



SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

**Ordinary Council Meeting
26 May 2020**

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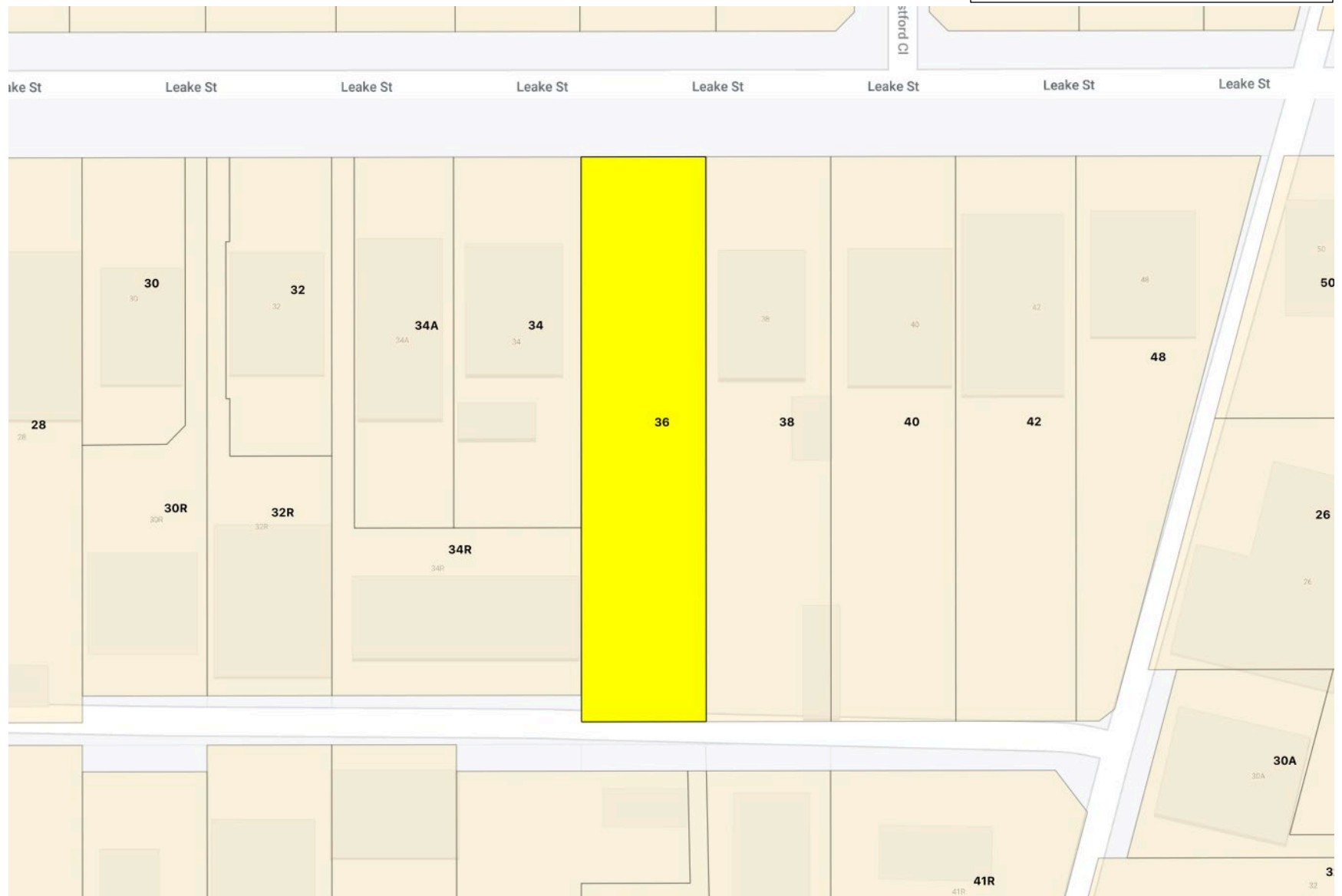
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Ordinary Council Meeting

8.1.1 – 30R Leake Street – Two Car
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variation.

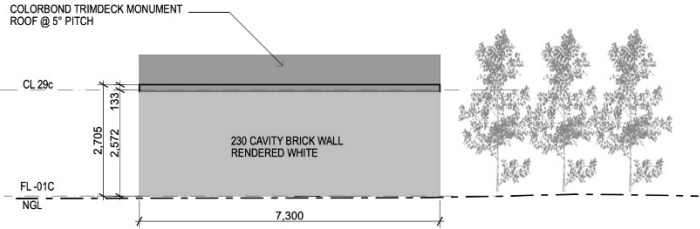
**ITEM 8.1.1
ATTACHMENT ONE**



ITEM 8.1.1
ATTACHMENT TWO



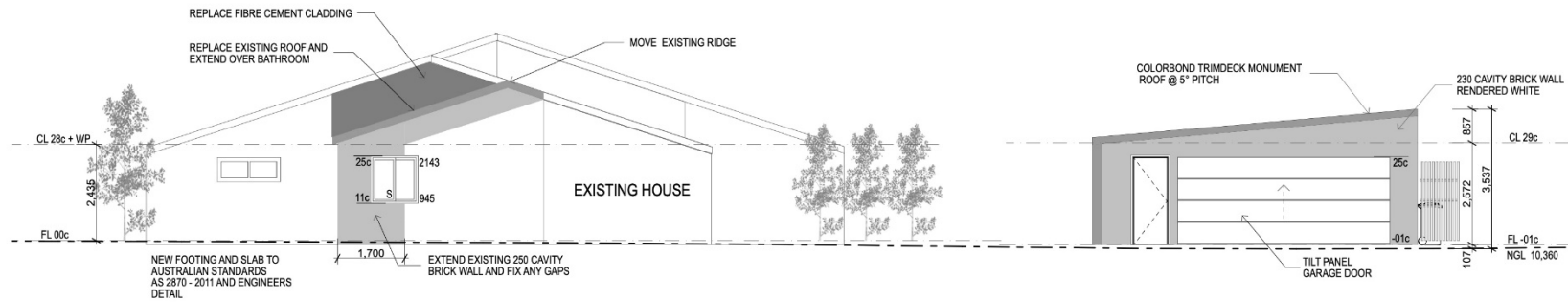
NORTH ELEVATION
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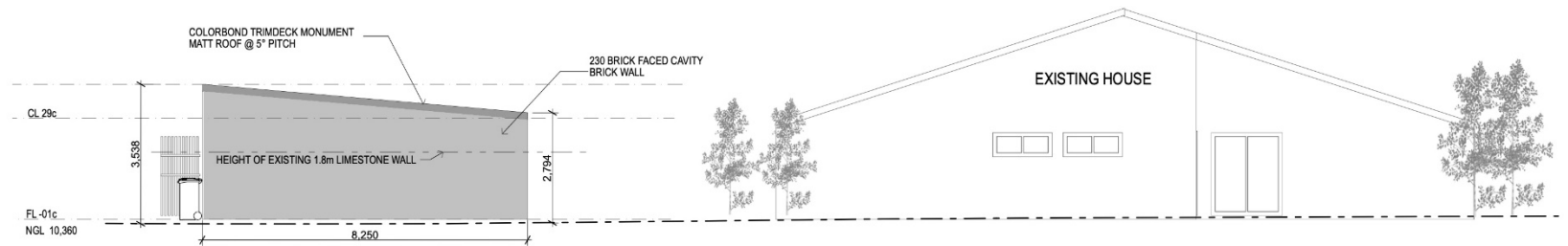
SOUTH ELEVATION
SCALE 1:100

NOTE
This drawing shall specify all dimensions and levels on site prior to construction. Quality of work, dimensions or materials to be specified shall be within manufacturer's limits. Do not scale drawings. Drawings shall not be used for construction purposes and should be confirmed. This drawing reflects a design by MCM Design Company and is to be used only for work when submitted or sealed by MCM Design Company.
All dimensions and contents are subject to survey drawing M&E. All levels to Australian Height Datum (AHD) to 10m. The construction responsibility is confirmed. All dimensions are on the site and should be confirmed prior to work on site.
All documents from within are subject to Australian Copyright Laws.

Plot Date:	12/3/20	DRAWING TITLE :	ELEVATIONS	REVISION NO.	001
Project Status:	PROPOSED GARAGE & ENSUITE	PROJECT NAME :	30R LEAKE ST	DRAWING NO.	004
Client:	JANICE ROONEY				
Site:	30R LEAKE STREET PEPPERMINT GROVE WA 6011 Australia				



EAST ELEVATION
SCALE 1:100



WEST ELEVATION
SCALE 1:100

NOTE

This drawing shall show all dimensions and levels on site prior to construction. Quality of work, dimensions or materials to be shown shall be within manufacturer's only. Do not scale drawings. Drawings shall not be used for construction purposes and should be confirmed. This drawing reflects a design by MCM Design and is to be used only for work when indicated or written by MCM Design.

All dimensions and content are subject to survey drawing M&E. All levels to Australian Height Datum (AHD) to 1m. All dimensions, measurements, etc. are given in millimetres unless otherwise stated. All dimensions shall be given in millimetres unless otherwise stated.

