



SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

Ordinary Council Meeting

26th September 2023

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Ordinary Council Meeting

8.3.1 – List of Accounts Paid - August 2023

Accounts Paid - August 2023

Payment / Invoice	Date Description	Amount
EFT Payment - EFT00533		
3029 - Australian Taxation Office		
	30/06/23 GST Settlement	9,266.00
	30/06/23 GST Settlement	13.00
	Total 3029	9,279.00
	Total EFT00533	9,279.00
EFT Payment - EFT00534		
162 - Western Metropolitan Regional Council		
M-2307428	16/07/23 Green Pass Waste Management - 01-16 July 23	4,479.73
INV-81674	01/07/23 SOPG2023-24H1 Service Delivery Charge - 01 July to 31 Dec 2023	32,538.70
M-2308128	31/07/23 Green Pass Waste Management - 16-31 July 2023	4,756.47
	Total 162	41,774.90
2093 - SHAMROCK ELECTRICS		
0042219 PO03299	25/07/23 Administration building electrical maintenance	987.80
	Total 2093	987.80
2414 - Open Systems Technology Pty Ltd (Council First)		
SI007905	19/07/23 Avepoint cloud backup July 2023 - 50%	111.38
SI007890	03/07/23 Microsoft Azure - June 2023	782.00
SI007906	19/07/23 Jet Reports - 24/07/23 to 23/08/23	374.00
SI007919	01/08/23 STP Transactions - June 2023	33.00
	Total 2414	1,300.38
300 - VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD		
54528249 PO03275	31/07/23 Depot Waste - Veolia 4.5 Skip Bin	366.67
CR ADJ. 54200083 PO02818	31/07/23	
	Total 300	366.67
3002 - Winc Australia Pty Ltd		
9043013720 PO03327	26/07/23 stationery as purchased online	158.41
9043030588 PO03334	27/07/23 stationery as ordered online	242.31
	Total 3002	400.72
3012 - Bunnings Trade		
2433 00186239 PO03307	18/07/23 Reo bar and tools	187.28
	Total 3012	187.28
3044 - DU Electrical Pty Ltd		
00017596 PO03296	20/07/23 Blank flange for pump room leak	275.00
	Total 3044	275.00
3045 - DORMAKABA AUSTRALIA PTY LTD		
35WA1116259 PO03311	21/07/23 replace 3 x circuit boards	518.95
	Total 3045	518.95
3048 - Western Australian Local Government Assoc. (WALGA)		
SI006059 PO03310	25/07/23 Council Connect - Website	33,919.38
	Total 3048	33,919.38
3050 - ENVIRO SWEEP PTY LTD (EWCS)		
112269 PO03279	26/07/23 Road Sweeping Contractor	1,021.58
CR ADJ. 112268 INV111925/112269	13/07/23	

Payment / Invoice	Date	Description	Amount
Total 3050			1,021.58
3051 - TEMPTATIONS CATERING			
E28092 PO03343	15/07/23	Council Meetings Catering 23/24	393.60
Total 3051			393.60
3057 - CTI Couriers			
CISC4602694	31/07/23	Library Courier - July 23	500.28
Total 3057			500.28
3060 - BENARA NURSERIES			
461509 PO03205	01/06/23	Stree tree purchases	698.36
Total 3060			698.36
3080 - Work Clobber			
OC691998 PO03319	26/07/23	PPE work pants	138.00
Total 3080			138.00
3120 - Westbooks			
337079 PO03258	02/08/23	Adult books selected online	385.71
Total 3120			385.71
3221 - NAPOLEON PAPIER & CO			
2787 2793 2799 2808	31/07/23	magazines as selected	222.50
Total 3221			222.50
3224 - ACTION LOCK SERVICE			
1066806 PO03289	12/07/23	Staff kitchen door lock repair	747.00
Total 3224			747.00
3225 - DOMUS NURSERY (HERITAGE WAY PTY LTD)			
173185 PO03284	24/07/23	Plants	285.86
Total 3225			285.86
3241 - Fire Shield Services			
INV34814 PO03237	20/07/23	fire detection system - thermal detector replacement	379.50
Total 3241			379.50
3286 - ThinkProject Australia Pty.Ltd.			
RSL-19851 PO03321	01/07/23	Annual RAMM subscription services	7,808.56
Total 3286			7,808.56
3298 - LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE			
MA2023 098	14/07/23	Analytical Services - 2023/2024	509.30
Total 3298			509.30
3357 - Fasta Couriers & Taxi Trucks			
284435	15/07/23	Courier to Subiaco Agenda - 07/07/2023	48.27
Total 3357			48.27
3375 - TESTEL AUSTRALIA PTY LTD			
WAUCD3599 PO03179	26/06/23	Depot electrical safety tagging	184.80
Total 3375			184.80
3376 - METAL ARTWORK CREATIONS			
20666 PO03333	31/07/23	Staff Badge J Clapham	42.79
Total 3376			42.79
3458 - BEACON EQUIPMENT			
71203#21 PO03323	25/07/23	Stihl cordless electrical power tools	2,551.00
Total 3458			2,551.00
3466 - REPCO - GPC ASIA PACIFIC PTY LTD			
4500644175 PO03322	25/07/23	Vehicle parts, fasteners, and tools	143.41

Payment / Invoice	Date	Description	Amount
4500645341 PO03340	01/08/23	Vehicle parts	105.49
		Total 3466	248.90
3550 - Connect Call Centre Services			
00114809	15/07/23	overcalls fee contract CA0435 - June 2023	29.32
		Total 3550	29.32
3579 - PENNY ASKIN E0003			
E0003 PA REIMBURSEMENT	24/07/23	A2 Milk	15.85
		Total 3579	15.85
3611 - MICHAEL COSTARELLA E0005			
E0005 MC REIMBURSEMENT	27/07/23	Internet and Telephone July 2023	179.98
		Total 3611	179.98
3773 - Fos Electrical Pty Ltd			
INV-0597 PO03259	18/04/23	Solar panels annual maintenance & grid protection relay testing	2,640.00
		Total 3773	2,640.00
3933 - Euroz Hartleys Limited			
REFUND EUROZ HARTLEYS 230802	02/08/23	REFUND EUROZ HARTLEYS 230802 - MHP Bond 20/02/2019 #7087	550.00
		Total 3933	550.00
516 - McLeods Barristers & Solicitors			
131229	31/07/23	Matter: 51332 Swimming Pool Inspection and Enforcement Practices	1,079.10
		Total 516	1,079.10
660 - WORMALD Australia			
8993756 PO03308	14/07/23	5-yearly hydrant servicing & parts replacement	650.10
		Total 660	650.10
693 - Clean City Group Pty Ltd			
1568 PO03276	31/07/23	Waste - Bin Return Service	1,650.00
		Total 693	1,650.00
883 - FujiFilm Business Innovations Australia PtyLtd			
MV713448 PO02887	19/07/23	Digitising of Building Plans	4,062.54
		Total 883	4,062.54
		Total EFT00534	106,753.98
EFT Payment - EFT00535			
3000 - SuperChoice Aware Superannuation			
PJ000795	13/07/23	FORTNIGHT 2024- 1 - From Payroll	4,540.49
PJ000797	27/07/23	FORTNIGHT 2024- 2 - From Payroll	4,553.60
JULY 2023	31/07/23	Superannuation Contribution	24,261.13
		Total 3000	33,355.22
		Total EFT00535	33,355.22
EFT Payment			
EFT Payment - EFT00536			
1 - Australia Post			
1012606219	03/08/23	Mail and postage - July 2023	780.01
		Total 1	780.01
162 - Western Metropolitan Regional Council			
VV230731-4	31/07/23	Verge Valet - July 23	2,208.32
		Total 162	2,208.32

