



SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

Ordinary Council Meeting

28th November 2023

TABLE OF CONTENTS

SUBJECT HEADING

8.1.1 – 1 Bungalow Court	
8.3.1 – List of Accounts Paid	
8.3.2 – Financial Statements for the period ended 30 th September 2023	
8.3.3 – Financial Statements for the period end 31 st October 2023.....	
8.4. – Elected Members Training and Professional Development (Policy 1.7)	
8.4.2 – Matters for Information and Noting	

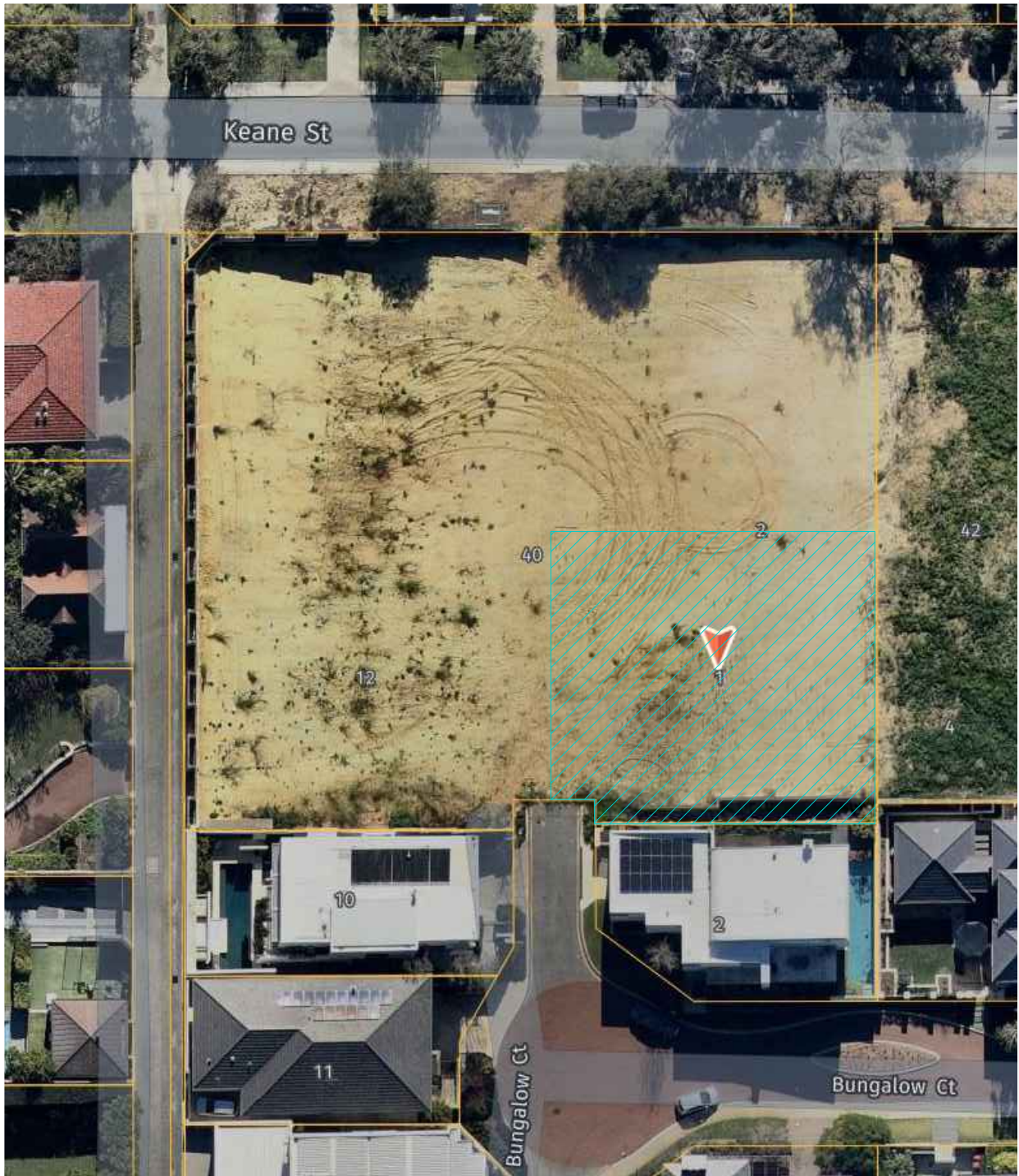


Ordinary Council Meeting

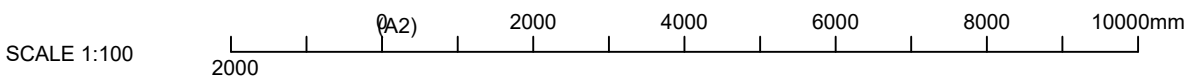
8.1.1 – 1 Bungalow Court



MASTER PLAN



AERIAL VIEW



Confidential property of Leon House Design to be returned on request. Not to be disclosed to others, reproduced or used for any other purpose except as authorised in writing by Leon House Design. Written dimensions on these drawings shall take precedence over scaled dimensions, contractors shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication. All sizes of appliances are to be measured from the appliance in the factory not off brochures, all appliances are to be pre-fitted in factory where possible, not on site so as to have good lines and clearances, the factory needs to have insurance cover for goods while in factory storage. All templates are to be in good stable board product, not dirty packing sheets so as not to confuse the separate contractors. All templates are to be sent to the contractors by the cabinetmaker, the cabinetmaker is solely in charge of all other contractors supplying goods for the kitchen, the services to site should also be organised in regards to having site ready for installation and having the services in the correct position. If there are any changes to the design after confirmed tender drawings Leon House Design will make changes to drawings for an extra fee discussed at that time. The cabinetmaker is to read all plans and specifications carefully at both tender and construction times so as to not make any mistakes in both processes. The cabinets and tops once installed are to be covered with good strong protective material so as to stop any damage while waiting for handover. Any queries please contact the office or leon@leonhouse.net for any questions.

-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
01.12.2022	A	AMENDMENT FOR DEVELOPMENT APPROVAL
DATE	REV	AMENDMENT

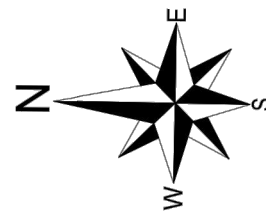
leonhouse
0430 117 986
leonhouse design pty ltd
PO Box 873 canning bridge applecross wa 6153
leonhouse.net

CLIENT JOHN & JOCELYN GILLET			
PROJECT BUNGALOW COURT PEPPERMINT GROVE			
DRAWN/DESIGNED DWI/MAYA	DESIGN/DRAFTING CHECK LEON HOUSE	START DATE 25.10.2022	ISSUE DATE 01.12.2022

TITLE MASTER PLAN			
-			
-			
SCALE NTS @ A2	PROJECT No 1165	DRAWING No 1165-DA-MA-01	REV A

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION

LOT 4



DISCLAIMER:
Lot boundaries drawn on survey are based on landgate plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

DISCLAIMER:
Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.

DISCLAIMER:
Survey shows visible features only and will not show locations of underground pipes or conduits for internal or mains services. Verification of the location of all internal and mains services should be confirmed prior to finalisation of any design work.

DISCLAIMER:
Cottage & Engineering surveys accept no responsibility for any physical on site changes to the parcel or portion of the parcel of land shown on this survey including any adjoining neighbours levels and features that have occurred after the date on this survey. All Sewer details plotted from information supplied by Water Corporation.

NOTE:
RESTRICTIVE COVENANT BENEFIT - SEE DEPOSITED PLAN 414596 AND INSTRUMENT 0426596
SEE DOCUMENT DP414596, DOC 0426596

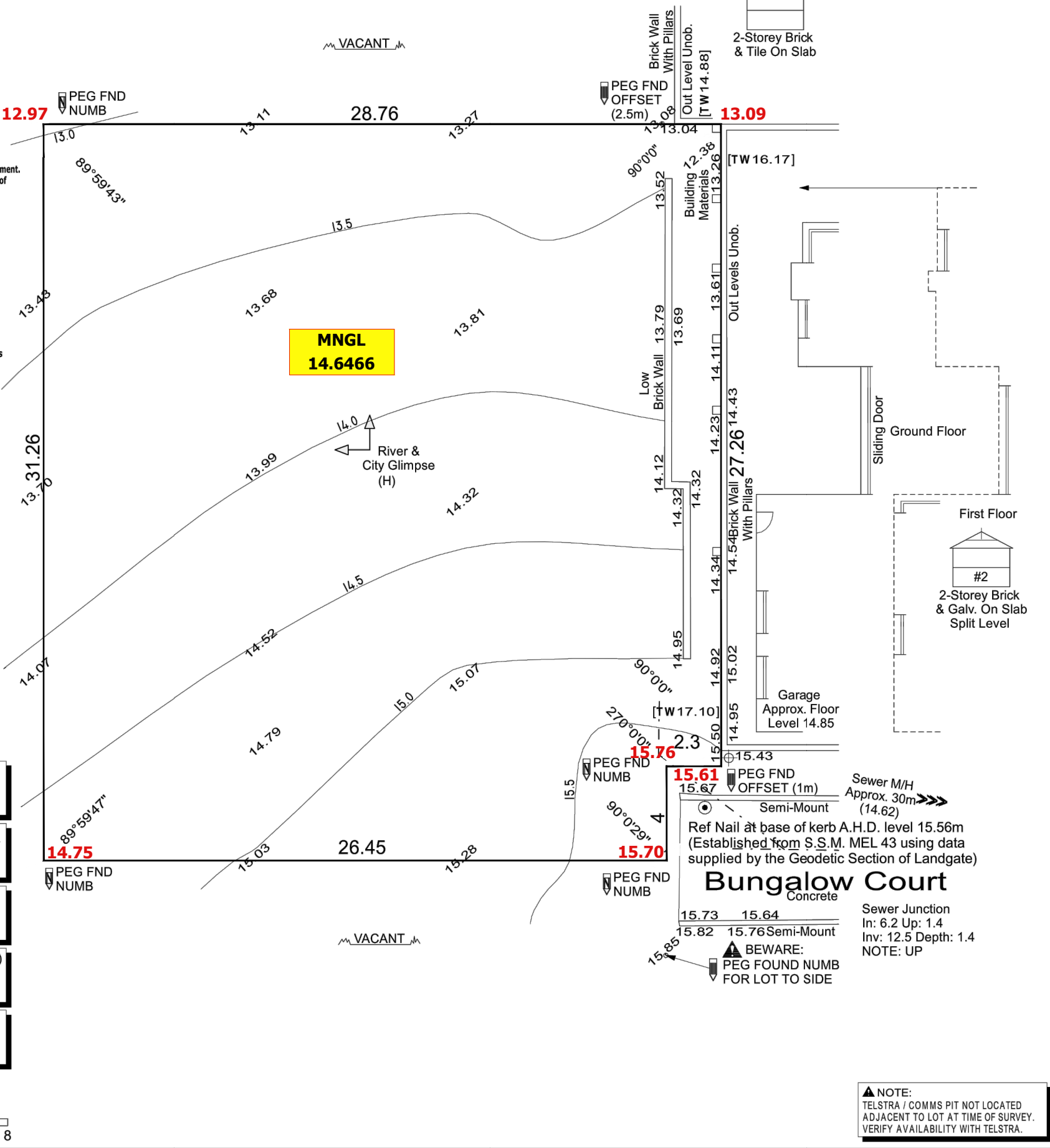
NOTE:
EASEMENT BENEFIT FOR RIGHT OF CARRIAGEWAY PURPOSES SEE SECTION 167A T.L.A. AND PLAN 3783 (SHEET 3)
SEE DOCUMENT P3783

NOTE:
RESTRICTIVE COVENANT BENEFIT - SEE DEPOSITED PLAN 414596 AND INSTRUMENT 0426597
SEE DOCUMENT DP414596, DOC 0426597

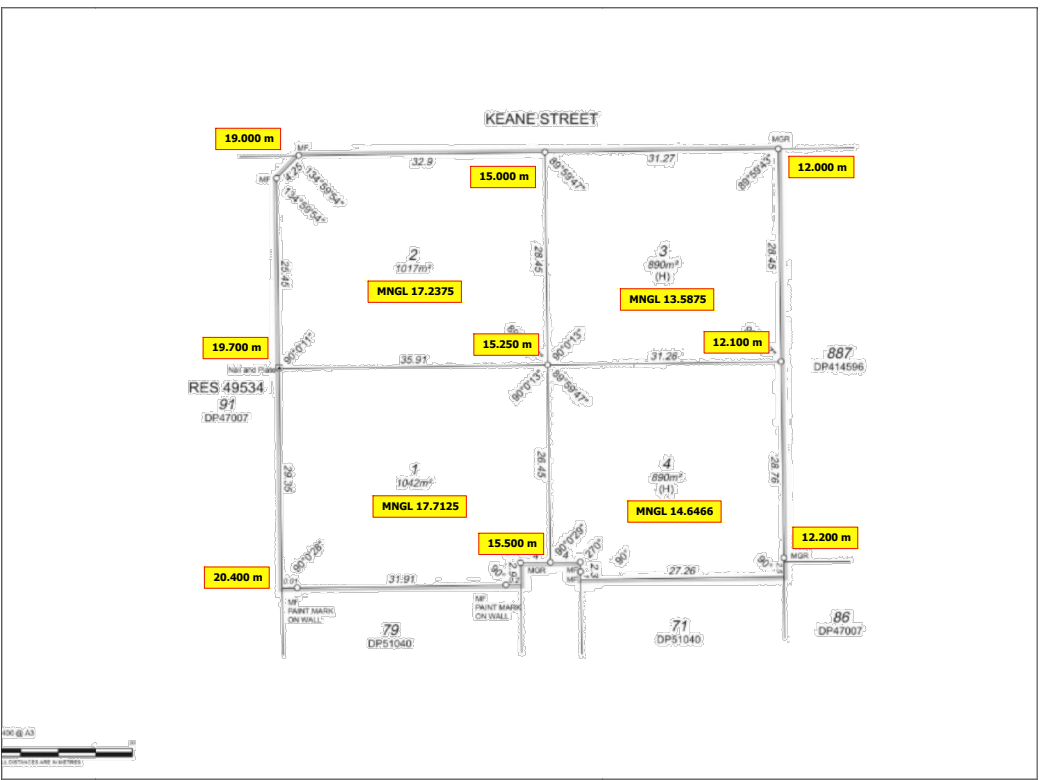
NOTE:
RESTRICTIVE COVENANT. REFER TO SEC 1360 T.L.A. 1893
SEE DOCUMENT DP16805
HEIGHT LIMITATION

LOT MISCLOSE
0.009 m

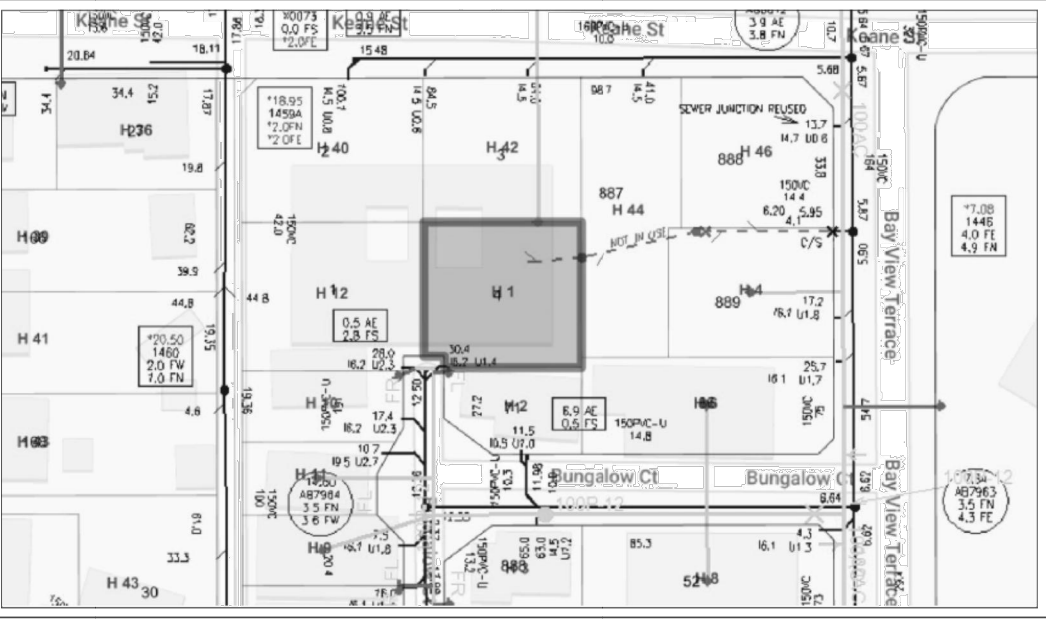
Scale 1:200
0 2 4 6 8



CONTOUR & FEATURE SURVEY	
LOT	Lot 4 (DP 421359)
ADDRESS	#1 Bungalow Court, Peppermint Grove
LGA	SHIRE OF PEPPERMINT GROVE
CLIENT	Gillett, John
GPS	Lat: -32.002053 Long: 115.768699
SSA No	AREA 890m ² VOL. 4010 FOL. 406



ELEC.	U/Ground	SEWER	Yes	ROADS	Concrete	COASTAL	300m To River (Approx. Only - Confirm With Shire)
GAS	Check Alinta	COMMS	Not Loc.	PATH	Nil	SOIL	Sand
WATER	Yes	DRAINAGE	Good	KERBS	Semi-Mount	VEG.	Light Grass Cover



CLIENT JOHN & JOCELYN GILLET	PROJECT BUNGALOW COURT PEPPERMINT GROVE	TITLE SITE SURVEY PLAN
DATE 25 Nov 22	DRAWN T. Do	SCALE 1:200 @ A2
PROJECT No 1165	DRAWING No 1165-DA-SU-01	REV C

SCALE 1:100
0 2000 4000 6000 8000 10000mm

Confidential property of Leon House Design to be returned on request. Not to be disclosed to others, reproduced or used for any other purpose except as authorised in writing by Leon House Design. Written dimensions on these drawings shall take precedence over scaled dimensions, contractors shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication. All sizes of appliances are to be measured from the appliance in the factory not off brochures, all appliances are to be pre-fitted in factory where possible, not on site so as to have good lines and clearances, the factory needs to have insurance cover for goods while in factory storage. All templates are to be in good stable board product, not dirty packing sheets so as not to confuse the separate contractors. All templates are to be sent to the contractors by the cabinetmaker, the cabinetmaker is solely in charge of all other contractors supplying goods for the kitchen, the services to site should also be organised in regards to having site ready for installation and having the services in the correct position. If there are any changes to the design after confirmed tender drawings Leon House Design will make changes to drawings for an extra fee discussed at that time. The cabinetmaker is to read all plans and specifications carefully at both tender and construction times so as to not make any mistakes in both processes. The cabinets and tops once installed are to be covered with good strong protective material so as to stop any damage while waiting for handover. Any queries please contact the office or leon@leonhouse.net for any questions.

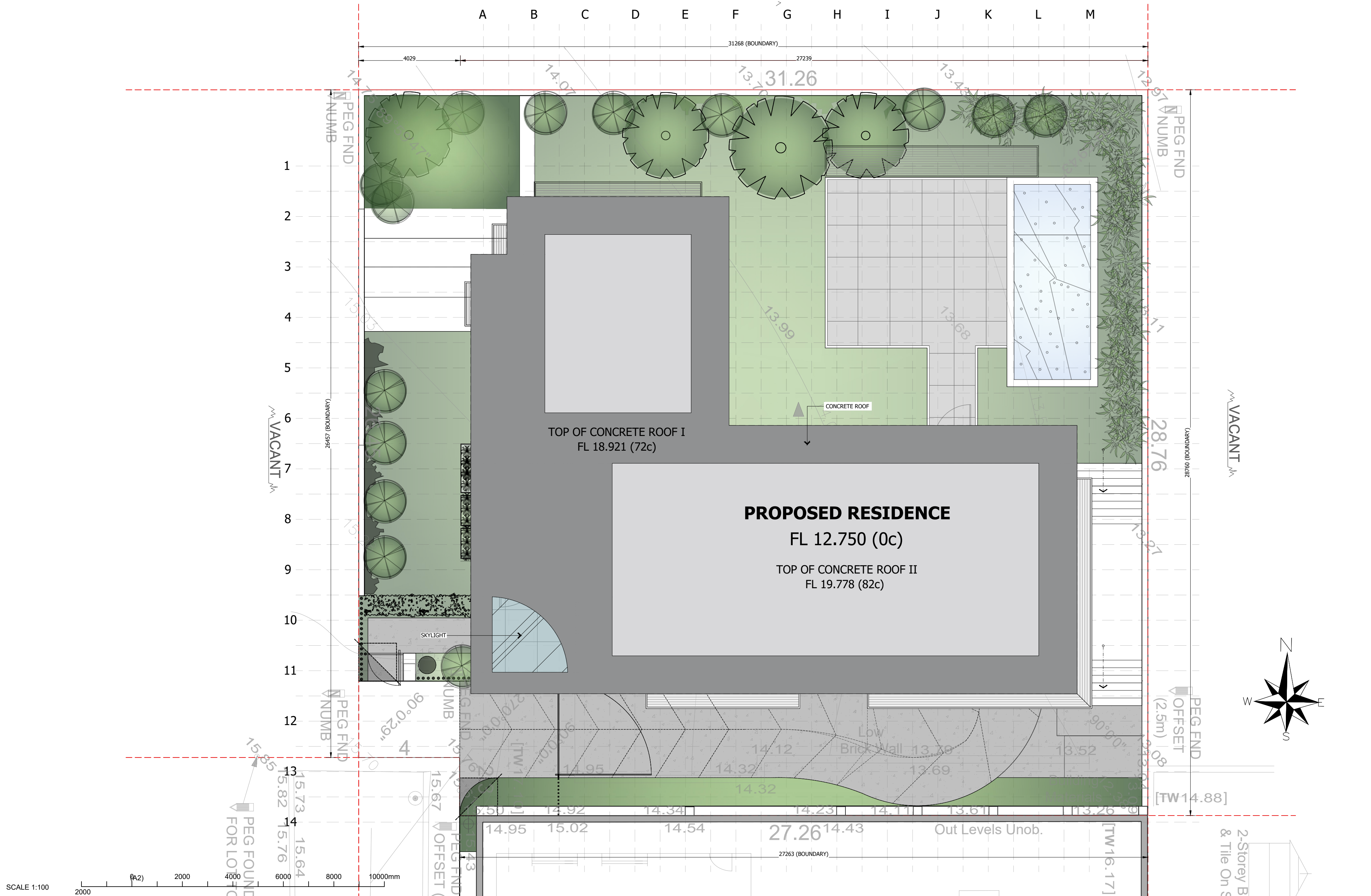
DATE	REV	AMENDMENT
21.07.2023	C	ADD MNGL
12.07.2023	B	SHOW WAPC LEVELS
29.11.2022	A	AMENDMENT FOR DEVELOPMENT APPROVAL

leonhouse
0430 117 986
leonhouse design pty ltd
PO Box 873 canning bridge applecross wa 6153
leonhouse.net

CLIENT JOHN & JOCELYN GILLET	PROJECT BUNGALOW COURT PEPPERMINT GROVE
DRAWN/DISEIGNED DWI/MAYA	DESIGN/DRAFTING CHECK LEON HOUSE
START DATE 25.10.2022	ISSUE DATE 21.07.2023

TITLE SITE SURVEY PLAN	SCALE 1:200 @ A2	PROJECT No 1165	DRAWING No 1165-DA-SU-01	REV C
----------------------------------	----------------------------	---------------------------	------------------------------------	-----------------

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



Confidential property of Leon House Design to be returned on request. Not to be disclosed to others, reproduced or used for any other purpose except as authorised in writing by Leon House Design. Written dimensions on these drawings shall take precedence over scaled dimensions, contractors shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication. All sizes of appliances are to be measured from the appliance in the factory not off brochures, all appliances are to be pre-fitted in factory where possible, not on site so as to have good lines and clearances, the factory needs to have insurance cover for goods while in factory storage. All templates are to be in good stable board product, not dirty packing sheets so as not to confuse the separate contractors. All templates are to be sent to the contractors by the cabinetmaker, the cabinetmaker is solely in charge of all other contractors supplying goods for the kitchen, the services to site should also be organised in regards to having site ready for installation and having the services in the correct position. If there are any changes to the design after confirmed tender drawings Leon House Design will make changes to drawings for an extra fee discussed at that time. The cabinetmaker is to read all plans and specifications carefully at both tender and construction times so as to not make any mistakes in both processes. The cabinets and tops once installed are to be covered with good strong protective material so as to stop any damage while waiting for handover. Any queries please contact the office or leon@leonhouse.net for any questions.