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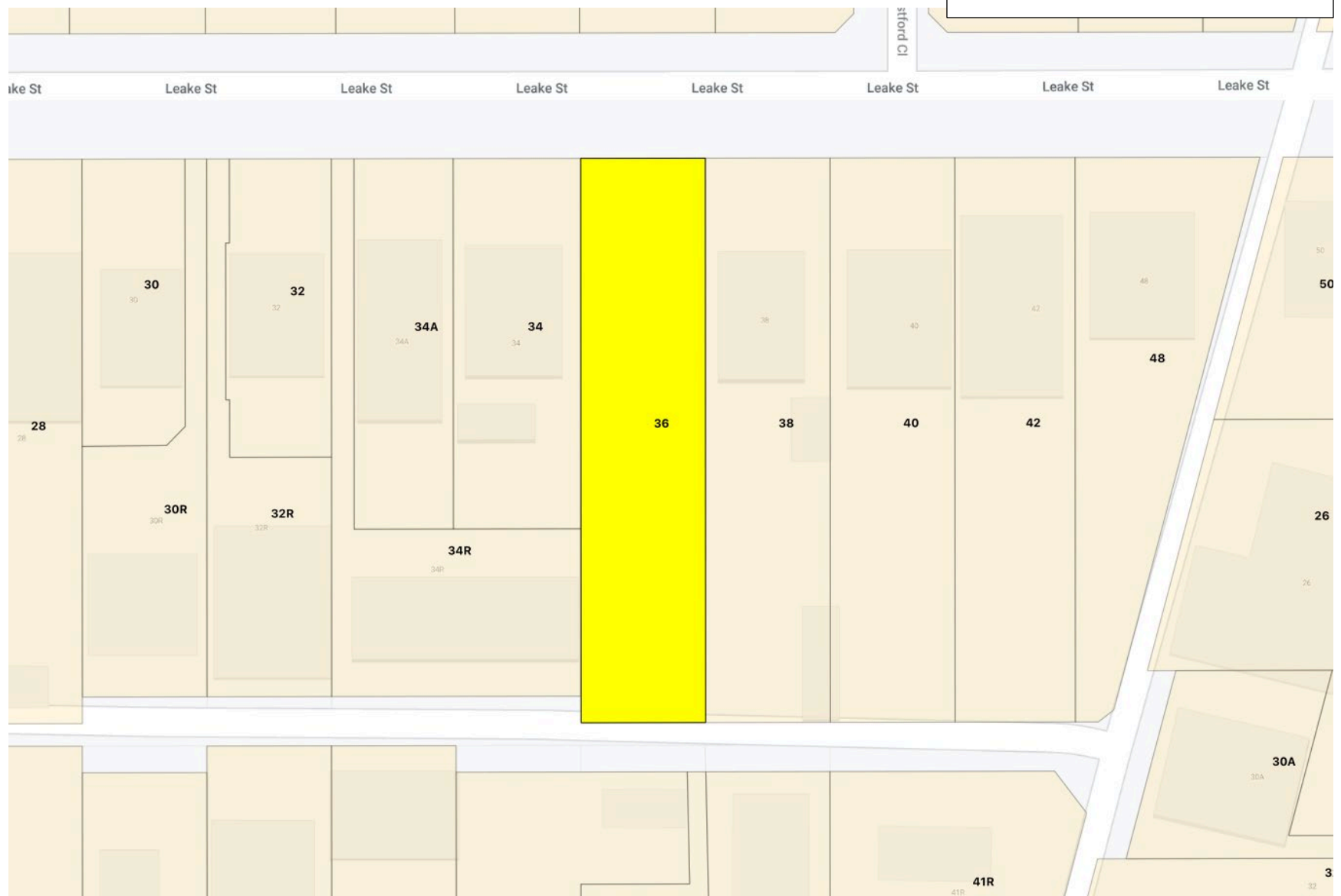
Plot Date:	12/3/20	DRAWING TITLE :		REVISION NO.	
Project Status:	PROPOSED GARAGE & ENSUITE		ELEVATIONS		001
Client:	JANICE ROONEY	PROJECT NAME :	30R LEAKE ST	DRAWING NO.	
Site:	30R LEAKE STREET PEPPERMINT GROVE WA 6011 Australia				005

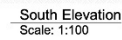
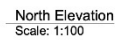


Ordinary Council Meeting

8.1.2 - 38 Leake Street – New Garage and
Gym - Single House Addition

**ITEM 8.1.1
ATTACHMENT ONE**







Ordinary Council Meeting

8.4.1 – Financial Statements – 30 April 2020

SHIRE OF PEPPERMINT GROVE
MONTHLY FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 APRIL 2020

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SHIRE OF PEPPERMINT GROVE
Statement of Financial Activity
FOR THE PERIOD ENDED 30 APRIL 2020

	ADOPTED BUDGET 2019/20	REVISED BUDGET 2019/20	YTD BUDGET 2019/20	YTD ACTUAL 2019/20	VARIANCE \$ Actual v YTD Budget	VARIANCE % Actual v YTD Budget
Operating Revenue						
FEES & CHARGES	249,534	276,448	249,148	227,946	{21,202}	-9%
GRANTS & SUBSIDIES	357,684	254,384	302,341	245,603	{56,738}	-19%
CONTRIBUTIONS, REIMBURSEMENTS	1,363,459	1,323,932	947,037	971,325	24,288	3%
INTEREST ON INVESTMENTS	75,600	55,000	42,100	43,642	1,542	4%
OTHER REVENUE	9,200	22,890	15,300	13,593	{1,707}	-11%
PROFIT ON SALE OF ASSETS	0	0	0	0	0	
	2,055,477	1,932,654	1,555,926	1,502,109	{53,817}	-3%
Operating Expenses						
EMPLOYEE COSTS	{2,228,643}	{2,193,052}	{1,858,550}	{1,915,903}	{57,353}	3%
MATERIALS & CONTRACTS	{1,925,767}	{2,087,478}	{1,814,940}	{1,621,386}	193,554	-11%
PUBLIC UTILITIES	{128,396}	{116,496}	{96,495}	{108,392}	{11,897}	12%
DEPRECIATION	{473,123}	{473,123}	{394,270}	{275,989}	118,281	-30%
INTEREST EXPENSES	{59,316}	{59,316}	{29,909}	{30,310}	{401}	1%
INSURANCES	{100,952}	{107,791}	{108,616}	{95,829}	12,787	-12%
LOSS ON SALE OF ASSETS	0	0	0	0	0	
OTHER EXPENSES	{149,540}	{78,431}	{27,627}	{49,522}	{21,895}	79%
	{5,065,737}	{5,115,687}	{4,330,407}	{4,097,331}	233,076	-5%
CHANGE IN NET ASSETS	{3,010,260}	{3,183,033}	{2,774,481}	{2,595,222}	179,259	-6%
Adjustments for Non-Cash (Revenue) and Expenditure						
{Profit}/Loss on Asset Disposals	0	0	0	0	0	
Depreciation on Assets	431,088	473,123	394,270	275,989	{118,281}	-30%
	431,088	473,123	394,270	275,989	{118,281}	
Capital Expenditure						
Land & Buildings	{192,906}	{201,141}	{201,141}	{128,704}	72,437	-36%
Plant and Equipment	{161,358}	{159,730}	{159,730}	{64,311}	95,419	-60%
Furniture & Equipment	{10,000}	{52,533}	{52,533}	{7,533}	45,000	-86%
Infrastructure Assets - Roads	{411,700}	{372,000}	{422,000}	{221,038}	200,962	-48%
Infrastructure Assets - Other	{226,600}	{246,600}	{246,600}	{212,386}	34,214	-14%
Infrastructure Assets - Footpaths	{80,000}	{50,000}		0	0	
Infrastructure Assets - Parks & Reserves	0	0				-14%
Infrastructure Assets - Drainage	0	0	0		0	
	{1,082,564}	{1,082,004}	{1,082,004}	{633,972}	448,032	-41%
Capital Revenue						
Proceeds from Disposal of assets	27,200	21,818	21,818	21,818	0	0%
Debt Management						
Repayment of Debentures	{29,645}	{29,645}	{15,560}	{15,560}	{0}	0%
Proceeds from New Debentures					0	
Self-Supporting Loan Principal Income	0	0				
Reserves and Restricted Funds						
Transfers to Reserves	{202,002}	{202,003}	{202,003}	{17,686}	184,317	-91%
Transfers from Reserves	348,866	611,866	611,866	0	{611,866}	-100%
	146,864	409,863	409,863	{17,686}	{427,549}	
Net Current Assets July 1 B/Fwd	240,785	125,325	125,325	125,325	0	0%
Net Current Assets Year to Date	34,135	46,122	389,906	473,382	83,476	21%
Amount Raised from Rates	3,310,667	3,310,675	3,310,675	3,312,690	2,015	0%