Payment / Invoice	Date Description	Amount
2414 - Open Systems Technology Pty Ltd (Council First)		
SI007914	26/07/23 CF Subscription - Aug 2023	6,958.84
SI007930	09/08/23 Microsoft Azure - July 2023	793.38
SI007933	10/08/23 Avepoint Cloud Backup August 2023	111.38
Total 2414		7,863.60
300 - VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD		
166872 PO03274	31/07/23 Residential Waste - MSW	15,494.86
Total 300		15,494.86
3012 - Bunnings Trade		
2433/00195311 PO03337	01/08/23 Solvents and cleaning products	192.77
Total 3012		192.77
3050 - ENVIRO SWEEP PTY LTD (EWCS)		
112806 PO03279	10/08/23 Road Sweeping Contractor	5,524.67
Total 3050		5,524.67
3051 - TEMPTATIONS CATERING		
E28082 PO03343	15/08/23 Council Meetings Catering 23/24	459.36
Total 3051		459.36
3055 - StrataGreen		
157470 PO03353	09/08/23 Street tree supplies	905.80
Total 3055		905.80
3057 - CTI Couriers		
CISC4593613	30/06/23 Courier Library van - June 2023	524.83
Total 3057		524.83
3067 - MURPHYS ELECTRICAL CO		
00114431 PO03153	03/04/23 BBQ maintenance	297.00
Total 3067		297.00
3134 - Sunny Sign Company Pty Ltd		
500659 PO03168	30/06/23 Street sign blades (various), posts, brackets, fasteners	5,562.15
Total 3134		5,562.15
3239 - ASSET INFRASTRUCTURE MANAGEMENT		
INV-0690 PO03218	20/06/23 Valuation of Infrastructure Assets	3,960.00
Total 3239		3,960.00
3261 - STEWART FARLEY E063		
230818 E063 SF REIMBURSEMENT	18/08/23 230818 E063 SF REIMBURSEMENT - Citizenship books	87.97
Total 3261		87.97
3357 - Fasta Couriers & Taxi Trucks		
286273A	15/08/23 Agenda to Subiaco Courier 11/8	48.27

Payment / Invoice	Date	Description	Amount
		Total 3357	48.27
3429 - DONALD BURNETT E005			
230809 E005 DB REIMBURSEMENT	09/08/23	230809 E005 DB REIMBURSEMENT	390.81
		Total 3429	390.81
3436 - Sports Surf Technology			
INV-3798 PO03300	08/08/23	Groundwater monitoring and DWER reporting services	1,100.00
		Total 3436	1,100.00
3453 - SHRED-X PTY LTD			
02068272	31/07/23	240L Perm. Security Bin 13/07 and 31/07	61.62
		Total 3453	61.62
3609 - JTAGZ PTY LTD			
00027522 PO03329	28/07/23	2024 RED rig tags for registration	267.30
		Total 3609	267.30
3679 - PORSCHE CLUB OF WA			
080823 REFUND	08/08/23	Incorrect amount paid - refund overpayment	1,358.50
		Total 3679	1,358.50
3718 - Nice Design			
INV-4771 PO03345	01/08/23	1 set of 'Approved Additional Bin' stickers	693.00
		Total 3718	693.00
3735 - Vocus Ltd			
P1038301	01/08/23	Shire WIFI August 2023	603.90
81094-040825	04/08/23	Yealink phones - July 2023	590.48
		Total 3735	1,194.38
3786 - Profounder Turfmaster Pty Ltd			
INV-1116 PO03278	01/08/23	Mowing - Manners Hill Park	2,310.00
		Total 3786	2,310.00
3808 - Market Creations Agency			
IX96-24 PO03210	30/06/23	Include Publish to and from date in Council Meetings website	2,634.50
		Total 3808	2,634.50
3878 - Market Creations Technology Pty Ltd T/as Intergrated ICT			
28158 PO02992	31/07/23	Library to 30 June 2023	352.00
28222 PO02992	31/07/23	Library to 30 June 2023	1,335.62
28360 PO02992	31/07/23	Library to 30 June 2023	1,402.50
28361 PO02992	31/07/23	Library to 30 June 2023	687.50
		Total 3878	3,777.62
3930 - TLC SAFETY PTY LTD T/A EINSTEINS AUSTRALIA			
20779 PO03320	24/07/23	Have a go event : Human bodies -Germs Germs Germs	396.00

Payment / Invoice	Date	Description	Amount	
Total 3930			396.00	
3935 - Carmen Pozzi				
REFUND CAMERON POZZI	14/08/23	MHP Refund event paid 13/02/2015	550.00	
Total 3935			550.00	
3936 - Tia Jefferies E0025				
230814 E0025 TJ REIMBURSEMENT	14/08/23	230814 E0025 TJ Reimbursement - PC	65.60	
Total 3936			65.60	
3937 - Sam Mitchell				
230817 REFUND S MITCHELL MHP	17/08/23	230817 Refund S Mitchell MHP Bond Rcpt#1555 09/03/2017	550.00	
Total 3937			550.00	
516 - McLeods Barristers & Solicitors				
130924	28/07/23	Matter: 43399 Advice Library Management Committee	179.26	
Total 516			179.26	
52 - Iron Mountain Australia Group Pty Ltd				
AUD321534	31/07/23	Archive/ Storage - Aug 23	15.03	
Total 52			15.03	
598 - PHIL JOHNSON PLUMBING & GAS				
00017275 PO03295	02/08/23	female public toilet cistern maintenance	161.00	
Total 598			161.00	
693 - Clean City Group Pty Ltd				
1570 PO03276	07/08/23	Waste - Bin Return Service	825.00	
Total 693			825.00	
804 - DEPT OF FIRE & EMERGENCY SERVICES (DFES)				
66608	28/07/23	DBA Annual Monitoring - 01 July 23 to 30 June 24	1,881.00	
Total 804			1,881.00	
909 - HAVILAH LEGAL				
46203	11/07/23	Professional fees 26/05/23 and Disbursements 17/05/23	145.50	
46204	11/07/23	Professional fees 09/06/23 and Disbursements 17/06/23	329.00	
Total 909			474.50	
Total EFT00536			62,794.73	
EFT Payment - EFT00537				
3029 - Australian Taxation Office				
PJ000795	13/07/23	FORTNIGHT 2024- 1 - From Payroll	18,819.57	
PJ000797	27/07/23	FORTNIGHT 2024- 2 - From Payroll	18,925.57	
	01/08/23	GST Settlement	532.00	
	01/08/23	GST Settlement	17,713.00	-\$ 17,713.00
Total 3029			20,564.14	
Total EFT00537			20,564.14	