16.05.2023	F	DROP DOWN 700 CM INTO GROUND
20.04.2023	E	REMOVE ROOF AT ALFRESCO, ADD SKYLIGHT AT ENTR
03.03.2023	D	CHANGES ROOF
12.01.2023	C	CHANGES ENTRY AREA
12.07.2023	H	CHANGES RAMP, CHANGES VINTAGE GARAGE
04.07.2023	G	ADD SCREEN AT BEDROOM 1, ADD LETTER BOX
DATE	REV	AMENDMENT

leonhouse

0430 117 986

leonhouse design pty ltd

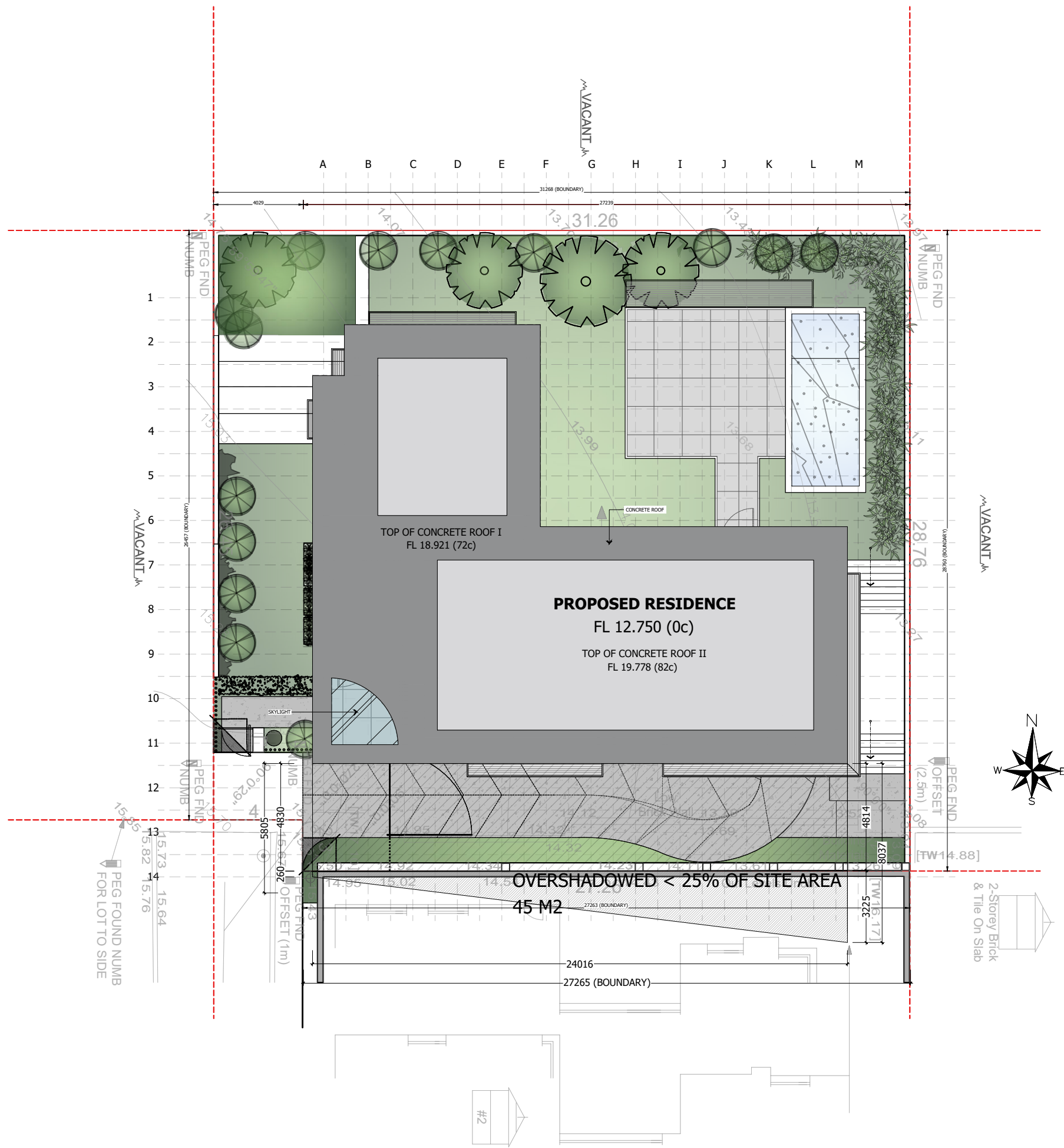
PO Box 873 canning bridge applecross wa 6153

leonhouse.net

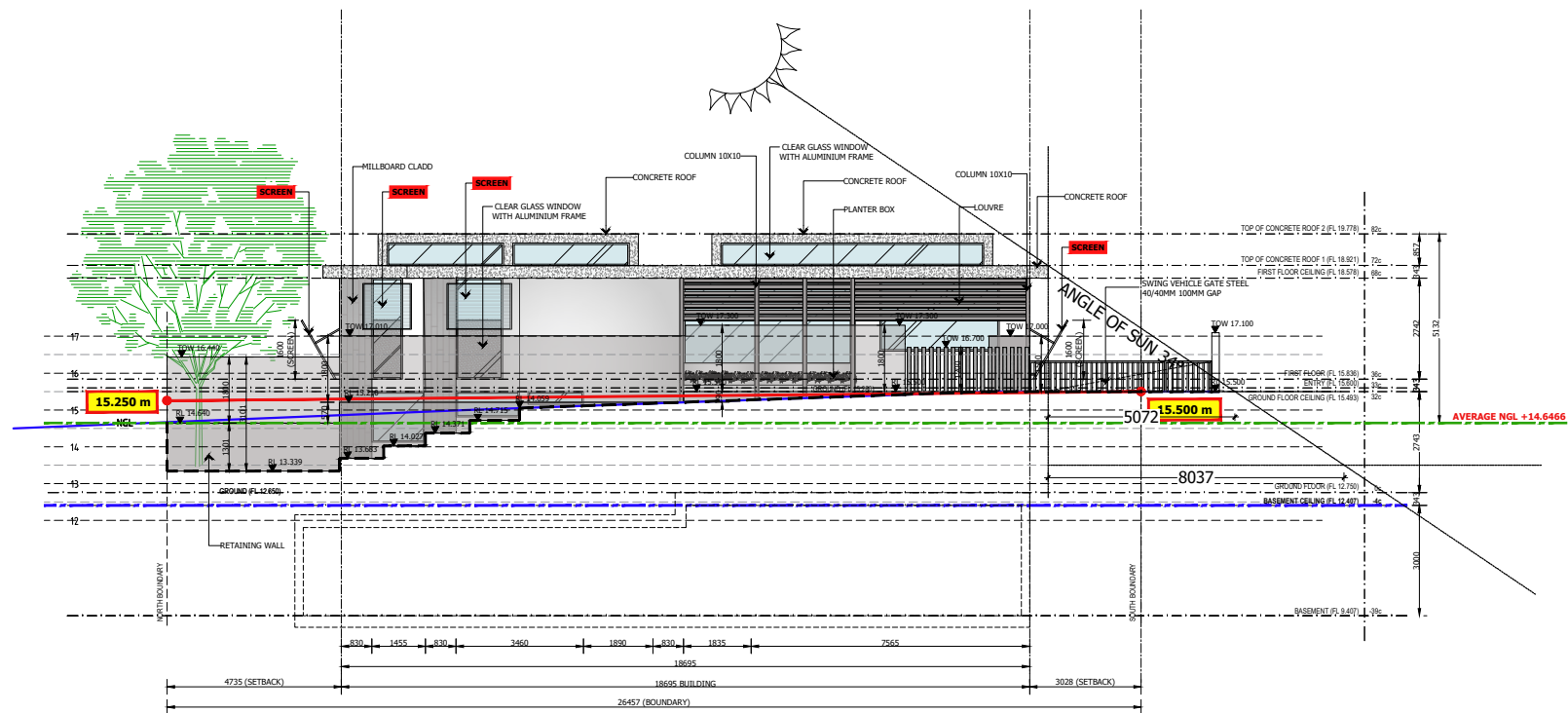
CLIENT	JOHN & JOCELYN GILLET
PROJECT	BUNGALOW COURT PEPPERMINT GROVE
DRAWN/DESIGNED	DWI/MAYA
DESIGN/DRAFTING CHECK	LEON HOUSE
START DATE	25.10.2022
ISSUE DATE	12.07.2023

TITLE	SITE PLAN
SCALE	1:100 @ A2
PROJECT No	1165
DRAWING No	1165-DA-SI-01
REV	H

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



SHADOW DIAGRAM 1:200



WEST ELEVATION 1:200

SCALE 1:100

Confidential property of Leon House Design to be returned on request. Not to be disclosed to others, reproduced or used for any other purpose except as authorised in writing by Leon House Design. Written dimensions on these drawings shall take precedence over scaled dimensions, contractors shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication. All sizes of appliances are to be measured from the appliance in the factory not off brochures, all appliances are to be pre-fitted in factory where possible, not on site so as to have good lines and clearances, the factory needs to have insurance cover for goods while in factory storage. All templates are to be in good stable board product, not dirty packing sheets so as not to confuse the separate contractors. All templates are to be sent to the contractors by the cabinetmaker, the cabinetmaker is solely in charge of all other contractors supplying goods for the kitchen, the services to site should also be organised in regards to having site ready for installation and having the services in the correct position. If there are any changes to the design after confirmed tender drawings Leon House Design will make changes to drawings for an extra fee discussed at that time. The cabinetmaker is to read all plans and specifications carefully at both tender and construction times so as to not make any mistakes in both processes. The cabinets and tops once installed are to be covered with good strong protective material so as to stop any damage while waiting for handover. Any queries please contact the office or leon@leonhouse.net for any questions.

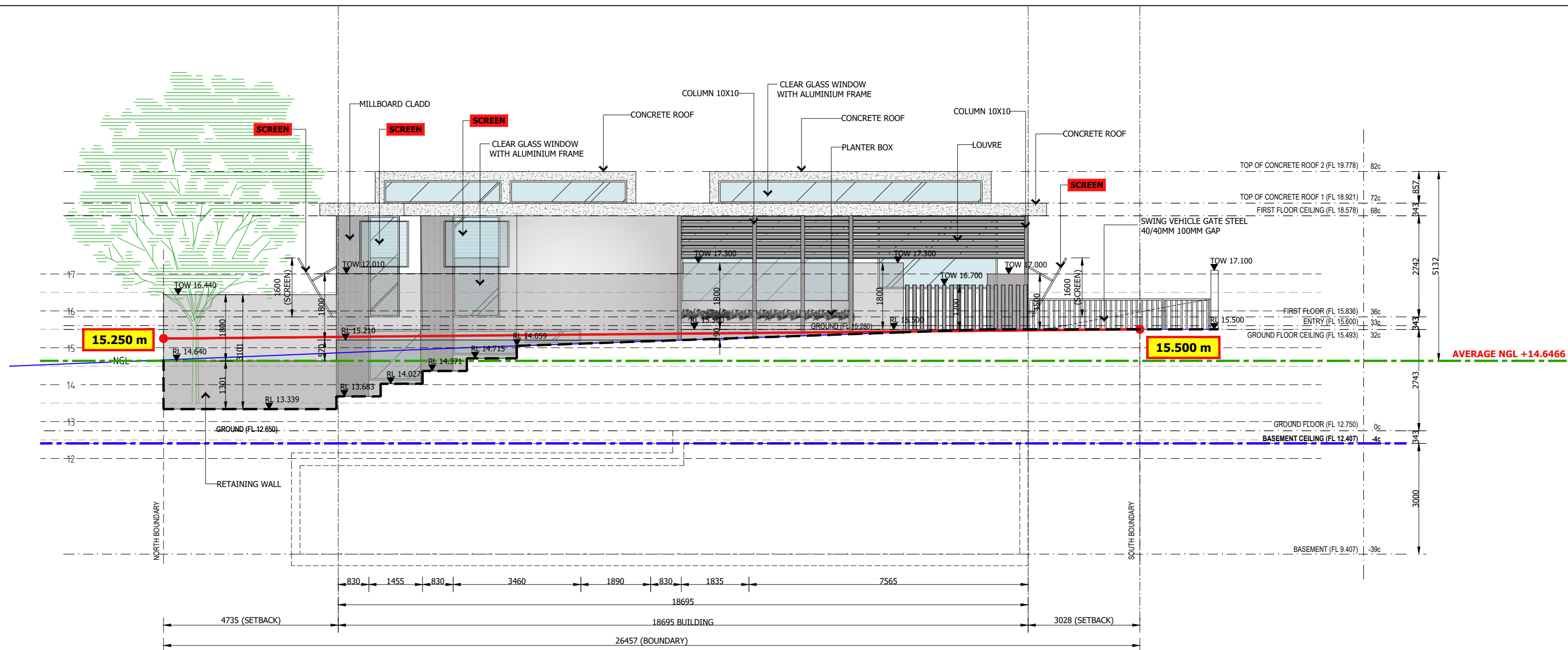
DATE	REV	AMENDMENT
16.05.2023	C	ADJUST TO NEW LAYOUT & ELEVATION
03.03.2023	B	ADJUST TO NEW LAYOUT & ELEVATION
29.11.2022	A	AMENDMENT FOR DEVELOPMENT APPROVAL

leonhouse
0430 117 986
leonhouse design pty ltd
PO Box 873 canning bridge applecross wa 6153
leonhouse.net

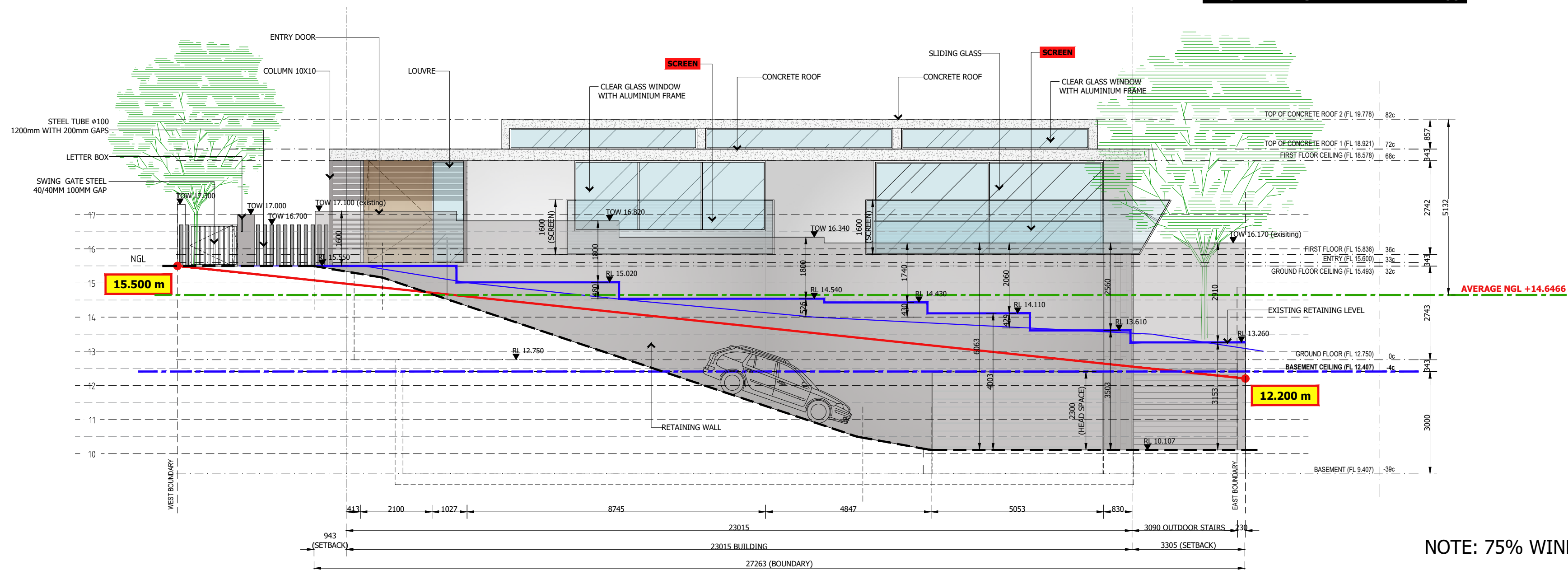
CLIENT JOHN & JOCELYN GILLET	PROJECT BUNGALOW COURT PEPPERMINT GROVE	DRAWN/DESIGNED DWI/MAYA	DESIGN/DRAFTING CHECK LEON HOUSE	START DATE 25.10.2022	ISSUE DATE 16.05.2023
---------------------------------	--	----------------------------	-------------------------------------	--------------------------	--------------------------

TITLE SHADOW DIAGRAM	SCALE 1:200 @ A2	PROJECT No 1165	DRAWING No 1165-DA-SD-01	REV C
-------------------------	---------------------	--------------------	-----------------------------	----------

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



WEST ELEVATION 1:100



SOUTH ELEVATION 1:100

NOTE: 75% WINDOWS OBSCURED

SCALE 1:100

Confidential property of Leon House Design to be returned on request. Not to be disclosed to others, reproduced or used for any other purpose except as authorised in writing by Leon House Design. Written dimensions on these drawings shall take precedence over scaled dimensions, contractors shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication. All sizes of appliances are to be measured from the appliance in the factory not off brochures, all appliances are to be pre-fitted in factory where possible, not on site so as to have good lines and clearances, the factory needs to have insurance cover for goods while in factory storage. All templates are to be in good stable board product, not dirty packing sheets so as not to confuse the separate contractors. All templates are to be sent to the contractors by the cabinetmaker, the cabinetmaker is solely in charge of all other contractors supplying goods for the kitchen, the services to site should also be organised in regards to having site ready for installation and having the services in the correct position. If there are any changes to the design after confirmed tender drawings Leon House Design will make changes to drawings for an extra fee discussed at that time. The cabinetmaker is to read all plans and specifications carefully at both tender and construction times so as to not make any mistakes in both processes. The cabinets and tops once installed are to be covered with good strong protective material so as to stop any damage while waiting for handover. Any queries please contact the office or leon@leonhouse.net for any questions.

16.05.2023	F	DROP DOWN 700CM INTO GROUND
25.10.2023	K	CHANGES AS PER LATEST LAYOUT
14.09.2023	J	FENCE ADJUSTMENT
21.07.2023	I	ADD RETAINING WALL CHANGES ANGL
12.07.2023	H	CHANGES RAMP, CHANGES VINTAGE GARAGE
04.07.2023	G	ADD SCREEN AT BEDROOM 1, ADD LETTER BOX
DATE	REV	AMENDMENT

leonhouse

0430 117 986

leonhouse design pty ltd

PO Box 873 canning bridge applecross wa 6153

leonhouse.net

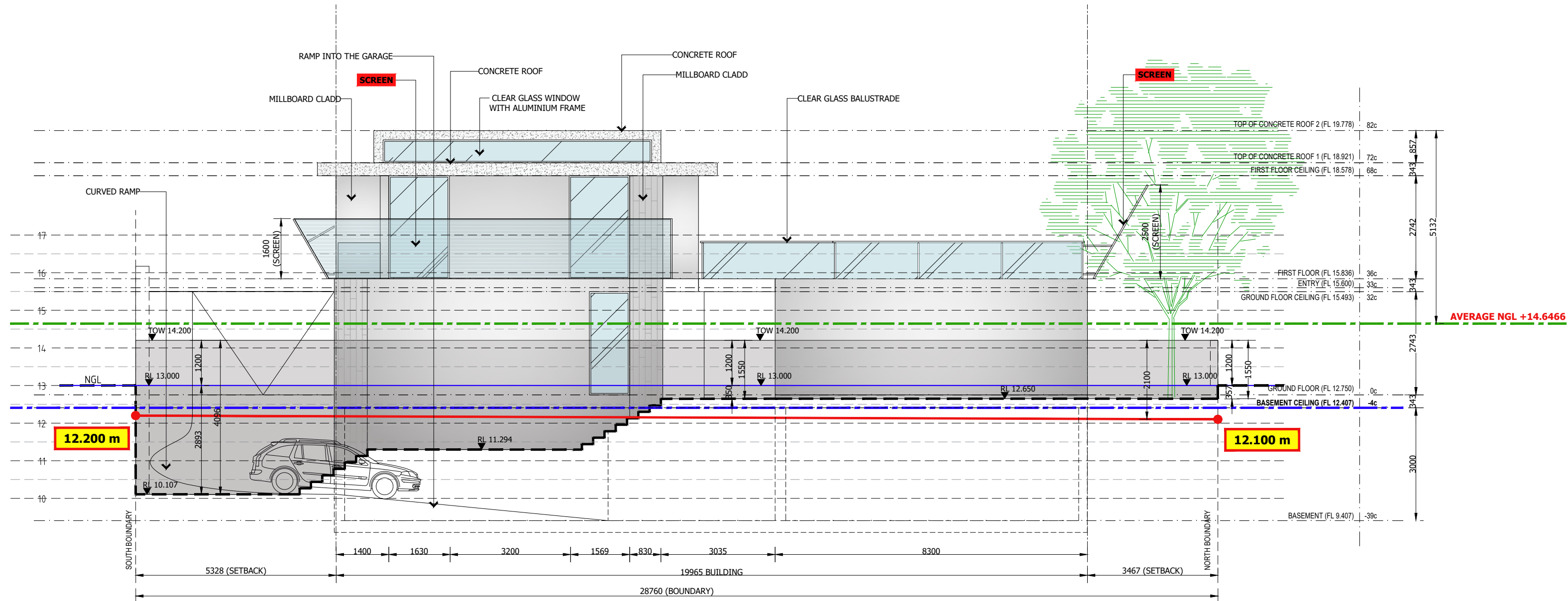
CLIENT
JOHN & JOCELYN GILLET
PROJECT
BUNGALOW COURT PEPPERMINT GROVE

DRAWN/DESIGNED MAYA	DESIGN/DRAFTING CHECK LEON HOUSE	START DATE 25.10.2022	ISSUE DATE 25.10.2023
------------------------	-------------------------------------	--------------------------	--------------------------

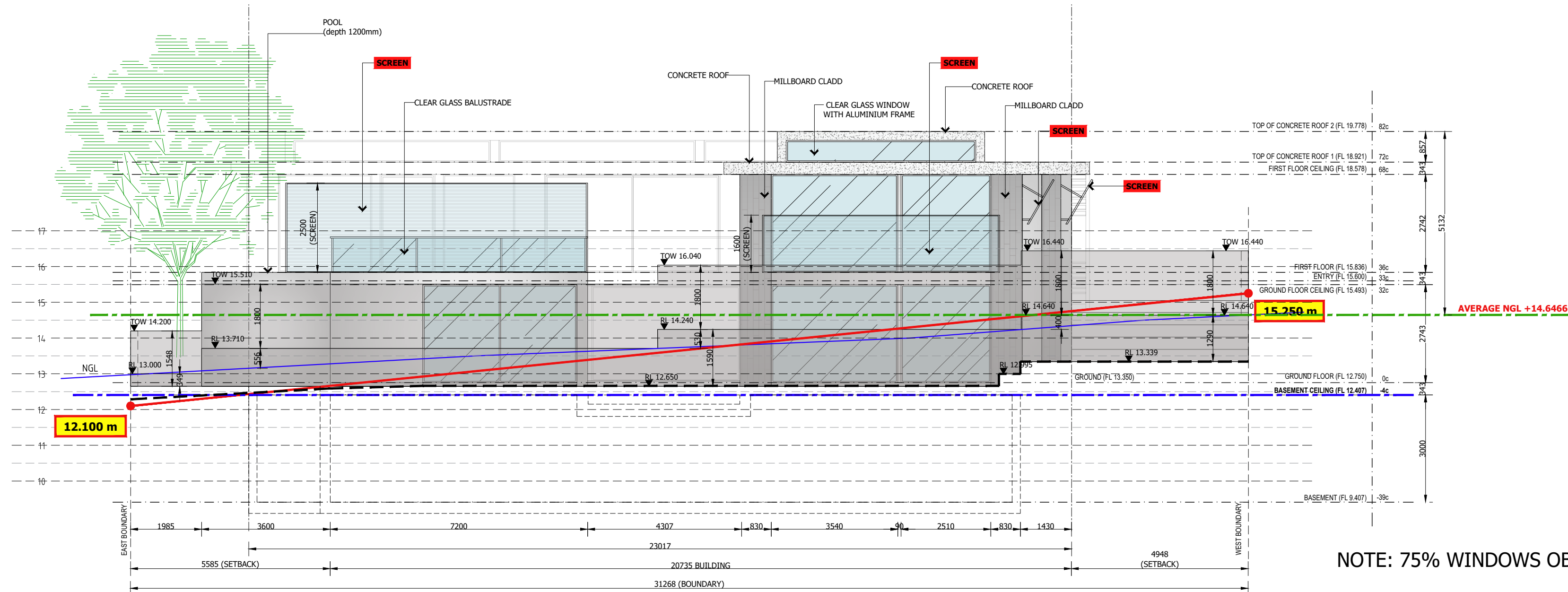
TITLE
ELEVATIONS

SCALE 1:100 @ A2	PROJECT No 1165	DRAWING No 1165-DA-EL-01	REV K
---------------------	--------------------	-----------------------------	----------

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



EAST ELEVATION 1:100



NOTE: 75% WINDOWS OBSCURED

NORTH ELEVATION 1:100

SCALE 1:100 2000 4000 6000 8000 10000mm

Confidential property of Leon House Design to be returned on request. Not to be disclosed to others, reproduced or used for any other purpose except as authorised in writing by Leon House Design. Written dimensions on these drawings shall take precedence over scaled dimensions, contractors shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication. All sizes of appliances are to be measured from the appliance in the factory not off brochures, all appliances are to be pre-fitted in factory where possible, not on site so as to have good lines and clearances, the factory needs to have insurance cover for goods while in factory storage. All templates are to be in good stable board product, not dirty packing sheets so as not to confuse the separate contractors. All templates are to be sent to the contractors by the cabinetmaker, the cabinetmaker is solely in charge of all other contractors supplying goods for the kitchen, the services to site should also be organised in regards to having site ready for installation and having the services in the correct position. If there are any changes to the design after confirmed tender drawings Leon House Design will make changes to drawings for an extra fee discussed at that time. The cabinetmaker is to read all plans and specifications carefully at both tender and construction times so as to not make any mistakes in both processes. The cabinets and tops once installed are to be covered with good strong protective material so as to stop any damage while waiting for handover. Any queries please contact the office or leon@leonhouse.net for any questions.