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

No.	Name	Current Year Balance 30-Apr-20	Last Year Balance 30-Apr-19
50002	Assets		
50005	Current Asset		
51000	Bank Accounts		
51111	Municipal Bank	\$861,285	\$1,486,115
51112	Reserve Bank	\$1,349,503	\$1,236,559
51113	Trust Bank	\$20,738	\$41,098
51210	MHP BONDS (RECEIPTS)	-\$31,870	-\$29,670
51211	MHP BONDS (PAYMENTS)	\$29,170	\$19,820
51220	COMMUNITY CENTRE BONDS (RECEIPTS)	-\$6,488	-\$6,488
51221	COMMUNITY CENTRE BONDS (PAYMENTS)	\$6,100	\$2,300
51250	FOOTPATH & ROAD BONDS (RECEIPTS)	-\$162,610	-\$151,610
51251	FOOTPATH & ROAD BONDS (PAYMENTS)	\$144,110	\$121,550
51260	LOCAL EMERGENCY MANAGEMENT COMMITTEE FDS	-\$65,390	
51999	Total Bank Accounts	\$2,144,548	\$2,719,674
52000	Investments		
52999	Total Investment Accounts	\$0	\$0
53000	Cash on Hand		
53111	Petty Cash	\$546	\$800
53999	Total Cash On Hand	\$546	\$800
54000	Debtors		
54100	Rates Debtors	\$79,514	\$53,118
54300	Sundry Debtors	\$38,770	\$10,290
54600	FESA Pensioner/Senior Rebate Debtors	-\$49,537	-\$39,349
54999	Total Debtors	\$68,747	\$24,059
59999	Total Current Assets	\$2,213,840	\$2,744,533
60000	Non-Current Assets		
60100	Non-Current Receivables		
60101	Lease Receivable - Freshwaters Cafe	\$64,946	\$31,559
60199	Total Non-Current Receivables	\$64,946	\$31,559
61000	Land		
61100	Land	\$1,646,190	\$1,646,190
61999	Total Land	\$1,646,190	\$1,646,190
62000	Buildings & Improvements		
62100	Buildings & Improvements	\$5,822,868	\$5,822,868
62199	Less Accumulated Depreciation	-\$208,257	-\$80,392
62999	Total Buildings & Improvements	\$5,614,611	\$5,742,477
63000	Furniture & Equipment		
63100	Furniture & Equipment	\$32,637	\$23,636
63199	Less Accumulated Depreciation	-\$15,781	-\$3,212
63999	Total Furniture & Equipment	\$16,856	\$20,424
64000	Plant & Equipment		
64100	Plant & Equipment	\$247,688	\$233,268
64199	Less Accumulated Depreciation	-\$62,821	-\$28,875
64999	Total Plant & Equipment	\$184,867	\$204,392
65000	Road Infrastructure		
65100	Road Infrastructure	\$10,519,578	\$10,360,165
65199	Less Accumulated Depreciation	-\$301,078	\$0
65999	Total Road Infrastructure	\$10,218,500	\$10,360,165
66000	Other Infrastructure		
66100	Other Infrastructure at Cost	\$4,067,498	\$4,067,498

66199	Less Accumulated Depreciation	-\$230,725	\$0
66999	Total Infrastructure	\$3,836,773	\$4,067,498
69000	Other Non-Current Assets		
69600	Investment in WMRC	\$162,954	\$185,700
69610	Investment in LG House	\$17,517	
69995	Total Other Non Current Assets	\$180,471	\$185,700
69998	Total Non Current Assets	\$21,763,215	\$22,258,405
69999	Total Assets	\$23,977,055	\$25,002,939
70000	Liabilities		
70001	Current Liabilities		
71000	Clearing Accounts		
71150	Other Deductions	\$2,036	\$2,036
71210	GST on Sales	-\$11,710	-\$6,170
71220	GST on Purchases	\$12,960	\$19,297
71430	Pensioner Rebate Clearing	\$0	\$87
71999	Total Clearing Accounts	\$3,286	\$15,250
72000	Creditors		
72100	Sundry Creditors Control	-\$75,367	-\$181,201
72999	Total Creditors	-\$75,367	-\$181,201
73000	Provisions		
73100	Provision for Annual Leave	-\$128,164	-\$109,788
73200	Provision for LSL	-\$94,053	-\$78,991
73999	Total Provisions	-\$222,216	-\$188,779
74000	Loans Leases Overdrafts		
74100	Loans Current	-\$15,560	-\$14,085
74999	Total Loans Leases Overdrafts	-\$15,560	-\$14,085
75000	Accruals	-\$140,000	
75300	Accrued Salaries and Wages	\$0	-\$26,649
75999	Total Accruals	-\$140,000	-\$26,649
76000	Other Current Liabilities		
76100	BCITF	\$15,590	-\$1,196
76110	Building Service Levy	-\$11,847	-\$3,532
76300	Suspense Account	\$1,948	-\$2,534
76999	Total Other Current Liabilities	\$5,691	-\$7,262
77999	Total Current Liabilities	-\$444,166	-\$402,726
80000	Non-Current Liabilities		
81000	Provisions		
81200	Provision for LSL	-\$3,443	-\$32,045
81999	Total Provisions	-\$3,443	-\$32,045
82000	Loans Leases Overdrafts		
82100	Loans Non Current	-\$756,708	-\$786,353
82999	Total Loans Leases Overdrafts	-\$756,708	-\$786,353
84999	Total Non Current Liabilities	-\$760,151	-\$818,398
85999	Total Liabilities	-\$1,204,316	-\$1,221,124

89999	Total Net Assets	\$22,772,738	\$23,781,815
90000	Equity		
91000	Reserves Cash		
91100	Road Reserve	-\$390,474	-\$382,969
91101	Library Projects Reserve	-\$11,098	-\$10,885
91102	Staff Leave Reserve	-\$150,329	-\$147,440
91103	Building & Infrastructure Reserve	-\$572,696	-\$561,689
91106	Plant Replacement Reserve	-\$20,805	-\$20,405
91109	IT Reserve	-\$23,995	-\$23,534
91110	Public Art Reserve	-\$20,756	-\$2,915
91111	Legal Costs Reserve	-\$159,351	-\$86,722
91999	Total Reserves Cash	-\$1,349,503	-\$1,236,559
92000	Revaluation Surplus		
92200	Asset Revaluation Land	-\$1,190,240	-\$1,190,240
92300	Asset Revaluation Buildings & Improvements	\$634,957	\$634,957
92400	Asset Revaluation Furniture & Equipment	\$89,906	\$89,906
92500	Asset Revaluation Plant & Equipment	\$26,937	\$26,937
92600	Asset Revaluation Road Infrastructure	-\$9,768,320	-\$9,768,320
92700	Asset Revaluation Other Infrastructure	-\$1,567,329	-\$1,567,329
92999	Total Revaluation Surplus	-\$11,774,089	-\$11,774,089
95000	Retained Earnings		
95100	Retained Earnings	-\$10,506,726	-\$11,515,800
95901	Budget Opening Balance 01/07	\$0	\$0
95902	Budget Closing Balance 30/06	\$0	\$0
95999	Total Retained Earnings	-\$10,506,726	-\$11,515,800
96000	Reserve Transfers		
96100	Transfers to Reserves Cash	\$1,225,120	\$1,112,175
96200	Transfers from Reserves Cash	-\$367,540	-\$367,540
96499	Total Net Reserve Transfers	\$857,580	\$744,635
96999	Total Equity	-\$22,772,738	-\$23,781,815

SHIRE OF PEPPERMINT GROVE
Notes to and forming part of the Statement of Financial Activity
for the period 1 July 2019 to 30 April 2020

1 Basis of Accounting

This financial report is a special-purpose financial report, which has been prepared in accordance with applicable Australian Accounting Standards, the Local Government Act 1995 (as amended) and accompanying regulations. The report has been prepared on an accrual basis under the convention of historical cost accounting.