Payment / Invoice	Date	Description	Amount	
Total - EFT Payment			232,747.07	EFT Sub-total \$ 232,747.07
Other - DD00444				
3062 - WATER CORPORATION				
9016499388 0075	11/07/23	Leake St Water - 05 May to 07 July 2023	1,752.88	
Total 3062			1,752.88	
Total DD00444			1,752.88	
Other - DD00445				
3062 - WATER CORPORATION				
9001298479 0064	24/07/23	Drainage reserve Johnston Street 22 May - 21 July 2023	178.99	
Total 3062			178.99	
Total DD00445			178.99	
Other - DD00446				
3062 - WATER CORPORATION				
9001298815 0136	25/07/23	Reserve Johnston St - 19 May to 22 Jul 2023	564.78	
Total 3062			564.78	
Total DD00446			564.78	
Other				
Other - DD00447				
123 - Synergy				
2037874191	14/07/23	Library/ Shire Electricity - 09 Jun to 13 July 2023	4,030.80	
Total 123			4,030.80	
Total DD00447			4,030.80	
Other - DD00448				
3377 - WESTNET PTY LTD T/AS iinet				
137463810	18/07/23	Web Hosting - July 2023	15.99	
Total 3377			15.99	
Total DD00448			15.99	
Other - DD00449				
123 - Synergy				
2097830425	31/07/23	Shire Electricity - 29 May to 27 July 2023	481.20	
Total 123			481.20	
Total DD00449			481.20	
Other - DD00450				
123 - Synergy				
2025897611	01/08/23	Streetlights - 1 July to 30 June 2023	3,511.02	
Total 123			3,511.02	
Total DD00450			3,511.02	
Other - DD00451				
123 - Synergy				
2025897417	01/08/23	Streetlights (2) MHP 28 June to 27 July 2023	37.82	
Total 123			37.82	
Total DD00451			37.82	
Other - DD00452				
123 - Synergy				
2021890122	20/07/23	Library/ Shire adjustment - 09 Jun to 13 July 2023	488.68	
Total 123			488.68	
Total DD00452			488.68	
				D/D Sub-total \$ 11,062.16
Other - CCP00042				
3084 - Shire Credit Cards -NAB Visa flexi purchase				
MDS JG 29 JUNE TO 28 JULY 2023	28/07/23	MDS JG 29 JUNE TO 28 JULY 2023	383.82	

Payment / Invoice	Date Description	Amount	
ALS LH 29 JUNE TO 28 JULY 2023	28/07/23 ALS LH 29 JUNE TO 28 JULY 2023	3,275.46	
MSD DN 29 JUNE TO 28 JULY 2023	28/07/23 MSD DN 29 JUNE TO 28 JULY 2023	1,849.41	
DEPOT TW 29 JUNE TO 28 JULY	28/07/23 DEPOT TW 29 JUNE TO 28 JULY 2023	151.98	
MCCS MC 29 JUNE TO 28 JULY 2023	28/07/23 MCCS MC 29 JUNE TO 28 JULY 2023	6.82	
CEO DB 29 JUNE TO 28 JULY 2023	28/07/23 CEO DB 29 JUNE TO 28 JULY 2023	3,675.88	
DEPOT RY 29 JUNE TO 28 JULY	28/07/23 DEPOT RY 29 JUNE TO 28 JULY 2023	920.68	
NAB VISA FEES - JULY 2023	28/07/23 NAB VISA FEES - JULY 2023	110.00	
CLS SF 29 JUNE TO 28 JULY 2023	29/07/23 CLS SF 29 JUNE TO 28 JULY 2023	2,006.23	
	Total 3084	12,380.28	
	Total CCP00042	12,380.28	Total C/C
			\$ 12,380.28
Other - BPAY301			
3178 - DEPT OF TRANSPORT (Registration VEHICLE SERVICES)			
1GQH552 24/09/2024	14/08/23 1GQH552 Exp 24/09/2024	84.25	
	Total 3178	84.25	
	Total BPAY301	84.25	Total BPAY
			\$ 84.25
	Grand Total - Other	23,526.69	\$ 23,526.69
	Grand Total Accounts Paid - August 2023		\$ 256,273.76



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 29 Jun 2023 to 28 Jul 2023

Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)			
	GL Code	CC Code		Department	Net	Tax	Gross
29 Jun 2023	Collins Booksellers	Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>		\$507.81	
	28470	139			\$461.65	\$46.16	\$507.81
	Purchase Collins Booksellers books						
28 Jun 2023	Academy Coffe Kitche	Claremont	Approval Req'd	<input checked="" type="checkbox"/>		\$14.80	
	28770	139			\$13.45	\$1.35	\$14.80
	Purchase Academy Coffe Kitche WSLG managers meeting						
03 Jul 2023	Woolworths/Cottesloe Grov	Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>		\$33.75	
	28770	139			\$30.68	\$3.07	\$33.75
	Purchase Woolworths/Cottesloe Grov jp and kitchen supplies						
03 Jul 2023	Bale Data Services	Landsdale	Approval Req'd	<input checked="" type="checkbox"/>		\$96.76	
	27250	139			\$87.96	\$8.80	\$96.76
	Purchase Bale Data Services receipt rolls						
04 Jul 2023	Onemusic Australia	Ultimo	Approval Req'd	<input checked="" type="checkbox"/>		\$364.00	
	28770	129			\$330.91	\$33.09	\$364.00
	Purchase Onemusic Australia APRA licence yearly						
03 Jul 2023	Australian Society Of Crows Nest		Approval Req'd	<input checked="" type="checkbox"/>		\$100.00	
	28530	129			\$90.91	\$9.09	\$100.00
	Purchase Australian Society Of Local history training Sally						
05 Jul 2023	Peppermint News Agc	Peppermint Gr	Approval Req'd	<input checked="" type="checkbox"/>		\$296.80	
	27180	139			\$269.82	\$26.98	\$296.80
	Purchase Peppermint News Agc library newspapers						
05 Jul 2023	Soundcloud Yearly Next Pr	Berlin	Approval Req'd	<input checked="" type="checkbox"/>		\$145.00	
	28545	129			\$131.82	\$13.18	\$145.00
	Purchase Soundcloud Yearly Next Pr yearly renewal (oral history)						
06 Jul 2023	Bigw Online	Bella Vista	Approval Req'd	<input checked="" type="checkbox"/>		\$130.00	
	28470	139			\$118.18	\$11.82	\$130.00
	Purchase Bigw Online books						
10 Jul 2023	Sp Jb Hi-Fi Online	Southbank	Approval Req'd	<input checked="" type="checkbox"/>		\$269.75	
	28473	139			\$245.23	\$24.52	\$269.75
	Purchase Sp Jb Hi-Fi Online DVD's						
10 Jul 2023	Bigw Online	Bella Vista	Approval Req'd	<input checked="" type="checkbox"/>		\$148.00	
	28470	139			\$134.55	\$13.45	\$148.00
	Purchase Bigw Online books						
12 Jul 2023	Woolworths/Cottesloe Grov	Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>		\$7.50	
	28770	139			\$6.82	\$0.68	\$7.50
	Purchase Woolworths/Cottesloe Grov KITCHEN						

