objects to the entry.
- (3) The powers conferred on a local government under this section may be exercised instead of the powers conferred under the *Public Works Act 1902* and are not subject to any qualification or restriction by any provision of that Act.

1.8 Appointment of Authorised Persons – Public Health Act 2016

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.8	Health Act 2016 s21 Enforcement agency may delegate	Chief Executive Officer Sub Delegates to Enforcement Officers	Appointment of Authorised Persons – Health Act 2016 s17 Appointment of Environmental health officers

Delegator

Council

Power/Duty

To exercise authority to the CEO to appoint or designate authorised officers under the provisions of Part 2 Division 2, Section 17 of the Public Health Act 2016. An appointee may be a person employed by the Shire under *the Local Government Act 1995* s5.36 or a person engaged by the Shire under a contract for services.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Public Health Act 2016


26. Powers of local government

Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder:

Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

[Section 26 amended by No. 17 of 1918 s. 5; No. 14 of 1996 s. 4.]

1.9 Enforcement of Local Laws

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.9	Local Government Act 1995, s. 3.18	Chief Executive Officer	Enforcement of Local Laws

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.18 of the *Local Government Act 1995* to enforce the provisions of local laws and to otherwise exercise the powers and discharge the duties of the local government under those local laws.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Sections 3.18 and 5.42 of the *Local Government Act 1995*. All powers under the Shires local laws:

Activities in Thoroughfares and Public Places and Trading Local Law 2021

Cats Local Law 2021

Dogs Local Law 2021

Fencing Local Law 2021

Local Government Property Local Law 2021

Parking and Parking Facilities Local Law 2021

Waste Local Law 2021

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.


Related Documents

The Local Government Act 1995.
The Local Government (Functions and General)
The Local Government (Administration Regulations 1996
The Local Government (Uniform Local Provisions) Regulations 1996

3.18. *Performing executive functions*

- (1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.
- (2) In performing its executive functions, a local government may provide services and facilities.
- (3) A local government is to satisfy itself that services and facilities that it provides —
 - (a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;
 - (b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and
 - (c) are managed efficiently and effectively.

1.10 Authorising the Affixing of the Common Seal to Documents

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.10	Local Government Act 1995, s. 2.5 (2)	Chief Executive Officer	Authorising the Affixing of the Common Seal to Documents

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 2.5 (2) of the *Local Government Act 1995* to enable the Chief Executive Officer to affix the Common Seal to certain documents.

Conditions

The Chief Executive Officer will authorise the affixing of the Common Seal to a document that needs the Shire's Common Seal to be legally effective and that is in one or more of the following categories:

1. Documents required satisfying conditions of sub-division and/or development approval.
2. Documents required to affect the transfer of land as part of a settlement transaction (sale and purchase).
3. Documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire.
4. Documents required to affect the grant of leasehold interests in land either by the Shire to a third party, or by a third party to the Shire.
5. Documents required to affect the grant of a licence either by the Shire to a third party, or by a third party to the Shire.
6. Documents required to affect the subdivision of land, including the strata titling of land.
7. Documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office).
8. Documents that are necessary or appropriate to enable the Chief Executive Officer to carry out his functions under any written law.

9. The affixing of the Common Seal must be consistent with a Council policy or decision.
10. While the Chief Executive Officer can authorise the affixing of the Common Seal to a document as classified, it is also necessary for the document to be signed by both the Shire President and the Chief Executive Officer.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.


Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Seal Register

1.11 Appointment Authorised Persons

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.11	Food Act 2008	Chief Executive Officer	Appointment Authorised Officer

Delegator

Council

Power/Duty

To exercise the powers and duties of the *Food Act 2008*.

Conditions

In accordance with Section 118 (3) of the Food Act 2008 without limiting the *Interpretation Act 1984* s.59, the performance by a delegate of an enforcement agency of a function delegated under subsection (2)(b) is subject to:

- (a) Any condition or limitation imposed under Section 119 on the performance by the enforcement agency of the function; and
- (b) Any guidelines that the enforcement agency is required to adopt under Section 120 in performing the function.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Food Regulations 2009
Authorised Officer File

Section 118 Food Act 2008

- (3) Without limiting the Interpretation Act 1984 section 59, the performance by a delegate of an enforcement agency of a function delegated under subsection (2)(b) is subject to —
- (a) any condition or limitation imposed under section 119 on the performance by the enforcement agency of the function; and
 - (b) any guidelines that the enforcement agency is required to adopt under section 120 in performing the function.


Division 2 — Functions of enforcement agencies

118. Functions of enforcement agencies and delegation

- (1) An enforcement agency has the functions in relation to the administration of this Act that are conferred or imposed on the agency by or under this Act or are delegated to the agency under this Act.
- (2) A function conferred or imposed on an enforcement agency may be delegated —
 - (a) if the enforcement agency is the CEO — in accordance with section 117; or
 - (b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations — subject to subsections (3) and (4), in accordance with the regulations.
- (3) Without limiting the *Interpretation Act 1984* section 59, the performance by a delegate of an enforcement agency of a function delegated under subsection (2)(b) is subject to —
 - (a) any condition or limitation imposed under section 119 on the performance by the enforcement agency of the function; and
 - (b) any guidelines that the enforcement agency is required to adopt under section 120 in performing the function.
- (4) If —
 - (a) regulations referred to in subsection (2)(b) expressly authorise a delegated function of an enforcement agency to be further delegated; and
 - (b) the delegated function is further delegated to a person or body in accordance with those regulations, subsection (3) applies to the performance by the person or body of that function as if the function were performed and delegated as described in that subsection.

PART TWO – FINANCIAL MANAGEMENT

2.1 Investment of Surplus Funds

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.1	Local Government Act 1995, s. 6.14	Chief Executive Officer s	INVESTMENT OF SURPLUS FUNDS

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 6.14 of the *Local Government Act 1996* to enable to Chief Executive Officer to invest surplus funds.

Conditions

Chief Executive Officer has:

1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose (s6.14(1)).
2. Authority to establish and document internal control procedures to be followed in the investment and management of investments (FM r 19).
 - a) All investment activity must comply with the Financial Management Regulation 19C.
 - b) A report detailing the investment portfolio's performance, exposures and changes since the last report, is to be provided as part of the Monthly Financial Reports.
 - c) Procedures are to be systematically documented and retained in accordance with the Record Keeping plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.