04.07.2023	F	ADD SCREEN AT BEDROOM 1, ADD LETTER BOX
16.05.2023	E	DROP DOWN 700CM INTO GROUND
25.10.2023	J	CHANGES AS PER LATEST LAYOUT
19.09.2023	I	SOUTHERN FENCE HEIGHT 2100MM FROM WAPC
14.09.2023	H	FENCE ADJUSTMENT
12.07.2023	G	CHANGES RAMP, CHANGES VINTAGE GARAGE
DATE	REV	AMENDMENT

leonhouse

0430 117 986

leonhouse design pty ltd

PO Box 873 canning bridge applecross wa 6153

leonhouse.net

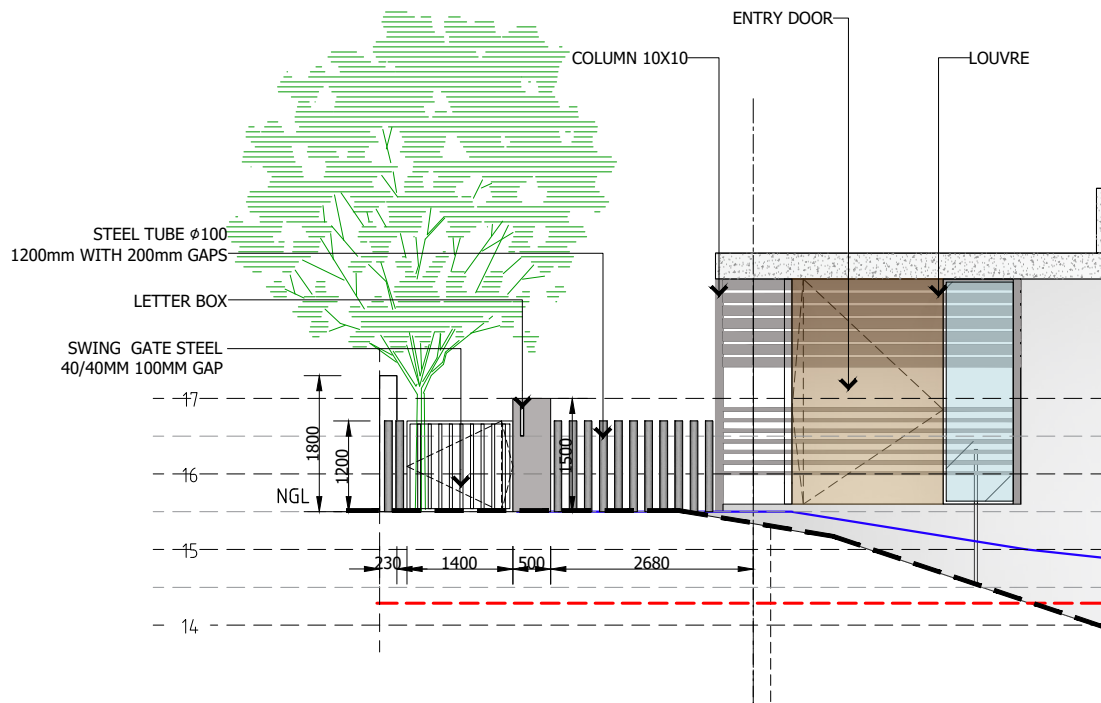
CLIENT
JOHN & JOCELYN GILLET
PROJECT
BUNGALOW COURT PEPPERMINT GROVE

DRAWN/DESIGNED MAYA	DESIGN/DRAFTING CHECK LEON HOUSE	START DATE 25.10.2022	ISSUE DATE 25.10.2023
------------------------	-------------------------------------	--------------------------	--------------------------

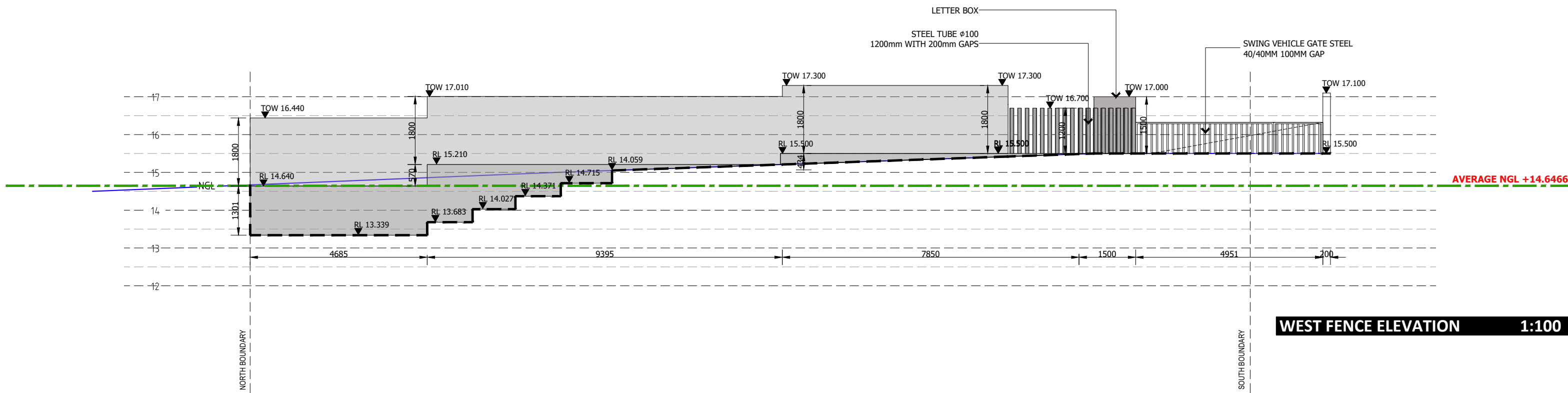
TITLE
ELEVATIONS

SCALE 1:100 @ A2	PROJECT No 1165	DRAWING No 1165-DA-EL-02	REV J
---------------------	--------------------	-----------------------------	----------

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



SOUTH FENCE ELEVATION 1:100



WEST FENCE ELEVATION 1:100

SCALE 1:100
2000 4000 6000 8000 10000mm

Confidential property of Leon House Design to be returned on request. Not to be disclosed to others, reproduced or used for any other purpose except as authorised in writing by Leon House Design. Written dimensions on these drawings shall take precedence over scaled dimensions, contractors shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication. All sizes of appliances are to be measured from the appliance in the factory not off brochures, all appliances are to be pre-fitted in factory where possible, not on site so as to have good lines and clearances, the factory needs to have insurance cover for goods while in factory storage. All templates are to be in good stable board product, not dirty packing sheets so as not to confuse the separate contractors. All templates are to be sent to the contractors by the cabinetmaker, the cabinetmaker is solely in charge of all other contractors supplying goods for the kitchen, the services to site should also be organised in regards to having site ready for installation and having the services in the correct position. If there are any changes to the design after confirmed tender drawings Leon House Design will make changes to drawings for an extra fee discussed at that time. The cabinetmaker is to read all plans and specifications carefully at both tender and construction times so as to not make any mistakes in both processes. The cabinets and tops once installed are to be covered with good strong protective material so as to stop any damage while waiting for handover. Any queries please contact the office or leon@leonhouse.net for any questions.

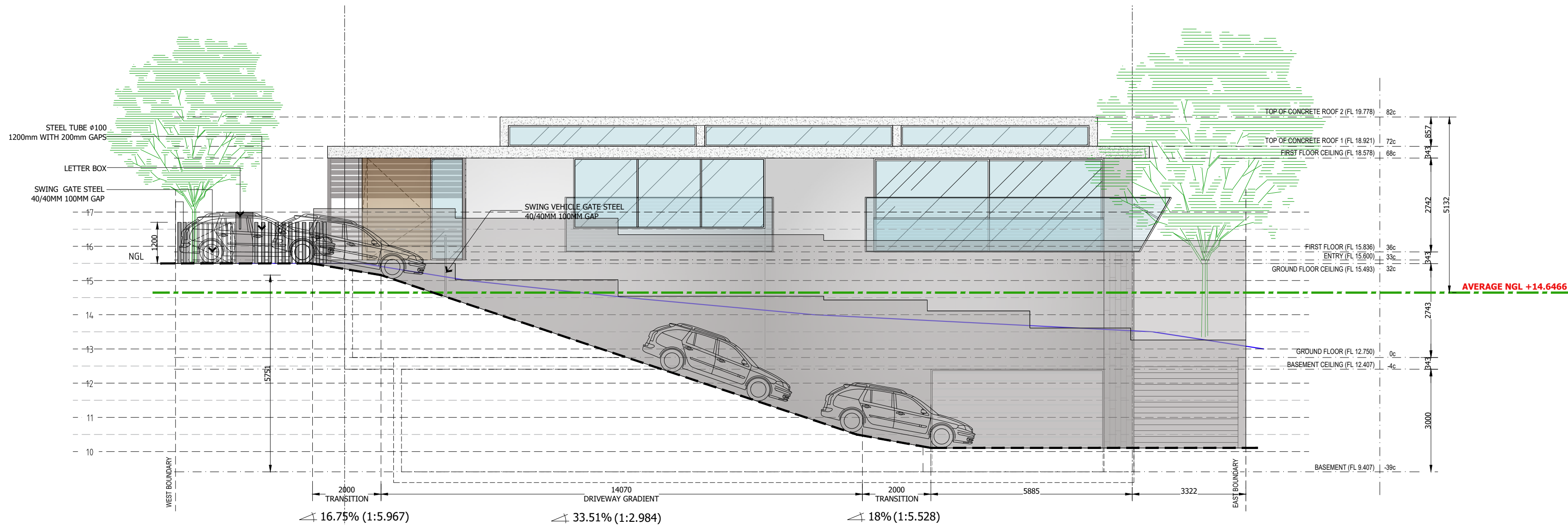
12.07.2023	F	ADD LETTER BOX
04.07.2023	E	ADD SCREEN AT BEDROOM 1, ADD LETTER BOX
16.05.2023	D	DROP DOWN 700CM INTO GROUND
03.03.2023	C	DROP DOWN 1M INTO GROUND
20.12.2022	B	FENCE ADJUSTMENT
14.09.2023	G	FENCE ADJUSTMENT
DATE	REV	AMENDMENT

leonhouse
0430 117 986
leonhouse design pty ltd
PO Box 873 canning bridge applecross wa 6153
leonhouse.net

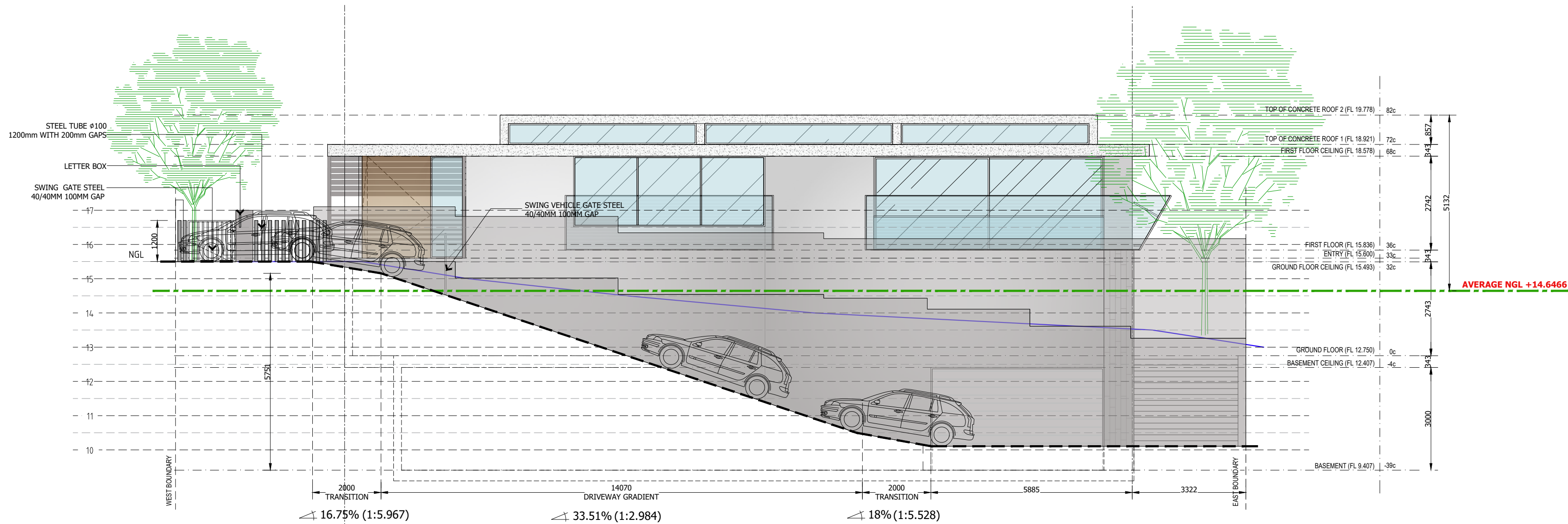
CLIENT JOHN & JOCELYN GILLET	PROJECT BUNGALOW COURT PEPPERMINT GROVE	DRAWN/DESIGNED MAYA	DESIGN/DRAFTING CHECK LEON HOUSE	START DATE 25.10.2022	ISSUE DATE 14.09.2023
---------------------------------	--	------------------------	-------------------------------------	--------------------------	--------------------------

TITLE FENCE ELEVATION	SCALE 1:100 @ A2	PROJECT No 1165	DRAWING No 1165-DA-EL-03	REV G
--------------------------	---------------------	--------------------	-----------------------------	----------

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



DRIVEWAY SECTION 1:100



DRIVEWAY SECTION 1:100

SCALE 1:100

Confidential property of Leon House Design to be returned on request. Not to be disclosed to others, reproduced or used for any other purpose except as authorised in writing by Leon House Design. Written dimensions on these drawings shall take precedence over scaled dimensions, contractors shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication. All sizes of appliances are to be measured from the appliance in the factory not off brochures, all appliances are to be pre-fitted in factory where possible, not on site so as to have good lines and clearances, the factory needs to have insurance cover for goods while in factory storage. All templates are to be in good stable board product, not dirty packing sheets so as not to confuse the separate contractors. All templates are to be sent to the contractors by the cabinetmaker, the cabinetmaker is solely in charge of all other contractors supplying goods for the kitchen, the services to site should also be organised in regards to having site ready for installation and having the services in the correct position. If there are any changes to the design after confirmed tender drawings Leon House Design will make changes to drawings for an extra fee discussed at that time. The cabinetmaker is to read all plans and specifications carefully at both tender and construction times so as to not make any mistakes in both processes. The cabinets and tops once installed are to be covered with good strong protective material so as to stop any damage while waiting for handover. Any queries please contact the office or leon@leonhouse.net for any questions.

12.07.2023	F	CHANGES RAMP
04.07.2023	E	ADD SCREEN AT BEDROOM 1, ADD LETTER BOX
16.05.2023	D	DROP DOWN 700CM INTO GROUND
03.03.2023	C	DROP DOWN 1M INTO GROUND
19.09.2023	H	DRIVEWAY GRADIENT
14.09.2023	G	FENCE ADJUSTMENT, DRIVEWAY GRADIENT
DATE	REV	AMENDMENT

leonhouse

0430 117 986

leonhouse design pty ltd

PO Box 873 canning bridge applecross wa 6153

leonhouse.net

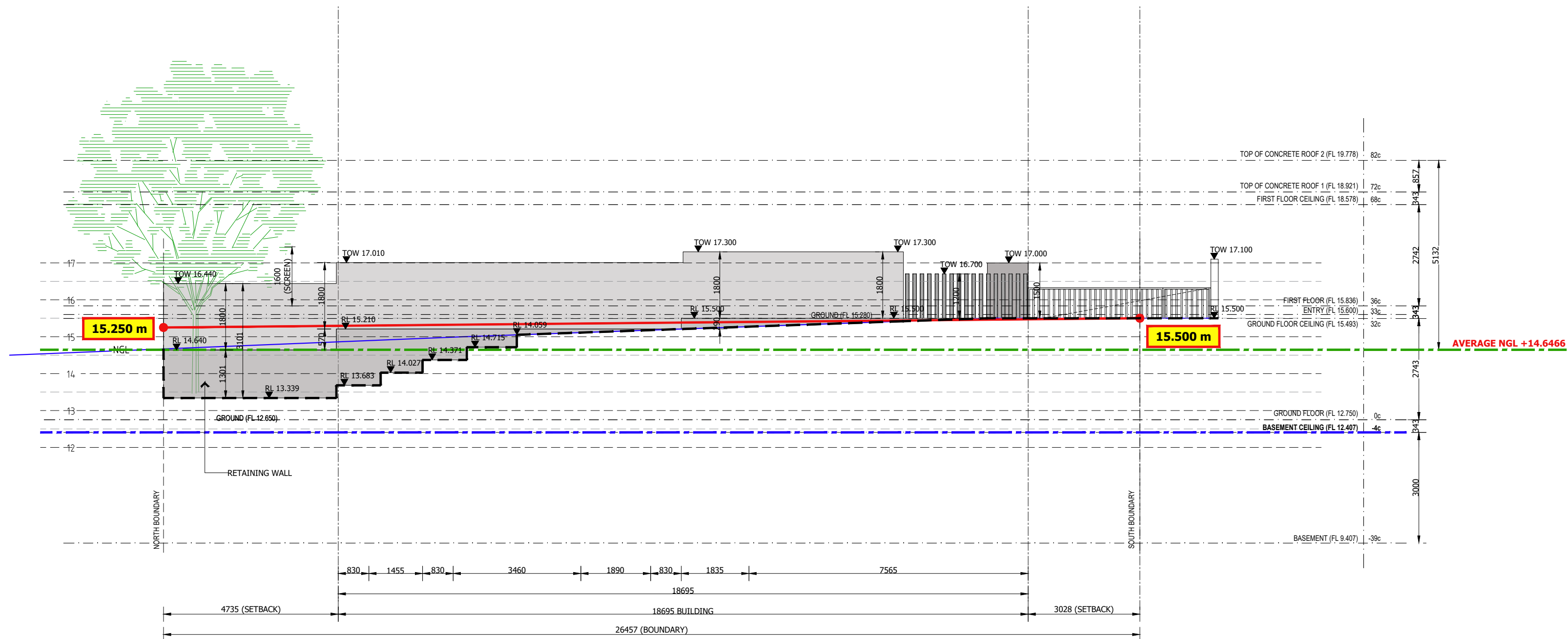
CLIENT
JOHN & JOCELYN GILLET
PROJECT
BUNGALOW COURT PEPPERMINT GROVE

DRAWN/DESIGNED MAYA	DESIGN/DRAFTING CHECK LEON HOUSE	START DATE 25.10.2022	ISSUE DATE 19.09.2023
------------------------	-------------------------------------	--------------------------	--------------------------

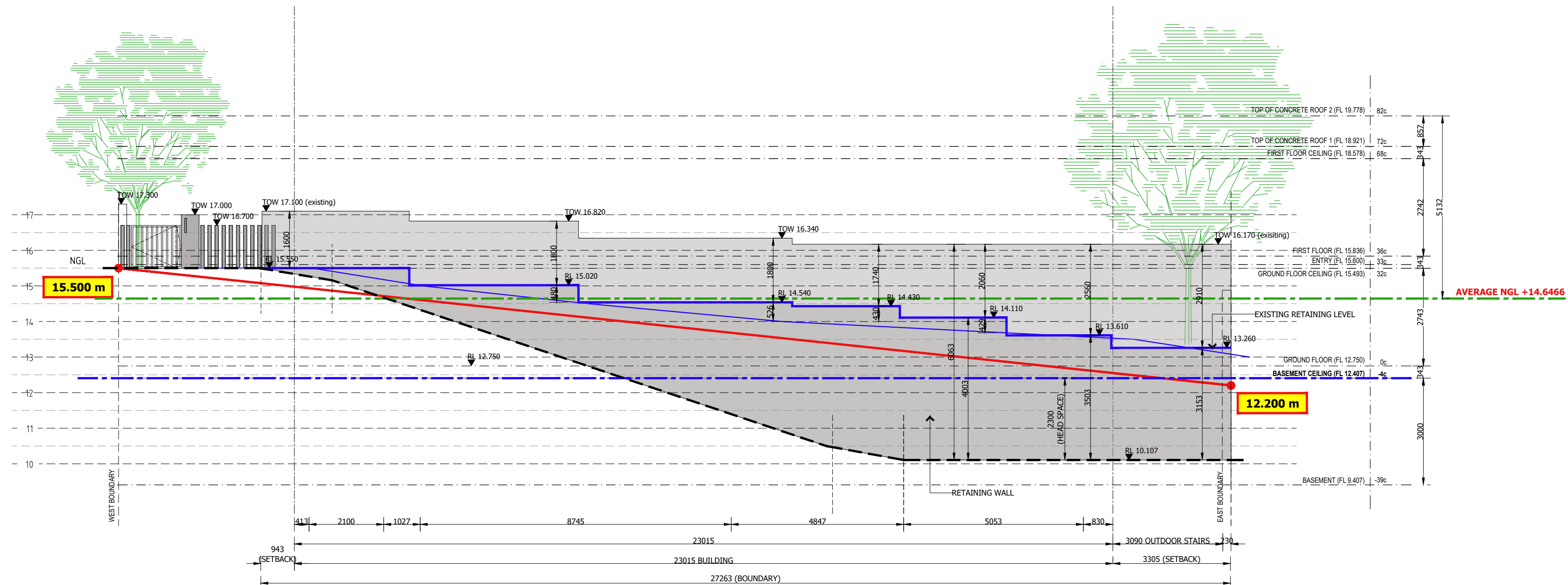
TITLE
DRIVEWAY SECTION

SCALE 1:100 @ A2	PROJECT No 1165	DRAWING No 1165-DA-SE 03	REV H
---------------------	--------------------	-----------------------------	----------

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



WEST FENCE ELEVATION 1:100



SOUTH FENCE ELEVATION 1:100

SCALE 1:100
2000 4000 6000 8000 10000mm

Confidential property of Leon House Design to be returned on request. Not to be disclosed to others, reproduced or used for any other purpose except as authorised in writing by Leon House Design. Written dimensions on these drawings shall take precedence over scaled dimensions, contractors shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication. All sizes of appliances are to be measured from the appliance in the factory not off brochures, all appliances are to be pre-fitted in factory where possible, not on site so as to have good lines and clearances, the factory needs to have insurance cover for goods while in factory storage. All templates are to be in good stable board product, not dirty packing sheets so as not to confuse the separate contractors. All templates are to be sent to the contractors by the cabinetmaker, the cabinetmaker is solely in charge of all other contractors supplying goods for the kitchen, the services to site should also be organised in regards to having site ready for installation and having the services in the correct position. If there are any changes to the design after confirmed tender drawings Leon House Design will make changes to drawings for an extra fee discussed at that time. The cabinetmaker is to read all plans and specifications carefully at both tender and construction times so as to not make any mistakes in both processes. The cabinets and tops once installed are to be covered with good strong protective material so as to stop any damage while waiting for handover. Any queries please contact the office or leon@leonhouse.net for any questions.

16.05.2023	F	DROP DOWN 700CM INTO GROUND
19.09.2023	K	CHANGE FENCE HEIGHT
14.09.2023	J	FENCE ADJUSTMENT
21.07.2023	I	ADD RETAINING WALL CHANGES ANGL
12.07.2023	H	CHANGES RAMP, CHANGES VINTAGE GARAGE
04.07.2023	G	ADD SCREEN AT BEDROOM 1, ADD LETTER BOX
DATE	REV	AMENDMENT

leonhouse

0430 117 986

leonhouse design pty ltd

PO Box 873 canning bridge applecross wa 6153

leonhouse.net

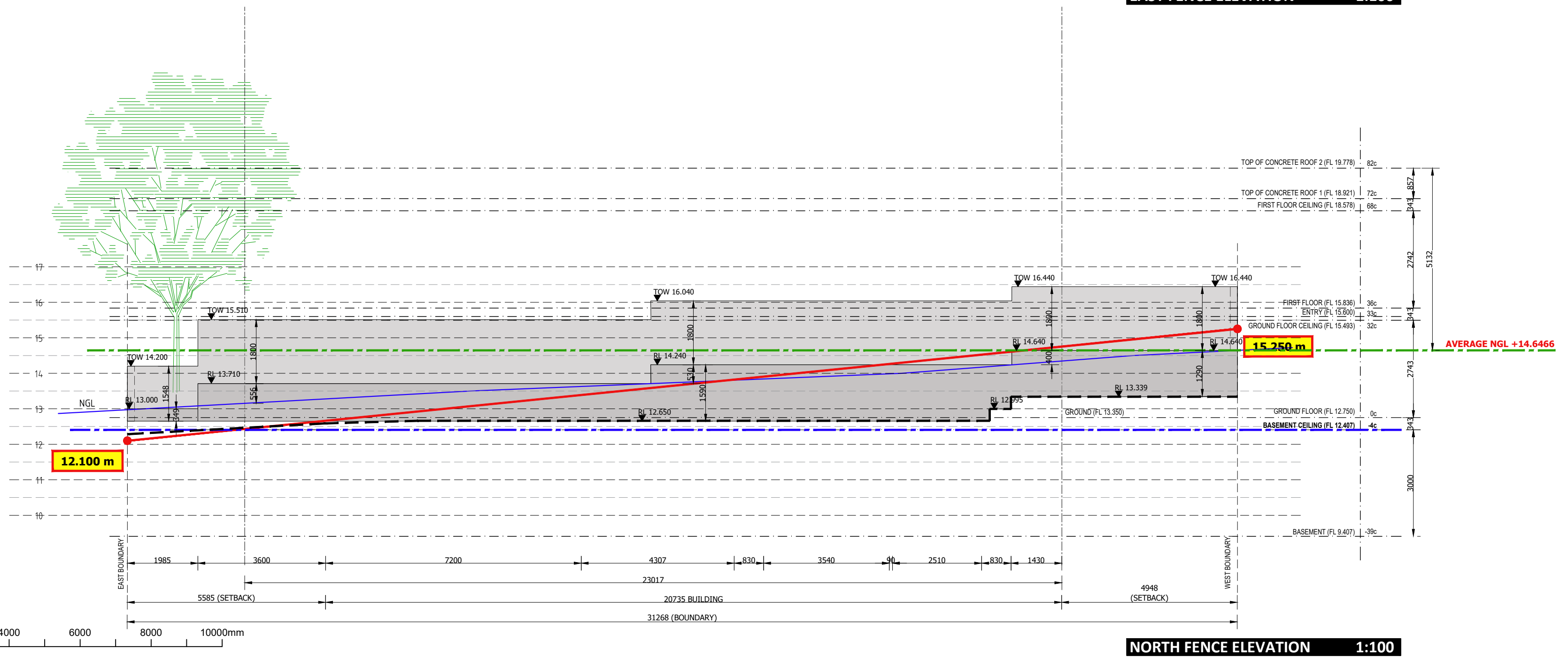
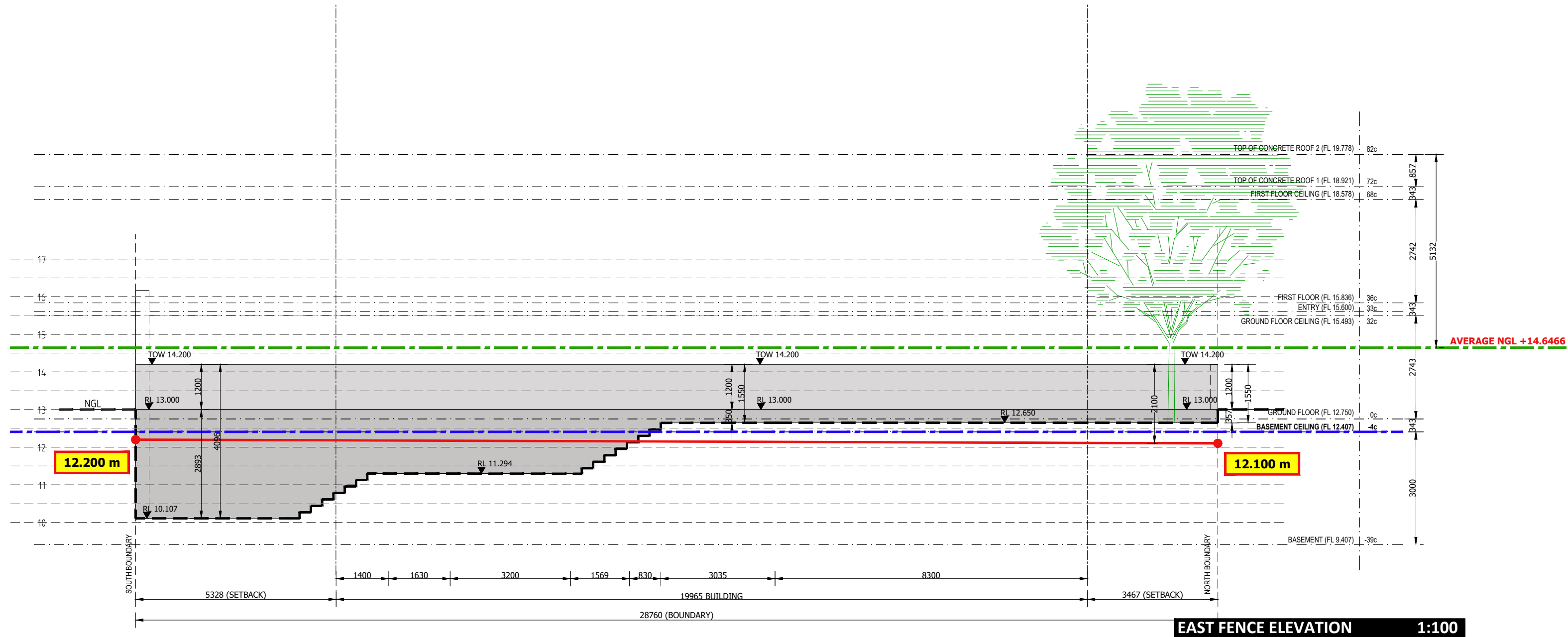
CLIENT
JOHN & JOCELYN GILLET
PROJECT
BUNGALOW COURT PEPPERMINT GROVE

DRAWN/DESIGNED MAYA	DESIGN/DRAFTING CHECK LEON HOUSE	START DATE 25.10.2022	ISSUE DATE 19.09.2023
------------------------	-------------------------------------	--------------------------	--------------------------

TITLE
BOUNDARY WALL ELEVATIONS

SCALE 1:100 @ A2	PROJECT No 1165	DRAWING No 1165-DA-EL-04	REV K
---------------------	--------------------	-----------------------------	----------

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



SCALE 1:100

Confidential property of Leon House Design to be returned on request. Not to be disclosed to others, reproduced or used for any other purpose except as authorised in writing by Leon House Design. Written dimensions on these drawings shall take precedence over scaled dimensions, contractors shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication. All sizes of appliances are to be measured from the appliance in the factory not off brochures, all appliances are to be pre-fitted in factory where possible, not on site so as to have good lines and clearances, the factory needs to have insurance cover for goods while in factory storage. All templates are to be in good stable board product, not dirty packing sheets so as not to confuse the separate contractors. All templates are to be sent to the contractors by the cabinetmaker, the cabinetmaker is solely in charge of all other contractors supplying goods for the kitchen, the services to site should also be organised in regards to having site ready for installation and having the services in the correct position. If there are any changes to the design after confirmed tender drawings Leon House Design will make changes to drawings for an extra fee discussed at that time. The cabinetmaker is to read all plans and specifications carefully at both tender and construction times so as to not make any mistakes in both processes. The cabinets and tops once installed are to be covered with good strong protective material so as to stop any damage while waiting for handover. Any queries please contact the office or leon@leonhouse.net for any questions.