18 Jul 2023	City Of Nedlands Nedlands	Approval Req'd	<input checked="" type="checkbox"/>	\$604.56
28770	139 1106	\$549.60	\$54.96	\$604.56
Purchase City Of Nedlands book club - book set hire				
19 Jul 2023	Peppermint News Agc Peppermint Gr	Approval Req'd	<input checked="" type="checkbox"/>	\$6.00
28770	139 1106	\$5.45	\$0.55	\$6.00
Purchase Peppermint News Agc CONDOLENCE CARD (PATRONS FAMILY)				
22 Jul 2023	Bigw Online Bella Vista	Approval Req'd	<input checked="" type="checkbox"/>	\$110.00
28470	139 1106	\$100.00	\$10.00	\$110.00
Purchase Bigw Online BOOKS				
24 Jul 2023	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$17.90
28770	139 1106	\$16.27	\$1.63	\$17.90
Purchase Woolworths/Cottesloe Grov jp supplies				
25 Jul 2023	Ap Cottesloe Ps Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$30.99
27250	139 1106	\$28.17	\$2.82	\$30.99
Purchase Ap Cottesloe Ps pack of clear packing tape				
26 Jul 2023	Pos Business Systems Prospect	Approval Req'd	<input checked="" type="checkbox"/>	\$315.00
27160	139 1106	\$286.36	\$28.64	\$315.00
Purchase Pos Business Systems replacement receipt printer				
28 Jul 2023	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				
27 Jul 2023	Booktopia Pty Ltd Rhodes	Approval Req'd	<input checked="" type="checkbox"/>	\$70.02
28470	139 1106	\$63.65	\$6.37	\$70.02
Purchase Booktopia Pty Ltd BOOKS				
Total for this period:				\$3,275.46

Cardholder Declaration

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

Signature 

Dated 02 / 08 / 2023

Employee ID: 60

Approved By

Signature 

Dated 2/8/2023 /

On Completion

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



Statement Period: 29 Jun 2023 to 28 Jul 2023
Cardholder Name: Donald Burnett
JSKR VISA Purchasing Card (Client Expenses)

[Print Report](#)

Date	Details	Approval	Receipt	Amount (\$AUD)	
<u>GL Code</u>	<u>CC Code</u>	<u>Department</u>	<u>Net</u>	<u>Tax</u>	<u>Gross</u>
11 Jul 2023	Peppermint News Agc Peppermint Gr		Approval Req'd		\$12.00
27140	190	0403	\$10.91	\$1.09	\$12.00
	Purchase Peppermint News Agc Farewell card				
13 Jul 2023	Reconciliation Aust Parkes		Approval Req'd		\$825.00
27260	190	0403	\$750.00	\$75.00	\$825.00
	Purchase Reconciliation Aust Rreconciliation Australia registration				
20 Jul 2023	Adobe Acropro Subs Sydney		Approval Req'd		\$28.99
27140	190	0403	\$26.35	\$2.64	\$28.99
	Purchase Adobe Acropro Subs Adobe subscription				
24 Jul 2023	Adobe Creative Cloud Sydney		Approval Req'd		\$871.07
27140	190	0403	\$791.88	\$79.19	\$871.07
	Purchase Adobe Creative Cloud Adobe Creative Cloud app.				
24 Jul 2023	Local Governement Mana Mt Hawthorn		Approval Req'd		\$531.00
26540	190	0403	\$482.73	\$48.27	\$531.00
	Purchase Local Governement Mana CEO LG Pro membership				
26 Jul 2023	Coles 0311 Mandurah		Approval Req'd		\$250.00
27140	190	0403	\$227.27	\$22.73	\$250.00
	Purchase Coles 0311 Gift cards - farewell MCS				
26 Jul 2023	Officeworks 0614 Mandurah		Approval Req'd		\$956.00
62101	190	0403	\$869.09	\$86.91	\$956.00
	Purchase Officeworks 0614 Chairs for Peppermint Room				
27 Jul 2023	Woolworths/Cottesloe Grov Cottesloe		Approval Req'd		\$56.00
27140	190	0401	\$50.91	\$5.09	\$56.00
	Purchase Woolworths/Cottesloe Grov Farwell lunch MCS				
28 Jul 2023	Account Fees		No Appr Req'd		\$6.82
27130	190	0403	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Accoubt fee				

27 Jul 2023	Alh Venues/535 Stirling H Cottesloe		Approval Req'd <input checked="" type="checkbox"/>	\$139.00
27140	190	0403	\$126.36	\$12.64
Purchase Alh Venues/535 Stirling H Farewell Lunch MCS				\$139.00
Total for this period:				\$3,675.88

Cardholder Declaration

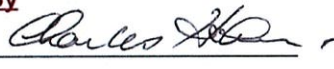
I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 21/6/22

Employee ID: 5

Approved By

Signature 

Dated ___/___/___

On Completion

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



Statement Period: 29 Jun 2023 to 28 Jul 2023
 Cardholder Name: Stewart Farley
 JSKR VISA Purchasing Card (Client Expenses)

Print Report

Date	Details	Approval	Receipt	Amount (\$AUD)	
GL Code	CC Code	Department	Net	Tax	Gross
02 Jul 2023	Big W/High Road And Wille Willetton	Approved	<input checked="" type="checkbox"/>	\$781.00	
28471	139	1106	\$710.00	\$71.00	\$781.00
	Purchase Big W/High Road And Wille Junior Book Purchases				
02 Jul 2023	Amazon Marketplace Au Sydney South	Approved	<input checked="" type="checkbox"/>	\$29.74	
28471	139	1106	\$27.04	\$2.70	\$29.74
	Purchase Amazon Marketplace Au junior book purchases				
02 Jul 2023	Amazon Marketplace Au Sydney South	Approved	<input checked="" type="checkbox"/>	\$18.39	
28471	139	1106	\$16.72	\$1.67	\$18.39
	Purchase Amazon Marketplace Au junior book purchases				
03 Jul 2023	Amazon Au Sydney South	Approved	<input checked="" type="checkbox"/>	\$16.49	
28471	139	1106	\$14.99	\$1.50	\$16.49
	Purchase Amazon Au junior book purchases				
02 Jul 2023	Amazon Marketplace Au Sydney South	Approved	<input checked="" type="checkbox"/>	\$31.87	
28471	139	1106	\$28.97	\$2.90	\$31.87
	Purchase Amazon Marketplace Au junior book purchases				
03 Jul 2023	Amazon Au Sydney South	Approved	<input checked="" type="checkbox"/>	\$124.27	
28471	139	1106	\$112.97	\$11.30	\$124.27
	Purchase Amazon Au junior book purchases				
02 Jul 2023	Amazon Marketplace Au Sydney South	Approved	<input checked="" type="checkbox"/>	\$123.25	
28471	139	1106	\$112.05	\$11.20	\$123.25
	Purchase Amazon Marketplace Au junior book purchases				
02 Jul 2023	Amazon Marketplace Au Sydney South	Approved	<input checked="" type="checkbox"/>	\$30.69	
28471	139	1106	\$27.90	\$2.79	\$30.69
	Purchase Amazon Marketplace Au junior book purchases				
05 Jul 2023	Jacksons Drawing Sup Alfred Cove	Approved	<input checked="" type="checkbox"/>	\$148.50	
28340	139	1106	\$135.00	\$13.50	\$148.50
	Purchase Jacksons Drawing Sup school holiday craft materials				