- d) Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years (Audit r.17)


Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996: r.19 Investments, control procedures*

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

2.2 Agreement as to Payment of Rates and Service Charges

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.2	Section 6.49 of <i>Local Government Act</i> / Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer	AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES

Delegator

Council

Power/Duty

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person for payment of rates and service charges.

Conditions

Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished by the next following 30 June.


Statutory Framework

The Chief Executive Officer is delegated the power to make an agreement with a person for payment of rates and service charges, subject to Section 6.49 *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

2.3 Authority to Write Off Monies (Not Rates or Service Charges)

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.3	Section 6.12 (1)(c) of <i>Local Government Act</i> / Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer	AUTHORITY TO WRITE OFF MONIES (NOT RATES OR SERVICE CHARGES)

Delegator

Council

Power/Duty

Authority to write off money including fines and penalties that is owed to the local government.

Conditions

1. The Chief Executive Officer is authorised to exercise this delegation subject to the maximum amount of any write off being \$500.
2. This delegation includes the write off of fines and penalties that have been imposed by the court that are considered unrecoverable.
3. The Chief Executive Officer shall report to the Audit, Risk and Governance Committee at least six monthly on the exercise of this delegation


Statutory Framework

The Chief Executive Officer is delegated the power to write off any amount of money owed to the Shire, other than an amount of money owing in respect of rates and service charges.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

2.4 Authority to Write Off Rates and Service Charges

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.5	Section 6.56 of <i>Local Government Act 1995</i> / Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer	RATES OR SERVICE CHARGES RECOVERABLE IN COURT

Delegator

Council

Power/Duty

If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the cost of proceedings, if any, for that recovery in a court of competent jurisdiction. Rates or service charges due by the same person to the local government may be included in one writ, summons or other process.

Conditions

Nil


Statutory Framework

Power to recover a rate or service charge, as well as the cost of proceedings, if any, for that recovery in a court of competent jurisdiction. Power to include in one writ the rates or service charges due by the same person to the local government.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

2.1 Rates or Service Charges Recoverable in Court

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.5	Section 6.56 of <i>Local Government Act 1995</i> / Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer	RATES OR SERVICE CHARGES RECOVERABLE IN COURT

Delegator

Council

Power/Duty

If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the cost of proceedings, if any, for that recovery in a court of competent jurisdiction. Rates or service charges due by the same person to the local government may be included in one writ, summons or other process.

Conditions

Nil

Statutory Framework


Power to recover a rate or service charge, as well as the cost of proceedings, if any, for that recovery in a court of competent jurisdiction. Power to include in one writ the rates or service charges due by the same person to the local government.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

PART THREE –BUILDING AND TOWN PLANNING

3.1 Building Permits, Demolition Permits, Occupancy Permits, Building Approval Certificates and Building Orders

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3.1	Building Act 2011 – Section 20 & 22 Division 2 of Part 2 Divisions 1 & 2 of Part 4 Division 5 of Part 8	Chief Executive Officer	BUILDING ACT 2011 – BUILDING PERMITS, DEMOLITION PERMITS, OCCUPANCY PERMITS, BUILDING APPROVAL CERTIFICATES AND BUILDING ORDERS

Delegator

Council.

Power/Duty

Approve or refuse building permit applications, demolition permit applications, occupancy permits (including extension of permit), building approval certificates (including extension of certificate), building approval certificates (strata), and to make, serve and revoke building orders.

Conditions

CEO to advise Elected Members when a building application is refused, or a building order issued.


Statutory Framework

To exercise the powers and duties of the local government under Section 127 of the *Building Act 2011* and to administer Sections 20, 21, 22, 58, 65, 110, 114 and 117 of the Building Act 2011 to enable the Chief Executive Officer the power to impose conditions and sign/issue or refuse building permit applications and demolition permit applications, occupancy permit (including extension of permit), building approval certificate (including extension of certificate), make, issue and revoke building orders.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

3.2 Building Licence Approvals Variation

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3.2	Building Act 2011 – Section 127	Chief Executive Officer	BUILDING LICENCE APPROVALS VARIATION

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 127 of the *Building Act 2011* and to administer sections 20, 21, 22, 58, 65, 110 and 117 of the Building Act 2011 to enable the Manager Development Services to approve Building Licenses.

Conditions

1. The Chief Executive Officer be authorised to approve building plans that have minor variations to the plans approved by Council during the development application process. Minor variations are those which do not adversely impact the streetscape, or adversely impact the visual privacy or solar access of neighbouring properties.
2. The Chief Executive Officer to provide Elected Members with a monthly list of all approved Building Licenses, including any minor variations via the monthly Matters for Information report in the OCM Agenda.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Shire of Peppermint Grove Local Planning Scheme No.4

Residential Design Codes of Western Australia

Building Act 2011

Building Regulations 2012

Building Code of Australia

Refer to Register Building Licenses Register


Building Act 2011

Plans of Buildings to be approved by local government

127. Delegation: special permit authorities and local government

- (1) A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision on this Act.
- (2) A delegation of a special permit authority's powers or duties may be only to an employee of the special permit authority or to an employee of one of the legal entities that comprise the special permit authority.
- (3) A delegation of a local government's powers or duties may be only to a person employed by the local government under the Local Government Act 1995 section 5.36.
- (4) The delegation must be in writing executed by or on behalf of the special permit authority or by the local government.
- (5) A person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- (6) A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.
- (7) Nothing in this section limits the ability of the permit authority to perform a function through an officer or agent.

3.3 Enforcement and Legal Proceedings (Swimming Pools)

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3.3	Sec. 70 of <i>Building Regulations 2012</i> Sec 133 of <i>Building Act 2011</i>	Chief Executive Officer	ENFORCEMENT AND LEGAL PROCEEDINGS (SWIMMING POOLS)

Delegator

Council

Power/Duty

Implement enforcement and legal proceeding matters under the *Building Act 2011*, Part 8; and *Building Regulations 2012* Part 10 to enforce the requirements of the *Building Regulations 2012* to require property owners to ensure that all private swimming and spa pools have a compliant barrier installed that restricts access by young children to the pool and its immediate surrounds.