04.07.2023	F	ADD SCREEN AT BEDROOM 1, ADD LETTER BOX
16.05.2023	E	DROP DOWN 700CM INTO GROUND
28.04.2023	D	CHANGES AS PER LATEST LAYOUT, ADD SCREEN
19.09.2023	I	FENCE HEIGHT
14.09.2023	H	FENCE ADJUSTMENT
12.07.2023	G	CHANGES RAMP, CHANGES VINTAGE GARAGE
DATE	REV	AMENDMENT

leonhouse

0430 117 986

leonhouse design pty ltd

PO Box 873 canning bridge applecross wa 6153

leonhouse.net

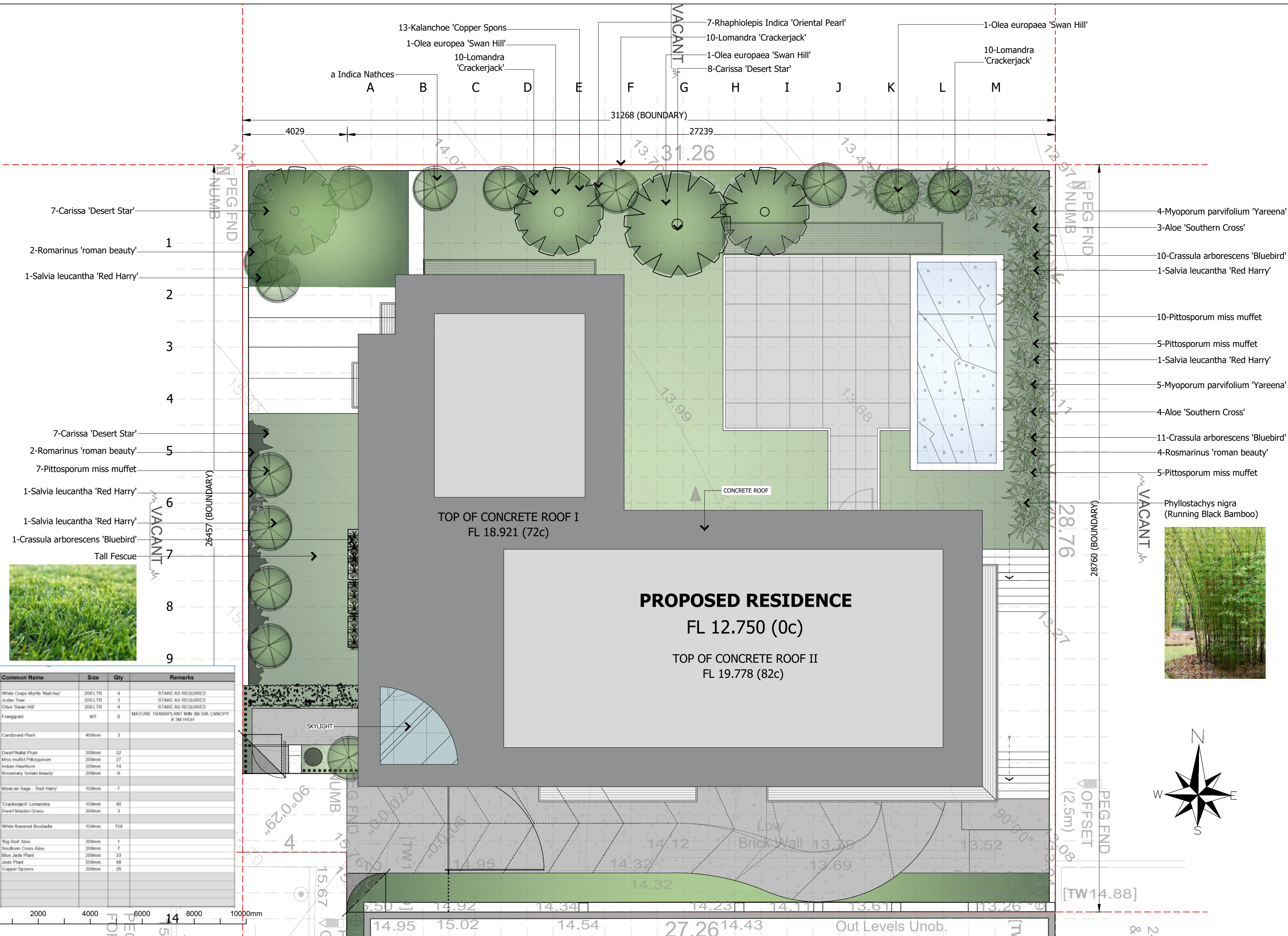
CLIENT
JOHN & JOCELYN GILLET
PROJECT
BUNGALOW COURT PEPPERMINT GROVE

DRAWN/DESIGNED MAYA	DESIGN/DRAFTING CHECK LEON HOUSE	START DATE 25.10.2022	ISSUE DATE 19.09.2023
------------------------	-------------------------------------	--------------------------	--------------------------

TITLE
BOUNDARY WALL ELEVATIONS

SCALE 1:100 @ A2	PROJECT No 1165	DRAWING No 1165-DA-EL-05	REV K
---------------------	--------------------	-----------------------------	----------

PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION



PLANT SCHEDULE					
ID	Botanical Name	Common Name	Size	Qty	Remarks
Trees					
Aph	Lagerstroemia indica 'Natchez'	White Crepe Myrtle 'Natchez'	200 LTR	4	STAKE AS REQUIRED
Ctp	Cercis canadensis 'Forest Pansy'	Judas Tree	200 LTR	3	STAKE AS REQUIRED
Osh	Olea europaea 'Swan Hill'	Olive 'Swan Hill'	200 LTR	4	STAKE AS REQUIRED
Pa-1	Plumeria acutifolia	Frangipani	MT	6	MATURE TRANSPLANT MIN 3M DIA CANOPY X 3M HIGH
Palms - Cycads					
Zf	Zamia furcata	Candle Plant	400mm	3	
Shrubs					
Cds	Carissa 'Desert Star'	Dwarf Natal Plum	200mm	32	
Pmm	Pittosporum miss miffet	Miss miffet Pittosporum	200mm	27	
Rip	Rhaphiolepis indica 'Oriental Pearl'	Indian Hawthorn	200mm	14	
Rrb	Rosmarinus 'roman beauty'	Rosemary 'roman beauty'	200mm	6	
Perennials					
Ssh	Salvia leucantha 'Red Harry'	Mexican Sage - 'Red Harry'	150mm	7	
Grasses					
Lc	Lomandra 'Crackerjack'	'Crackerjack' Lomandra	150mm	40	
Msa	Miscanthus sinensis 'Adagio'	Dwarf Maiden Grass	200mm	3	
Groundcovers					
Mpy	Myoporum parvifolium 'Yareena'	White Flowered Boobelia	150mm	158	
Succulents					
Ate	Aloe 'Tig Reef'	Tig Reef Aloe	300mm	1	
Am-2	Aloe 'Southern Cross'	Southern Cross Aloe	200mm	7	
Cbb	Crassula arborescens 'Bluebird'	Blue Jade Plant	200mm	33	
Co	Crassula ovata	Jade Plant	200mm	48	
Kcs	Kalanchoe 'Copper Spoons'	Copper Spoons	200mm	26	
Climbers					
Ferns					
Aquatic Plants					
Other					

SCALE 1:100

Confidential property of Leon House Design to be returned on request. Not to be disclosed to others, reproduced or used for any other purpose except as authorised in writing by Leon House Design. Written dimensions on these drawings shall take precedence over scaled dimensions, contractors shall verify and be responsible for all dimensions and conditions on the job and this office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop details must be submitted to this office for approval before proceeding with fabrication. All sizes of appliances are to be measured from the appliance in the factory not off brochures, all appliances are to be pre-fitted in factory where possible, not on site so as to have good lines and clearances, the factory needs to have insurance cover for goods while in factory storage. All templates are to be in good stable board product, not dirty packing sheets so as not to confuse the separate contractors. All templates are to be sent to the contractors by the cabinetmaker, the cabinetmaker is solely in charge of all other contractors supplying goods for the kitchen, the services to site should also be organised in regards to having site ready for installation and having the services in the correct position. If there are any changes to the design after confirmed tender drawings Leon House Design will make changes to drawings for an extra fee discussed at that time. The cabinetmaker is to read all plans and specifications carefully at both tender and construction times so as to not make any mistakes in both processes. The cabinets and tops once installed are to be covered with good strong protective material so as to stop any damage while waiting for handover. Any queries please contact the office or leon@leonhouse.net for any questions.

DATE	REV	AMENDMENT
19.09.2023	A	AMENDMENT FOR DEVELOPMENT APPROVAL
		AMENDMENT

leonhouse

0430 117 986

leonhouse design pty ltd

PO Box 873 canning bridge applecross wa 6153

leonhouse.net

CLIENT
JOHN & JOCELYN GILLET
PROJECT
BUNGALOW COURT PEPPERMINT GROVE

DRAWN/DESIGNED	DESIGN/DRAFTING CHECK	START DATE	ISSUE DATE
DWI/MAYA	LEON HOUSE	25.10.2022	19.09.2023

TITLE
LANDSCAPING PLAN

SCALE	PROJECT No	DRAWING No	REV
1:100 @ A2	1165	1165-DA-SI-01	A



PLEASE NOTE: ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SUMMARY SHEET FOR ALL RELEVANT DETAILS & PROCEDURES ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY CONSTRUCTION BEING STARTED AND ANY DISCREPANCIES BETWEEN SITE DIMENSIONS AND DRAWINGS TO BE NOTIFIED TO LEON HOUSE PRIOR TO CONSTRUCTION

Submission on Issues

Lot 4 Bungalow Court, Peppermint Grove

SJB Town Planning and Urban Design

8 Samson Street, Fremantle WA 6160

sailingsimon1@gmail.com

0458910600

1.0 Introduction

I refer to your letter dated 26 June 2023.

We have been appointed by Leon House to address the issues raised in your letter.

We are keen to work with you to secure an approval for our client.

Below is our initial response to the issues raised. We would like to meet with you to discuss and subsequently gain approval.

The Development Plans have been modified slightly –

- The basement level has been reduced in size to ensure the ceiling level is below natural ground level;
- The vintage car garage has been reduced in area to be below 50m²;
- Plot ratio has been reduced;
- Plot ratio floor areas have been shown on the plans at each level;
- WAPC ground levels and the mean natural ground level have been shown on the elevations;
- The driveway ramp has been modified; and
- A letterbox has been shown on the plans.

Each issues raised is addressed in order, as follows:

2.0 Justification for R Codes Design Principle and variations to Local Planning Policies

These are all addressed separately below.

3.0 Plot Ratio

The R Codes define Plot Ratio Area as -

“The gross total area of all floors of buildings on a development site, including the area of any internal and external walls but not including:

- *the areas of any lift shafts;*
- *stairs or stair landings common to two or more dwellings;*

- *machinery, air conditioning and equipment rooms;*
- *space that is wholly below natural ground level;*
- *areas used exclusively for the parking of wheeled vehicles at or below natural ground level;*
- *storerooms;*
- *lobbies, bin storage areas, passageways to bin storage areas or amenities areas common to more than one dwelling; or*
- *balconies, eaves, verandahs, courtyards and roof terraces.”*

The Shire of Peppermint Grove has a slightly different definition under LPS4. Clause 32 of LPS4 states -

“For R10, R12.5, R15 and R20 codes areas the maximum plot ratio shall be 0.5 unless otherwise determined by the local government”

Plot ratio is defined as -

“Means the ratio of floor area of the building to an area of land within the boundaries of the lot or lots on which the building is located”.

The Shire has a LPP dealing with Plot Ratio. The objectives of LPP are as follows:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community;*
- *To maintain and encourage a high-quality environment; preserve the amenity of the Shire and protect the quality and characteristics of its streetscapes;*
- *To maintain, enhance and encourage a high level of amenity within the Shire.*

Shire of Peppermint Grove Local Planning Policy 5 outlines the methodology for calculating Plot Ratio as -

- *gross floor area is to be calculated to include external walls and internal walls which make the footprint of the building(s) on the site at each level at any point (excluding roof top terraces) above natural ground level at any point;*
- *habitable rooms and non-habitable rooms are included, as are outbuildings and ancillary buildings;*
- *the lot area is the entire lot area prescribed by the boundaries;*
- *boundary fences, pergolas and swimming pools are excluded from the definition of a building and do not contribute to the gross floor area;*
- *minor projections including eaves overhang projecting no more than 0.75 from a wall or column of a verandah, balcony, patio, porch or the like do not contribute to the gross floor area;*
- *retaining walls not forming part of a building do not contribute to gross floor area. Stair wells and lift shafts are only to be counted at the ground level.*

Excluded from the gross floor area are-

- *Machinery, air conditioning and equipment rooms - total up to 10m² (no natural light, mechanical ventilation only)*
- *Garages and carports - total up to 50m² or 5% of the total site area (44.45m²); whichever is the lesser (must be used exclusively for the parking of wheeled vehicles)*
- *Verandahs, balconies, patios, porches and gatehouses - total up to 50m² or 5% of the total site area (44.45m²); whichever is the lesser*
- *Basements or cellars deemed to be entirely underground - if under the floor of a building, the underside of the slab above must be wholly below the natural ground level"*

Using this definition, the plot ratio is 0.57, slightly above 0.5. This is comprised of:

- Basement – entirely below natural ground level and therefore exempt.
- Ground floor – 255.1m². The vintage garage measures 48.7m² and is below the 50m² maximum.
- First floor – 252.93m²
- Total 508.03m² on the site of 889.97m².

Changes have been made to the plans to reduce the plot ratio by modifying the basement level so that it is entirely below natural ground level. On the ground floor the vintage garage has been reduced in size to make it below the maximum of 50m². The first floor remains the same.

It is noted that Clause 32 of LPS4 enables the Shire to vary plot ratio above 0.5 by stating **"unless otherwise determined by the local government"**

In this instance a variation is considered appropriate. One of the key reasons for having plot ratio controls is to ensure houses in Peppermint Grove are set in generous landscaped settings. The proposed development has ensured generous landscaping with a site cover of 28.6%, meaning 71.4% of the site is open space and landscaping and as such the development should be rewarded for maintaining open space and landscaping.

In addition, the development has been cleverly designed to hide significant portions of floor areas underground. At the road level of 15.5 in front of the development the dwelling appears as single storey and therefore does not appear bulky and out of scale. The other dwellings in Bungalow Court are much bulkier.

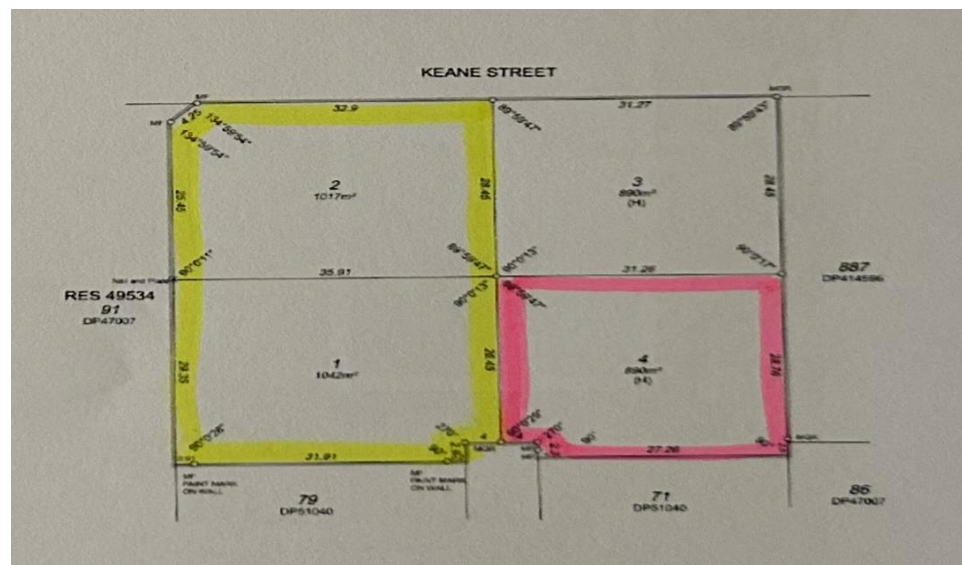
In addition, it is noted that the site is zoned R10 and as such the 0.5 plot ratio applies. All the other sites in the Taj subdivision are similarly zoned. All those lots

front Keane Street or Bay View Terrace and as such the plot ratio is applicable to ensure compatibility with the existing landscaped properties.

The subject site is the only lot that fronts Bungalow Court. All the lots that front that street are zoned R25 and there is no plot ratio control. Logically the subject site should be zoned R25 with no plot ratio control. This would enable the proposed development to be more consistent with the other dwellings in the street.



Zoning



Subdivision Plan

Note that the 2 lots to the west of the subject property are now one site (No 40), fronting Keane Street.

The objectives of Plot Ratio LPP are addressed as follows:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community;*

There are a range of housing and densities existing throughout the Shire. Just in the surrounding area are R10 and R25 densities. This provides for a range of house sizes and accommodation opportunities. The subject site actually equates to a density and lot size between the R10 to north, east and west, R12.5 on the northern side of Keane Street and the R25 to the south, providing a transition between the densities and the lot sizes.

- *To maintain and encourage a high-quality environment; preserve the amenity of the Shire and protect the quality and characteristics of its streetscapes;*

The development is high quality and has been designed to bury the bulk of the development. It appears as one storey from Bungalow Court and is lower in height than the dwellings in that street. In addition, those dwellings due to their height and no plot ratio limits are bulkier than the proposed development. The proposed development has 71.4% of the site as open space and this results in a high quality development that preserves the quality and characteristics of the surrounding area and the Bungalow Court streetscape.

- *To maintain, enhance and encourage a high level of amenity within the Shire.*

As outlined above the development has of high quality in terms of design and use of materials. It is lower and less bulky than all surrounding developments. This means the amenity of the area is maintained and enhanced.

WAPC approved levels are addressed below.

4.0 Front Setback

This has been dealt with below.

5.0 WAPC approved levels

The levels on site range from 12.97 to 15.7m. The mean natural ground level of the existing levels is 14.65.

These are consistent with the levels on all of the other new lots to the west and north. It is also important to note that the adjoining site to the south (No 2 Bungalow Court) has a maximum level of 15.43 and a floor level of 14.85. The property to the north (42 Keane Street) has an approved level of 14.11. The levels on the subject site are therefore also consistent with existing adjoining development.

The property to the north (42 Keane Street) has an approved roof level of 21.420. The property to the west (40 Keane Street) has a top of roof level of 29.641. These are all significantly higher than top of roof level of the proposed development on the subject site of 18.921-19.778 and as such the WAPC levels should not be used.

Given the above it is logical to use these levels for determining the mean natural ground level.

Shire Officers have advised that a condition was placed on the subdivision approval by the WAPC, with the subdivision plan showing levels of 12.1, 12.2, 15.25 and 15.5. These levels have been plotted on the plans, as has the mean natural ground level of 13.7625. Shire of Peppermint Grove officers have advised that the existing levels on the site are not the WAPC approved levels as clearances to the subdivision were issued without the finished levels being checked.

Natural Ground Level is defined in the R Codes as -

“The levels on a site which precede the proposed development, excluding any site works unless approved by the decision maker or established as part of subdivision of the land preceding development.”

As already outlined above, using the WAPC level is not considered appropriate. The definition to be used therefore is the levels on the site which precede the proposed development, as outlined in the above definition.

It is also note the Shire of Peppermint Grove LPS4 has a definition of mean natural ground level –

“means the average natural ground level calculated by dividing the sum of the ground level measured at each corner of a lot divided by the number of corners”

Of note this definition does not refer to WAPC levels but the average of the levels measured at the corners of the site. In this case measuring 14.65. Given this it is considered that the existing levels on the site should be used to determine the mean natural ground level.

Notwithstanding the above, the plans have been modified to show the WAPC levels and the mean of those levels have been plotted on the plans.

The plans have also been modified slightly to ensure the basement level is entirely below the WAPC mean natural ground level of 13.6725. They were already below the mean natural ground level of the existing levels of 14.65

6.0 LPS4 Primary Street Setback

LPS4 specifies a 9m front setback. This has been shown on the plans.

Local Planning Policy 1 specifies –

1. *A 9m prescribed setback under the Local Planning Scheme is the minimum in most instances within the Shire.*
2. *Council is able to require a greater or lesser setback based on the prevailing setbacks of adjoining houses under the provisions of Clause 67 (m)(n) of the Deemed Provisions of Planning and Development (Local Planning Schemes) Regulations 2015.*
3. *In determining views to the street from dwellings, the setbacks to immediately adjoining dwellings or approved outbuildings are the primary reference points.*
4. *Where setbacks are greater or lesser than 9 meters for the immediately adjoining houses, the proposed development setback should be stepped to the extent necessary to ensure it does not obscure views to adjoining houses or prevent their contribution to the streetscape.*
5. *Particular attention shall be given to situations where neighbouring dwellings are on the Shires Heritage List to ensure the heritage values of these adjoining dwellings are not diminished.*
6. *Consideration is to be given to circumstances where changes to existing streetscape patterns may be desirable to create long term cohesion where an unsympathetic pattern of development has emerged.*

The development proposes setbacks of 4.948m from the west and 5.328m from the south. This is justified on a number of grounds –

- The adjoining property to the south is zoned R25 with setbacks of 6m primary and 1.5m secondary street setbacks under the R Codes;
- The frontage is to a laneway off Bungalow Court and does not form a conventional 2 sided street;
- The subject site is effectively a battleaxe lot with 4m wide vehicle access;
- The property to the west fronts Keane Street and as such there will be no streetscape created;

- The previous development on the site had a fairly similar setback to that proposed (see Taj overlay plan); and
- The adjoining property to the south (No. 2 Bungalow Court) is setback only 0-1.5m from what is a laneway of the head of the Bungalow Court cul de sac (see photograph).



View to site from south at head of Bungalow Court

Given the above, the property is unique and requires special consideration.

The Local Planning Policy is addressed as follows:

1. *A 9m prescribed setback under the Local Planning Scheme is the minimum in most instances within the Shire.*

Variation is envisaged in the policy.

2. *Council is able to require a greater or lesser setback based on the prevailing setbacks of adjoining houses under the provisions of Clause 67 (m)(n) of the Deemed Provisions of Planning and Development (Local Planning Schemes) Regulations 2015.*

Council is able to require a lesser setback based on the setbacks of adjoining houses. In this case there is no street setback for the adjoining properties to the north, west and east. The only adjoining property has a reduced setback.

3. *In determining views to the street from dwellings, the setbacks to immediately adjoining dwellings or approved outbuildings are the primary reference points.*

As above.

4. *Where setbacks are greater or lesser than 9 meters for the immediately adjoining houses, the proposed development setback should be stepped to the extent necessary to ensure it does not obscure views to adjoining houses or prevent their contribution to the streetscape.*

Given the special circumstances of effectively being a battleaxe lot with no continuation of the road, the views of the adjoining houses are not obscured.

5. *Particular attention shall be given to situations where neighbouring dwellings are on the Shires Heritage List to ensure the heritage values of these adjoining dwellings are not diminished.*

The adjoining house is not heritage listed.

6. *Consideration is to be given to circumstances where changes to existing streetscape patterns may be desirable to create long term cohesion where an unsympathetic pattern of development has emerged.”*

As stated in the policy special consideration should be given to the unique circumstances of the subject site. There is no streetscape or street pattern implications.

The proposed development also achieves the objectives of the Policy –

- *To maintain and encourage a high quality environment; preserve the amenity of the Shire and protect the quality and characteristics of its streetscape*

The proposed street setback is consistent with the setbacks on the adjoining property and the setbacks of the R25 section of Bungalow Court. There are no impacts on the generous setbacks and open landscaping of the R10 and R12.5 zoned areas elsewhere in the Shire.

The proposed setback is appropriate for the circumstances and location of this site. The dwelling itself is designed to be dug into the site and reads as single storey from the street. Thus it does not over-tower the street. The site is also generously landscaped with 71.33% of the site being open space, meaning the site appears open.

- *To maintain, enhance and encourage a high level of amenity in terms of the unique character and identity of development, streetscapes, public open space and lifestyle qualities of the Shire.*

There is no impact on the unique character and identity of development, streetscapes, public open space or lifestyle qualities of the Shire. The development is located away from the high amenity streetscapes typical of Peppermint Grove. It adjoins an R25 density area with reduced primary and secondary street setbacks. The adjoining site has a setback of 0-1.5m well below the setbacks proposed on the site.

The site effectively has a 4m frontage and as such the streetscape impact is minimal.

The proposed setback is appropriate for the circumstances and location of this site. The dwelling itself is designed to be dug into the site and reads as single storey from the street. Thus it does not over-tower the street. The site is also generously landscaped with 71.33% of the site being open space, meaning the site appears open. Therefore, the high level of amenity is maintained.

Given the above the setbacks of 4.948 and 5.328m are considered appropriate. They are also greater than what would be a secondary street setback of 4.5m under the Local Planning Policy.