06 Jul 2023	Amazon Marketplace Au Sydney South	Approved	<input checked="" type="checkbox"/>	\$98.78
28471	139	1106	\$89.80	\$8.98
Purchase Amazon Marketplace Au junior book purchases				
06 Jul 2023	Amazon Marketplace Au Sydney South	Approved	<input checked="" type="checkbox"/>	\$50.03
28471	139	1106	\$45.48	\$4.55
Purchase Amazon Marketplace Au junior book purchases				
08 Jul 2023	Jacksons Drawing Sup Midland	Approved	<input checked="" type="checkbox"/>	\$198.00
28340	139	1106	\$180.00	\$18.00
Purchase Jacksons Drawing Sup School holiday craft materials				
09 Jul 2023	Officeworks 0616 O'Connor	Approved	<input checked="" type="checkbox"/>	\$94.58
27250	139	1106	\$85.98	\$8.60
Purchase Officeworks 0616 paper and paper holders				
08 Jul 2023	Big W/Midland Gate S/C Midland	Approved	<input checked="" type="checkbox"/>	\$66.00
28471	139	1106	\$60.00	\$6.00
Purchase Big W/Midland Gate S/C junior book purchases				
10 Jul 2023	Sp School Merit Solu Perth	Approved	<input checked="" type="checkbox"/>	\$125.60
27250	139	1106	\$114.18	\$11.42
Purchase Sp School Merit Solu merit stickers for kids club cards				
09 Jul 2023	Bunnings 453000 O'Connor	Approved	<input checked="" type="checkbox"/>	\$32.00
28340	139	1106	\$29.09	\$2.91
Purchase Bunnings 453000 cardboard for holiday craft				
13 Jul 2023	Amazon Marketplace Au Sydney South	Approved	<input checked="" type="checkbox"/>	\$30.22
28471	139	1106	\$27.47	\$2.75
Purchase Amazon Marketplace Au junior book purchases				
28 Jul 2023	Account Fees	No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82
27130	139	1106	\$6.20	\$0.62
Account Fees Cc Fp User Fee Account Fees				
Total for this period:				\$2,006.23

Cardholder Declaration

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

Signature 

Dated 9 / 8 / 2023

Employee ID: 63

Approved By

Signature 

Dated 9 / 8 / 23



Statement Period: 29 Jun 2023 to 28 Jul 2023
Cardholder Name: Robert Young
JSKR VISA Purchasing Card (Client Expenses)

[Print Report](#)

Date	Details		Approval	Receipt	Amount (\$AUD)	
	GL Code	CC Code			Department	Net
30 Jun 2023		Coles Express 6919 Mosman Park	Approved	<input checked="" type="checkbox"/>		\$122.36
	28360	139 Purchase Coles Express 6919 Ute Fuel			\$111.24	\$122.36
29 Jun 2023		Bunnings 453000 O'Connor	Approved	<input checked="" type="checkbox"/>		\$23.00
	28350	139 Purchase Bunnings 453000 Misc items tim's ute			\$20.91	\$23.00
30 Jun 2023		Bunnings 453000 O'Connor	Approved	<input checked="" type="checkbox"/>		\$13.28
	28350	139 Purchase Bunnings 453000 Misc item's Tim's ute			\$12.07	\$13.28
05 Jul 2023		Coles Express 6919 Mosman Park	Approved	<input checked="" type="checkbox"/>		\$202.06
	28360	139 Purchase Coles Express 6919 Ute Fuel			\$183.69	\$202.06
05 Jul 2023		Bunnings 453000 O'Connor	Approved	<input checked="" type="checkbox"/>		\$40.83
	28270	139 Purchase Bunnings 453000 Kp Toilet repair			\$37.12	\$40.83
10 Jul 2023		Bunnings 453000 O'Connor	Approved	<input checked="" type="checkbox"/>		\$43.26
	28270	139 Purchase Bunnings 453000 Park Benches			\$39.33	\$43.26
17 Jul 2023		Coles Express 6919 Mosman Park	Approved	<input checked="" type="checkbox"/>		\$118.76
	28360	139 Purchase Coles Express 6919 Ute Depo Fuel			\$107.96	\$118.76
17 Jul 2023		Coles Express 6919 Mosman Park	Approved	<input checked="" type="checkbox"/>		\$83.68
	28360	139 Purchase Coles Express 6919 Ute Fuel			\$76.07	\$83.68
18 Jul 2023		Jaycar Electronics O'Connor	Approval Req'd	<input checked="" type="checkbox"/>		\$12.95
	28350	139 Purchase Jaycar Electronics Misc Item for Tim's new ute			\$11.77	\$12.95

19 Jul 2023	Autospark Osborne Park	Approval Req'd	<input checked="" type="checkbox"/>	\$49.98
28350	139	1201	\$45.44	\$4.54
Purchase Autospark Misc Switch's for new Ute's				
19 Jul 2023	Sp Pirate Camp Co. North Booval	Approval Req'd	<input checked="" type="checkbox"/>	\$185.10
28350	139	1201	\$168.27	\$16.83
Purchase Sp Pirate Camp Co. Misc Item's for new ute's				
17 Jul 2023	Bunnings 453000 O'Connor	Approval Req'd	<input checked="" type="checkbox"/>	\$18.60
28350	139	1201	\$16.91	\$1.69
Purchase Bunnings 453000 mlsc items				
28 Jul 2023	Account Fees	No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82
27130	139	1201	\$6.20	\$0.62
Account Fees Cc Fp User Fee Bank Fee's				
Total for this period:				\$920.68

Cardholder Declaration

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

Signature 

Dated 31 / 07 / 2023

Employee ID: RY

Approved By

Signature 

Dated 31 / 07 / 2023

On Completion

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

Statement Period: 29 Jun 2023 to 28 Jul 2023
 Cardholder Name: Tim Whitham
 JSKR VISA Purchasing Card (Client Expenses)

Print Report

Date	Details		Approval	Receipt	Amount (\$AUD)	
	GL Code	CC Code			Department	Net
06 Jul 2023	Ampol Mosman Pa 55363f Mosman Park		Approved	<input checked="" type="checkbox"/>		\$31.01
	28360	139	1104		\$28.19	\$2.82
	Purchase Ampol Mosman Pa 55363f Loader Fuel.					
10 Jul 2023	Ampol Mosman Pa 55363f Mosman Park		Approved	<input checked="" type="checkbox"/>		\$59.00
	28360	139	1104		\$53.64	\$5.36
	Purchase Ampol Mosman Pa 55363f Ute Fuel.					
11 Jul 2023	Bunnings 483000 Claremont		Approved	<input checked="" type="checkbox"/>		\$35.16
	28270	139	1104		\$31.96	\$3.20
	Purchase Bunnings 483000 Hort Supplies.					
11 Jul 2023	Ampol Mosman Pa 55363f Mosman Park		Approved	<input checked="" type="checkbox"/>		\$19.99
	28360	139	1104		\$18.17	\$1.82
	Purchase Ampol Mosman Pa 55363f Ute fuel.					
28 Jul 2023	Account Fees		No Appr Req'd	<input checked="" type="checkbox"/>		\$6.82
	27130	190	1104		\$6.20	\$0.62
	Account Fees Cc Fp User Fee Bank fees.					
Total for this period:						\$151.98