Statutory Framework

Delegated authority to enforce the requirements of the *Building Regulations 2012* (Reg 50) to require property owner the to require property owners to ensure that all private swimming and spa pools have a compliant barrier installed that restricts access by young children to the pool and the immediate surrounds.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

3.4 Development and Subdivision Applications

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3.4	<i>Planning and Development Act 2005 – Part 13</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015 – Schedule 2, Part 10, Clause 82</i>	Chief Executive Officer	TOWN PLANNING

Delegator

Council

Power/Duty

Authority to exercise all powers and discharge all duties under the Deemed Provisions (Schedule 2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Local Planning Scheme No. 4 and Local Planning Policies, and

Conditions

1. Other than prescribed single house development for which the development approval function must be performed on or behalf of the local government by the local government CEO or an authorised employee any development application or amendment is to be referred to Council for determination if one or more Elected Member requests such referral in writing to the Chief Executive Officer;
2. Other than prescribed single house development any development application or amendment is to be referred to Council for determination if requested in writing by the proponent; and
3. The Chief Executive Officer is to report to the Council on a monthly basis where the exercise of powers and functions related to this delegation has been undertaken.

Statutory Framework

Delegated authority to approve development applications and retrospective development applications, to determine amendments development applications, and undertake

administrative actions pertaining to subdivision applications limited to the guidelines stipulated under this delegation.

Guidelines

- 1) Approve development applications and determine amendments to development applications not otherwise exempt under Clause 61 of the Deemed Provisions for a single house, residential building, ancillary dwelling, grouped dwelling, multiple dwelling, or any associated ancillary or incidental development that:
 - a) Upon the conclusion of consultation no valid objection(s) have been received; and
 - b) Where the place is in the Shire Heritage List adopted under Clause 8 of the Deemed Provisions or is subject to a Notice to List, the development must not:
 - i. Alter the original fabric of the place, or
 - ii. Must be accompanied by a Heritage Impact Statement confirming that the original fabric of the place will not be significantly altered or adversely impacted.
- 2) Approve development applications and amendments to development applications for non-residential development that:
 - a) Is a 'P', 'I' or 'D' use in the zoning table;
 - b) Satisfies the provisions of Part 4 – General Development Requirements and Schedule 1 – Parking Standards contained in the Local Planning Scheme No. 4.
 - c) Upon the conclusion of consultation no valid objection(s) have been received; and
 - d) Where the place is in the Shire Heritage List adopted under Clause 8 of the Deemed Provisions or is subject to a Notice to List, the development must not alter the original fabric of the place, or be accompanied by a Heritage Impact Statement confirming that the original fabric of the place will not be significantly altered.
- 3) Approve development applications and amendments to development applications for a home business that:
 - a) Upon the conclusion of consultation, no valid objection(s) have been received.
- 4) Approve retrospective applications in accordance with Clause 65 of the Deemed Provisions.
- 5) Respond to consultation for subdivision applications undertaken in accordance with Section 142 of the *Planning and Development Act 2005* and clear local government subdivision conditions, and provided the limitations in guideline 1) or 2) have been satisfied

- 6) Provide written advice or recommendations to determining authorities (e.g. DAP, WAPC, Development WA, SAT or the Minister) on a development or subdivision application provided the advice is consistent with local planning policy, the LPS 4 and Residential Design Codes.
- 7) Provide written advice to state government agencies and representative organisations (e.g. DoT, MRWA, DPLH, DMIRS, SWALSC) in response to requests for feedback on policy formation or related administrative matters.
- 9) Provide a partial refund of planning fees where an application is withdrawn in writing prior to determination and the fee received is not reflective of the work undertaken.

Notification

Where the Chief Executive Officer has received matters which may be dealt with under this delegation, a list of matter(s) pending action shall be circulated to Elected Members providing a minimum period of **72 hours** within which that matter may be 'called-in' by any one member without a declarable interest for consideration by Council.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.



Shire of
Peppermint Grove

DELEGATIONS REGISTER

Last Review: June 2023June2023

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INTRO DUCTION

This document is a register of the delegations, authorisations and appointments of the Shire of Peppermint Grove. Some legislation confers powers on local governments to allow Council to delegate power to a committee of the local government, the local CEO or in limited circumstances other employees.

The purpose of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to customer service. The Register of Delegation of Authority details the related document(s) where the power to delegate is derived from, including legislation and policies of the Council.

Section 5.42 of the Local Government Act 1995 provides for delegation:

- (1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
- (a) this Act other than those referred to in section 5.43; or*
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

All delegations made by the Council must be by absolute majority decision. The Act specifies in Section 5.43 when a local government cannot delegate:

- A local government cannot delegate to a CEO any of the following powers or duties —*
- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
 - (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
 - (c) appointing an auditor;*
 - (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*

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(e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100; (f) borrowing money on behalf of the local government; (g) hearing or determining an objection of a kind referred to in section 9.5; (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government; (h) any power or duty that requires the approval of the Minister or the Governor; (i) such other powers or duties as may be prescribed.

The Act allows for the CEO to delegate any of his/her powers to another employee, which must be done in writing. The Act also allows for the CEO to place conditions on any delegations if he/she desires.

The Register of Delegation of Authority, being this manual, relevant to the CEO is required to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:


- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The aim of this delegated authority manual is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation.

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PART ONE – FUNCTION OF LOCAL GOVERNMENT

1.1 Appointment of Acting Chief Executive Officer

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.1	Local Government Act 1995 s. 5.36 (1)	Chief Executive Officer Sub-Delegate Nil	Appointment of Acting Chief Executive Officer

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Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 5.36 (1) of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint an Acting Chief Executive Officer during periods of the Chief Executive Officer's absence.

Conditions

1. The Chief Executive Officer will be delegated power to appoint an Acting Chief Executive Officer for periods of up to four (4) weeks;
2. The Chief Executive Officer will notify the Shire President and **Councillors** Councillors of all appointments under this delegation.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil

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1.2 Payments from the Municipal Fund, and Trust Fund.

 Delegation #	Legislative Ref	Delegate	Delegation Subject
1.2	Local Government (Financial Management) Regulations, Regulation 12	Chief Executive Officer Sub-Delegate Managers Corporate Services, Manager of Infrastructure Services	Payments from the Municipal Fund, and Trust Fund.