If the street setback is measured from the southern 4m frontage, then all of the western setback (4.948m) can be taken to be the street setback. There is no development along this 26.457m boundary. An open 1.2m high 100mm steel tube fence with 200mm gaps and landscaping is proposed, consistent with an open picket front fence. This complies with the R Codes and Council Local Planning Policy. The 9m street setback parallel to the 4m street frontage is shown in green below.

It is noted that the R Codes define street boundary as -

“The boundary between the land comprising a street and the land that abuts there on”.

Under this definition it is only the 4m of land abutting Bungalow Court that is the street boundary.

The R Codes define street setback as -

“The horizontal distance between the street boundary and a building, measured at right angles (90 degrees) to the street boundary.”

Clearly it is street setback of 9m is measured at right angles to the 4m wide road frontage.

Should the 2.3m boundary be taken to be the boundary from which to measure the primary street setback. Then there is no development above ground at right angles to that boundary and thus no streetscape implications.

7.0 Pool Alfresco Privacy and Justification

The cone of vision has been amended to measure from the corner of the alfresco/pool.

The alfresco/pool area is at a level of 15.836. Screening is proposed on the northern side. This is shown on the first floor plan and section AA. The screen is approximately 2.5m high above the alfresco level. The screen has been extended further to the east to prevent overlooking to the north. The barbecue prevents overlooking to the north west.

No screening is proposed to east as the pool, difference in levels and landscaping provide adequate privacy protection.

Clause 5.4.1 P1.1 of the R Codes states -

“Minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings achieved through:

- building layout and location;*
- design of major openings;*
- landscape screening of outdoor active habitable spaces; and/or*
- location of screening devices.*

P1.2 Maximum visual privacy to side and rear boundaries through measures such as:

- offsetting the location of ground and first floor windows so that viewing is oblique rather than direct;*
- building to the boundary where appropriate;*
- setting back the first floor from the side boundary;*
- providing higher or opaque and fixed windows; and/or*
- screen devices (including landscaping, fencing, obscure glazing, timber screens, external blinds, window hoods and shutters”.*

Landscaping and fencing is proposed to reduce any overlooking to the east.

It is important to look at the adjoining site to the east and the difference in levels. The adjoining site is below the subject site, meaning the alfresco area is well above the adjoining site. The alfresco area is 5.585m from the boundary. The difference in levels and distance from the boundary means there will be minimal overlooking.

The ground level between the boundary and the pool will be landscaped to prevent overlooking to the east. This plus the height of the edge of the pool (15.886) and the 2.3m boundary wall will further obscure any overlooking. Detail 3 shows a cross-section of this area.

It should be noted that this site is currently vacant and as such no specific habitable rooms or outdoor living areas are overlooked. If overlooking is an issue in the future, then the owners will discuss a solution with the future owners of the adjoining property.

8.0 Screening detail

Screening is proposed for various rooms/open areas as follows -

- First Floor - Bedroom 1 WC and Ensuite and Kitchen and Living Room balcony
- Screening is also proposed on the northern side of the alfresco/pool area.

The screening is shown on the floor plans and elevations. Details of the screening is shown on Drawing Number 1165-DA-DE-02.

Should you require any further information please do not hesitate to contact us.

9.0 West wall elevation

A detailed plan has been prepared showing the western wall and retaining (West Fence Elevation).

A retaining wall 14.03m long is proposed extending from the north western corner along the western boundary. On top of this and extending a further 6m is a 1.8m high wall that

progressively steps up towards the south. The southern end is 1.8m high and adjacent to the north west corner of the house the wall reaches a maximum of approximately 2.35m.

The very southern end of the boundary is open in nature to match the landscaped entry to the house. This is constructed of 100mm steel tubes 1.2m high with 200mm gaps. It should be noted that a solid wall is not proposed in this location as the adjoining property to the west proposes a swimming pool area with two landscaped terraces and a boundary wall.

10.0 Vintage Car Garage

The vintage car garage is proposed to keep the owners vintage cars. It is located on the ground floor but is located at a floor level of 12.75, meaning it is well below the levels on the site of 14.32-15.07.

The garage has been reduced in size to 44.23m² to be below the 50m² and 5% of the site area specified in the Plot Ratio LPP.

Entry is via a sliding door half way down the driveway ramp (see ground floor plan and southern elevation). Internal access can be provided, if required.

11.0 Letterbox

A revised plan had been prepared showing a letterbox – see Ground Floor Plan and South Elevation. Please advise if you require any further information.

11.0 Scullery Window and Front Door

Details of the front door and scullery window are contained on Plan 1165-DA-DE-01.

Clause 5.2.3 of the R Codes states -

“C3.1 the street elevation(s) of the dwelling to address the street with clearly defined entry points visible and accessed from the street.

C3.2 At least one major opening from a habitable room of the dwelling faces the street and the pedestrian or vehicular approach to the dwelling.

C3.3 For battleaxe lots or sites with internal driveway access, at least one major opening from a habitable room of the dwelling faces the approach to the dwelling.”

The Deemed-to-Comply provisions are met as –

- The entry is well defined as shown on the First Floor Plan and South Elevation. The entry gate and front door are both visible from the street; and
- A number of major openings has aspect over the street, including the entry foyer (all Glass) and the adjoining kitchen, dining and living rooms. The southern windows from the Kitchen/Dining Room and the glass doors and the adjoining balcony for the Living Room also have aspect over the entry from the street. All of the windows are major openings and they are all habitable rooms. The Scullery window also provides aspect over the entry from both the Scullery but also the adjoining habitable rooms (Kitchen, Dining and Living Rooms).

The Deemed-to-Comply provisions are therefore met.

The Design Principles under clause P3 are:

“Buildings designed to provide for surveillance (actual or perceived) between individual dwellings and the street and between common areas and the street, which minimises opportunities for concealment and entrapment”.

Habitable room/space is defined as -

“As defined by the BCA for a room/space used for normal domestic activities that includes:

•a bedroom, living room, lounge room, music room, sitting room, sewing room, study, playroom, family room, sunroom, gymnasium, fully enclosed swimming pool, or patio; but excludes

•a bathroom, laundry, water closet, food storage, pantry, walk-in wardrobe, corridor, hallway, lobby, photographic darkroom, clothes drying room, verandah, and unenclosed swimming pool or patio and other spaces of a specialised nature occupied neither frequently nor for extended periods.”

Casual surveillance is provided to the street by a number of windows on various levels -

Ground - southern windows from Games Room and Laundry. The vintage car garage could also contain windows or the sliding door could be glass.

First Floor - western and southern glass window/door to entry foyer which is open to the rest of the house, western windows from Scullery and southern windows from Kitchen/Dining room and the balcony/doors to the Living Room. The Scullery window also has an open view from the Kitchen/Dining and Living Room.

These windows combine to mean there is ample casual surveillance of the entry to the house. The driveway being the full frontage of the property is left open so there are no opportunities for concealment or entrapment. Therefore, the Design Principles are also achieved.

12.0 First Floor Southern Setback

The setback for the first floor on the southern side measures 5.328m.

The wall is 23.015m in length and varies in height from 2.742m at the western end to 5.268m at the eastern end. Note that these heights are measured from spot levels on the southern boundary as per the methodology for measuring building setbacks wall heights (see Figure Series 3 of the R Codes)

Under Table 2a of the R Codes a 3.5m or less height wall 25m long requires a setback of 1.5m and a 5.5m high wall requires a 2.3m setback. The proposed setbacks therefore comply.

It should be noted that Table 2a - boundary setbacks - walls with no major openings has been used due the windows not being major openings or being screened. The definition of major opening excludes windows with obscure glazing but given that screening achieves the same it is reasonable to make the assumption that the kitchen and living room/balcony windows/doors are not major openings.

The windows/doors to the ground floor are either below natural ground level or are below the southern boundary wall.

The windows/doors on the first floor are the entry foyer, kitchen and living room/balcony. The entry foyer is not a habitable rooms and therefore the windows/doors cannot be major openings.

The kitchen and living room/balcony are habitable rooms and therefore the windows are major openings but due to the screening they cannot be considered major opening. The southern elevation shows the location of the windows (yellow) in relation to ground levels on the boundary (pink) and the boundary wall (green).

If the windows to the kitchen and living room/balcony are deemed to be major openings, then they are assessed under Table 2b.

Under Table 2b of the R Codes a 3.5m or less height wall 25m long requires a setback of 1.5m and a 5.5m high wall requires a 5.5m setback. The proposed setbacks for the kitchen and living room/balcony at 5.328 setback therefore almost comply.

If we look closer at the section of wall containing the window for the kitchen and living room/balcony it is only 19.017m long. A 3.5m or less wall would require a 1.5m setback and a 5.5m high wall would require a 4.6m setback. The setbacks therefore comply.

It is also worth pointing out that the development also complies with the Design Principles under clause 5.1.3 P3.1. This clause states -

“P3.1 Buildings set back from lot boundaries or adjacent buildings on the same lot so as to:

- reduce impacts of building bulk on adjoining properties;*
- provide adequate direct sun and ventilation to the buildings and open spaces on the site and adjoining properties; and*
- minimise the extent of overlooking and resultant loss of privacy on adjoining properties.*

These design principles are addressed as follows -

- reduce impacts of building bulk on adjoining properties;*

The southern setback is generous (5.328m) due to the location of the driveway. The building is only 1 to 2 storeys with a flat roof. The height of the building is only 2.742 to 5.268m well below the adjoins house to the south which has an estimated wall height of 6m and a roof height of 7m.



2 Bungalow Court

Most of the building is underground or is below the southern boundary wall. Given the minimal height of the building and the generous setback the proposed development will not appear bulky from the property to the south.

•provide adequate direct sun and ventilation to the buildings and open spaces on the site and adjoining properties;

The shadow diagram plan shows that only 45m² of the adjoining property is affected by shadow, well below the required 25% maximum. In addition, no major openings or outdoor living areas are affected. The existing boundary wall casts a longer shadow than the proposed development.

•*minimise the extent of overlooking and resultant loss of privacy on adjoining properties.*

As outlined above, screening is proposed to the kitchen and living room windows and balcony to prevent overlooking of the property to the south.

Visual privacy setbacks are achieved for all windows as the kitchen and living room/balcony are screened complying with clause 5.4.1 C1.1 and C1.2 of the R Codes. The remaining windows/doors are not major openings to habitable rooms and are below the boundary wall levels.

In terms of screening requirement for the entry foyer this is considered not necessary as the entry is not a major opening or a habitable room. The floor level is 15.6 and this is less than 0.5m above ground level. The nearest spot level is 15.76 and the nearest contour is 15.5.

13.0 Street Setback

This has been dealt with elsewhere. The setback has been measured from the walls.

14.0 Slab height and garage

See discussion on plot ratio and natural ground levels above.

It is noted that Council has the ability under the Local Planning Policy to allow variations, stating -

“the maximum plot ratio shall be 0.5 unless otherwise determined by the local government”

The plans have been modified to ensure all of the basement level is below natural ground level and the mean natural ground level, using both the WAPC levels and the existing levels on site.

15.0 Sightlines

The plans show a truncation of 1.5m x 1.5m to allow for adequate sight lines from vehicles exiting the driveway (see Ground Floor Plan).

This complies with clause 5.2.5 C6 of the R Codes, which states -

“Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walks, fences, or other structures adjoin:

I. a driveway that intersects a street ...”

16.0 Vintage Car Garage and Basement Garage turning circles and ramp grade

The plans have been modified for both the Basement Garage and the Vintage Car Garage. The ramps have also been modified. The main ramp provides a stepped platform half way down to the basement. This gives a variation to the normally required grades.

17.0 Basement Bay lengths

The plans for the Basement have been modified. If this is still an issue a condition can be imposed requiring compliance with Australian standards.

18.0 Driveway Offset

The driveway is 3.83m wide and the setback to the house is 5.428, giving 1.498m for pedestrian and landscaping space along the southern boundary (see basement floor plan). In addition, adequate sight lines are provided at the corner where the driveway meets Bungalow Court.

19.0 Western Garden Area

A retaining wall is proposed between the 2 levels of the western garden area on the ground floor. This is shown on the ground floor plan.

The western elevation and floor plans shows the location of the retaining wall.

20.0 Front setback excavation/Boundary Wall

No excavation is proposed in the front setback adjoining the 4m Bungalow Court street frontage. The front setback is the area immediately north of the road. The plans show a level of 15.500. This is the same level as the contour line shown on the survey plan. Therefore, there is no excavation and no need for retaining.

21.0 North West Corner

The Western Elevation contains detailed information on floor and ground levels in this location. Please advise if you require any further information.

22.0 42 Keane Street

The approved floor level of 42 Keane Street is 14.11m and is therefore not affected by site works on the subject site.

23.0 Fill

Existing site levels as per the site survey are used. There is minimal fill proposed on site and mostly excavation. We are happy to meet on site to show the existing levels.

The development has been designed based upon existing levels on the site. Screening is proposed to prevent overlooking of adjoining properties, including the property to the east. See section detailing screening.

24.0 Dividing Fence heights

The height of all dividing fences has been kept to a minimum. This is demonstrated in the 4 elevations. The plans show:

East elevation - the fence is 1.8m - 2.1m above the existing site levels. It steps up about half way along the boundary to reflect the fall of the land.

North elevation - the fence is 1.8m - 2.3m above the existing site levels. It steps up in 3 locations to reflect the fall of the land.

West elevation - the fence is 1.8 - 2.1m above the existing levels. It steps up in 3 locations to reflect the fall of the land.

South elevation - the fence is 1.8m - 2.4m above the existing ground levels. It steps up in 4 locations to reflect the fall of the land.

25.0 Ramp from Stairwell

The plans have been modified to show a barrier.

26.0 Games Room Screening

The Games Room has a floor level of 12.75. One window is proposed on the southern elevation and two are proposed on the eastern elevation.

On both sides the proposed boundary walls prevent overlooking into the adjoining properties.

27.0 Bedroom 2 at ground level

Screening is not required for bedroom 2 at ground level.

28.0 Drying Court

A drying court is shown on the plans.

29.0 Conclusion

We trust we have addressed all the issues you have raised both in this submission and by the revised plans.

We appreciate the opportunity to work with you to secure an approval for our clients. If there are any queries or outstanding issues, please contact us at your earliest convenience.

We are also available to meet with you to discuss our submission or clarify any matters that may arise.

Again thank you for your assistance.

Simon Bain

SJB Town Planning and Urban Design

BA Urban and Regional Studies (dist)

Grad Dip Urban and Regional Planning (dist)

MA Planning

Grad Cert Urban Design

FPIA

Past president PIA

0458910600

Leonhouse Design
Canning Highway
APPLECROSS WA 6153

Attn: Nari Martin

info@asongroup.com.au
+61 8 6557 8627
Suite 21, Level 24,
108 St. Georges Terrace
Perth WA 6000
ABN: 81 168 423 872

RE: 1 Bungalow Court, Peppermint Grove – Traffic Engineering Review

Dear Nari

As per the request made by Leonhouse Design on 18th September 2023 and to satisfy Council requirements, as per the City's request, Move Consultants have prepared the following traffic engineering review of the proposed gradient arrangements for the proposed basement car parking area on the single family dwelling site situated on 1 Bungalow Court, Peppermint Grove in the Shire of Peppermint Grove. A detailed site visit was undertaken on Tuesday 19th September 2023 to review the existing road network including geometry, adjacent property access points, sight distances and traffic patterns.

The proposed basement car parking gradient into the first level consist of the following:

- Minimum 6m flat section of driveway from the street line to the car parking gate (eastbound from Bungalow Court).
- Transition section of 2.0m with a 16.75% gradient.
- Primary driveway ramping length of 42.0 m with a 33.51% gradient.
- Transition section of approximately 2.0m ramping length with a 18.0% gradient into the first level of basement car parking.
- The first level of basement car parking consists of four (4) right-angle bays with dimensions of 2.4m wide x 5.4m length plus a car lift along the southern boundary of the basement level.
- The purpose of the car lift is to carry vehicles to and from the 2nd basement level below grade which consist only of the vintage vehicles which form part of the owner's collection and will be used infrequently. The vehicles parked on the 1st basement level are ones which are utilised for day to day purposes.

The Australian Standard AS 1890.1 indicates under Section 2.6.2 that the maximum gradient of domestic driveways shall be 25%; however, it also states that the limiting domestic driveway grades to 25% maximum may not be practicable in challenging topography. Therefore, a professionally qualified traffic engineer should be engaged who has the appropriate background and experience to prepare a Traffic Engineering Review as to the adequacy of the design.

The proposed horizontal setback from the edge of carriageway is sufficient as is the top and bottom transition sections of 2.0m with a 18% gradient or less which is lower than the recommended maximum 25% as per AS2890.1. There are currently no plans for a footpath on the east side of Bungalow Court, adjacent to the western boundary of the site and the site driveway so conflict with pedestrians and off-road cyclists is not anticipated. Sightlines at this section meet the minimum required sight distances under the Austroads and R-Codes guidelines. A review of the potential front boundary fence coupled with an electronic gate along the western boundary has been undertaken and it is not necessary to allow for advance warning of exiting vehicles

to vehicles entering or in the infrequent event of pedestrians crossing as well as the very low volume of traffic at this location. There is no conflict with other driveways to the north and the existing driveway at 2 Bungalow Court to the immediate south as the driveway offsets exceed Council requirements.

A review of the proposed 33.51% gradient into the car park between the two (2) x 2.0m transition sections (at the top and bottom of the main ramping section into and out of the 1st level basement car park) is considered safe and appropriate as shown in the cross-sections attached (one each showing vehicles entering/exiting, transitioning at top and bottom and driving up/down the main part of the ramp) which demonstrate that the B99 vehicle will not bottom out either at the bottom of the ramp or at the top transition section exiting/entering Bungalow Court at the site crossover. There is no footpath in place on the property-side of Bungalow Court and therefore no conflict with pedestrians is expected at the crossover location with exiting vehicles.

This design can be considered to be adequate from a traffic engineering perspective and is consistent with other approved developments within the Perth Metropolitan Area and other developments within the Peppermint Grove, Cottesloe and Claremont areas as well as a number of multiple dwelling developments in the inner to middle suburban Perth Metropolitan area on infill sites. A review of a B99 vehicle travelling up and down the longest section of the ramp in to the car park indicates that there is sufficient ground clearance in place to accommodate this maximum design vehicle without vehicles “bottoming out” at either the top or bottom of the ramp. The very low volumes of traffic expected to enter and exit the site crossover (typical <10-12 vpd) combined with the location of the crossover situated at the northern end of a cul-de-sac with no conflicting traffic passing the site to and from the north will maximise the efficiency of entering and exiting the driveway location. The remnant properties under separate titles to the immediate north and north-west of the subject site will be designed to have direct access to Keane Street with no conflict between the subject crossover and access points to these properties.

The layout of the proposed on-site car parking supply is 100% consistent with the relevant Australian Standards and accepted traffic engineering guidelines and traffic engineering practice as per Section 2.6 of AS2890.1.

In conclusion, based upon the results of this Traffic Engineering Review, there are not anticipated to be any safety or operational concerns associated with the proposed basement car parking and access arrangements associated with the site and is therefore supported from a traffic perspective.

Yours sincerely,



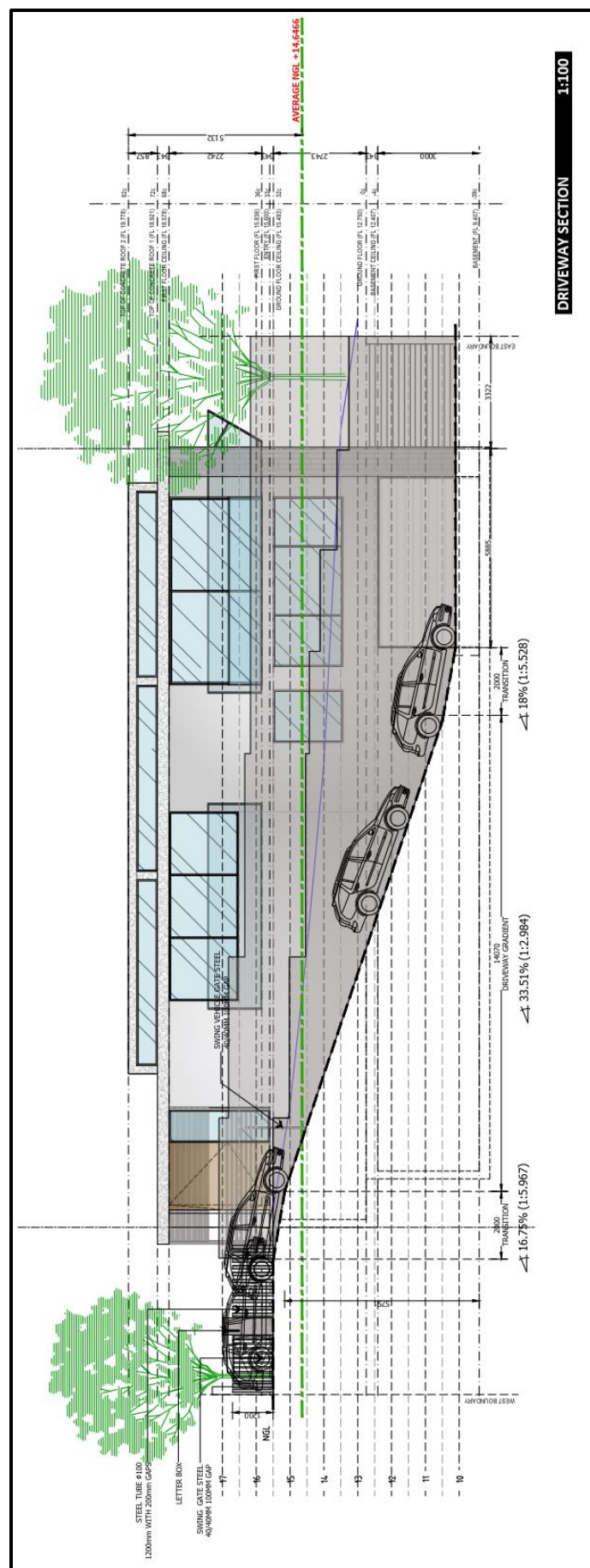
Heidi Herget

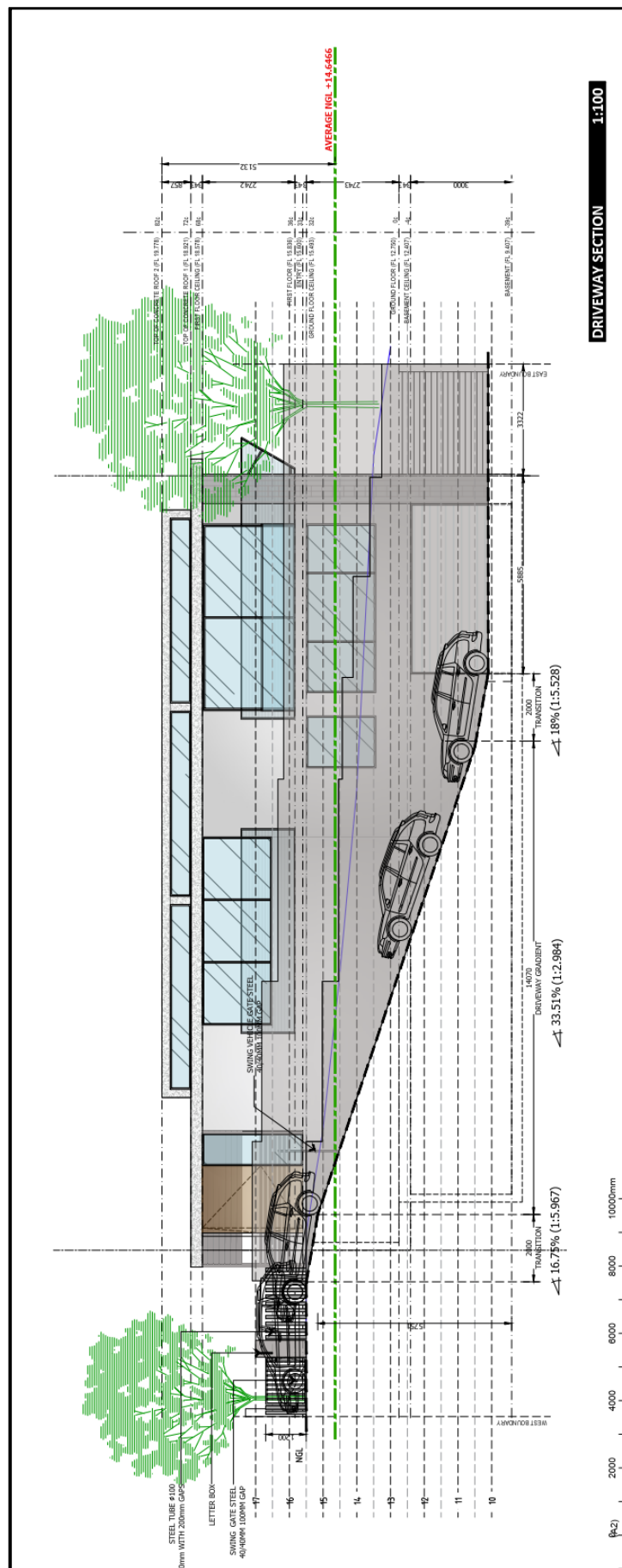
Principal Lead - WA

E heidi.herget@asongroup.com.au

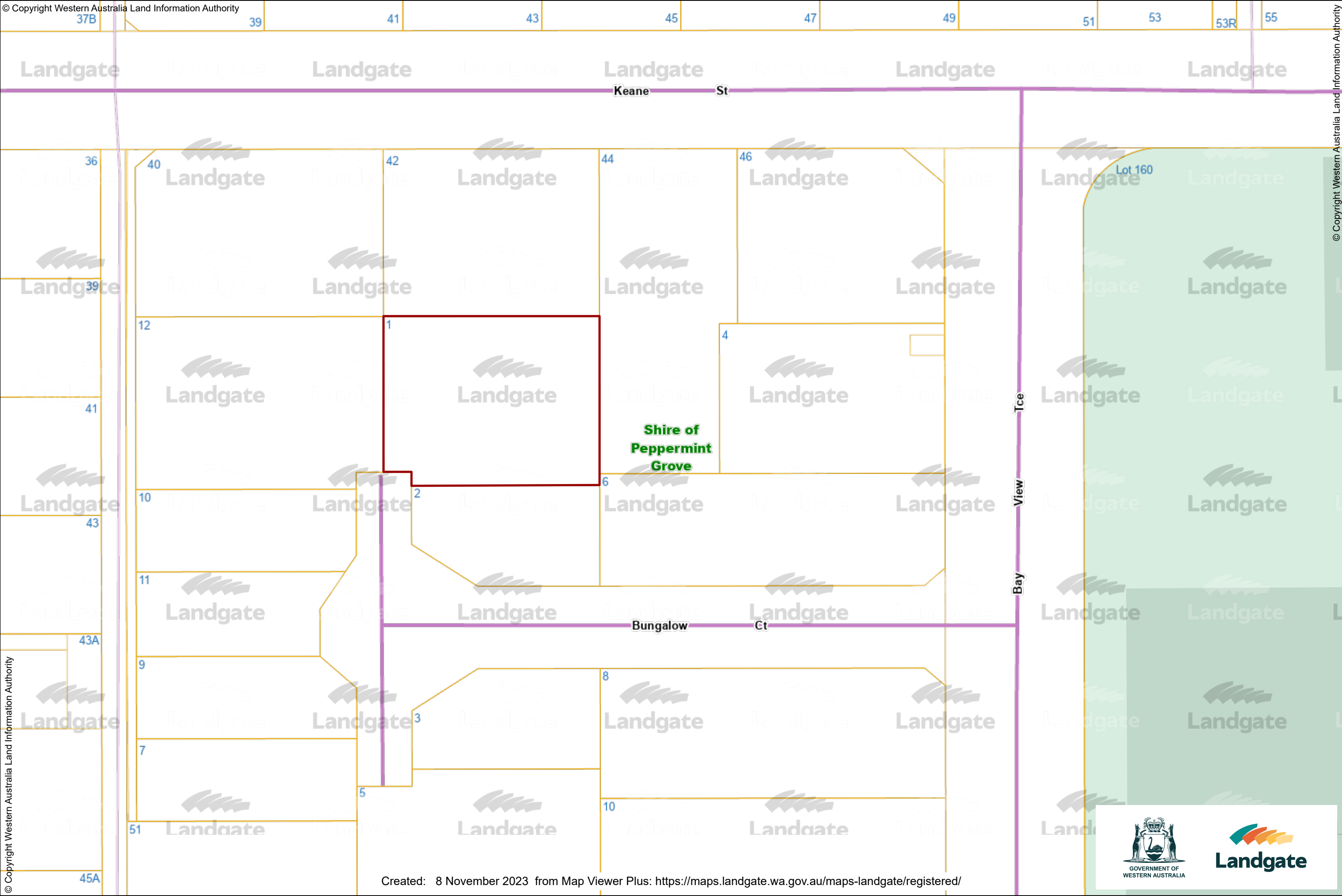
M +61 434 189 788

www.asongroup.com.au





Locality Plan





Ordinary Council Meeting

8.3.1 – List of Accounts Paid



FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 30 Aug 2023 to 28 Sep 2023