2 Net Current Assets

	30-Apr-2020	YTD ACTUAL 2018/19
CURRENT ASSETS		
Cash - Unrestricted	860,981	755,356
Cash - Restricted	1,349,503	1,331,817
Receivables	68,747	105,023
	2,279,231	2,192,196
CURRENT LIABILITIES		
Sundry Creditors	(230,686)	(395,767)
Leave Provisions	(225,659)	(339,287)
	1,822,886	1,457,142
Less: Cash - Reserves - Restricted	(1,349,503)	(1,331,817)
Add: Current Liabilities not cleared		
NET CURRENT ASSET POSITION	473,382	125,325

SHIRE OF PEPPERMINT GROVE

Notes to and forming part of the Statement of Financial Activity

FOR THE PERIOD ENDED 30 APRIL 2020

3 Reserves

	YTD ACTUAL 2019/20	BUDGET 2019/20	REVISED BUDGET 2019/2020
(a) Roads Reserve			
<i>To be used for</i>			
Opening Balance	385,356	385,356	385,356
Amount Set Aside / Transfer to Reserve	5,118	0	
Amount Used / Transfer from Reserve	0	(200,000)	(200,000)
Interest Received	0	9,171	9,171
	390,474	194,527	194,527
(b) Library Infrastructure Reserve			
<i>To be used for</i>			
Opening Balance	10,953	10,953	10,953
Amount Set Aside / Transfer to Reserve	145	0	0
Amount Used / Transfer from Reserve	0	0	0
Interest Received	0	261	261
	11,098	11,214	11,214
(c) Staff Leave reserve			
<i>To be used for</i>			
Opening Balance	148,359	148,359	148,359
Amount Set Aside / Transfer to Reserve	1,970	0	0
Amount Used / Transfer from Reserve	0	(45,566)	(45,566)
Interest Received	0	3,531	3,531
	150,329	106,324	106,324
(d) Infrastructure/Bld Mtce Reserve			
<i>To be used for</i>			
Opening Balance	565,191	565,191	565,191
Amount Set Aside / Transfer to Reserve	7,505	183,755	183,755
Amount Used / Transfer from Reserve	0	(103,300)	(206,300)
Interest Received	0	0	0
	572,696	645,646	542,646
(e) Plant Reserve			
<i>To be used for</i>			
Opening Balance	20,532	20,532	20,532
Amount Set Aside/Transfer to Reserve	273	0	
Amount Used/Transfer from Reserve	0	0	0
Interest Received	0	489	489
	20,805	21,021	21,021
(f) Legal Costs Reserve			
<i>To be used for</i>			
Opening Balance	157,262	157,262	157,262
Amount Set Aside/Transfer to Reserve	2,089	0	
Amount Used/Transfer from Reserve	0	0	(140,000)
Interest Received	0	3,743	3,743
	159,351	161,005	21,005
(g) Information Technology Reserve			
<i>To be used for</i>			
Opening Balance	23,680	23,680	23,680
Amount Set Aside/Transfer to Reserve	396	0	0
Amount Used/Transfer from Reserve	0	0	0
Interest Received	0	564	564
	24,076	24,244	24,244

SHIRE OF PEPPERMINT GROVE

Notes to and forming part of the Statement of Financial Activity

FOR THE PERIOD ENDED 30 APRIL 2020

3 Reserves

(h) Arts & Culture Reserve

To be used for

Opening Balance

Amount Set Aside/Transfer to Reserve

Amount Used/Transfer from Reserve

Interest Received

YTD ACTUAL 2019/20	BUDGET 2019/20	REVISED BUDGET 2019/2020
20,484	20,484	20,484
190	0	190
0	0	(20,000)
0	488	489
20,674	20,972	1,163
1,349,503	1,184,953	922,144

Total Cash Backed Reserves

Summary of Transfers To and (From) Cash Backed Reserves

Transfers to Reserves

- Roads Reserve
- Library Infrastructure Reserve
- Staff Leave reserve
- Infrastructure/Bld Mtce Reserve
- Plant Reserve
- Legal Costs Reserve
- Information Technology Reserve
- Arts & Culture Reserve

YTD ACTUAL 2019/20	BUDGET 2019/20	REVISED BUDGET 2019/2020
5,118	9,171	9,171
145	261	261
1,970	3,531	3,531
7,505	183,755	183,755
273	489	489
2,089	3,743	3,743
396	564	564
190	488	489
17,686	202,002	202,003
0	(200,000)	(200,000)
0	0	0
0	(45,566)	(45,566)
0	(103,300)	(206,300)
0	0	0
0	0	(140,000)
0	0	0
0	0	(20,000)
0	(348,866)	(611,866)
17,686	(146,864)	(409,863)

Total Transfer to/(from) Reserves

All of the above reserve accounts are supported by money held in financial institutions.

SHIRE OF PEPPERMINT GROVE
Notes to and forming part of the Statement of Financial Activity
FOR THE PERIOD ENDED 30 APRIL 2020

4 Cash and Investments

	OPENING BALANCE 2019/20	MOVEMENT	CLOSING BALANCE 2019/20
Restricted Cash Investments			
Library Projects Reserve	10,953.00	145.00	11,098.00
Infrastructure/Building Mtce	565,191.00	7,505.06	572,696.06
Plant Reserve	20,532.00	272.88	20,804.88
IT Reserve	23,680.00	396.05	24,076.05
Road Works reserve	385,356.00	5,117.61	390,473.61
Staff Leave Reserve	148,359.00	1,970.05	150,329.05
Arts/Culture Reserve	20,484.00	190.00	20,674.00
Legal Costs Reserve	157,262.00	2,089.20	159,351.20
Total Reserves	1,331,817.00	17,685.85	1,349,502.85

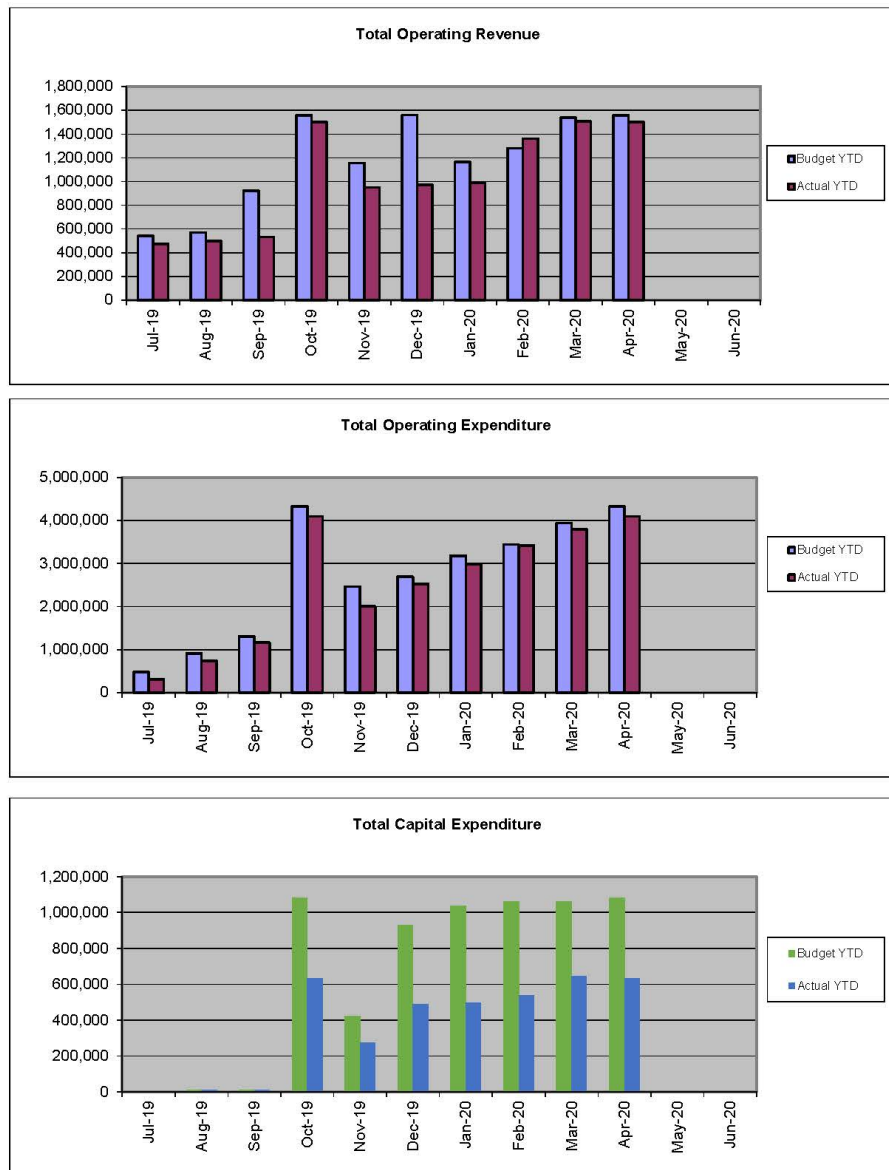
Unrestricted Cash/Investments

Municipal Fund	754,556.00	105,624.65	860,180.65
Petty Cash	800.00	0.00	800.00
Term Deposit Municipal	0.00	0.00	0.00
	755,356.00	105,624.65	860,980.65

Fund and TD Number	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest
Reserves	1,349,502.85	24/03/2020	20/06/2020	90	1.30%	4,325.80
Reserves Interest Receivable						4,325.80
Municipal 2	600,453.12	ON CALL			0.85%	2,551.93
Municipal Interest Receivable						2,551.93

SHIRE OF PEPPERMINT GROVE
Notes to and forming part of the Statement of Financial Activity
for the period 1 July 2019 to 30 APRIL 2020

Revenues and Expenditures



Ordinary Council Meeting Attachments

26 May 2020

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Financial Statements 30/04/2020.xlsx