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government in accordance with Regulation 12 of the *Local Government (Financial Management) Regulations 1996* in relation to Section 6.10 of the *Local Government Act 1995*. This enables the Chief Executive Officer to make payments from the Shire's Municipal Fund, and Trust Fund.

Conditions

1. A list of all payments made from the Municipal Fund, and Trust Fund will be provided to Council on a monthly basis.

Statutory Framework


Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

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1.3 Appointment of Authorised Persons – Miscellaneous Provisions about Enforcement

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.3	Local Government Act 1995, s. 9.10	Chief Executive Officer Sub-Delegate Nil	Appointment of Authorised Persons – Miscellaneous Provisions About Enforcement.

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Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 9.10 of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to perform particular functions related to Miscellaneous Provisions About Enforcement (s. 9.11 – 9.23)

Conditions

1. The Chief Executive Officer will issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has or is about to be affected by any exercise of authority by the authorised person.
2. The Chief Executive Officer will maintain a register of all authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

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Sub-Delegation

Nil

Related Documents

Dogs Local Law 2021

Dog Act 1976


Parking and [Parking](#) Facilities Local Law [2021](#)

Subdivision 1 — Miscellaneous provisions about enforcement

9.10. Appointment of authorised persons

- (1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.
- (2) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.

1.4 Disposal of Confiscated or Uncollected Goods

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.4	Local Government Act 1995, s. 3.47	Chief Executive Officer Sub-Delegate Nil	Disposal of Confiscated or Uncollected Goods

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Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.47 of the *Local Government Act 1995* to enable the Chief Executive Officer to dispose of confiscated or uncollected goods.

Conditions

1. Disposal will be subject to goods, including vehicles, watercraft, not being reported stolen.
2. A Register of all disposed goods to be maintained, including value of disposed goods.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Dinghies

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Related Documents

3.47. *Disposing of confiscated or uncollected goods*

- (1) The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43.
- (2) The local government may sell or otherwise dispose of any vehicle that has not been collected within —
 - (a) 2 months of a notice having been given under section 3.40(3); or
 - (b) 7 days of a declaration being made under section 3.40A(4) that the vehicle is an abandoned vehicle wreck.
- (2a) The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in subsection (2b) of —
 - (a) a notice having been given under section 3.42(1)(b) or 3.44; or
 - (b) being impounded if the local government has been unable, after making reasonable efforts to do so, to give that notice to the alleged offender.
- (2b) The period after which goods may be sold or otherwise disposed of under subsection (2a) is —
 - (a) for perishable goods — 3 days;
 - (b) for animals — 7 days;
 - (ca) for prescribed non-perishable goods — one month;
 - (c) for other non-perishable goods — 2 months.
- (3) Section 3.58 applies to the sale of goods under this section as if they were property referred to in that section.
- (4) Money received by a local government from the sale of goods under subsection (2a) is to be credited to its trust fund except to the extent required to meet the costs and expenses incurred by the local government in removing, impounding and selling the goods.
- (5) Money received by a local government from the sale of a vehicle under subsection (2) is to be credited to its trust fund except to the extent required to meet the costs referred to in section 3.46 and the expenses incurred by the local government in selling the vehicle.
- (6) Unless this section requires it to be credited to its trust fund, money received by a local government from the sale under this section of any goods is to be credited to its municipal fund.

[Section 3.47 amended by No. 64 of 1998 s. 11; No. 49 of 2004 s. 25(4); No. 17 of 2009 s. 9.]

1.5 Appointment of Authorised Persons – Certain Provisions Relating to Land

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.5	Local Government Act 1995, s. 3.24	Chief Executive Officer Sub-Delegate Nil	Appointment of Authorised Persons – Certain Provisions Relating to Land

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Delegator Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.24 of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to undertake activities relating to Certain Provisions Relating to Land, [s. Section 3.25 – 3.27](#).

Conditions

1. The Chief Executive Officer will maintain a register of authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

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Sub-Delegation

Nil

Related Documents

File on Authorised officers

Subdivision 2 — Certain provisions about land

3.24. Authorising persons under this Subdivision

The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

1.6 Appointment of Authorised Persons - Power to Remove or Impound Goods

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.6	Local Government Act 1995, s. 3.39	Chief Executive Officer Sub-Delegate Nil	Appointment of Authorised Persons - Power to Remove or Impound Goods

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Delegator Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.39 of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to remove or impound goods as defined in s. 3.38.

Conditions

1. The Chief Executive Officer will maintain a register of authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil

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Related Documents

Dinghies

Authorised Officers


Disposal uncollected goods etc

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3.39. *Power to remove and impound*

- (1) An employee authorised by a local government for the purpose may remove and impound any goods that are involved in a contravention that can lead to impounding.
- (2) A person may use reasonable force to exercise the power given by subsection (1).

1.7 Authorised Persons - Power to Enter Property

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.7	Local Government Act 1995, s. 3.31 (2)	Chief Executive Officer Sub-Delegate Nil	Authorised Persons - Power to Enter Property

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Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.31 (2) of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to [seek and execute an entry warrant or to otherwise enter property to perform any function of the local government under the Act](#) as detailed in subdivision 3 – Powers of Entry.

Commented [JG2]: Given we do not spell out the particulars I believe we should provide a qualifier and reference land rather than property for clarity and align with the City of Perth delegation.

Conditions

1. The Chief Executive Officer will maintain a register of authorised persons.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

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Sub-Delegation

Nil

Related Documents

Authorised Officers

26. Powers of local government

~~Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder:
Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.
[Section 26 amended by No. 17 of 1918 s. 5; No. 11 of 1996 s. 4.]~~

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3.31. General procedure for entering property

- (1) Except in an emergency or if the entry is authorised by the warrant of a justice, entry by or on behalf of a local government on to any land, premises or thing is not lawful unless —
 - (a) the consent of the owner or occupier has been obtained; or
 - (b) notice has been given under section 3.32.
- (2) If notice has been given under section 3.32, a person authorised by the local government to do so may lawfully enter the land, premises or thing without the consent of the owner or occupier unless the owner or occupier or a person authorised by the owner or occupier objects to the entry.
- (3) The powers conferred on a local government under this section may be exercised instead of the powers conferred under the *Public Works Act 1902* and are not subject to any qualification or restriction by any provision of that Act.