Cardholder Declaration

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

Signature  _____

Dated 31 / 07 / 2023

Employee ID: TW

Approved By

Signature  _____

Dated 31 / 07 / 2023

On Completion

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



Statement Period: 29 Jun 2023 to 28 Jul 2023
 Cardholder Name: Michael Costarella
 JSKR VISA Purchasing Card (Client Expenses)

 [Print Report](#)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code	Department	Net	Tax	Gross
28 Jul 2023	Account Fees		No Appr Req'd		<input checked="" type="checkbox"/>	\$6.82
	27130	190	0403	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Card Fees					
Total for this period:						\$6.82

Cardholder Declaration

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

Signature Michael Costarella Dated 08 / 08 / 2023

Employee ID: E0005

Approved By

Signature  Dated 8/8/2023 / /

On Completion

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



Statement Period: 29 Jun 2023 to 28 Jul 2023
 Cardholder Name: Joel Lee Gajic
 JSKR VISA Purchasing Card (Client Expenses)

Print Report

Date	Details	Approval	Receipt	Amount (\$AUD)	
GL Code	CC Code	Department	Net	Tax	Gross
06 Jul 2023	Officeworks Bentleigh Eas	Approval Req'd	<input checked="" type="checkbox"/>	\$118.50	
27250	139	1002	\$107.73	\$10.77	\$118.50
	Purchase Officeworks HP Plotter paper rolls				
14 Jul 2023	Planning Institute Of Aus Barton	Approval Req'd	<input checked="" type="checkbox"/>	\$235.00	
26540	119	1002	\$213.64	\$21.36	\$235.00
	Purchase Planning Institute Of Aus PIA State Conference balance after credit from cancelled SAT training				
20 Jul 2023	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$23.50	
28280	190	1002	\$21.36	\$2.14	\$23.50
	Purchase Woolworths/Cottesloe Grov PIA divisional committee meeting catering				
28 Jul 2023	Account Fees	No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82	
27130	190	1002	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee bank fees				
Total for this period:				\$383.82	

Cardholder Declaration

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

Signature 

Dated 15/08/2023

Employee ID: E0020

Approved By

Signature _____

Dated ____ / ____ / ____

On Completion

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



Statement Period: 29 Jun 2023 to 28 Jul 2023
Cardholder Name: Donovan Norgard
JSKR VISA Purchasing Card (Client Expenses)

[Print Report](#)

Date	Details		Approval	Receipt		Amount (\$AUD)
	GL Code	CC Code	Department	Net	Tax	Gross
30 Jun 2023	Jb Hi Fi Myaree Home Booragoon		Approval Req'd			\$187.20
	28845	129	1104	\$170.18	\$17.02	\$187.20
	Purchase Jb Hi Fi Myaree Home Laptop bag and Bluetooth mouse					
27 Jun 2023	Bp Exp Myaree 1840 Myaree		Approval Req'd			\$106.13
	28360	129	1104	\$96.48	\$9.65	\$106.13
	Purchase Bp Exp Myaree 1840 Fuel					
03 Jul 2023	Local Governement Mana Mt Hawthorn		Approval Req'd			\$531.00
	27260	129	1104	\$482.73	\$48.27	\$531.00
	Purchase Local Governement Mana LG Pro WA membership - DN					
03 Jul 2023	Adobe Acropro Subs Sydney		Approval Req'd			\$28.99
	28845	129	1104	\$26.35	\$2.64	\$28.99
	Purchase Adobe Acropro Subs Adobe fees					
04 Jul 2023	Ampol Mosman Pa 55363f Mosman Park		Approval Req'd			\$128.28
	28360	129	1104	\$116.62	\$11.66	\$128.28
	Purchase Ampol Mosman Pa 55363f Fuel					
07 Jul 2023	Wilson Parking Per113 Perth		Approval Req'd			\$34.42
	28845	129	1104	\$31.29	\$3.13	\$34.42
	Purchase Wilson Parking Per113 Parking					
10 Jul 2023	Hy Way Truck Kewdale		Approval Req'd			\$378.00
	28830	129	1104	\$343.64	\$34.36	\$378.00
	Purchase Hy Way Truck LED amber beacon Ford Ranger					
11 Jul 2023	Ampol Oconnor 55366f Oconnor		Approval Req'd			\$127.51
	28360	129	1104	\$115.92	\$11.59	\$127.51
	Purchase Ampol Oconnor 55366f Fuel					
20 Jul 2023	Ampol Mosman Pa 55363f Mosman Park		Approval Req'd			\$135.02
	28360	129	1104	\$122.75	\$12.27	\$135.02
	Purchase Ampol Mosman Pa 55363f Fuel					

23 Jul 2023	Cottesloetouchlessca Peppermint Gr	Approval Req'd	<input checked="" type="checkbox"/>	\$26.00	
28830	129	1104	\$23.64	\$2.36	\$26.00
Purchase Cottesloetouchlessca Cleaning					
23 Jul 2023	Bp Exp Myaree 1840 Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$115.56	
28360	129	1104	\$105.05	\$10.51	\$115.56
Purchase Bp Exp Myaree 1840 Fuel					
25 Jul 2023	Repcos Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$18.28	
28830	129	1104	\$16.62	\$1.66	\$18.28
Purchase Repcos Nyloc nuts					
28 Jul 2023	Account Fees	No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82	
27130	129	1104	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Bank fees					
26 Jul 2023	Canning Vale Cash & Canningvale	Approval Req'd	<input checked="" type="checkbox"/>	\$26.20	
28845	129	1104	\$23.82	\$2.38	\$26.20
Purchase Canning Vale Cash & Depot tea bags					
Total for this period:				\$1,849.41	

Cardholder Declaration

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

Signature 

Dated 31 / 07 / 2023

Employee ID: 169

Approved By

Signature 

Dated 31/7/2023

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 31st August 2023

Note that the statements will be available for the OCM Meeting on
26th September 2023



Ordinary Council Meeting

8.4.1 – Policy for Legal Representation costs for Elected Members and Employees

2.14 LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES

Purpose	This policy sets out guidelines to assist the Shire in determining when it is appropriate to pay legal representation costs attributed to Elected Members (EM) and Employees where they have become involved in legal proceedings as a result of their official functions.
Status	ADMINISTRATIVE - STATUTORY
Policy	<p>1. General Principles</p> <p>In the first instance, the EM or Employee must refer to the Local Government Insurance Scheme for assessment of their case under the Management Liability Insurance (Elected Members and Employees Liability) cover.</p> <p>2. Application for Payment</p> <p>Should cover not be available under this scheme, a written submission is to be prepared to the Shire's CEO, for approval by Council. The details of the written submission requesting financial support for legal services under this policy, must address the following criteria:</p> <ol style="list-style-type: none"> a) The matter for which legal representation is requested; b) How the matter relates to the functions of the EM and Employee; c) The legal firm nominated to provide the legal representation; d) The nature of the legal representation to be sought (such as advice, representation in court, preparation of a document etc); e) An estimated cost of the legal representation; f) Why it is in the interests of the Shire for payment to be made; g) That the EM or Employee acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and h) That financial support for legal services, complies with the financial interest of the Local Government Act 1995. <p>2.1 As far as possible, the application is to be made before commencement of the legal representation to which the application relates.</p> <p>2.2 Each application will be reviewed by Council to determine whether the provision of legal representation costs is justified.</p> <p>3. Legal representation costs – Limit</p> <p>The Shire, in approving an application, shall set a limit on the legal representation costs to be paid, based on the estimated costs in the application and the Shire's annual budget.</p> <p>4. Council's Powers:</p> <p>The Council may:</p> <ul style="list-style-type: none"> • Refuse; • Grant; or • Grant subject to conditions,

An application for payment of legal representation costs.