Proposed Date of Project	Description	Account Number	EXPENDITURE		SOURCE OF FUNDS - BUDGET				SOURCE OF FUNDS - ACTUALS			
			2019/20 Budget	2019/20 Actual	2019/20 Grants	2019/20 Trade-In	2019/20 Reserves	2019/20 Muni.*	2019/20 Grants	2019/20 Trade-In	2019/20 Reserves	2019/20 Muni.*
FEBRUARY 2020	ART SCULPTURE	41011										
August 2019	IT EQUIP./PRINTERS	41031	10,000	7,533				10,000				0
TOTAL FURNITURE & EQUIPMENT			10,000	7,533	0	0	0	10,000	0	0	0	0
November 2019	T-TRUCK	41111	57,200	59,630		27,200		30,000				0
December 2019	SOLAR LED SPEED SIGNS	41111	25,000	16,837				25,000				0
November 2019	ADMIN RETIC CONTROLLER	41111	13,000	8,097				11,000				0
June 2020	GO AND RED LIN BINS	41111	68,158	1,565				68,158		21,818		0
June 2020	Proceeds on sale- truck	41113		-21,818								
Plant & Equipment												
TOTAL PLANT & EQUIPMENT			161,358	64,311	0	27,200	0	134,158	0	21,818	0	0
August 2019	FENCE AT REAR OF COMMUNITY	41011	20,000	7,345				20,000				0
March 2020	ADMIN PATH	41011	30,000					30,000				0
December 2019	SOLAR PANELS- ADMIN	41021	40,000	4,969				40,000				0
December 2019	SOLAR PANELS- LIBRARY	41021	73,000	74,073	66,364			6,636				0
December 2019	REMOTE GEOTHERMAL MONITOR	41011	18,906		12,486			6,420				0
November 2019	REPLACE LIB WINDOW COVERS	41021	6,000		5,455			545				0
November 2019	CCTV LIBRARY	41021	5,000		4,546			454				0
June 2020	MANNERS HILL PAVILION	41021	50,000	42,377	0			50,000				0
TOTAL LAND & BUILDINGS			242,906	128,704	88,851	0	0	154,055	0	0	0	0
JANUARY 2020	LEAKE STREET RESAL	41121	211,700	221,038	151,133			60,567				0
FEBRUARY 2020	JOHNSTON STREET RESAL	41121	200,000				200,000					0
May 2019	KERBING	41121										0
TOTAL ROADS			411,700	221,038	151,133	0	200,000	60,567	0	0	0	0
May 2020	FOOTPATHS	41131	50,000					50,000				0
TOTAL FOOTPATHS			50,000	0	0	0	0	50,000	0	0	0	0
Infrastructure Assets-Parks & Reserves												
Infrastructure Assets-Parks & Reserves Total			0	0				0				0
June 2020	RIVERWALL	41131	206,600	212,386			103,300	103,300				0
TOTAL OTHER INFRASTRUCTURE			206,600	212,386	0	0	103,300	103,300	0	0	0	0
Grand Total			1,082,564	633,972	239,984	27,200	303,300	512,080	0	21,818	0	0
					1,082,564			21,818				
RENEWAL CAPEX			852,500	540,112								
NEW CAPEX			230,064	93,860								
Grand Total			1,082,564	633,972								
Renewal CAPEX net of trade-ins			825,300	518,294								
Estimated depreciation expenses			439,982	439,982								
Asset Sustainability Ratio			1.88	1.18								

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TRUST FUNDS					
AS AT THE 30 APRIL 2020					
Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:					
		1-Jul-19	Amounts Received	Amounts Paid	30-Apr-20
		\$	\$	\$	\$
MANNERS HILL BONDS		1,950	1,100	350	2,700
FOOTPATH BINDS		37,060	10,000	29,410	17,650
COMMUNITY CENTRE BONDS		4,088		3,700	388
NOMINATION DEPOSITS			400	400	0
LEMC FUNDING			65,390		65,390
		43,098	76,890	33,860	86,128



Ordinary Council Meeting

8.4.2 – Accounts Paid April 2020

8.4.2 Accounts Paid April 2020

No.	Vendor Name	Details	EFT Amount	Payment Date
EFT00339	PROFESSIONAL PC SUPPORT PTY LTD (PPS)	LIBRARY MANAGED IT SERVICES	5,653.82	1/04/2020
EFT00339	WESTERN METROPOLITAN REGIONAL COUNCIL WMRC	WASTE DISPOSAL SERVICES	4,977.62	1/04/2020
EFT00339	WILSON SECURITY	BUILDING SECURITY	721.60	1/04/2020
EFT00339	ROCKWATER PTY LTD	GROUNDWATER MONITORING	1,171.39	1/04/2020
EFT00339	KONE ELEVATORS PTY LTD	ELEVATOR SCHEDULED SERVICE	1,998.15	1/04/2020
EFT00339	SHAMROCK ELECTRICS	ELECTRICAL MAINTENANCE	929.50	1/04/2020
EFT00339	OPEN SYSTEMS TECHNOLOGY PTY LTD (COUNCIL FIRST)	COUNCILFIRST SERVICES	28,390.16	1/04/2020
EFT00339	SUEZ RECOVERY & RECYCLING (PERTH) PTY LTD	WASTE REMOVAL MARCH 2020	13,895.15	1/04/2020
EFT00339	WINC AUSTRALIA PTY LTD	STATIONERY	922.14	1/04/2020
EFT00339	BUNNINGS TRADE	TOOLS AND HARDWARE	817.72	1/04/2020
EFT00339	D U ELECTRICAL PTY LTD	ELECTRICAL MAINTENANCE	1,687.40	1/04/2020
EFT00339	STRATA GREEN	PARKS AND RESERVES MAINTENANCE	1,955.70	1/04/2020
EFT00339	LOCAL GOVERNMENT PROFESSIONALS WA	PROFESSIONAL SERVICES	700.00	1/04/2020
EFT00339	ABCO PRODUCTS PTY LTD	TOOLS AND HARDWARE	292.20	1/04/2020
EFT00339	TASSIE DEVIL LINEMARKING	ROAD MAINTNENCE	756.80	1/04/2020
EFT00339	BEE ADVICE	BEE CONTROL AND RELOCATION	160.00	1/04/2020
EFT00339	CHERIE K RYAN	STAFF REIMBURSEMENT	19.95	1/04/2020
EFT00339	SUNNY SIGN COMPANY PTY LTD	LED SPEED SIGNS	18,520.70	1/04/2020
EFT00339	SHIRE PRESIDENT RACHEL THOMAS	PRESIDENTS ALLOWANCE	7,171.00	1/04/2020
EFT00339	CR CHARLES HOHNEN	COUNCILLORS ALLOWANCE	2,771.00	1/04/2020
EFT00339	CR KAREN FARLEY	COUNCILLORS ALLOWANCE	2,122.00	1/04/2020
EFT00339	CR GREG PETERS	COUNCILLORS ALLOWANCE	2,122.00	1/04/2020
EFT00339	CR PETER MACINTOSH	COUNCILLORS ALLOWANCE	2,122.00	1/04/2020
EFT00339	CR DAWNE HORREX	COUNCILLORS ALLOWANCE	2,122.00	1/04/2020
EFT00339	MCINTOSH & SON PTY LTD	PLANT AND EQUIPMENT REPAIR	348.98	1/04/2020
EFT00339	AUSSIE TELECOM PTY LIMITED (T/AS DEEPFREEZE)	LIBRARY SOFTWARE LICENCE	1,005.23	1/04/2020
EFT00339	MOSMAN HEIGHTS NEWSAGENCY ROUND	LIBRARY BOOK STOCK	1,069.90	1/04/2020
EFT00339	FULTON HOGAN	RAOD MAINTENANCE	1,105.50	1/04/2020
EFT00339	TOWN OF COTTESLOE	AUSTRALIA DAY AND HALLOWEEN CONTRIBUTIONS	7,549.06	1/04/2020
EFT00339	COMMERCIAL & RESIDENTIAL CARPENTERS	MHP PAVILLION REFURBISHMENT	2,310.00	1/04/2020
EFT00339	SALARY PACKAGING AUSTRALIA PTY LTD (SPA)	STAFF NOVATED LEASE	1,096.13	1/04/2020
EFT00339	BEACON EQUIPMENT	PLANT AND EQUIPMENT REPAIR	82.50	1/04/2020