1.8__—Appointment of Authorised Persons - Public Health Act 2016

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.8	Health Act 1911, s. 26 2016 s21 Enforcement agency may delegate	Chief Executive Officer Sub-Delegate Manager Development Services Sub Delegates to Enforcement Officers	Appointment of Authorised Persons – Health Act 2016 s17 Appointment of Environmental health officers

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Council

Power/Duty

To exercise authority to the CEO to appoint or designate authorised officers under the provisions of [Section 24 Part 2 Division 2, Section 17](#) of the Public Health Act 2016. *An appointee may be a person employed by the Shire under the Local Government Act 1995 s5.36 or a person engaged by the Shire under a contract for services.*

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Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the [Local Government Act 1995](#).

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Review Requirements

In accordance with the requirements of Section 5.46 of the [Local Government Act 1995](#), at least once every financial year.

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Sub-Delegation

Nil

Related Documents

Public Health Act 2016

26. Powers of local government


Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder:

Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

[Section 26 amended by No. 17 of 1918 s. 5; No. 14 of 1996 s. 4.]

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1.9 — Enforcement of Local Laws

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.9	Local Government Act 1995, s. 3.18	Chief Executive Officer Sub-Delegate Nil	Enforcement of Local Laws

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Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.18 of the *Local Government Act 1995* to enforce the provisions of local laws and to otherwise exercise the powers and discharge the duties of the local government under those local laws.

Conditions

Nil

Statutory Framework

Council is exercising its power of delegation under Sections 3.18 and -5.42 of the *Local Government Act 1995*. All powers under the Shires local laws:

[Activities in Thoroughfares and Public Places and Trading Local Law 2021](#)

[Cats Local Law 2021](#)

[Dogs Local Law 2021](#)

[Fencing Local Law 2021](#)

[Local Government Property Local Law 2021](#)

[Parking and Parking Facilities Local Law 2021](#)

[Waste Local Law 2021](#)

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Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

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Related Documents

- [The Local Government Act 1995.](#)
- [The Local Government \(Functions and General\)](#)
- [The Local Government \(Administration Regulations 1996](#)
- [The Local Government \(Uniform Local Provisions\) Regulations 1996](#)


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3.18. — Performing executive functions

- (1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.
- (2) In performing its executive functions, a local government may provide services and facilities.
- (3) A local government is to satisfy itself that services and facilities that it provides —
 - (a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;
 - (b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and
 - (c) are managed efficiently and effectively.

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1.10_—Authorising the Affixing of the Common Seal to Documents

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.10	Local Government Act 1995, s. 2.5 (2)	Chief Executive Officer Sub-Delegate Nil	Authorising the Affixing of the Common Seal to Documents

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Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 2.5 (2) of the *Local Government Act 1995* to enable the Chief Executive Officer to affix the Common Seal to certain documents.

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Conditions

The Chief Executive Officer will authorise the affixing of the Common Seal to a document that needs the Shire’s Common Seal to be legally effective and that is in one or more of the following categories:

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1. Documents required satisfying conditions of sub-division and/or development approval.
2. Documents required to affect the transfer of land as part of a settlement transaction (sale and purchase).
3. Documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire.
4. Documents required to affect the grant of leasehold interests in land either by the Shire to a third party, or by a third party to the Shire.
5. Documents required to affect the grant of a licence either by the Shire to a third party, or by a third party to the Shire.
6. Documents required to affect the subdivision of land, including the strata titling of land.
7. Documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office).
8. Documents that are necessary or appropriate to enable the Chief Executive Officer to carry out his functions under any written law.

9. The affixing of the Common Seal must be consistent with a Council policy or decision.
10. While the Chief Executive Officer can authorise the affixing of the Common Seal to a document as classified, it is also necessary for the document to be signed by both the Shire President and the Chief Executive Officer.

Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil

Related Documents

Seal Register

1.11 – Appointment Authorised Officer

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1.11	Food Act 2008	Chief Executive Officer Sub-Delegate Manager, Development Services	Appointment Authorised Officer

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Delegator

Council

Power/Duty

To exercise the powers and duties of the *Food Act 2008*.

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Conditions

In accordance with ~~the Food Act~~ Section 118 (3) of the Food Act 2008 without limiting the *Interpretation Act 1984* s.59, the performance by a delegate of an enforcement agency of a function delegated under subsection (2)(b) is subject to:

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- (a) ~~Any~~ condition or limitation imposed under ~~S~~ection 119 on the performance by the enforcement agency of the function; ~~and~~
- (b) ~~Any~~ guidelines that the enforcement agency is required to adopt under ~~section~~ Section 120 in performing the function.

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Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

Review Requirements

In accordance with the requirements of Section 5.46 of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Food Regulations 2009

Authorised Officer File

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Section 118 Food Act 2008

(3) Without limiting the Interpretation Act 1984 section 59, the performance by a delegate of an enforcement agency of a function delegated under subsection (2)(b) is subject to —

- (a) any condition or limitation imposed under section 119 on the performance by the enforcement agency of the function; and
- (b) any guidelines that the enforcement agency is required to adopt under section 120 in performing the function.

Division 2 — Functions of enforcement agencies

118. Functions of enforcement agencies and delegation

- (1) An enforcement agency has the functions in relation to the administration of this Act that are conferred or imposed on the agency by or under this Act or are delegated to the agency under this Act.
- (2) A function conferred or imposed on an enforcement agency may be delegated —
 - (a) if the enforcement agency is the CEO — in accordance with section 117; or
 - (b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations — subject to subsections (3) and (4), in accordance with the regulations.
- (3) Without limiting the *Interpretation Act 1984* section 59, the performance by a delegate of an enforcement agency of a function delegated under subsection (2)(b) is subject to —
 - (a) any condition or limitation imposed under section 119 on the performance by the enforcement agency of the function; and
 - (b) any guidelines that the enforcement agency is required to adopt under section 120 in performing the function.
- (4) If —
 - (a) regulations referred to in subsection (2)(b) expressly authorise a delegated function of an enforcement agency to be further delegated; and
 - (b) the delegated function is further delegated to a person or body in accordance with those regulations,

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Delegations Register
May 2024

subsection (3) applies to the performance by the person or body of that function as if the function were performed and delegated as described in that subsection.