The Council may at any time revoke or vary an approval, or any conditions of approval for the payment of legal representation costs.

5. Approval

Council approves applications requesting legal representation costs under this policy. If there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000.

The EM or Employee shall sign an agreement with the Shire agreeing that the financial assistance shall be provided on the terms and conditions of this policy.

Where it is the CEO who is seeking urgent financial support for Legal Services the Shire shall deal with the application.

6. Repayment of Legal Costs

Any amount recovered by an EM or Employee in proceedings, whether for costs or damages, will be off set against any monies paid or payable by the Shire.

Financial assistance for legal representation costs will be withdrawn where council determines, upon legal advice that a person has acted dishonestly. Where assistance is so withdrawn, the person who obtained financial support is to repay any monies already provided. The Shire may take legal action to recover such monies in court.

Special Notes	
Related Procedures	
Amendment Authority Level	
Related Delegation	Chief Executive Officer
Related Local Law/Legislation	
Adopted Amended	
Review history	



Ordinary Council Meeting

8.4.3 – Matters for Information and Noting

Building and Planning Statistics

Infringements Issued

Library Statistics

Recycling Statistics

Library Management Council Minutes

Matters for Information and Noting

Building Permits Issued August 2023

Application Number	Location	Description	Decision
BA 2022 / 00022	12 Keane Street	BA22 – Permit to Extend Time (Single House)	Approved
BA 2023 / 00021	34 McNeil Street	Patio	Approved
BA 2023 / 00023	460 Stirling Highway	Shop Fit Out (Barber)	Approved
BA 2023 / 00025	460 Stirling Highway	Animated Signage	Approved

Planning Approvals and Notices Issued August 2023

Application Number	Location	Description	Delegation	Decision
DA 2023 / 00012	146 Forrest Street	Second Amendment to DA2019/00009 (Alterations and Additions to a Heritage Place)	Delegated	Approved
DA 2023 / 00015	12 Bay View Terrace	Single House		Withdrawn
DA 2023 / 00020	146 Forrest Street	Workshop, Greenhouse, Pool Pump Room, Outdoor Entertaining Area	Delegated	Approved
DA 2023 / 00021	18A Keane Street	Solar Collectors	Delegated	Approved
DA 2023 / 00024	460 Stirling Highway	Signage	Delegated	Approved
DTC-0013	11 Crossland Court	Alterations and Additions to a Grouped Dwelling		Not Exempt

Infringements, August 2023

Reason	Amount
Stopping On A Verge	\$50.00
Parking On Footpath/Pedestrian Crossing	\$100.00

Library Statistics, August, 2023

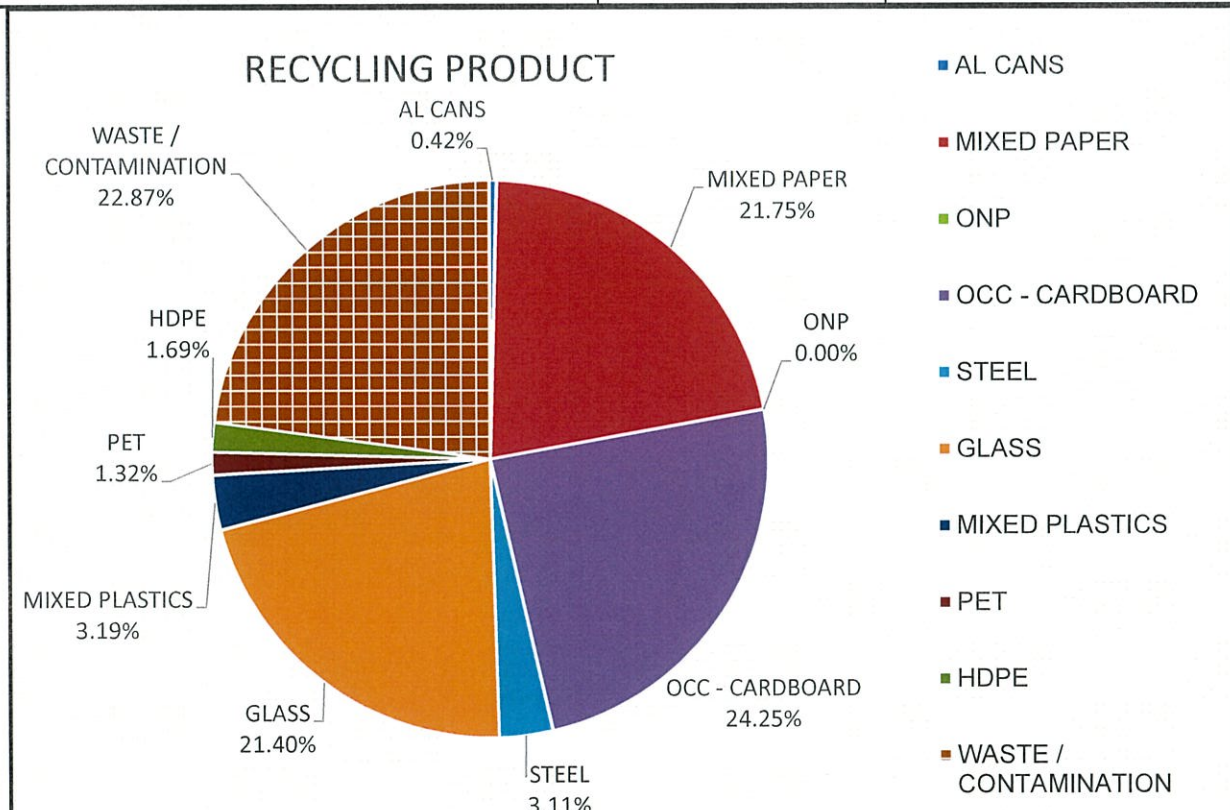
Library Statistics	August 2023	August 2022	August 2021
Loans	20,131	19,783	16,122
New Borrowers	311	274	289

Recycling Recovery



July 2023

PRODUCT	Product - Percentage	Product - Tonnes
AL CANS	0.42	0.04
MIXED PAPER	21.75	2.31
ONP	0.00	0.00
OCC - CARDBOARD	24.25	2.58
STEEL	3.11	0.33
GLASS	21.40	2.27
MIXED PLASTICS	3.19	0.34
PET	1.32	0.14
HDPE	1.69	0.18
TOTAL RECOVERED	77.13	8.19
WASTE / CONTAMINATION	22.87	2.43
MONTHLY TOTAL	100.00	10.62