8.4.2 Accounts Paid April 2020

EFT00339	AVANT EDGE CONSULTING	INTERNAL AUDIT FEE	7,975.00	1/04/2020
EFT00339	COLLINS BOOKSELLERS COTTESLOE	LIBRARY BOOK STOCK	898.11	1/04/2020
EFT00339	OFFICEWORKS	STATIONERY	283.77	1/04/2020
EFT00339	HYDROQUIP PUMPS	PARKS AND RESERVES RETICULATION MAINT.	12,100.00	1/04/2020
EFT00339	QUADIENT FINANCE AUSTRALIA PTY LTD	OFFICE EQUIPMENT LEASE	220.00	1/04/2020
EFT00339	LEARNING HORIZONS (DANUBE RIVER PTY LTD)	PROFESSIONAL SERVICES	1,650.00	1/04/2020
EFT00339	CR PATRICK DAWKINS	COUNCILLORS ALLOWANCE	1,775.00	1/04/2020
EFT00339	PERDAMAN ADVANCED ENERGY	SOLAR PANEL INSTALLATION	50,925.59	1/04/2020
EFT00339	ICONIC PROPERTY SERVICES	SHIRE OFFICE CLEANING	10,364.78	1/04/2020
EFT00339	CHERYL TAIT	STAFF REIMBURSEMENT	19.95	1/04/2020
EFT00339	PIRTEK PTY LTD	PLANT AND EQUIPMENT REPAIR	1,095.31	1/04/2020
EFT00339	SHARON LEVY	BOOKING REFUND DUE TO COVID-19	965.00	1/04/2020
EFT00339	SALLY PURSER	STAFF REIMBURSEMENT	19.95	1/04/2020
EFT00339	McLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	2,062.13	1/04/2020
EFT00339	IRON MOUNTAIN AUSTRALIA GROUP PTY LTD (RECALL)	RECORD KEEPING SERVICE	104.25	1/04/2020
EFT00339	CLEAN CITY GROUP PTY LTD	PARKS AND RESERVES MAINTENANCE	2,337.50	1/04/2020
EFT00339	FUJI XEROX	PRINTER SERVICE	3,181.20	1/04/2020
EFT00340	AUSTRALIAN GARDEN HISTORY SOCIETY WA	BOOKING REFUND DUE TO COVID-19	75.00	1/04/2020
EFT00340	INCITE SOLUTIONS GROUP	BOOKING REFUND DUE TO COVID-19	37.50	1/04/2020
EFT00340	ROBERT RUSE	BOOKING REFUND DUE TO COVID-19	800.00	1/04/2020
EFT00341	WA SUPERANNUATION	EMPLOYEE SUPERANNUATION CONTRIBUTIONS	29,474.59	3/04/2020
EFT00342	CONSTRUCTION TRAINING FUND (CTF)	BCITF MARCH 2020	1,423.50	9/04/2020
EFT00342	DEPT OF MINES INDUSTRY REGULATION & SAFETY (DMIRS)	BSL LEVY MARCH 2020	1,295.31	9/04/2020
EFT00343	AUSTRALIA POST	POSTAGE	35.25	15/04/2020
EFT00343	PROFESSIONAL PC SUPPORT PTY LTD (PPS)	LIBRARY MANAGED IT SERVICES	2,354.00	15/04/2020
EFT00343	WESTERN METROPOLITAN REGIONAL COUNCIL WMRC	WASTE DISPOSAL SERVICES	4,221.21	15/04/2020
EFT00343	ACURIX NETWORKS PTY LTD	LIBRARY INTERNET	368.50	15/04/2020
EFT00343	OPEN SYSTEMS TECHNOLOGY PTY LTD (COUNCIL FIRST)	COUNCILFIRST SERVICES	6,915.51	15/04/2020
EFT00343	SUEZ RECOVERY & RECYCLING (PERTH) PTY LTD	WASTE REMOVAL MARCH 2020	229.22	15/04/2020
EFT00343	WINC AUSTRALIA PTY LTD	STATIONERY	378.94	15/04/2020
EFT00343	TOTAL PACKAGING (WA) PTY LTD	STATIONERY	514.80	15/04/2020
EFT00343	BUNNINGS TRADE	TOOLS AND HARDWARE	113.77	15/04/2020
EFT00343	HERITAGE TREE SURGEONS	VERGE TREE MAINTENANCE	6,820.00	15/04/2020

8.4.2 Accounts Paid April 2020

EFT00343	D U ELECTRICAL PTY LTD	ELECTRICAL MAINTENANCE	135.30	15/04/2020
EFT00343	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOC (WALGA)	PROFESSIONAL SERVICES	1,430.00	15/04/2020
EFT00343	ENVIRO SWEEP PTY LTD (EWCS)	ROAD MAINTENANCE	2,088.91	15/04/2020
EFT00343	CTI COURIERS	COURIER SERVICE	328.20	15/04/2020
EFT00343	BENARA NURSERIES	PARKS AND RESERVES MAINTENANCE	879.12	15/04/2020
EFT00343	WESTBOOKS	LIBRARY BOOK STOCK	4,448.01	15/04/2020
EFT00343	LO-GO APPOINTMENTS	TEMPORARY LABOUR HIRE	1,159.79	15/04/2020
EFT00343	DONOVAN NORGARD	STAFF REIMBURSEMENT	45.23	15/04/2020
EFT00343	COTTESLOE PEST CONTROL	PEST CONTROL	1,100.00	15/04/2020
EFT00343	NAPOLÉON PAPIER & CO	LIBRARY BOOK STOCK	391.26	15/04/2020
EFT00343	CATE PATTISON RESEARCH SERVICES	LIBRARY ORAL HISTORY PROJECT	2,000.00	15/04/2020
EFT00343	ASSET INFRASTRUCTURE MANAGEMENT	PROPERTY ASSET MANAGEMENT PLAN	6,875.00	15/04/2020
EFT00343	DEBRA BURN	STAFF REIMBURSEMENT	19.95	15/04/2020
EFT00343	FASTA COURIERS & TAXI TRUCKS	COURIER SERVICE	80.48	15/04/2020
EFT00343	BUZZ ENTERPRISES PTY LTD t/as Sifting Sands	PLAYGROUND MAINTENANCE	594.00	15/04/2020
EFT00343	TIM WHITHAM	STAFF REIMBURSEMENT	19.95	15/04/2020
EFT00343	BOWMAN & ASSOCIATES PTY LTD	RECYCLING REVIEW FEE	712.25	15/04/2020
EFT00343	DONALD BURNETT	STAFF REIMBURSEMENT	470.00	15/04/2020
EFT00343	SALARY PACKAGING AUSTRALIA PTY LTD (SPA)	STAFF NOVATED LEASE	368.89	15/04/2020
EFT00343	COLLINS BOOKSELLERS COTTESLOE	LIBRARY BOOK STOCK	359.89	15/04/2020
EFT00343	COMPLETE OFFICE SUPPLIES (COS)	STATIONERY	131.45	15/04/2020
EFT00343	ICONIC PROPERTY SERVICES	SHIRE OFFICE CLEANING	502.58	15/04/2020
EFT00343	MICHAEL T DUCKETT	LEMC SERVICES	1,224.88	15/04/2020
EFT00343	TERPKOS ENGINEERING PTY LTD	MHP ENGINEERING ADVICE	605.00	15/04/2020
EFT00343	KOY PTY LTD	RATES REFUND	2,229.10	15/04/2020
EFT00343	LANDGATE	VALUATION FEES	17.00	15/04/2020
EFT00343	McLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	826.64	15/04/2020
EFT00343	IRON MOUNTAIN AUSTRALIA GROUP PTY LTD (RECALL)	RECORD KEEPING SERVICE	104.25	15/04/2020
EFT00343	TURFMASTER FACILITY MANAGEMENT	PARKS AND RESERVES MAINTENANCE	4,620.00	15/04/2020
EFT00343	CLEAN CITY GROUP PTY LTD	PARKS AND RESERVES MAINTENANCE	7,304.00	15/04/2020
EFT00344	AUSTRALIAN TAXATION OFFICE	BAS MARCH 2020	8,941.00	29/04/2020
EFT00345	WESTERN METROPOLITAN REGIONAL COUNCIL WMRC	WASTE DISPOSAL SERVICES	10,511.95	30/04/2020
EFT00345	WILSON SECURITY	BUILDING SECURITY	232.10	30/04/2020

8.4.2 Accounts Paid April 2020

EFT00345	KONE ELEVATORS PTY LTD	ELEVATOR SCHEDULED SERVICE	1,903.01	30/04/2020
EFT00345	OPEN SYSTEMS TECHNOLOGY PTY LTD (COUNCIL FIRST)	COUNCILFIRST SERVICES	4,845.10	30/04/2020
EFT00345	SUEZ RECOVERY & RECYCLING (PERTH) PTY LTD	WASTE REMOVAL MARCH 2020	13,258.07	30/04/2020
EFT00345	BUNNINGS TRADE	TOOLS AND HARDWARE	441.96	30/04/2020
EFT00345	HERITAGE TREE SURGEONS	VERGE TREE MAINTENANCE	4,048.00	30/04/2020
EFT00345	CREATION LANDSCAPE SUPPLIES	PARKS AND RESERVES MAINTENANCE	247.50	30/04/2020
EFT00345	INCREDIBLE BULK	PARKS AND RESERVES MAINTENANCE	8,250.00	30/04/2020
EFT00345	STRATA GREEN	PARKS AND RESERVES MAINTENANCE	256.70	30/04/2020
EFT00345	BAILEYS FERTILISERS (AKC PTY LTD)	PARKS AND RESERVES MAINTENANCE	2,959.55	30/04/2020
EFT00345	WESTBOOKS	LIBRARY BOOK STOCK	1,561.96	30/04/2020
EFT00345	THE CHURCHES COMMISSION ON EDUCATION T/A YOUTHCAR	YOUTHCARE DONATION	990.00	30/04/2020
EFT00345	TOWN OF COTTESLOE	RANGER AND HEALTH SERVICES	10,086.25	30/04/2020
EFT00345	CONNECT CALL CENTRE SERVICES	AFTER HOURS CALL SERVICES	47.92	30/04/2020
EFT00345	BONUS LABELS	STATIONERY	55.00	30/04/2020
EFT00345	QUADIENT FINANCE AUSTRALIA PTY LTD	OFFICE EQUIPMENT LEASE	220.00	30/04/2020
EFT00345	ICONIC PROPERTY SERVICES	SHIRE OFFICE CLEANING	741.66	30/04/2020
EFT00345	OAS SERVICE & MAINTENANCE PTY LTD	BUILDING AIRCONDITIONING MAINTENANCE	3,492.50	30/04/2020
EFT00345	PHIL JOHNSON PLUMBING & GAS	SHIRE OFFICE PLUMBING SERVICE	184.00	30/04/2020
EFT00345	CLEAN CITY GROUP PTY LTD	PARKS AND RESERVES MAINTENANCE	2,805.00	30/04/2020
EFT00345	FUJI XEROX	PRINTER SERVICE	1,985.04	30/04/2020
SUB TOTAL			386,737.34	