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PART TWO – FINANCIAL MANAGEMENT

2.1 Investment of Surplus Funds

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.1	Local Government Act 1995, s. 6.14	Chief Executive Officer Sub-Delegate Manager, Corporate & Community Services	INVESTMENT OF SURPLUS FUNDS

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Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 6.14 of the *Local Government Act 1996* to enable to Chief Executive Officer to invest surplus funds.

Conditions

1. Funds to be invested in accordance with Policy F2 – Investment of Surplus Funds.
Chief Executive Officer has:

1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose (s6.14(1)).
2. Authority to establish and document internal control procedures to be followed in the investment and management of investments (FM r 19).
 - a) All investment activity must comply with the Financial Management Regulation 19C.
 - b) A report detailing the investment portfolio's performance, exposures and changes since the last report, is to be provided as part of the Monthly Financial Reports.
 - c) Procedures are to be systematically documented and retained in accordance with the Record Keeping plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.

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Delegations Register
May 2024

d) Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years (Audit r.17)

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Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996: r.19 Investments, control procedures*.

~~Review Requirements~~ Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

2.2 Agreement as to Payment of Rates and Service Charges

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.2	Section 6.49 of <i>Local Government Act</i> / Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer Sub-Delegate Manager Corporate and Community Services	AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES

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Delegator

Council

Power/Duty

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person for payment of rates and service charges.

Conditions

Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished by the next following 30 June.

Statutory Framework

The Chief Executive Officer is delegated the power to make an agreement with a person for payment of rates and service charges, subject to [Section 6.49 Local Government Act 1995](#).


Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Manager of Corporate & Community Services

2.3 Authority to Write Off Monies (Not Rates or Service Charges)

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.3	Section 6.12 (1)(c) of <i>Local Government Act</i> / Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer Sub-Delegate Nil	AUTHORITY TO WRITE OFF MONIES (NOT RATES OR SERVICE CHARGES)

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Delegator

Council

Power/Duty

Authority to write off money including fines and penalties that is owed to the local government.

Conditions

1. The Chief Executive Officer is authorised to exercise this delegation subject to the maximum amount of any write off being \$500.
2. This delegation includes the write off of fines and penalties that have been imposed by the court that are considered unrecoverable.
3. The Chief Executive Officer shall report to the Audit, Risk and Governance Committee at least six monthly on the exercise of this delegation

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Statutory Framework

The Chief Executive Officer is delegated the power to write off any amount of money owed to the Shire, other than an amount of money owing in respect of rates and service charges.


Review Requirements

In accordance with the requirements of Section ~~5.46 (1)~~ 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil

2.4 Authority to Write Off Rates and Service Charges

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.4	Section 6.12 (1)(c) and (2) of <i>Local Government Act</i> / Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer	AUTHORITY TO WRITE OFF RATES OR SERVICE CHARGES

Delegator

Council

Power/Duty

Authority to write off rates or service charges owed to the local government.

Conditions

1. The Chief Executive Officer is authorised to exercise this delegation subject to the maximum amount of any write off being \$200.
2. The Chief Executive Officer shall report to the Audit and Risk Management Committee Council at least six monthly on the exercise of this delegation

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Statutory Framework

The Chief Executive Officer is delegated the power to write off rates or service charges owed to the Shire.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.


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Sub-Delegation

Nil

1.52.5 Rates or Service Charges Recoverable in Court

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2.5	Section 6.56 of <i>Local Government Act 1995</i> / Section 5.42 of the <i>Local Government Act 1995</i>	Chief Executive Officer Sub-Delegate Manager of Corporate & Community Services	RATES OR SERVICE CHARGES RECOVERABLE IN COURT

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Council

Power/Duty

If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the cost of proceedings, if any, for that recovery in a court of competent jurisdiction. Rates or service charges due by the same person to the local government may be included in one writ, summons or other process.

Conditions

Nil

Statutory Framework

Power to recover a rate or service charge, as well as the cost of proceedings, if any, for that recovery in a court of competent jurisdiction. Power to include in one writ the rates or service charges due by the same person to the local government.

Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation


Manager of Corporate & Community Services

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PART THREE – PLANNING AND BUILDING AND TOWN PLANNING

3.1 Building Permits, Demolition Permits, Occupancy Permits, Building Approval Certificates and Building Orders

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3.1	Building Act 2011 – Section 20 & 22 Division 2 of Part 2 Divisions 1 & 2 of Part 4 Division 5 of Part 8	Chief Executive Officer Sub-Delegate Manager Development Services	BUILDING ACT 2011 – BUILDING PERMITS, DEMOLITION PERMITS, OCCUPANCY PERMITS, BUILDING APPROVAL CERTIFICATES AND BUILDING ORDERS

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Delegator

Council.

Power/Duty

Approve or refuse building permit applications, demolition permit applications, occupancy permits (including extension of permit), building approval certificates (including extension of certificate), building approval certificates (strata), and to make, serve and revoke building orders.

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Conditions

CEO to advise ~~Elected Members~~ selected members when a building application is refused, or a building order issued.

Statutory Framework

To exercise the powers and duties of the local government under Section 127 of the *Building Act 2011* and to administer Sections 20, 21, 22, 58, 65, 110, 114 and 117 of the Building Act 2011 to enable the Chief Executive Officer the power to impose conditions and sign/issue or refuse building permit applications and demolition permit applications, occupancy permit (including extension of permit), building approval certificate (including extension of certificate), make, issue and revoke building orders.

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Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.


Sub-Delegation

~~Manager Development Services~~

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3.2 Building Licence Approvals Variation

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3.2	Building Act 2011 – Section 127	Chief Executive Officer Sub-Delegate Manager Development Services	BUILDING LICENCE APPROVALS VARIATION

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Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 127 of the *Building Act 2011* and to administer sections 20, 21, 22, 58, 65, 110 and 117 of the Building Act 2011 to enable the Manager Development Services to approve Building Licenses.