**NOTES FOR THE
LIBRARY MANAGEMENT GROUP
MEETING**

HELD ON

**Tuesday 15 August
Shire of Peppermint Grove
Council Chambers.**

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



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



The Presiding Member declared the meeting open at 8.02am

ATTENDEES

Delegates:

Town of Cottesloe	Cr M (Melissa) Harkins (Chair)
Shire of Peppermint Grove	Cr K (Karen) Farley (Via Telephone)
Town of Mosman Park	Deputy Mayor G (Georgie) Carey
Alternate Delegates/Observers:	Nil

Officers Attending:

Town of Cottesloe	Shane Collie, Manager Corporate Services and Governance
Shire of Peppermint Grove	Don Burnett, Chief Executive Officer Stewart Farley, Acting Library Co-Ordinator
Town of Mosman Park	Carissa Bywater, Chief Executive Officer

Apologies:

Cr D (Dawne) Horrex
Mayor P (Paul) Shaw
Cr C (Craig) Masarei

1. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

OFFICER RECOMMENDATION /LMG DECISION

That the Minutes of the Library Management Committee Meeting held on Tuesday 16th May 2023 be confirmed as a true and accurate record of proceedings.

Moved Cr Carey Seconded Cr Farley Carried 3/0

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

3. FINANCIAL STATEMENTS (Attachments)

The interim financial statements from 1 July 22 to 30 June 2023 are submitted for consideration. The library financial are subject to a separate audit.

The main variations to the adopted budget are as follows

Income

12140 -\$4000 IHC income. The Health Department is invoiced for costs associated with the Infant Health Clinic. Invoice pending.

20200 -\$5600 Café lease. Reduction in lease fee as agreed by LBG.

12130 -\$6,000 Oral History Contribution .Towns of Cottesloe and Mosman Park not invoiced contribution towards Oral History project.

Expenditure

26110 +\$63,000 Salaries. Budget error in staff overtime and penalties

26310 +\$9000 Super. Additional costs for 26110

26620 +\$16000 Employee leave accruals. Accrued Long Service Leave paid on termination (liability in each local governments accounts reduced)

27160 +\$49000 IT operations. Additional costs during IT Provider changeover. In dispute and credit may be given.

27260 +\$8000 Subscriptions. Portion of Shire's WALGA annua subscription allocated to library (first time allocated)

29200 +\$8000 building maintenance. Major cost due to a significant valve failure and repairs.

29230 -\$13000 Cleaning. Correction to cost allocation.

26310 -\$6000 Superannuation Community History. Change of staff and matching super.

28575 -\$8000 Oral History Project. Minor costs only.

CAPEX -\$18000 Capex. Projects underspent or not commenced.

The net position is an operating increase of approximately \$92,000, noting there will be a credit for the IHC costs and possibly for the IT changeover.

OFFICER RECOMMENDATION / LMG DECISION

That the interim 2022/23 financial statements to be received

Moved Cr Carey Seconded Cr Farley Carried 3/0

4. ANNUAL KEY PERFORMANCE INDICATORS (Attachment)

Each year the State Library require Western Australian libraries to provide statistical returns for the year. Attached is a report on The Grove Library's Key Performance indicators for the 2022/23 Financial year.

OFFICER RECOMMENDATION

That the report be received.

This item to be carried over to the next LMG meeting.

5. LIBRARY CONTRIBUTION UPDATE

This update is to provide a comparison of the financial contributions made by member Councils to the Grove library since 2012/13. The contributions include the library operations, the history unit and the community centre but do not include capital.

	2012/13	2018/19 *	2022/23
ToMP	\$623,676	\$699,006	\$670,231
ToC	\$541,040	\$606,389	\$564,556
SoPG	<u>\$116,459</u>	<u>\$130,525</u>	<u>\$125,261</u>
Total	\$1,281,175	\$1,435,920	\$1,360,048

*(peak costs then organisational review)

The average increase in the net operating costs over the 12-year period is 0.56%. Costs peaked in 2018/19 and have reduced by 9.47% since then following an internal review by the Shire and cost saving initiatives introduced.

OFFICER RECOMMENDATION/LMG DECISION

That the information be received.

Moved Cr Carey Seconded Cr Farley Carried 3/0

6. PURCHASE OF DIGITAL PARKING AND EVENTS SIGN.

For a number of years, the Shire has been endeavouring to get the other members of the Library Management Group, being the Towns of Mosman Park and Cottesloe to agree to the installation of a digital parking and events sign at the entry to the underground carpark off Leake Street. The sign would advise visitors of parking bay availability and advise when the parking area is full and when there are no available bays. This would avoid the issue of cars entering the parking area on busy days and having to turn around and exit when no bays are available. The sign would also have an event advisory capacity.

The Shire's 2023/24 budget made provision for \$60,000 to purchase and install this sign. In anticipation of the other two LGs not making a direct financial contribution, the majority of the project cost was budgeted for from the Shire's municipal/library reserve funds. An amount of \$26,000 was allocated from the sale of the library pool car, which was originally funded by all three members. The other two members have been asked informally if these funds could be allocated to this project even if the balance of the project isn't being funded through the agreement funding arrangements. The additional cost to the Shire over what would have been made under the normal funding arrangements for the library would be \$17,000.

OFFICER RECOMMENDATION

That the Library Management Group note that the Shire will be purchasing a digital parking and event sign, with some of the costs being met by the funds from the sale of the library pool vehicle.

LMG DECISION

That the LMG does not support this project at this point in time

Moved Cr Carey Seconded Cr Harkins Carried 2/1

7. MATTERS FOR INFORMATION

7.1 Inter Library Loans

Changes to the way that interlibrary loan are undertaken came into effect on the 1st July 2023. The changes primarily effect country libraries as the country courier service is to be discontinued. The country libraries will be provided with E-Books or an item will be purchased for them and a Metropolitan library loan copy via Australia Post will be last resort. Metropolitan libraries will be expected to provide items if requested and will be reimbursed 50% of the postal fee from the State Library. This may affect the postage and freight line of any future library budget.

7.2 Upcoming event at the Grove Library

- Book Launch : “Count the Stars” Raewyn Caisley & Gabriel Evans - 21/08/2023
- Exhibition: St Hilda's Junior School Art Exhibition 2023. 16 - 30/09/2023
- Kim Beazley : Impact 100 W.A. Generous Australians, 27/09/2023
- The Grove Classics: Sundays in October 2023
- Book launch: Sean Avery 07/10/2023
- Extending hours for Exam Study for students from years 11, 12 & University. 9am - 12pm, Sundays October – November. 2023
- Exhibition: Artist Helen Martin, 06-18/11/23

7.3 The Grove annual key performance indicators for 2022/23 were tabled.

7.4 Stewart Farley, Youth Services Coordinator gave an overview of his role in the library.

8. NEXT MEETING

The following dates are submitted for future meetings,

Tuesday 14th November 2023

Tuesday 13th February 2024

Tuesday 14th May 2024

Tuesday 13th August 2024

9. CLOSURE

Meeting closed at 8.45am.