No.	Vendor Name	Details	RUST EFT AMOUNT	Payment Date
SUB TOTAL			0.00	

No.	Vendor Name	Details	D-DEBIT AMOUNT	Payment Date
DD00139	WESTNET PTY LTD	BMS SYSTEM APRIL 2020	75.89	1/04/2020
DD00140	SYNERGY	ELECTRICITY	7,659.87	2/04/2020
DD00141	SYNERGY	ELECTRICITY	778.11	15/04/2020
DD00143	SYNERGY	ELECTRICITY	1,793.93	16/04/2020
DD00144	BP AUSTRALIA LIMITED	FUEL	1,036.88	21/04/2020
DD00145	SYNERGY	ELECTRICITY	2,976.80	22/04/2020

8.4.2 Accounts Paid April 2020

DD00146	SYNERGY	32.34	23/04/2020
SUB TOTAL		<u>14,353.82</u>	

No.	Vendor Name	Details	BPAY AMOUNT	Payment Date
BPAY126	TELSTRA CORPORATION LIMITED	TELEPHONE/DATA	34.95	2/04/2020
BPAY127	TELSTRA CORPORATION LIMITED	TELEPHONE/DATA	64.99	2/04/2020
BPAY128	TELSTRA CORPORATION LIMITED	TELEPHONE/DATA	148.23	2/04/2020
BPAY129	WATER CORPORATION	WATER	113.31	2/04/2020
BPAY130	WATER CORPORATION	WATER	254.32	2/04/2020
BPAY131	WATER CORPORATION	WATER	1,223.05	2/04/2020
BPAY132	WEST AUSTRALIAN NEWSPAPERS	NEWSPAPER SUBSCRIPTION	106.80	2/04/2020
BPAY133	WEST AUSTRALIAN NEWSPAPERS	NEWSPAPER SUBSCRIPTION	106.80	2/04/2020
BPAY134	CITY OF NEDLANDS	BUILDING CONTROL SERVICES	511.50	2/04/2020
BPAY135	TELSTRA CORPORATION LIMITED	TELEPHONE/DATA	1,563.85	15/04/2020
BPAY136	TELSTRA CORPORATION LIMITED	TELEPHONE/DATA	26.13	15/04/2020
BPAY137	WATER CORPORATION	WATER	62.95	15/04/2020
BPAY138	WATER CORPORATION	WATER	474.21	15/04/2020
SUB TOTAL		<u>4,691.09</u>		

No.	Vendor Name	Details	CHEQUE AMOUNT	Payment Date
SUB TOTAL				<u>0.00</u>

No.	Vendor Name	Details	DIT CARD AMOUNT	Payment Date
CPP00005	SHIRE CREDIT CARDS	SEE DETAILED CREDIT CARD STATEMENTS	4,317.50	16/04/2020
SUB TOTAL		<u>4,317.50</u>		

TOTAL 410,099.75



**FlexiPurchase
Account Statement**

Statement for NAB

Statement Period: 29 Feb 2020 to 27 Mar 2020

Cardholder Name: Michael Costarella



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt	Amount (\$AUD)		
<u>GL Code</u>	<u>CC Code</u>	<u>Department</u>	<u>Net</u>	<u>Tax</u>	<u>Gross</u>		
28 Feb 2020	Account Fees		No Appr Req'd	<input checked="" type="checkbox"/>	\$110.00		
27130	190	0403			\$100.00	\$10.00	\$110.00
Account Fees Co Maintenance Fee							
Flexipurchase Fee Feb 2020							
Total for this period:					\$110.00		

Cardholder Declaration

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

Signature Dated 3 / 4 / 2020

Employee ID: E0005

Approved By

Signature Dated 6 / 4 / 2020

On Completion

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



National Australia Bank
Limited
ABN 12 004 044 937

Cards Australia
Corporate Cards
GPO Box 9992
Melbourne Vic 3001
Phone 13 10 12
Fax 1300 656519



311922-001 000497(497) R
ATTN: PAUL RAWLINGS
SHIRE OF PEPPERMINT GROVE
PO BOX 221
COTTESLOE WA 6011

TAX INVOICE

Invoice Date : 28/03/2020
Invoice Number: I21785220088

Description	No of Users	User Fee inc. GST	Total Amount inc. GST
March 2020 FlexiPurchase User Fee*	6	\$ 6.82	\$ 40.92
March 2020 Maintenance Fee			\$ 110.00
Total Amount			\$ 150.92
* This appears on your statement as "CC FP USER FEE".			
Total GST			\$ 13.72

Do not send a cheque.

The bank has charged your National Purchasing Card Account for the FlexiPurchase User Fee on the last cycle date.

The bank has charged your National Purchasing Card Account for the Monthly Maintenance Fee on the 1st business day after the last cycle date.

If you have any queries with this invoice please email pcardsupport@national.com.au.



**FlexiPurchase
Account Statement**

Statement for NAB

Statement Period: 29 Feb 2020 to 27 Mar 2020

Cardholder Name: Stewart Farley



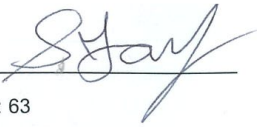
JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt	Amount (\$AUD)	
	GL Code	CC Code Department	Net	Tax	Gross	
29 Feb 2020	Big W 0455 Spearwood		Approved	<input checked="" type="checkbox"/>		\$36.00
	28471 139 1106		\$32.73	\$3.27	\$36.00	
	Purchase Big W 0455 junior book purchases					
01 Mar 2020	Officeworks 0616 O'Connor		Approved	<input checked="" type="checkbox"/>		\$38.00
	28770 139 1106		\$34.55	\$3.45	\$38.00	
	Purchase Officeworks 0616 Graffiti removal fluid for POD					
04 Mar 2020	Booktopia Pty Ltd Lidcombe		Approved	<input checked="" type="checkbox"/>		\$974.50
	28471 139 1106		\$885.91	\$88.59	\$974.50	
	Purchase Booktopia Pty Ltd Junior Book Purchases					
07 Mar 2020	Farmer Jacks Spearwo West Perth		Approved	<input checked="" type="checkbox"/>		\$33.52
	28770 139 1106		\$30.47	\$3.05	\$33.52	
	Purchase Farmer Jacks Spearwo Cleaning products for Corona disinfecting					
06 Mar 2020	Booktopia Pty Ltd Lidcombe		Approved	<input checked="" type="checkbox"/>		\$490.76
	28471 139 1106		\$446.15	\$44.61	\$490.76	
	Purchase Booktopia Pty Ltd Junior Book Purchases					
07 Mar 2020	Big W 0455 Spearwood		Approved	<input checked="" type="checkbox"/>		\$99.00
	28471 139 1106		\$90.00	\$9.00	\$99.00	
	Purchase Big W 0455 Junior Book Purchases					
08 Mar 2020	Booktopia Pty Ltd Lidcombe		Approved	<input checked="" type="checkbox"/>		\$11.25
	28471 139 1106		\$10.23	\$1.02	\$11.25	
	Purchase Booktopia Pty Ltd Junior Book Purchases					
13 Mar 2020	Booktopia Pty Ltd Lidcombe		Approved	<input checked="" type="checkbox"/>		\$307.26
	28471 139 1106		\$279.33	\$27.93	\$307.26	
	Purchase Booktopia Pty Ltd Junior Book Purchases					
27 Mar 2020	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 Cc Fp User Fee					
Total for this period:						\$1,997.11