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Conditions

1. ~~The Chief Executive Officer be authorised to approve building plans that have minor variations to the plans approved by Council during the dDevelopment aApplication process. Minor variations are those which do not ~~increase the~~adversely impact ~~on the~~ streetscape, ~~or adversely impact the visual privacy or solar access overlooking or overshadowing~~ of neighbouring properties.~~
2. ~~The Chief Executive Officer to provide Elected Membersselected members with a monthly list of all approved Building Licenses, including any minor variations via the monthly Matters for Information report in the OCM Agenda.~~

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Statutory Framework

Council is exercising its power of delegation under Section 5.42 of the *Local Government Act 1995*.

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Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Nil

Related Documents

Shire of Peppermint Grove [Town-Local Planning Scheme No.4](#)

Residential Design Codes [of Western Australia](#)

[Building Act 2011](#)

[Building Regulations 2012](#)

Building Code of Australia

Refer to Register Building Licenses Register

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Building Act 2011

Plans of Buildings to be approved by local government

127. Delegation: special permit authorities and local government

- (1) A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision on this Act.
- (2) A delegation of a special permit authority's powers or duties may be only to an employee of the special permit authority or to an employee of one of the legal entities that comprise the special permit authority.
- (3) A delegation of a local government's powers or duties may be only to a person employed by the local government under the Local Government Act 1995 section 5.36.
- (4) The delegation must be in writing executed by or on behalf of the special permit authority or by the local government.
- (5) A person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- (6) A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.
- (7) Nothing in this section limits the ability of the permit authority to perform a function through an officer or agent.

3.3 Enforcement and Legal Proceedings (Swimming Pools)

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3.3	Sec. 70 of <i>Building Regulations 2012</i> Sec 133 of <i>Building Act 2011</i>	Chief Executive Officer Sub-Delegate Manager Development Services	ENFORCEMENT AND LEGAL PROCEEDINGS (SWIMMING POOLS)

Delegator

Council

Power/Duty

Implement enforcement and legal proceeding matters under the *Building Act 2011*, Part 8; and *Building Regulations 2012* Part 10 to enforce the requirements of the *Building Regulations 2012* to require property owners to ensure that all private swimming and spa pools have a compliant barrier installed that restricts access by young children to the pool and its immediate surrounds.

Statutory Framework

Delegated authority to enforce the requirements of the *Building Regulations 2012* (Reg 50) to require property owner the to require property owners to ensure that all private swimming and spa pools have a compliant barrier installed that restricts access by young children to the pool and the immediate surrounds.


Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Manager Development Services

3.4_—Development and Subdivision Applications

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3.4	<i>Planning and Development Act 2005 – Part 13</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015 – Schedule 2, Part 10, Clause 82</i>	Chief Executive Officer Sub-Delegate Manager Development Services	TOWN PLANNING

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Delegator

Council

Power/Duty

Authority to exercise all powers and discharge all duties under the Deemed Provisions (Schedule 2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Local Planning Scheme No. 4 and Local Planning Policies, and.

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Conditions

1. Other than prescribed single house development for which the development approval function must be performed on or behalf of the local government by the local government CEO or an authorised employee any development application or amendment is to be referred to Council for determination if one or more Elected Member requests such referral by written request in writing to the Chief Executive Officer;
2. —Other than prescribed single house development any development application or amendment is to be referred to Council for determination if requested in writing by the applicant proponent; and
3. —The Chief Executive Officer is to report to the Council on a monthly basis where the exercise of powers and functions related to this delegation has been undertaken. and

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Statutory Framework

Delegated authority to approve, approve with conditions, including applications for change of use development applications and, retrospective planning development applications, and to

determine amendments to approved plans subject to the development applications, and undertake administrative actions pertaining to subdivision applications limited to the guidelines stipulated under this delegation.

Guidelines

1) ~~1)~~ Approve development applications and determine amendments to development applications, not otherwise a prescribed single house development or exempt under Clause 61 of the Deemed Provisions for a single house, residential building, ancillary dwelling, grouped dwelling, multiple dwelling, or any associated ancillary or incidental development and other structures requiring a planning application, roofing materials, front boundary fences, retaining walls and earthworks that:

- a) ~~Satisfy the provisions of the local planning policy framework, and deemed to comply requirements or acceptable outcomes contained in the Residential Design Codes; or~~
- b) ~~Are assessed to comply with a) above and upon assessment all proposed variations demonstrates compliance with the corresponding design principles or element objectives contained in the Residential Design Codes; and~~
- ca) ~~After Upon the conclusion of consultation the proposal has been referred for invited comment and where no valid objection(s) have been received from the affected landowner(s); and~~
- db) Where the existing place is in the Shire Heritage List adopted under Clause 8 of the Deemed Provisions or is subject to a Notice to list, List, and that process is current, the development must not:

 - i. Alter the original fabric of the place, or
 - ii. Must be accompanied by a Heritage Impact Statement confirming that the original fabric of the place will not be significantly altered or adversely impacted.

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2) ~~2)~~ Approve development applications and amendments to development applications for non-residential development that:

- a) ~~a) Is a 'P', 'I' or 'D' use in the zoning table;~~
- b) ~~Satisfies the provisions of Part 4 – General Development Requirements and Schedule 1 – Parking Standards contained in the Local Planning Scheme No. 4.~~
- c) ~~Upon the conclusion of consultation no valid objection(s) have been received; and~~
- d) ~~Where the place is in the Shire Heritage List adopted under Clause 8 of the Deemed Provisions or is subject to a Notice to list, the development must not alter the original fabric of the place, or be accompanied by a Heritage Impact Statement confirming that the original fabric of the place will not be significantly altered,~~
Satisfies all local planning policy framework requirements; and

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~~c) If advertised to affected parties, no objections of a substantive nature have been received.~~

~~3) Approve applications that seek to approve an extension to an expired or expiring development approval provided the local planning policy framework has not changed in that time or the matters in guideline 1) or 2) have been satisfied.~~

~~3) Approve development applications and amendments to development applications for a home business that:~~

~~a) Upon the conclusion of consultation, no valid objection(s) have been received.~~

~~4) Approve applications that seek to amend an existing development approval provided the limitations in guideline 1) or 2) have been satisfied.~~

~~5) Check and clear all conditions on planning approvals (development and subdivision), except those requiring specific referral back to Council for clearance approval.~~

~~6) Approve applications for a home business or home occupation where no valid objections have been received from affected adjoining landowners and where the proposal is consistent with LPS 4.~~