Cardholder Name: Donald Burnett



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Net	Tax	Gross
29 Aug 2023	Tickets*reconcilia Belrose		Approval Req'd		✓	\$451.50
	27790	190		\$410.45	\$41.05	\$451.50
	Purchase Tickets*reconcilia RAP training					
29 Aug 2023	Ati Mirage Training Perth		Approval Req'd		✓	\$422.10
	26540	190		\$383.73	\$38.37	\$422.10
	Purchase Ati Mirage Training Adobe training					
29 Aug 2023	Vans Cafe And Deli Cottesloe		Approval Req'd		✓	\$22.50
	27140	190		\$20.45	\$2.05	\$22.50
	Purchase Vans Cafe And Deli CEO meeting					
29 Aug 2023	The Perth Mint East Perth		Approval Req'd		✓	\$40.00
	27140	190		\$36.36	\$3.64	\$40.00
	Purchase The Perth Mint Citizenship gifts					
02 Sep 2023	Adobe Acrobat Std Sydney		Approval Req'd		✓	\$2,617.69
	27140	190		\$2,379.72	\$237.97	\$2,617.69
	Purchase Adobe Acrobat Std Corporate Adobe account					
05 Sep 2023	Woolworths/Cottesloe Grov Cottesloe		Approval Req'd		✓	\$6.50
	27140	190		\$5.91	\$0.59	\$6.50
	Purchase Woolworths/Cottesloe Grov Catering					
05 Sep 2023	Perth Airport Pty Ltd Perth Airport		Approval Req'd		✓	\$53.60
	27140	190		\$48.73	\$4.87	\$53.60
	Purchase Perth Airport Pty Ltd Parking LG Pro Seminar					
06 Sep 2023	496pin* Readspeaker Pty L Canberra		Approval Req'd		✓	\$1,225.70
	27140	190		\$1,114.27	\$111.43	\$1,225.70
	Purchase 496pin* Readspeaker Pty L Readspeak for webpage					
06 Sep 2023	Post Newspapers Pty Lt Shenton Park		Approval Req'd		✓	\$246.40
	27140	190		\$224.00	\$22.40	\$246.40
	Purchase Post Newspapers Pty Lt Ad for SCM					

CITIZENSHIP DRINKS
AFTERNOON

12 Sep 2023	Cellarbrations Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$29.00
28280	190 0403	\$26.36	\$2.64	\$29.00
Purchase Cellarbrations Citizenship				
15 Sep 2023	Wanewswpx Osborne Park	Approval Req'd	<input checked="" type="checkbox"/>	\$811.97
27140	190 0403	\$738.15	\$73.82	\$811.97
Purchase Wanewswpx Alston Pics				
17 Sep 2023	Crown The Waiting Room Burswood	Approval Req'd	<input checked="" type="checkbox"/>	\$25.00
27140	190 0403	\$22.73	\$2.27	\$25.00
Purchase Crown The Waiting Room Refreshments WALGA Awards				
18 Sep 2023	Crown Perth Parking Burswood	Approval Req'd	<input checked="" type="checkbox"/>	\$20.00
27140	190 0403	\$18.18	\$1.82	\$20.00
Purchase Crown Perth Parking WALGA Convention parking				
20 Sep 2023	Adobe Systems Pty Ltd Sydney	Approval Req'd	<input checked="" type="checkbox"/>	\$28.99
27140	190 0403	\$26.35	\$2.64	\$28.99
Purchase Adobe Systems Pty Ltd Adobe account				
20 Sep 2023	Local Governement Mana Mt Hawthorn	Approval Req'd	<input checked="" type="checkbox"/>	\$1,450.00
26540	190 0401	\$1,318.18	\$131.82	\$1,450.00
Purchase Local Governement Mana LG Pro COnference registration				
26 Sep 2023	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$89.50
28280	190 0401	\$81.36	\$8.14	\$89.50
Purchase Woolworths/Cottesloe Grov Citizenship catering				
26 Sep 2023	Cellarbrations Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$14.00
28280	190 0403	\$12.73	\$1.27	\$14.00
Purchase Cellarbrations Fridge top up				
28 Sep 2023	Account Fees	No Appr Req'd	<input type="checkbox"/>	\$6.82
27140	190 0403	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Accountbt fees				
Total for this period:				\$7,561.27

Cardholder Declaration


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

Signature 

Dated 16 / 10 / 23

Employee ID: 5

Approved By

Signature 

Dated 16 / 10 / 2023

On Completion

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



Statement Period: 30 Aug 2023 to 28 Sep 2023

Cardholder Name: Stewart Farley

[Print Report](#)

JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt		Amount (\$AUD)
	GL Code	CC Code		Net	Tax	Gross
03 Sep 2023	Big W/Rockingham Road Spearwood		Approved			\$222.00
	28471	139		\$201.82	\$20.18	\$222.00
	Purchase Big W/Rockingham Road junior book purchases					
04 Sep 2023	Booktopia Pty Ltd Rhodes		Approved			\$402.89
	28471	139		\$366.26	\$36.63	\$402.89
	Purchase Booktopia Pty Ltd junior book purchases					
05 Sep 2023	Booktopia Pty Ltd Rhodes		Approved			\$535.33
	28471	139		\$486.66	\$48.67	\$535.33
	Purchase Booktopia Pty Ltd junior book purchases					
06 Sep 2023	Target 5076 Bull Creek		Approved			\$306.00
	28471	139		\$278.18	\$27.82	\$306.00
	Purchase Target 5076 junior book purchases					
19 Sep 2023	Booktopia Pty Ltd Rhodes		Approved			\$255.45
	28471	139		\$232.23	\$23.22	\$255.45
	Purchase Booktopia Pty Ltd junior book purchases					
20 Sep 2023	Big W/Rockingham Road Spearwood		Approved			\$114.00
	28471	139		\$103.64	\$10.36	\$114.00
	Purchase Big W/Rockingham Road junior book purchases					
20 Sep 2023	Officeworks 0604 Fremantle		Approved			\$69.00
	28520	139		\$62.73	\$6.27	\$69.00
	Purchase Officeworks 0604 Art Display promotional posters					
23 Sep 2023	Big W/Rockingham Road Spearwood		Approved			\$50.00
	28471	139		\$45.45	\$4.55	\$50.00
	Purchase Big W/Rockingham Road junior book purchases					
26 Sep 2023	Booktopia Pty Ltd Rhodes		Approved			\$57.16 CR
	28471	139		\$51.96 CR	\$5.20 CR	\$57.16 CR
	Credit Voucher Booktopia Pty Ltd Credit Card Refund Completed for Order 20022059					

28 Sep 2023	Account Fees	No Appr Req'd	<input checked="" 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:				\$1,904.33	

Cardholder Declaration

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

Signature 

Dated 12 / 10 / 23

Employee ID: 63

Approved By

Signature 

Dated 12 / 10 / 23

On Completion

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



Statement Period: 30 Aug 2023 to 28 Sep 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	Tax	Gross	
11 Sep 2023	Coles Express 6919 Mosman Park		Approved		\$157.55	
28360	139	1201	\$143.23	\$14.32	\$157.55	
Purchase Coles Express 6919 Ute fuel						
26 Sep 2023	Coles Express 6919 Mosman Park		Approval Req'd		\$158.46	
28360	139	1201	\$144.05	\$14.41	\$158.46	
Purchase Coles Express 6919 Ute Fuel						
28 Sep 2023	Account Fees		No Appr Req'd		\$6.82	
27130	139	1201	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee Bank fee's						
Total for this period:					\$322.83	

Cardholder Declaration

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

Signature  Dated 2 / 10 / 2023

Employee ID: RY

Approved By

Signature  Dated 23 / 10 / 2023

On Completion

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



Statement Period: 30 Aug 2023 to 28 Sep 2023
Cardholder Name: Tim Whitham
JSKR VISA Purchasing Card (Client Expenses)

[Print Report](#)

Date	Details		Approval	Receipt		Amount (\$AUD)
	GL Code	CC Code Department		Tax	Gross	
30 Aug 2023	Flexiglass O Connor O'Connor		Approved			\$229.00
	28270	139 1104		\$20.82	\$229.00	
	Purchase Flexiglass O Connor Ute Hardware.					
29 Aug 2023	Bunnings 483000 Claremont		Approved			\$36.53
	28270	139 1104		\$3.32	\$36.53	
	Purchase Bunnings 483000 Hardware.					
31 Aug 2023	Bunnings 483000 Claremont		Approved			\$79.99
	28270	139 1104		\$7.27	\$79.99	
	Purchase Bunnings 483000 Hardware.					
04 Sep 2023	Ampol Mosman Pa 55363f Mosman Park		Approved			\$170.00
	28360	139 1104		\$15.45	\$170.00	
	Purchase Ampol Mosman Pa 55363f Ute Fuel.					
05 Sep 2023	Ampol Mosman Pa 55363f Mosman Park		Approved			\$62.04
	28360	139 1104		\$5.64	\$62.04	
	Purchase Ampol Mosman Pa 55363f Depot Fuels.					
07 Sep 2023	Bunnings 483000 Claremont		Approved			\$42.70
	28270	139 1104		\$3.88	\$42.70	
	Purchase Bunnings 483000 Hort supplies					
28 Sep 2023	Account Fees		No Appr Req'd			\$6.82
	27130	190 0403		\$0.62	\$6.82	
	Account Fees Cc Fp User Fee Account fees					
Total for this period:						\$627.08

Cardholder Declaration

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

Signature

Dated 29 9 /2023

Employee ID: TW

Approved By

Signature  _____

Dated 29 / 09 / 2023

On Completion

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



FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 30 Aug 2023 to 28 Sep 2023

Cardholder Name: Jeremy Clapham



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross	
10 Sep 2023	Kmart 1143	Joondalup	Approval Req'd	<input checked="" type="checkbox"/>	\$22.00	
27250	139	0403	\$20.00	\$2.00	\$22.00	
Purchase Kmart 1143						
Coat stand for office						
12 Sep 2023	Officeworks	Bentleigh Eas	Approval Req'd	<input checked="" type="checkbox"/>	\$921.43	
27150	129	0403	\$837.66	\$83.77	\$921.43	
Purchase Officeworks						
Minor office assets						
19 Sep 2023	Officeworks	Bentleigh Eas	Approval Req'd	<input checked="" type="checkbox"/>	\$249.00 CR	
27150	129	0403	\$226.36 CR	\$22.64 CR	\$249.00 CR	
Credit Voucher Officeworks						
Credit for stationery cabinet						
22 Sep 2023	Woolworths/Cottesloe Grov		Approval Req'd	<input checked="" type="checkbox"/>	\$507.95	
	Cottesloe					
27140	129	0403	\$461.77	\$46.18	\$507.95	
Purchase Woolworths/Cottesloe Grov						
Purchase of debit card for admin office						
28 Sep 2023	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$6.82	
27130	190	0403	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee						
Account fees						
Total for this period:					\$1,209.20	

Cardholder Declaration

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

Signature

Dated 13 / 10 / 2023

Employee ID: E0031

Approved By

Signature

Dated 16/10/2023

On Completion

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



FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 30 Aug 2023 to 28 Sep 2023

Cardholder Name: Joel Lee Gajic




JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross
01 Sep 2023	Woolworths/Cottesloe Grov Cottesloe		Approval Req'd	<input checked="" type="checkbox"/>	\$20.90
28280	190	1002	\$19.00	\$1.90	\$20.90
Purchase Woolworths/Cottesloe Grov Catering for Cott Activity Centre drop in session					
15 Sep 2023	Cpp Convention Centre Perth		Approval Req'd	<input checked="" type="checkbox"/>	\$24.23
28210	119	1002	\$22.03	\$2.20	\$24.23
Purchase Cpp Convention Centre Parking fees PIA state conference					
21 Sep 2023	Post Newspapers Shenton Park		Approval Req'd	<input checked="" type="checkbox"/>	\$1,647.54
27180	190	1002	\$1,497.76	\$149.78	\$1,647.54
Purchase Post Newspapers Public Notice Bushfires Act notifications x 2					
28 Sep 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 charges					
Total for this period:					\$1,699.49

Cardholder Declaration

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

Signature  Dated __19__ / __10__ / __2023__

Employee ID: E0020

Approved By

Signature  Dated 19/10/2023

On Completion

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



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 30 Aug 2023 to 28 Sep 2023

Cardholder Name: Donovan Norgard



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt	Amount (\$AUD)
GL Code	CC Code	Department	Net	Tax	Gross
31 Aug 2023	Bp Exp Myaree 1840	Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$145.00
28360	129	1104	\$131.82	\$13.18	\$145.00
Purchase Bp Exp Myaree 1840					
Fuel					
31 Aug 2023	Poolegrave Signs & Eng		Approval Req'd	<input checked="" type="checkbox"/>	\$88.00
	Welshpool				
28270	129	1104	\$80.00	\$8.00	\$88.00
Purchase Poolegrave Signs & Eng					
MHP signage					
03 Sep 2023	Adobe Acropro Subs Sydney		Approval Req'd	<input checked="" type="checkbox"/>	\$28.99
28845	129	1104	\$26.35	\$2.64	\$28.99
Purchase Adobe Acropro Subs					
IT fees					
10 Sep 2023	Bp Exp Myaree 1840	Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$131.20
28360	129	1104	\$119.27	\$11.93	\$131.20
Purchase Bp Exp Myaree 1840					
Fuel					
20 Sep 2023	Wilson Parking Australia		Approval Req'd	<input checked="" type="checkbox"/>	\$12.15
	Fremantle				
28845	129	1104	\$11.05	\$1.10	\$12.15
Purchase Wilson Parking Australia					
Parking fees DOT					
25 Sep 2023	Bp Exp Myaree 1840	Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$30.37
28360	129	1104	\$27.61	\$2.76	\$30.37
Purchase Bp Exp Myaree 1840					
Fuel					
28 Sep 2023	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$6.82
Not Coded	129	1104	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee					
Total for this period					\$454.54

Cardholder Declaration

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

Signature _____

Dated 29/09/2023

Employee ID: 169

Approved By

Signature _____

Dated 11/10/2023

On Completion

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

Accounts Paid - October 2023

Payment / Invoice	Date	Description	Amount
EFT Payment			
EFT Payment - EFT00545			
3148 - Cr Shire President Rachel Thomas			
CR R THOMAS	30/09/23	CR R Thomas 1st & 2nd QTR 2023/24 Sitting Fees/	10,833.00
1ST QTR 2023/24		President	
		Total 3148	10,833.00
3149 - Cr Charles Hohnen			
CR C HOHNEN	30/09/23	CR C HOHNEN 1ST QTR 2023/24 DEP.PRES ALLOW	3,458.00
1ST QTR 2023/24			
		Total 3149	3,458.00
3150 - Cr Karen Farley			
CR K FARLEY 1ST	30/09/23	CR K FARLEY 1ST QTR 2023/24 SITTING FEE	2,445.00
QTR 2023/24			
		Total 3150	2,445.00
3152 - Cr Peter Macintosh			
CR P MACINTOSH	30/09/23	CR P MACINTOSH 1ST QTR 2023/24 SITTING FEES	2,745.00
1ST QTR 2023/24			
		Total 3152	2,745.00
3154 - Cr Dawne Horrex			
CR D HORREX	30/09/23	CR D HORREX 1ST & 2ND QTR 2023/24 Sitting Fees	3,372.00
1ST QTR 2023/24			
		Total 3154	3,372.00
3626 - Cr Doug Jackson			
CR D JACKSON	30/09/23	CR D JACKSON 1ST QTR 2023/24 SITTING FEE	2,745.00
1ST QTR 2023/24			
		Total 3626	2,745.00
3627 - Cr Patrick Dawkins			
CR P DAWKINS	30/09/23	CR P DAWKINS 1ST QTR 2023/24 SITTING FEE	2,745.00
1ST QTR 2023/24			
		Total 3627	2,745.00
		Total EFT00545	28,343.00
EFT Payment - EFT00546			
162 - Western Metropolitan Regional Council			
M-2310228	30/09/23	Green&Bulk Pass Waste Management - Sept 23	5,440.02
VV230930-4	30/09/23	Verge Valet - Sept 23	1,625.66
		Total 162	7,065.68
21 - Construction Training Fund (CTF)			
197141-P2N4J5	30/09/23	BCTIF Levy BA2023/00028 45 Irvine	1,991.75
		Total 21	1,991.75
300 - VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD			
55466473 PO03275	30/09/23	Depot Waste - Veolia 4.5 Skip Bin	497.42
166937 PO03274	30/09/23	Residential Waste - MSW	16,133.51
		Total 300	16,630.93
3002 - Winc Australia Pty Ltd			
9043539449	28/09/23	Sationery as purchased online	379.19
PO03414			
		Total 3002	379.19
3008 - CIVICA PTY LTD			
C/LA033981	30/09/23	SpydusManager Annual Fee, Year 1 1/7/23 to 30/6/24	3,237.30
C/LA034080	11/10/23	Spydus LMS Fees RFT04-2022 - Yr 2 07/12/23-06/12/24	25,637.04
		Total 3008	28,874.34
3025 - TOTAL EDEN Pty Ltd T/A Nutrien Water			
412821973	15/09/23	Reticulation maintenance - Manners Hill Park	1,100.00
PO03298			
		Total 3025	1,100.00
3027 - PORT PRINTING			
INV089930	30/09/23	Jeremy Clapham business cards	69.85
PO03341			
		Total 3027	69.85
3050 - ENVIRO SWEEP PTY LTD (EWCS)			

Payment / Invoice	Date Description	Amount
114168 PO03279	27/09/23 Road Sweeping Contractor	2,518.56
	Total 3050	2,518.56
3057 - CTI Couriers		
CISC4619293	01/10/23 Courier Library Van - September 2023	523.38
	Total 3057	523.38
3067 - MURPHYS ELECTRICAL CO		
00115408 PO03314	13/09/23 MHP elctrical meter box repairs	3,473.25
00115631 PO03290	11/10/23 LED street lighting - Leake St median	5,957.05
	Total 3067	9,430.30
3120 - Westbooks		
338034 PO03399	29/09/23 Books as purchased online	347.68
338195 PO03399	10/09/23 Books as purchased online	1,398.70
	Total 3120	1,746.38
3221 - NAPOLEON PAPIER & CO		
2869 2876 2888	30/09/23 magazines as selected	266.29
2909 2923		
	Total 3221	266.29
3225 - DOMUS NURSERY (HERITAGE WAY PTY LTD)		
171516 PO03431	01/09/23 Admin gardens - plants	731.66
	Total 3225	731.66
3230 - Sontec Integrated Systems		
19965 PO03356	01/09/23 Replace external card reader & repair internal breakglass to main automatic entry doors	1,007.03
	Total 3230	1,007.03
3357 - Fasta Couriers & Taxi Trucks		
288262	30/09/23 Postage of PVL from Citizenship Ceremony	58.01
	Total 3357	58.01
3375 - TESTEL AUSTRALIA PTY LTD		
WAUCD3876	08/09/23 Admin building - electrical safety tagging	157.85
PO03306		
	Total 3375	157.85
3411 - BOLINDA DIGITAL PTY LTD		
237986 PO03407	26/09/23 WSLG Borrowbox 23/24 value plan (The Grove)	3,564.00
	Total 3411	3,564.00
3441 - BOYA EQUIPMENT PTY LTD		
18969 PO03385	07/09/23 Kubota BX23S service	453.46
18970 PO03385	07/09/23 Kubota BX23S service	451.76
	Total 3441	905.22
3621 - QTM PTY LTD		
INV-35911 PO03331	01/09/23 Leake St median TMP	1,435.50
	Total 3621	1,435.50
3868 - Dugite Earthmoving Pty Ltd T/as J&V Earthmoving		
INV-0675 PO03390	04/10/23 ROW maintenance works	2,816.00
	Total 3868	2,816.00
3878 - Market Creations Technology Pty Ltd T/as Intergrated ICT		
28994	29/09/23 Managed service agreement - library	1,021.13
29069	29/09/23 Managed Endpoint Protection	687.50
	Total 3878	1,708.63
3892 - Telstra Limited		
4074199284 10 OCT 2023	10/10/23 Foreshore - Parks & Enviro 10 OCT 2023	123.01
	Total 3892	123.01
3930 - TLC SAFETY PTY LTD T/A EINSTEINS AUSTRALIA		
INV-30018 PO03387	03/10/23 Have A Go Event: Muggles Magic	594.00
	Total 3930	594.00
3932 - Omnicom Media Group Australia Pty Ltd Marketforce		
1644839 PO03270 DIRECT ENTRY	01/07/23 Perth West Aust. Newspaper Ad Vacancy 1/7/23	765.29
	Total 3932	765.29
3940 - Shane McCarthy		

Payment / Invoice	Date Description	Amount	
001 PO03380	10/10/23 CBW author appearance	680.00	
	Total 3940	680.00	
3943 - Pay@bility Pty Ltd T/A Benefit@bility			
PJ000815	05/10/23 FORTNIGHT 2024- 7 - From Payroll	661.11	
	Total 3943	661.11	
3945 - O'Brien Glass Industries			
00065671 PO03427	26/09/23 Replace external glass panel	4,479.80	
	Total 3945	4,479.80	
3951 - Metal Artwork Badges D&L Studio Pty Ltd			
21757 PO03423	04/10/23 Name Badge for Admin	26.84	
	Total 3951	26.84	
3956 - Red Rooster Peppermint Grove (Previous Owners)			
231002 REFUND	02/10/23 231002 REFUND RED ROOSTER - Annual food	60.00	
RED ROOSTER	inspection fee		
	Total 3956	60.00	
516 - McLeods Barristers & Solicitors			
131902	28/09/23 Matter: 51457 McComish V Shire of Peppermint Grove - DR116 OF 2023	2,577.85	
	Total 516	2,577.85	
693 - Clean City Group Pty Ltd			
1580 PO03403	26/09/23 Cott Activity Centre	330.00	
1581 PO03276	02/10/23 Waste - Bin Return Service	825.00	
1584 PO03276	09/10/23 Waste - Bin Return Service	825.00	
	Total 693	1,980.00	
867 - Dept of Mines Industry Regulation & Safety (DMIRS)			
BSL SEPTEMBER 2023	30/09/23 BA2023/00022 33R Keane BSL September 2023	1,478.30	
	Total 867	1,478.30	
883 - FujiFilm Business Innovations Australia PtyLtd			
MV828975 PO3324	21/09/23 Digitisation of Approvals	7,474.73	
	Total 883	7,474.73	
	Total EFT00546	103,881.48	
EFT Payment - EFT00547			
3029 - Australian Taxation Office			
PJ000810	07/09/23 FORTNIGHT 2024- 5 - From Payroll	17,985.57	
PJ000813	21/09/23 FORTNIGHT 2024- 6 - From Payroll	18,641.57	
FBT 2ND QTR JUL-SEPT 2023-2024	21/09/23 FBT 2ND QTR JUL-SEPT 2023-2024	2,883.00	
	01/10/23 GST Settlement	454.00	
	01/10/23 GST Settlement	16,579.00	-\$ 16,579.00
	Total 3029	23,385.14	
	Total EFT00547	23,385.14	
EFT Payment - EFT00548			
1 - Australia Post			
1012739265	03/10/23 Mail & postage - Sept 2023	251.24	
	Total 1	251.24	
162 - Western Metropolitan Regional Council			
M-2310429	15/10/23 WMRC Oct 2023	4,541.36	
	Total 162	4,541.36	
2414 - Open Systems Technology Pty Ltd (Council First)			
SI008035	04/10/23 Avepoint cloud backup October 2023	111.38	
SI008036	04/10/23 Jet Reports Subscription - 241023-231123	374.00	
SI008047	09/10/23 STP Transactions - Sept 23	33.00	
SI008052	11/10/23 Microsoft Azure - September re-issued invoice	848.31	
SI008061	17/10/23 Prof. IT Services - September 2023	3,748.25	
SI008077	20/10/23 OFFICE 365 - Nov 2023	2,206.66	
CR SC000675	23/10/23 INV SI008077 interim licensesCR/Adj Note PCR00454	32.85	
	Total 2414	7,288.75	
3013 - Heritage Tree Surgeons			
56881	22/10/23 Street tree works as per audit	12,100.00	
	Total 3013	12,100.00	