~~4) Approve retrospective applications not otherwise a prescribed single house development or exempt under Clause 61 of the Deemed Provisions in accordance with Clause 65 of the Deemed Provisions.~~

~~5) Respond to consultation for subdivision applications undertaken in accordance with Section 142 of the Planning and Development Act 2005 and clear local government subdivision conditions, and provided the limitations in guideline 1) or 2) have been satisfied~~

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- 6) Provide ~~written advice or recommendations to determining authorities~~ (e.g. ~~DAP, SMDAP~~, WAPC, Development WA, SAT or the Minister) on a development or subdivision application provided the advice is consistent with local planning policy, the LPS 4 and Residential Design Codes.
- 7) Provide written advice to state government agencies and representative organisations (e.g. ~~Department of Transport DoT~~, MRWA, DPLH, ~~Department of Commerce and Energy DMIRS~~, SWALSC) in response to requests for feedback on policy formation or related administrative matters.
- 9) Provide a partial refund of planning fees where an application is withdrawn in writing prior to determination and the fee received is not reflective of the work undertaken.

Notification

Where the Chief Executive Officer has received matters which may be dealt with under this delegation, a list of matter ~~/s(s)~~ pending action shall be circulated to Elected Members ~~on a weekly or less frequency, so as to provide~~ providing a minimum period of 72 hours within which that matter may be 'called-in' by any one member without a declarable interest for consideration by Council; ~~such that a call-in request shall be requested by one member without a declarable interest in that matter.~~

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Review Requirements

In accordance with the requirements of Section 5.46 (1) of the *Local Government Act 1995*, at least once every financial year.

Sub-Delegation

Manager Development Services

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Ordinary Council Meeting

8.4.2 Matters for Information and Noting

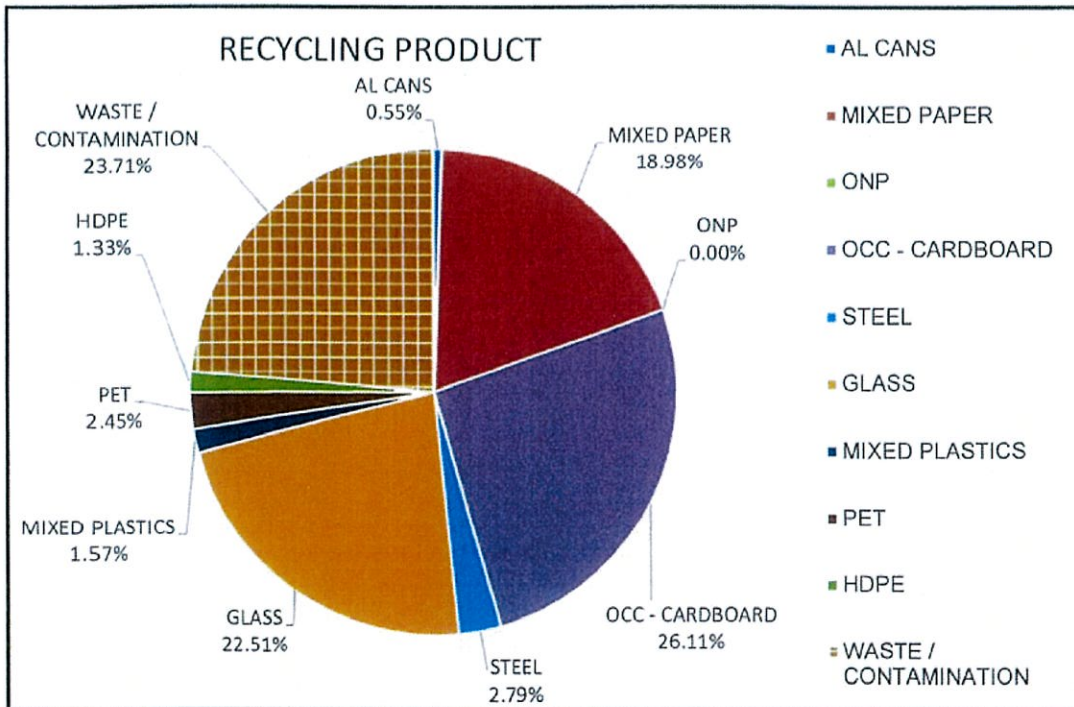
- Planning Approvals
- Infringements
- Library Statistics
- Recycling

Recycling Recovery



March 2023

PRODUCT	Product - Percentage	Product - Tonnes
AL CANS	0.55	0.06
MIXED PAPER	18.98	2.20
ONP	0.00	0.00
OCC - CARDBOARD	26.11	3.02
STEEL	2.79	0.32
GLASS	22.51	2.61
MIXED PLASTICS	1.57	0.18
PET	2.45	0.28
HDPE	1.33	0.15
TOTAL RECOVERED	76.29	8.83
WASTE / CONTAMINATION	23.71	2.75
MONTHLY TOTAL	100.00	11.58



"Commercial in Confidence"

Matters for Information and Noting

Building Permits Issued April 2024

Application Number	Location	Description	Decision
BA2023/00026	37 Leake Street	Boundary Wall/Fence	Approved
BA2023/00040	37 Leake Street	Boundary Wall/Fence	Approved
BA2024/00006	16 View Street	Alterations and Additions to a Single House, Swimming Pool and Ancillary Works	Approved
BA2024/00008	30R Leake Street	Patio	Approved
BA2024/00010	39R Johnston Street	Pergola and Patio	Approved
BA2024/00011	50 Irvine Street	Partial Demolition of Single House, Garage, Outbuilding, Swimming Pool and Retaining Walls	Approved
BA2024/00012	20 Bay View Terrace	Internal Alterations to a Single House	Approved
BA2024/00013	460 Stirling Highway	Occupancy Permit Medical Practice	Approved

Development Applications Determined April 2024

Application Number	Location	Description	Discretion Sought	Decision
DA2023/00035	24 Johnston Street	Amendment to previous Development Approval Condition	Shire Public Tree Management Strategy 2022, Local Planning Policy 1, R-Codes 5.2.5 Sightlines	Officer Refused

Infringements April 2024

Breach	Amount
None	N/A

Library Statistics April 2024

Library Statistics	April 2024	April 2023	April 2022
Loans	20,435	18,485	18,361
New Borrowers	269	203	195