Payment / Invoice	Date Description	Amount
3015 - CREATION LANDSCAPE SUPPLIES		
282261 PO03273	01/10/23 Limestone	122.55
	Total 3015	122.55
3027 - PORT PRINTING		
INV091769	26/10/23 Pete Zadeian's business cards	73.15
PO03438		
	Total 3027	73.15
3047 - PERTH IRRIGATION CENTRE (PIC)		
I1501 PO03412	02/10/23 SD50 modems 4G compatible	2,003.10
	Total 3047	2,003.10
3050 - ENVIRO SWEEP PTY LTD (EWCS)		
114639 PO03279	09/10/23 Road Sweeping Contractor	2,519.14
	Total 3050	2,519.14
3051 - TEMPTATIONS CATERING		
E28084 PO03343	10/10/23 Council Meetings Catering 23/24	459.36
E28094 PO03343	17/10/23 Council Meetings Catering 23/24	433.62
E28095 PO03343	24/10/23 Council Meetings Catering 23/24	884.99
	Total 3051	1,777.97
3094 - DAVID PRICE		
231012 REFUND	12/10/23 Refund D Price - Keane street Xmas party	90.20
DAVID PRICE		
	Total 3094	90.20
3120 - Westbooks		
338376 PO03399	19/09/23 Books as purchased online	462.11
	Total 3120	462.11
3134 - Sunny Sign Company Pty Ltd		
506239 PO03417	06/10/23 Convex mirrors	440.00
	Total 3134	440.00
3166 - ST JOHN AMBULANCE WA LTD		
SHOPINV00282011	16/10/23 Depot defibrillator storage cabinet	289.96
PO03419		
	Total 3166	289.96
3230 - Sontec Integrated Systems		
19864 PO03436	01/10/23 Sontec annual alarm system monitoring 2023-24	686.40
	Total 3230	686.40
3261 - STEWART FARLEY E063		
231018 E0063 SF	18/10/23 Young adult graphic novel box set	438.00
STAFF		
	Total 3261	438.00
3357 - Fasta Couriers & Taxi Trucks		
288884	15/10/23 Courier for Agenda to Subiaco	49.37
	Total 3357	49.37
3429 - DONALD BURNETT E005		
231024 D	24/10/23 CEO Data Reimbursement	414.53
BURNETT		
	Total 3429	414.53
3453 - SHRED-X PTY LTD		
02108626	14/10/23 Security bin - October 2023	13.00
	Total 3453	13.00
3459 - OConnor Lawnmower & Chainsaw Centre		
37069#4 PO03452	25/10/23 Mower blades	67.20
	Total 3459	67.20
3593 - Dell Australia Pty Limited		
2411633329	16/10/23 Dell XPS 13 Plus - Laptop for SFO Workstation	3,014.00
PO03396		
	Total 3593	3,014.00
3604 - Officeworks		
609323063	26/07/23 3x Monitor Bracket & 1x 27" Monitor & Calculator	466.38
PO03378		
609846828	03/10/23 A5 Diary day to page 2024 Black	323.80
PO03420		
	Total 3604	790.18
3660 - Iconic Property Services		
PSI030603	29/09/23 Consumable for Office	862.68
PO03391		

Payment / Invoice	Date Description	Amount	
	Total 3660	862.68	
3718 - Nice Design			
INV-03358	01/10/23 1 Scenic enlargement photo for Council Chambers Walls	253.00	
PO03358			
	Total 3718	253.00	
3731 - Chivers Asphalt Pty Ltd			
INV-10101	11/10/23 Potholes repairs various	2,640.00	
PO03393			
	Total 3731	2,640.00	
3735 - Vocus Ltd			
P1062750	01/10/23 Shire admin wifi October 2023	603.90	
P1062277	01/10/23 Library public wifi October 2023	526.90	
81094-031023	03/10/23 Yealink phones - September 2023	590.87	
	Total 3735	1,721.67	
3783 - Chellew Hawley Pty Ltd t/as Sifting Sands			
INV-1932 PO03422	14/10/23 Keanes Point playground sand clean	973.50	
	Total 3783	973.50	
3786 - Profounder Turfmaster Pty Ltd			
INV-1181 PO03278	03/10/23 Mowing - Manners Hill Park	2,310.00	
	Total 3786	2,310.00	
3787 - Schaffer Loaders - AgTech Int.Pty.Ltd.			
00034774 PO03383	18/10/23 Schaffer front end loader - onsite major service	3,609.17	
	Total 3787	3,609.17	
3795 - Solmec Consultants			
23-766-02 PO03366	01/10/23 SEPARATION OF SHIRE OFFICE HVAC SYSTEM DESIGN & TENDER SERVICES	5,220.60	
	Total 3795	5,220.60	
3832 - Forms Express Pty Ltd			
246597	20/09/23 Job 202309120156 Data processing	922.42	
CR/ADJ NOTE CR 302200	22/09/23 CR/Adj Note CR 302200 CREDIT FTP BATCH UPLOAD	275.00	-\$ 275.00
	Total 3832	647.42	
3892 - Telstra Limited			
4074199292 T311 OCT 2023	10/10/23 Solar bench Oct 2023	109.98	
K 685 145 021-4 10 OCT 2023	10/10/23 Depot NBN 10 October 2023	64.99	
	Total 3892	174.97	
3894 - The Trustee for Apex Gates Trust			
10107A PO03416	03/10/23 Depot electric gate - annual maintenance	270.00	
	Total 3894	270.00	
3898 - Jennifer Court E0015			
231017 E0015 JC STAFF	17/10/23 Gift for EM - cards and engraving	43.90	
	Total 3898	43.90	
3919 - Drainflow Services Pty Ltd			
00015470 PO03280	01/10/23 Contract drainage gully educting services	1,460.25	
00015267 PO03280	01/10/23 Contract drainage gully educting services	1,710.50	
00015304 PO03280	01/10/23 Contract drainage gully educting services	1,421.75	
00015310 PO03280	01/10/23 Contract drainage gully educting services	1,718.75	
00015312 PO03280	01/10/23 Contract drainage gully educting services	1,369.50	
00015359 PO03280	01/10/23 Contract drainage gully educting services	1,908.50	
00015376 PO03280	01/10/23 Contract drainage gully educting services	1,551.00	
00015393 PO03280	01/10/23 Contract drainage gully educting services	1,718.75	
00015406 PO03280	01/10/23 Contract drainage gully educting services	1,680.25	
00015438 PO03280	01/10/23 Contract drainage gully educting services	1,650.00	
00015452 PO03280	01/10/23 Contract drainage gully educting services	1,650.00	
00015341 PO03280	05/10/23 Contract drainage gully educting services	1,787.50	
00015720 PO03280	12/10/23 Contract drainage gully educting services	1,718.75	
00015670 PO03280	09/10/23 Contract drainage gully educting services	2,235.75	
	Total 3919	23,581.25	
3920 - Paul Barrett T/as Commercial and Residential Carpenters			

Payment / Invoice	Date Description	Amount	
202341 PO03413	23/10/23 Sunken garden - step replacements	4,950.00	
	Total 3920	4,950.00	
3929 - Moore Australia WA Pty Ltd			
3751 PO03398	01/10/23 Monthly reporting template	979.00	
	Total 3929	979.00	
3943 - Pay@bility Pty Ltd T/A Benefit@bility			
PJ000817	19/10/23 FORTNIGHT 2024- 8 - From Payroll	661.11	
02102023	02/10/23 Novated JCC 02102023	143.57	
	Total 3943	804.68	
3951 - Metal Artwork Badges D&L Studio Pty Ltd			
21956 PO03439	16/10/23 EM Name badges and postage	48.40	
21955 PO03437	16/10/23 including postage	26.40	
	Total 3951	74.80	
3959 - The Kitchlind Family Trust T/A Mobile Mouse			
15236 PO03454	13/10/23 Word training	2,675.00	
	Total 3959	2,675.00	
516 - McLeods Barristers & Solicitors			
131387	01/10/23 Matter No.51457 McComish v SOPG DR116 2023	10,004.50	
	Total 516	10,004.50	
52 - Iron Mountain Australia Group Pty Ltd			
AUD359778	01/10/23 Storage Archive - Oct 2023	15.03	
	Total 52	15.03	
598 - PHIL JOHNSON PLUMBING & GAS			
00017711 PO03429	17/10/23 Admin building water leak	324.00	
	Total 598	324.00	
693 - Clean City Group Pty Ltd			
1585 PO03276	17/10/23 Waste - Bin Return Service	825.00	
1586 PO03424	19/10/23 MHP Pavilion pressure clean	418.00	
1589 PO03276	23/10/23 Waste - Bin Return Service	825.00	
	Total 693	2,068.00	
697 - LGIS WA			
100-155198-01	01/10/23 LGIS Insurance	66,351.09	
100-155198-02	01/10/23 LGIS Insurance	66,351.06	
	Total 697	132,702.15	
804 - DEPT OF FIRE & EMERGENCY SERVICES (DFES)			
156356	11/10/23 2023/24 ESL Section 36L & 36M	7,446.44	
	Total 804	7,446.44	
883 - FujiFilm Business Innovations Australia PtyLtd			
CV843714	01/10/23 AP7C6673-T SER250981 1/7/23 to 30/9/2023	2,289.86	
	Total 883	2,289.86	
	Total EFT00548	244,073.83	
Total - EFT Payment		399,683.45	\$ 399,683.45
Other - BPAY302			
3178 - DEPT OF TRANSPORT (Registration VEHICLE SERVICES)			
1TLP171 23 SEPT 2023	23/09/23 1TLP171 23 SEPT 2023 EXP 04/11/2024	25.30	
	Total 3178	25.30	
	Total BPAY302	25.30	
Other - BPAY303			
3177 - ALINTA ENERGY			
110001397- SEPTEMBER 2023	29/09/23 Gas Supply - 29 June to 26 Sept 2023	39.00	
	Total 3177	39.00	
	Total BPAY303	39.00	
Other - BPAY304			
3178 - DEPT OF TRANSPORT (Registration VEHICLE SERVICES)			
1TWY722 EXP 16/11/2024	12/10/23 1TWY722 EXP 16/11/2024	25.30	

Payment / Invoice	Date Description	Amount	
	Total 3178	25.30	
	Total BPAY304	25.30	
Total - Bpay		\$	Sub-total Bpay 89.60
Other - DD00457			
3377 - WESTNET PTY LTD T/AS inet			
137816892	18/08/23 Web hosting - August 2023	15.99	
	Total 3377	15.99	
	Total DD00457	15.99	
Other - DD00458			
3377 - WESTNET PTY LTD T/AS inet			
138163158	17/09/23 Web Hosting - Sept 2023	15.99	
	Total 3377	15.99	
	Total DD00458	15.99	
Other - DD00459			
3062 - WATER CORPORATION			
9001300655 0113	11/09/23 Tennis Court Bay View Tce - 7 July to 8 Sept 2023	97.30	
	Total 3062	97.30	
	Total DD00459	97.30	
Other - DD00460			
3062 - WATER CORPORATION			
9001298815 0137	26/09/23 63 Johnston St - 22 Jul to 22 Sept 2023	562.70	
	Total 3062	562.70	
	Total DD00460	562.70	
Other - DD00461			
3062 - WATER CORPORATION			
9001298479 0065	01/10/23 Drainage reserve at Johnston Street	47.26	
	Total 3062	47.26	
	Total DD00461	47.26	
Other - DD00462			
123 - Synergy			
2065929356	02/10/23 Streetlights (2) MHP - 28 Aug to 27 Sept 23	39.25	
	Total 123	39.25	
	Total DD00462	39.25	
Other - DD00463			
123 - Synergy			
2037937468	01/10/23 Shire office electricity July to Sept 2023	400.91	
	Total 123	400.91	
	Total DD00463	400.91	
Other - DD00464			
3062 - WATER CORPORATION			
9016499388 0076	01/10/23 Shire Office July to Sept 2023	1,525.29	
	Total 3062	1,525.29	
	Total DD00464	1,525.29	
Other - DD00465			
3899 - Grenke GC Leasing Melbourne Pty Ltd			
39149/2023	22/09/23 Quarterly fee 1/10/23-31/12/23	5,672.80	
	Total 3899	5,672.80	
	Total DD00465	5,672.80	
Other - DD00466			
123 - Synergy			
2037921142	09/10/23 Electricity 11 Aug to 07 Sept 2023	3,660.22	
	Total 123	3,660.22	
	Total DD00466	3,660.22	
Total - Direct Debit		\$	Sub-total D/D 12,037.71

Payment / Invoice	Date Description	Amount	
Other - CCP00044			
3084 - Shire Credit Cards -NAB Visa flexi purchase			
MIS DN 30 AUG TO 28 SEPT 2023	01/10/23 MIS DN 30 AUG TO 28 SEPT 2023	442.53	
CLS SF 28 AUG TO 30 SEPT 2023	01/10/23 CLS SF 28 AUG TO 30 SEPT 2023	1,904.33	
DEPOT TW 30 AUG TO 28 SEPT 2023	01/10/23 DEPOT TW 30 AUG TO 28 SEPT 2023	627.08	
ALS LH 30 AUG TO 28 SEPT 2023	01/10/23 ALS LH 30 AUG TO 28 SEPT 2023	4,678.59	
CEO DB 30 AUG TO 28 SEPT 2023	01/10/23 CEO DB 30 AUG TO 28 SEPT 2023	7,561.27	
NAB VISA FEES - SEPT 2023	01/10/23 NAB VISA FEES - SEPT 2023	110.00	
MDS JG 30 AUG TO 28 SEPT 2023	01/10/23 MDS JG 30 AUG TO 28 SEPT 2023	1,699.49	
DEPOT RY 30 AUG TO 28 SEPT 2023	01/10/23 DEPOT RY 30 AUG TO 28 SEPT 2023	322.83	
MCCS JC 30 AUG TO 28 SEPT 2023	01/10/23 MCCS JC 30 AUG TO 28 SEPT 2023	1,209.20	
	Total 3084	18,555.32	
	Total CCP00044	18,555.32	Sub-total C/C
	Total - Credit Card	\$	18,555.32
	Total - Other	30,682.63	\$ 30,682.63
	Grand Total Accounts Paid - October	\$	430,366.08



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 30 Aug 2023 to 28 Sep 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
31 Aug 2023	28470	Bigw Online Bella Vista 139 1106 Purchase Bigw Online adult books	Approval Req'd	<input checked="" type="checkbox"/> \$193.64 \$19.36	\$213.00 \$213.00
31 Aug 2023	28545	Lookatme Docklands 129 1005 Purchase Lookatme lookatme photo storage annual	Approval Req'd	<input checked="" type="checkbox"/> \$1,190.00 \$119.00	\$1,309.00 \$1,309.00
01 Sep 2023	27160	Westnet Perth 129 1106 Purchase Westnet domain hosting charge	Approval Req'd	<input checked="" type="checkbox"/> \$27.27 \$2.73	\$30.00 \$30.00
04 Sep 2023	28770	Woolworths/Cottesloe Grov Cottesloe 139 1106 Purchase Woolworths/Cottesloe Grov jp supplies	Approval Req'd	<input checked="" type="checkbox"/> \$26.27 \$2.63	\$28.90 \$28.90
05 Sep 2023	27250	W.A. Library Supplie Forrestdale 139 1106 Purchase W.A. Library Supplie book covering	Approval Req'd	<input checked="" type="checkbox"/> \$160.45 \$16.05	\$176.50 \$176.50
06 Sep 2023	28470	Bigw Online Bella Vista 139 1106 Purchase Bigw Online adult books	Approval Req'd	<input checked="" type="checkbox"/> \$149.09 \$14.91	\$164.00 \$164.00
08 Sep 2023	27160	Altronic Distributor Perth 139 1106 Purchase Altronic Distributor it spares	Approval Req'd	<input checked="" type="checkbox"/> \$46.45 \$4.65	\$51.10 \$51.10
12 Sep 2023	28770	Woolworths/Cottesloe Grov Cottesloe 139 1106 Purchase Woolworths/Cottesloe Grov kitchen	Approval Req'd	<input checked="" type="checkbox"/> \$6.36 \$0.64	\$7.00 \$7.00
13 Sep 2023	27180	Peppermint News Agc Peppermint Gr 139 1106 Purchase Peppermint News Agc library nespapers for the month	Approval Req'd	<input checked="" type="checkbox"/> \$296.55 \$29.65	\$326.20 \$326.20
12 Sep 2023	27250	Ink Station Marrickville 139 1106 Purchase Ink Station spine labels	Approval Req'd	<input checked="" type="checkbox"/> \$188.53 \$18.85	\$207.38 \$207.38
13 Sep 2023	28545	Apple Online Au Sydney 129 1005 Purchase Apple Online Au Apple developer licence	Approval Req'd	<input checked="" type="checkbox"/> \$135.45 \$13.55	\$149.00 \$149.00
16 Sep 2023	28470	Bigw Online Bella Vista 139 1106 Purchase Bigw Online adult books	Approval Req'd	<input checked="" type="checkbox"/> \$109.09 \$10.91	\$120.00 \$120.00

17 Sep 2023	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$8.10	
28770	139	1106	\$7.36	\$0.74	\$8.10
Purchase Woolworths/Cottesloe Grov sunday times/ cleaning wipes					
19 Sep 2023	Sp Jb Hi-Fi Online Southbank	Approval Req'd	<input checked="" type="checkbox"/>	\$1,010.18	
27160	139	1106	\$918.35	\$91.83	\$1,010.18
Purchase Sp Jb Hi-Fi Online games console for 1/2 pipe					
21 Sep 2023	Clark Rubber Canningt Cannington	Approval Req'd	<input checked="" type="checkbox"/>	\$74.85	
29200	139	1106	\$68.05	\$6.80	\$74.85
Purchase Clark Rubber Canningt replacement seat covering (Kids Booth)					
21 Sep 2023	Cei Pty Limited Knoxfield	Approval Req'd	<input checked="" type="checkbox"/>	\$544.79	
27250	139	1106	\$495.26	\$49.53	\$544.79
Purchase Cei Pty Limited Book Covering					
26 Sep 2023	Sp Jb Hi-Fi Online Southbank	Approval Req'd	<input checked="" type="checkbox"/>	\$251.77	
28473	139	1106	\$228.88	\$22.89	\$251.77
Purchase Sp Jb Hi-Fi Online adult DVD's					
28 Sep 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					
Total for this period:				\$4,678.59	

Cardholder Declaration

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

Signature 

Dated 04 / 10 / 2023

Employee ID: 60

Approved BySignature 

Dated 04 / 10 / 2023

On CompletionALL 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 ended 30th September 2023

SHIRE OF PEPPERMINT GROVE

MONTHLY FINANCIAL REPORT

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

For the period ended 30 September 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statements required by regulation

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Statement of Financial Activity Information	5
Note 3 Explanation of Material Variances	6

SHIRE OF PEPPERMINT GROVE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

	Supplementary Information	Adopted 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	3,660,053	3,648,204	(11,849)	(0.32%)	▼
Grants, subsidies and contributions	12	1,399,442	317,476	74,188	(243,288)	(76.63%)	▼
Fees and charges		339,195	128,659	124,243	(4,416)	(3.43%)	
Interest revenue		138,836	9,000	45,634	36,634	407.04%	▲
Other revenue		7,600	4,350	3,020	(1,330)	(30.57%)	▼
Profit on asset disposals	6	6,112	0	0	0	0.00%	
		5,561,239	4,119,538	3,895,289	(224,249)	(5.44%)	
Expenditure from operating activities							
Employee costs		(2,409,668)	(601,040)	(578,200)	22,840	3.80%	▲
Materials and contracts		(2,390,368)	(583,191)	(535,196)	47,995	8.23%	▲
Utility charges		(123,593)	(30,487)	(24,442)	6,045	19.83%	▲
Depreciation		(582,312)	(145,578)	0	145,578	100.00%	▲
Finance costs		(69,703)	0	0	0	0.00%	
Insurance		(118,902)	(91,527)	(4,182)	87,345	95.43%	▲
Other expenditure		(47,000)	(2,000)	0	2,000	100.00%	▲
Loss on asset disposals	6	(52,500)	0	0	0	0.00%	
		(5,794,046)	(1,453,823)	(1,142,020)	311,803	21.45%	
Non-cash amounts excluded from operating activities	Note 2(b)	628,700	145,578	0	(145,578)	(100.00%)	▼
Amount attributable to operating activities		395,893	2,811,293	2,753,269	(58,024)	(2.06%)	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	49,162	0	29,786	29,786	0.00%	▲
Proceeds from disposal of assets	6	2,080,500	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		200,000	0	0	0	0.00%	
		2,329,662	0	29,786	29,786	0.00%	
Outflows from investing activities							
Payments for financial assets at amortised cost - self supporting loans		(200,000)	(200,000)	0	200,000	100.00%	▲
Payments for property, plant and equipment	5	(280,700)	0	(11,380)	(11,380)	0.00%	▼
Payments for construction of infrastructure	5	(2,575,500)	0	(3,530)	(3,530)	0.00%	
		(3,056,200)	(200,000)	(14,910)	185,090	92.55%	
Amount attributable to investing activities		(726,538)	(200,000)	14,876	214,876	107.44%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	10	1,700,000	0	0	0	0.00%	
Transfer from reserves	4	748,284	0	0	0	0.00%	
		2,448,284	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	10	(1,738,885)	0	0	0	0.00%	
Transfer to reserves	4	(715,362)	0	0	0	0.00%	
		(2,454,247)	0	0	0	0.00%	
Amount attributable to financing activities		(5,963)	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		350,026	350,026	515,170	165,144	47.18%	▲
Amount attributable to operating activities		395,893	2,811,293	2,753,269	(58,024)	(2.06%)	▼
Amount attributable to investing activities		(726,538)	(200,000)	14,876	214,876	107.44%	▲
Amount attributable to financing activities		(5,963)	0	0	0	0.00%	
Surplus or deficit after imposition of general rates		13,418	2,961,319	3,283,315	321,996	10.87%	▲

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 SEPTEMBER 2023

	Supplementary Information	30 June 2023 \$	30 September 2023 \$
CURRENT ASSETS			
Cash and cash equivalents	3	2,550,422	4,271,574
Trade and other receivables		658,685	1,596,963
TOTAL CURRENT ASSETS		3,209,107	5,868,537
NON-CURRENT ASSETS			
Trade and other receivables		86,914	86,914
Other financial assets		20,389	20,389
Investment in associate	14	121,016	121,016
Property, plant and equipment		16,433,836	16,445,215
Infrastructure		17,091,017	17,094,548
Right-of-use assets		15,047	15,047
TOTAL NON-CURRENT ASSETS		33,768,219	33,783,129
TOTAL ASSETS		36,977,326	39,651,666
CURRENT LIABILITIES			
Trade and other payables	8	680,985	572,269
Lease liabilities		11,785	11,785
Borrowings	10	38,886	38,886
Employee related provisions	11	175,345	175,345
TOTAL CURRENT LIABILITIES		907,001	798,285
NON-CURRENT LIABILITIES			
Lease liabilities		6,007	6,007
Borrowings	10	615,807	615,807
Employee related provisions		29,603	29,603
TOTAL NON-CURRENT LIABILITIES		651,417	651,417
TOTAL LIABILITIES		1,558,418	1,449,702
NET ASSETS		35,418,908	38,201,964
EQUITY			
Retained surplus		8,984,517	11,767,573
Reserve accounts	4	1,988,560	1,988,560
Revaluation surplus		24,445,831	24,445,831
TOTAL EQUITY		35,418,908	38,201,964

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2023

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 20 October 2023

SHIRE OF PEPPERMINT GROVE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2023	30 June 2023	30 September 2023
Current assets		\$	\$	\$
Cash and cash equivalents	3	2,153,052	2,550,422	4,271,574
Trade and other receivables		96,000	658,685	1,596,962
		2,249,052	3,209,107	5,868,536
Less: current liabilities				
Trade and other payables	8	(280,000)	(680,985)	(572,269)
Lease liabilities			(11,785)	(11,785)
Borrowings	10	2,550	(38,886)	(38,886)
Employee related provisions	11		(175,345)	(175,345)
		(277,450)	(907,001)	(798,285)
Net current assets		1,971,602	2,302,106	5,070,251
Less: Total adjustments to net current assets	Note 2(c)	(1,958,186)	(1,786,936)	(1,786,936)
Closing funding surplus / (deficit)		13,416	515,170	3,283,315

(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		Adopted Budget	YTD Budget	YTD Actual
		\$	(a)	(b)
Adjustments to operating activities				
Less: Profit on asset disposals	6	(6,112)	0	0
Add: Loss on asset disposals	6	52,500	0	0
Add: Depreciation		582,312	145,578	0
Total non-cash amounts excluded from operating activities		628,700	145,578	0

(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.

		Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2023	30 June 2023	30 September 2023
Adjustments to net current assets		\$	\$	\$
Less: Reserve accounts	4	(1,988,560)	(1,988,560)	(1,988,560)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	(2,550)	38,886	38,886
- Current portion of lease liabilities			11,785	11,785
- Current portion of employee benefit provisions held in reserve	4	32,924	150,953	150,953
Total adjustments to net current assets	Note 2(a)	(1,958,186)	(1,786,936)	(1,786,936)

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 SEPTEMBER 2023

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 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
General rates	(11,849)	(0.32%)	▼
Actual rates slightly more than budgeted.			
Grants, subsidies and contributions	(243,288)	(76.63%)	▼
Federal Assistance Grants received earlier than anticipated - \$70k.			
Library contributions not yet accounted for - \$314k.			
Interest revenue	36,634	407.04%	▲
Interest received earlier than anticipated.			
Other revenue	(1,330)	(30.57%)	▼
Expenditure from operating activities			
Employee costs	22,840	3.80%	▲
Savings due to staff changes.			
Materials and contracts	47,995	8.23%	▲
Timing of spend.			
Utility charges	6,045	19.83%	▲
Timing of spend.			
Depreciation	145,578	100.00%	▲
Depreciation not yet processed due to audit not yet performed			
Insurance	87,345	95.43%	▲
Insurance not yet paid.			
Other expenditure	2,000	100.00%	▲
Non-cash amounts excluded from operating activities	(145,578)	(100.00%)	▼
Depreciation (see above)			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	29,786	0.00%	▲
Timing of LRCI grant funding.			
Outflows from investing activities			
Payments for financial assets at amortised cost - self supporting loans	200,000	100.00%	▲
Loan not yet confirmed.			
Payments for property, plant and equipment	(11,380)	0.00%	▼
Timing of capital acquisitions.			
Surplus or deficit at the start of the financial year	165,144	47.18%	▲
To still be confirmed once audit is complete.			
Surplus or deficit after imposition of general rates	321,996	10.87%	▲
Due to variances described above			

SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key Information	8
2	Key Information - Graphical	9
3	Cash and Financial Assets	10
4	Reserve Accounts	11
5	Capital Acquisitions	12
6	Disposal of Assets	14
7	Receivables	15
8	Payables	16
9	Rate Revenue	17
10	Borrowings	18
11	Other Current Liabilities	19
12	Grants and contributions	20
13	Capital grants and contributions	21
14	Investment in Associates	22

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.35 M	\$0.35 M	\$0.52 M	\$0.17 M
Closing	\$0.01 M	\$2.96 M	\$3.28 M	\$0.32 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$4.27 M	% of total		\$0.57 M	% Outstanding		\$0.14 M	% Collected
Unrestricted Cash	\$2.28 M	53.4%	Trade Payables	\$0.42 M		Rates Receivable	\$1.46 M	60.3%
Restricted Cash	\$1.99 M	46.6%	0 to 30 Days		54.5%	Trade Receivable	\$0.14 M	% Outstanding
			Over 30 Days		45.5%	Over 30 Days		98.9%
			Over 90 Days		0.6%	Over 90 Days		98.9%

Refer to 3 - Cash and Financial Assets

Refer to 8 - Payables

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.40 M	\$2.81 M	\$2.75 M	(\$0.06 M)

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$3.65 M	% Variance	YTD Actual	\$0.07 M	% Variance	YTD Actual	\$0.12 M	% Variance
YTD Budget	\$3.66 M	(0.3%)	YTD Budget	\$0.32 M	(76.6%)	YTD Budget	\$0.13 M	(3.4%)

Refer to 9 - Rate Revenue

Refer to 12 - Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.73 M)	(\$0.20 M)	\$0.01 M	\$0.21 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.00 M	%	YTD Actual	\$0.00 M	% Spent	YTD Actual	\$0.03 M	% Received
Adopted Budget	\$2.08 M	(100.0%)	Adopted Budget	\$2.58 M	(99.9%)	Adopted Budget	\$0.05 M	(39.4%)

Refer to 6 - Disposal of Assets

Refer to 5 - Capital Acquisitions

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.01 M)	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings			Reserves		
Principal repayments	\$0.00 M		Reserves balance	\$1.99 M	
Interest expense	\$0.00 M		Interest earned	\$0.00 M	
Principal due	\$0.65 M				

Refer to 10 - Borrowings

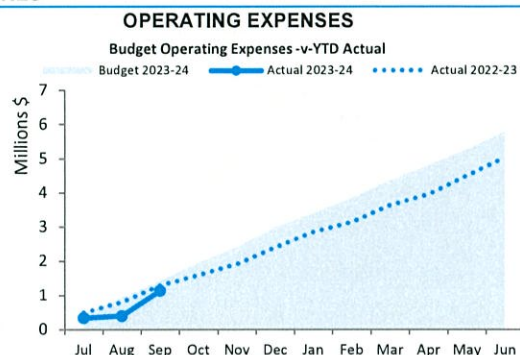
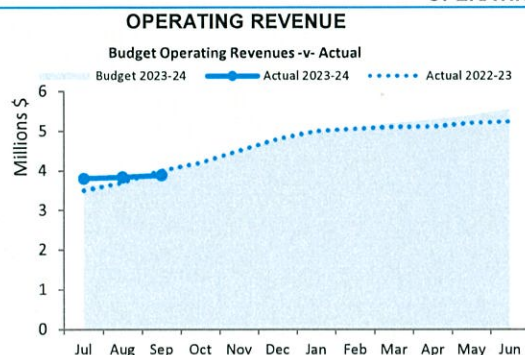
Refer to 4 - Cash Reserves

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

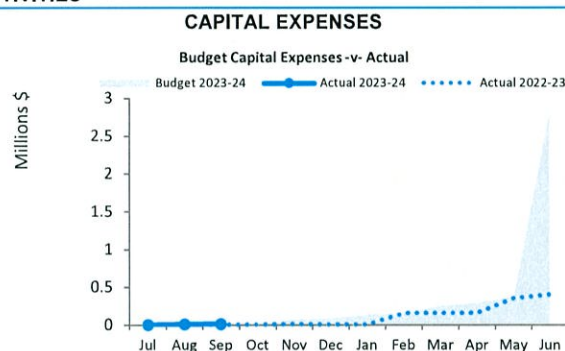
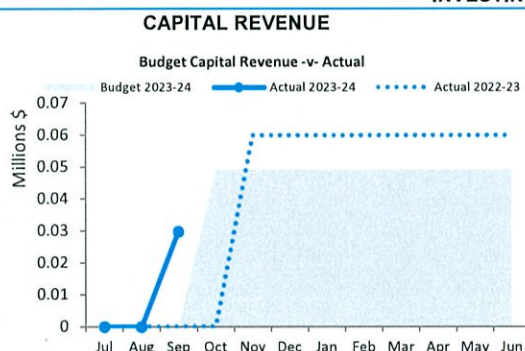
**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

2 KEY INFORMATION - GRAPHICAL

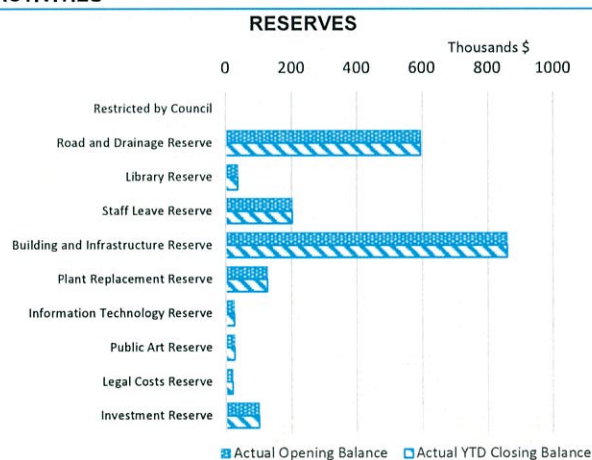
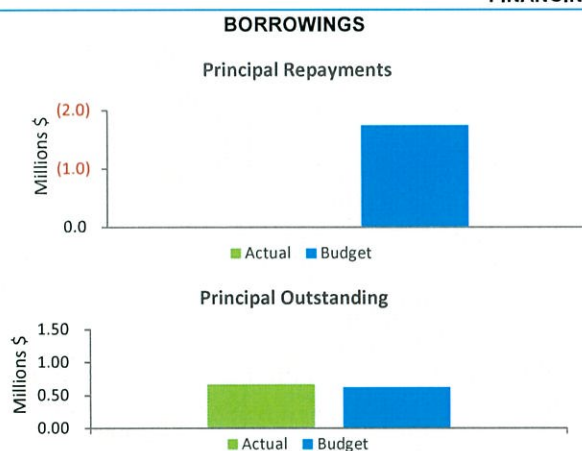
OPERATING ACTIVITIES



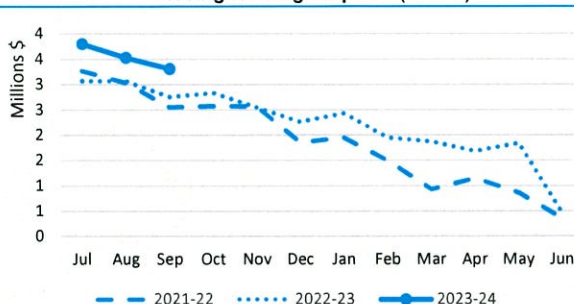
INVESTING ACTIVITIES



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 SEPTEMBER 2023**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Fund	Cash and cash equivalents	2,283,014		2,283,014				
Reserve Fund		0	1,988,560	1,988,560				
Total		2,283,014	1,988,560	4,271,574	0			
Comprising								
Cash and cash equivalents		2,283,014	1,988,560	4,271,574	0			
		2,283,014	1,988,560	4,271,574	0			

0

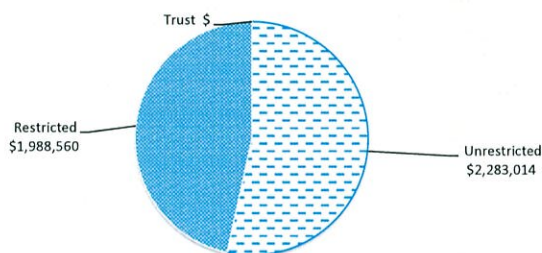
KEY INFORMATION

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 SEPTEMBER 2023

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfer s Out (-)	Actual YTD Closing Balance	SOFP
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Restricted by Council											
Road and Drainage Reserve	595,117	25,292	37,700	(250,000)	408,109	593,360				593,360	593360
Library Reserve	56,455	2,399		(43,284)	15,570	36,344				36,344	36344
Staff Leave Reserve	182,188	7,743	30,000		219,931	201,698				201,698	201698
Building and Infrastructure Reserve	851,025	37,492	81,826	(420,000)	550,343	859,281				859,281	859281
Plant Replacement Reserve	126,616	5,381			131,997	126,309				126,309	126309
Information Technology Reserve	25,108	1,067			26,175	25,036				25,036	25036
Public Art Reserve	31,313	1,331	20,000	(35,000)	17,644	25,852				25,852	25852
Legal Costs Reserve	20,738	881			21,619	20,680				20,680	20680
Investment Reserve	100,000	4,250	460,000		564,250	100,000				100,000	100000
	1,988,560	85,836	629,526	(748,284)	1,955,638	1,988,560	0	0	0	1,988,560	1,988,560

5 CAPITAL ACQUISITIONS

	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Capital acquisitions				
Buildings - specialised	225,000		9,061	9,061
Furniture and equipment	9,700			0
Plant and equipment	46,000		2,319	2,319
Acquisition of property, plant and equipment	280,700	0	11,380	11,380
Infrastructure - roads	1,680,500			0
Infrastructure - Recreation	350,000			0
Infrastructure - Other	545,000		3,530	3,530
Acquisition of infrastructure	2,575,500	0	3,530	26,290
Total capital acquisitions	2,856,200	0	14,910	37,670
Capital Acquisitions Funded By:				
Capital grants and contributions	49,162	0	29,786	29,786
Other (disposals & C/Fwd) (exc sale of sump)	2,080,500	0	0	0
Reserve accounts				
Road and Drainage Reserve	250,000		0	0
Library Reserve	43,284		0	0
Building and Infrastructure Reserve	420,000		0	0
Public Art Reserve	35,000		0	0
Contribution - operations	(21,746)	0	(14,876)	(14,876)
Capital funding total	2,856,200	0	14,910	14,910

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.

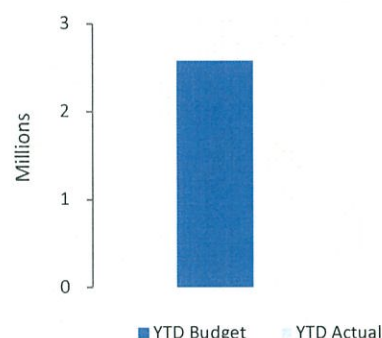
Initial recognition and measurement for assets held at cost

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.

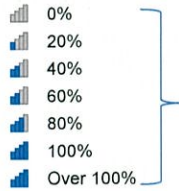
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



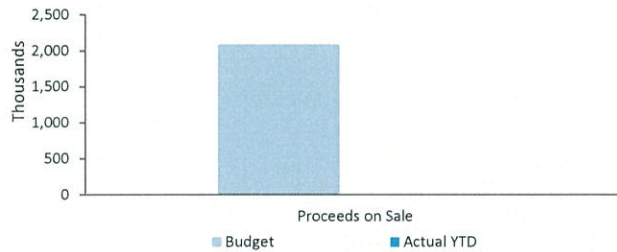
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

			Adopted		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
Land and Buildings					
Renewal	Design main entry weather protection structure - Library		7,000		0
Renewal	Painting works - Library		5,000		0
Renewal	Renewal Works - Library		15,000		0
Renewal	Composite material - Library		55,000		0
Renewal	Solar - Depot		10,000		0
Renewal	Airconditioning replacement		100,000		0
Renewal	Shade panels - Library		19,000		0
Renewal	Airconditioner replacement		8,000		0
Renewal	Painting works and sundry furniture		6,000		0
			225,000	0	0
Plant and Equipment					
Renewal	Vehicle replacement		38,000		0
Renewal	Minor plant		8,000		-1546
			46,000	0	(1,546)
Infrastructure - Roads					
Renewal	Minor kerb renewal		10,000		0
Renewal	Minor footpath works		20,000		0
Renewal	Minor drainage works		10,000		0
Renewal	Footpath works - Esplanade to foreshore		23,000		0
Renewal	Crossland Court -paving replacement		30,000		0
New	Johnston St - sump		1,587,500		0
			1,680,500	0	0
Infrastructure - Recreation					
Renewal	Playground equipment - Keanes Point		350,000		0
			350,000	0	0
Infrastructure - Other					
New	VMS - carpark		60,000		0
New	Parking and drainage construction - Manner Hill		300,000		0
New	Mural - Manners Hill		5,000		-2342
New	Memorial wall		80,000		0
New	Foreshore works		100,000		0
			545,000	0	(2,342)
Furniture and Equipment					
New	Chambers - recording equipment		9,700		0
			2,856,200	0	3,888 (3,888)

6 DISPOSAL OF ASSETS

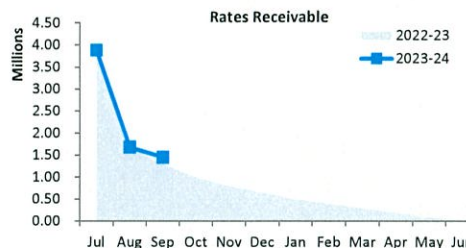
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Property, Plant and Equipment								
	Land - freehold	2,100,000	2,047,500	0	(52,500)			0	0
	Vehicles	26,888	33,000	6,112	0			0	0
		2,126,888	2,080,500	6,112	(52,500)	0	0	0	0



7 RECEIVABLES

Rates receivable

	30 Jun 2023	30 Sep 2023
	\$	\$
Opening arrears previous years	57,524	19,144
Levied this year	3,345,071	3,648,204
Less - collections to date	(3,383,451)	(2,210,615)
Gross rates collectable	19,144	1,456,733
Net rates collectable	19,144	1,456,733
% Collected	99.4%	60.3%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	532	0	0	46,159	46,691
Percentage	0.0%	1.1%	0.0%	0.0%	98.9%	
Balance per trial balance						
Trade receivables						46,691
Other receivables						93,539
Total receivables general outstanding						140,230

Amounts shown above include GST (where applicable)

KEY INFORMATION

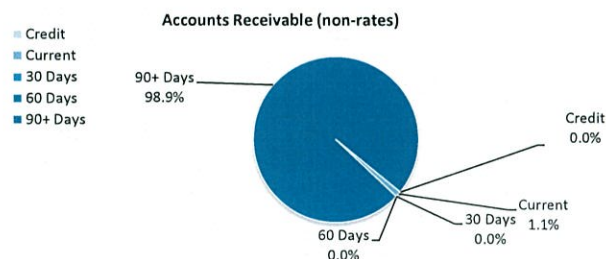
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



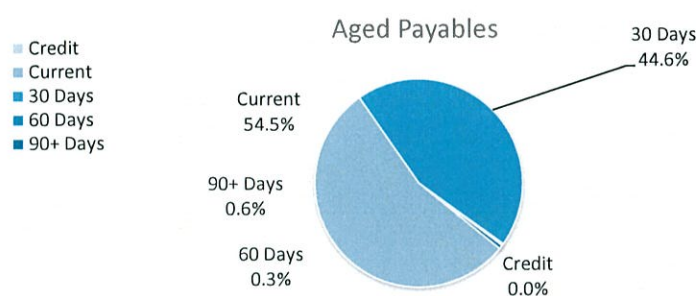
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	74,499	60,974	466	820	136,759
Percentage	0.0%	54.5%	44.6%	0.3%	0.6%	
Balance per trial balance						
Sundry creditors						420,668
Other payables						151,601
Total payables general outstanding						572,269

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 SEPTEMBER 2023

OPERATING ACTIVITIES

9 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	Interim	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Rate Revenue	Rate Revenue	Revenue
				\$	\$	\$	\$	\$		\$
Gross rental value										
Gross Rental Value	0.0756	589	46,988,483	3,549,980	14,000	3,563,980	3,648,204			3,648,204
Sub-Total		589	46,988,483	3,549,980	14,000	3,563,980	3,648,204	0		3,648,204
Minimum payment										
Gross rental value										
Gross Rental Value	1,494	71		106,074		106,074				0
Sub-total		71	0	106,074	0	106,074	0	0		0
Total general rates						3,670,054				3,648,204

10 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Library/Community Centre	41	654,693		0		(38,885)	654,693	615,808		(45,143)
Road/Drainage - Johnston St	42	0		1,500,000		(1,500,000)	0	0		(19,060)
		654,693	0	1,500,000	0	(1,538,885)	654,693	615,808	0	(64,203)
Self supporting loans										
Tennis Club	43	0		200,000		(200,000)				
		0	0	200,000	0	(200,000)	0	0	0	0
Total		654,693	0	1,700,000	0	(1,738,885)	654,693	615,808	0	(64,203)
Current borrowings		38,886					38,886			
Non-current borrowings		615,807					615,807			
		654,693					654,693			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

New borrowings 2023-24

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Road/Drainage - Johnston St		1,500,000	WATC	Debentures						
Tennis Club		200,000	WATC	Self supporting						
	0	1,700,000				0		0	0	0

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 September 2023 \$
Other current liabilities						
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	0	0	175,345

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2023	Current Liability 30 Sep 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grove Contributions				0		1,327,700	313,976	436
Grants Commission - General				0		43,000	3,500	46,174
Grants Commission - Roads				0		23,000		25,078
MRWA - Direct Grant				0		5,742		
Building digital skills				0				2,500
	0	0	0	0	0	1,399,442	317,476	74,188

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2023		(As revenue)	30 Sep 2023	30 Sep 2023	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
LRCI - 4				0		49,162		29,786
	0	0	0	0	0	49,162	0	29,786

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

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

Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
\$	\$	\$
		121,016
0	0	121,016

SIGNIFICANT ACCOUNTING POLICIES

Investments in associates

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

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



Ordinary Council Meeting

8.3.3 – Financial Statements for the period end 31st October 2023

(These will be presented at the Ordinary Council Meeting on the 28th November 2023)



Ordinary Council Meeting

8.4. – Elected Members Training and Professional Development (Policy 1.7)

1.7 ELECTED MEMBERS ATTENDANCE AT CONFERENCES, SEMINARS & TRAINING TRAINING AND PROFESSIONAL DEVELOPMENT

Purpose

To maximise training opportunities for Elected Members. The Local Government Act 1995 (the Act) requires all new Elected Members to undertake training within 12 months of being elected. The Shire is required under the Act to report on training undertaken by new councillors and professional development training taken by existing Elected Members.

Formatted: Font: Italic

Status

Scope

This policy applies to the Elected Members of the Shire of Peppermint Grove.

Formatted: Font: Arial, 12 pt

Policy

1. New Elected Member Training

In accordance with Section 5.126 of the Act, each new Elected Member must complete training in accordance with the Local Government (Administration) Regulations 1996. The regulations prescribe the type of training for elected members which is the 'Council Member Essentials' course.

This course consists of the following modules –

- a) Understanding Local Government
- b) Serving on Council
- c) Meeting Procedures
- d) Conflicts of Interest
- e) Understanding Financial Reports and Budgets

The course is provided by WALGA and the North and South Metropolitan TAFE's.

Elected Members are to ensure training is to be completed within 12 months beginning on the day on which the council member is elected.

Funding

The 'Council member Essentials' course will be funded by the Shire from allocations in the Training and Conference Budget.

2. Continuing Professional Development (CPD)

The Shire's preferred training provider is WALGA.

The Shire will investigate opportunities for professional skills development based on the direction of the Council or individual Elected Member needs and/or requests.

2.1 Local Government Industry Specific

Any professional development to be undertaken by an Elected Member as required by the Act or Regulations, will be arranged and paid for by the Shire.

2.2 Non Local Government Industry Specific

Elected Members may attend non-local government industry specific professional development –

Formatted: Font: Bold

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.07" + Indent at: 0.32"

Formatted: Font: Italic

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.32" + Indent at: 0.57"

Formatted: Indent: Left: 0"

Formatted: Justified

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Justified

Formatted: Font: Bold

Formatted: Not Highlight

Formatted: Font: Bold

- a) Attendance that incurs a cost must be applied for in writing to the Chief Executive Officer, prior to commitment.
- b) Attendance must be relevant to the role of an Elected Member.
- c) There must be sufficient individual training budget allocation remaining to cover all related costs.
- d) Attendance may be refused by the Chief Executive Officer to ensure the effective governance of Council.

That Council support and wherever possible take advantage of appropriate training opportunities for elected members according to the following guidelines:

1. Priority be given to any course or Seminar that is specifically relevant to Councillors and attendance at such course or Seminar is subject to approval by Council, or Chief Executive Officer.
2. Priority be given to the attendance of any new Councillor at any Induction or Training Course specifically organised for the benefit of new Councillors.

3. Conference, Seminars or Courses organised by organisations of which Council is a member or has an interest in would usually be attended by Council's appointed representatives to those organisations, e.g., Local Government Association Conference would be attended by the Local Government Association Delegates.

4. In the case of Conferences relevant to specific disciplines the Presiding Member of the relevant Standing Committee would have priority in attending.

5. When determining costs of a conference all reasonable costs including travel, accommodation, meals and telephone are to be supported by receipts and paid for by Council. Elected Members can access

- \$2,4000 pPer annum for attending conferences that match the criteria set out in this policy without needing to refer this to Council, however it is subject to sign off by the CEO.
- Costs in excess of \$2,4000 per annum would be referred to Council for approval.

Formatted: Outline numbered + Level: 1 + Numbering
Style: a, b, c, ... + Start at: 1 + Alignment: Left +
Aligned at: 0" + Indent at: 0.32"

Formatted: Font: Not Bold

Formatted: Justified, No bullets or numbering, Tab
stops: 0.17", Left + Not at 0.58"

Formatted: Justified

Formatted: Justified, No bullets or numbering, Tab
stops: 0.23", Left + Not at 0.58"

Formatted: Justified, Indent: Left: 0"

Formatted: Justified, No bullets or numbering, Tab
stops: 0.1", Left + 0.23", Left + Not at 0.58"

Formatted: Justified

Formatted: Justified, Right: 0.11", Bulleted + Level: 1
+ Aligned at: 0.25" + Indent at: 0.5", Tab stops: 0.1",
Left + 0.23", Left

Formatted: Justified

Conferences in other States would be dealt with in the same way as any other Conference within the State except that whenever attendance at the conference entails travelling outside the State, the proposal be referred for the approval of full Council if time permits.

~~8. Reports of conference attendance to be provided in writing to Council.~~

6. The type of conferences that Councillors attend would generally be related to a particular function or activity in which council is involved rather than ~~individual or personal development~~ type Conference/Seminars: conferences/seminars for individual or personal development.

Formatted: Justified, Indent: Left: 0", Right: 0.1", Line spacing: At least 13.5 pt

Formatted: Justified

Formatted: Justified, No bullets or numbering, Tab stops: 0.17", Left

Formatted: Justified

Formatted: Justified, Indent: Left: 0.07", Right: 0.11", Line spacing: single, No bullets or numbering

3.0 Paying for Professional Development Training

3.1 All fees associated with an Elected Member:

- a. Attending professional development while representing the Shire, as approved by the Shire or the Chief Executive Officer; or
- b. While undertaking professional developments as required under legislation.

will be met by the Shire from the Training and Conference Budget.

3.2 The Shire may pay for or reimburse travel expenses to and from events and other expenses in accordance with relevant Shire policy.

3.3 Elected Members will not be paid any additional payment or allowances for attending a professional development occasion in their capacity as an Elected Member.

4.0 Website Publication of Elected Member Training

Section 5.127(1) of the Act, outlines a local government must prepare a an annual report on the training undertaken by council members. Section 5.127 (2) of the Act states that that the training undertaken by Elected Members must be published on the local government's website.

The Shire will update council members training on an annual basis. This detail is to be disclosed in the Elected Member Training Register on the Shire's website.

5.0 Dispute Resolution

Any disputes with regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Elected Member and the Chief Executive officer cannot reach an agreement, the matter will be reported to Council for consideration.

6.0 Policy Review

Section 5.128 (5) of the Act, states the Shire's policy for continuing professional development of council members

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Indent: Left: 0.5"

Formatted: List Paragraph,NFP GP Bulleted List,List Paragraph1, Right: 0", No bullets or numbering, Tab stops: Not at 0.37"

Formatted: Justified

Formatted: Justified, No bullets or numbering

Formatted: Justified, Indent: Left: 0.5"

Formatted: Justified

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Not Bold, Underline

Formatted: Justified, Indent: Left: 0", Hanging: 0.04", Tab stops: 0", Left + 0.26", Left + Not at 0.37"

	<u>must be reviewed after each ordinary election.</u> 9.
Complementary Legislation/Agencies	
Related Procedure	
Amendment Authority Level	Council
Related Delegation	
Related Local Law/Legislation	<u>Local Government Act 1995</u> <u>Section 5.126 Training for council members</u> <u>Section 5.127 Report on Training</u> <u>Section 5.128 Policy for Continuing Professional Development</u>
Adopted/Amended	<u>18 18 September 2000</u> <u>28th November 2023</u>
<u>Next Review date</u>	<u>2027</u>

Formatted: Font: Not Bold, Underline

Formatted: Underline

Formatted: No bullets or numbering, Tab stops: 0.37", Left + Not at 0.58"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 18 + Alignment: Left + Aligned at: 0.08" + Indent at: 0.33"

Formatted: Superscript

Formatted: No bullets or numbering



Ordinary Council Meeting

8.4.2 – Matters for Information and Noting

- Planning Approvals
- Infringements
- Library Statistics
- Recycling

Matters for Information and Noting

Building Permits - October 2023

Application Number	Location	Description	Decision
BA 2023/00032	72 Leake Street	Studio, swimming pool, garage, screen wall	Approved
BA 2023/00029	4 Venn Street	Ancillary Dwelling	Approved
BA 2023/00030	460 Stirling Highway	Signage	Approved
BA 2023/00034	25 Irvine Street	Single dwelling and ancillary works	Approved
BA 2023/00024	45 Irvine Street	Alteration and additions, swimming pool and ancillary works	Approved
BA 2023/00033	1 Hobbs Place	Alterations and Additions	Approved
BA 2023/00035	62 Leake Street	Patio (cabana) and ancillary works	Approved

Planning Approvals - October 2023

Application Number	Location	Description	Delegation	Decision
DA2023/00016	52 The Esplanade	Alterations and Additions to a Single House, Ancillary Accommodation and Ancillary Works (Heritage)	Council	Approved
DA 2023/00029	54 Leake Street	Alterations and Additions (Heritage)	Delegated	Approved
DA 2023/00030	11 Crossland Court	Alterations and Additions (Grouped Dwelling)	Delegated	Approved
DA 2023/00006	469 Stirling Highway	Commercial Signage	Delegated	Approved

Infringements - October 2023

Reason	Amount
Stopping Within Continuous Yellow Lines	\$100.00
Stopping Within Continuous Yellow Lines	\$100.00
Stopping Within Continuous Yellow Lines	\$100.00

Library – October 2023

Library Statistics	October 2023	October 2022	October 2021
Loans	20,167	21,085	20,407
New Borrowers	245	85	279

Recycling Recovery



September 2023

PRODUCT	Product - Percentage	Product - Tonnes
AL CANS	0.52	0.06
MIXED PAPER	18.92	2.14
ONP	0.25	0.03
OCC - CARDBOARD	27.23	3.09
STEEL	2.95	0.33
GLASS	23.94	2.71
MIXED PLASTICS	2.88	0.33
PET	1.55	0.18
HDPE	1.95	0.22
TOTAL RECOVERED	80.19	9.09
WASTE / CONTAMINATION	19.81	2.24
MONTHLY TOTAL	100.00	11.33