Cardholder Declaration

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

Ordinary Council Meeting Attachments
26 May 2020

Signature 
Employee ID: 63

Dated 31 / 3 / 2020

Approved By

Signature 

Dated 31 / 3 / 2020

On Completion

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



**FlexiPurchase
Account Statement**

Statement for NAB

Statement Period: 29 Feb 2020 to 27 Mar 2020

Cardholder Name: Donald Burnett



JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt	Amount (\$AUD)
GL Code	CC Code Department	Net	Tax	Gross
27 Feb 2020	Royal Freshwater Bay Y Peppermint Gr	Approved	<input checked="" type="checkbox"/>	\$500.00
28280 190	0403	\$454.55	\$45.45	\$500.00
Purchase Royal Freshwater Bay Y Xmas lunch deposit Feb 2020				
28 Feb 2020	Adobe Acropro Subs 1800614863	Approved	<input checked="" type="checkbox"/>	\$21.99
27260 190	0403	\$19.99	\$2.00	\$21.99
Purchase Adobe Acropro Subs Adobe licence Feb 2020 \$19.99 ABN: 980559184				
04 Mar 2020	Woolworths 4356 Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$7.50
27140 139	0403	\$6.82	\$0.68	\$7.50
Purchase Woolworths 4356 hand wash for staff kitchen				
18 Mar 2020	Woolworths 4356 Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$4.55
27140 190	0403	\$4.14	\$0.41	\$4.55
Purchase Woolworths 4356 Work experience gift card				
19 Mar 2020	Officeworks 0604 Fremantle	Approval Req'd	<input checked="" type="checkbox"/>	\$99.94
27140 139	0403	\$90.85	\$9.09	\$99.94
Purchase Officeworks 0604 Stationary Supplies				
23 Mar 2020	Woolworths 4356 Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$18.00
28280 139	0403	\$16.36	\$1.64	\$18.00
Purchase Woolworths 4356 Kitchen supplies				
24 Mar 2020	Woolworths 4356 Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$5.85
28280 139	0403	\$5.32	\$0.53	\$5.85
Purchase Woolworths 4356 Kitchen supplies				
27 Mar 2020	Account Fees	No Appr Req'd	<input type="checkbox"/>	\$6.82
27260 190	0403	\$6.20	\$0.62	\$6.82
Account Fees Co Fp User Fee Account fees March				
Total for this period:				\$664.65

Cardholder Declaration

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

Signature Donald Burnett Dated 2 / 4 / 2020

Employee ID: 5

Approved By 
Signature _____

Dated 10 / 04 / 2020

On Completion

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



FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 29 Feb 2020 to 27 Mar 2020
Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross	
04 Mar 2020	Woolworths 4356	Cottesloe	Approved	<input checked="" type="checkbox"/>		\$5.65
28770	139	1106	\$5.14	\$0.51	\$5.65	
Purchase Woolworths 4356 kitchen supplies						
09 Mar 2020	Jbhifi.Com.Au 0395777000		Approved	<input checked="" type="checkbox"/>		\$185.32
28473	139	1106	\$168.47	\$16.85	\$185.32	
Purchase Jbhifi.Com.Au Adult dvd / cd						
11 Mar 2020	Woolworths 4356	Cottesloe	Approved	<input checked="" type="checkbox"/>		\$18.39
28770	139	1106	\$16.72	\$1.67	\$18.39	
Purchase Woolworths 4356 Kitchen supplies						
15 Mar 2020	East Fremantle Pharm East Fremantl		Approved	<input checked="" type="checkbox"/>		\$40.00
28770	139	1106	\$36.36	\$3.64	\$40.00	
Purchase East Fremantle Pharm Hand sanitiser						
17 Mar 2020	Woolworths 4356	Cottesloe	Approved	<input checked="" type="checkbox"/>		\$16.80
28770	139	1106	\$15.27	\$1.53	\$16.80	
Purchase Woolworths 4356 TechHelp / JP supplies						
18 Mar 2020	Woolworths 4356	Cottesloe	Approved	<input checked="" type="checkbox"/>		\$5.70
28770	139	1106	\$5.18	\$0.52	\$5.70	
Purchase Woolworths 4356 KITCHEN SUPPLIES						
27 Mar 2020	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:						\$278.68

Cardholder Declaration

I declare that all purchases appearing within this acquittal were incurred by me, on behalf of the Shire and were not acquired for private or personal use.

Signature _____

Date 30 / 3 / 2020

Approved By

Signature _____

Dated 30 / 3 / 2020

On Completion

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



**FlexiPurchase
Account Statement**

Statement for NAB

Statement Period: 29 Feb 2020 to 27 Mar 2020

Cardholder Name: Donovan Norgard



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt	Amount (\$AUD)
GL Code	CC Code	Department	Net	Tax	Gross
03 Mar 2020	Officeworks 0604	Fremantle	Approval Req'd	<input checked="" type="checkbox"/>	\$88.94
28845	139	1403	\$80.85	\$8.09	\$88.94
Purchase Officeworks 0604 Stationery					
03 Mar 2020	Officeworks 0604	Fremantle	Approval Req'd	<input checked="" type="checkbox"/>	\$66.94
28845	139	1403	\$60.85	\$6.09	\$66.94
Purchase Officeworks 0604 Stationery					
17 Mar 2020	Officeworks 0616	O'Connor	Approval Req'd	<input checked="" type="checkbox"/>	\$105.00
27250	139	1403	\$95.45	\$9.55	\$105.00
Purchase Officeworks 0616 Stationery					
19 Mar 2020	Microsoft*store	Msbill.Info	Approval Req'd	<input checked="" type="checkbox"/>	\$169.00
28845	129	1403	\$153.64	\$15.36	\$169.00
Purchase Microsoft*store IT Windows Upgrade					
27 Mar 2020	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$6.82
27130	129	1104	\$6.20	\$0.62	\$6.82
Account Fees Co Fp User Fee MIS March Account Fees 2020					
Total for this period:					\$436.70

Cardholder Declaration

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

Signature DN

Dated 3 / 4 / 20

Employee ID: 169

Approved By

Signature [Signature]

Dated 7 / 4 / 2020

On Completion

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



**FlexiPurchase
Account Statement**

Statement for NAB

Statement Period: 29 Feb 2020 to 27 Mar 2020
Cardholder Name: Debra Burn



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross	
15 Mar 2020	Adobe Creative Cloud Adobe.Ly/Enau		Approved	<input checked="" type="checkbox"/>		\$43.99
28545	129	1106	\$39.99	\$4.00	\$43.99	
Purchase Adobe Creative Cloud Adobe software licence ABN: 980559184						
16 Mar 2020	Sp * Perthzone Maylands		Approved	<input checked="" type="checkbox"/>		\$272.65
27250	139	1106	\$247.86	\$24.79	\$272.65	
Purchase Sp * Perthzone Book covering materials						
23 Mar 2020	W.A. Library Supplie Forrestdale		Approved	<input checked="" type="checkbox"/>		\$131.95
27250	139	1106	\$119.95	\$12.00	\$131.95	
Purchase W.A. Library Supplie Label protectors for book covers						
27 Mar 2020	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 Credit card fee						
26 Mar 2020	Wanewsdti Osborne Park		Approved	<input checked="" type="checkbox"/>		\$123.87 CR
27180	139	1106	\$112.61 CR	\$11.26 CR	\$123.87 CR	
Credit Voucher Wanewsdti Newspaper cancellation due to library closure						
Total for this period:						\$331.54

Cardholder Declaration

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

Signature Debra Burn Dated 8 / 4 / 2020

Employee ID: 51

Approved By

Signature [Signature] Dated 8 / 4 / 2020

On Completion

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



**FlexiPurchase
Account Statement**

Statement for NAB

Statement Period: 29 Feb 2020 to 27 Mar 2020

Cardholder Name: Michael Costarella



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt	Amount (\$AUD)
GL Code	CC Code	Department	Net	Tax	Gross
23 Mar 2020	Retail Display Direct	Padstow	No Appr Req'd	<input checked="" type="checkbox"/>	\$296.00
27140	139	1403	\$269.09	\$26.91	\$296.00
Purchase Retail Display Direct Office Stationery					
26 Mar 2020	Ple Computers Pty Lt	Cockburn Cent	No Appr Req'd	<input checked="" type="checkbox"/>	\$211.08
27150	139	0403	\$191.89	\$19.19	\$211.08
Purchase Ple Computers Pty Lt Headsets for Staff - Working from Home					
27 Mar 2020	Account Fees		No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82
27130	190	0403	\$6.20	\$0.62	\$6.82
Account Fees Co Fp User Fee Bank Charges for Credit Card					
26 Mar 2020	Ple Computers Pty Lt	Cockburn Cent	No Appr Req'd	<input type="checkbox"/>	\$15.08 CR
27150	139	0403	\$13.71 CR	\$1.37 CR	\$15.08 CR
Credit Voucher Ple Computers Pty Lt delivery credit on headsets					
Total for this period:					\$498.82

Cardholder Declaration

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

Signature Dated 3 / 4 / 2020

Employee ID: E0005

Approved By

Signature Dated 6 / 4 / 2020


On Completion

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



Ordinary Council Meeting

8.5.1 – Delegations Register (Delegation 3.4)

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

3.4 PLANNING AND DEVELOPMENT APPLICATION

Delegator

Council

Power/Duty

Applications for development approval under the Shire of Peppermint Grove's Local Planning Scheme No4 and the *Planning and Development Act 2005*.

Conditions

1. Any application is to be referred to Council for determination if one or more elected member request such referral by written request to the Chief Executive Officer;
2. Any application for planning approval shall be referred to Council for determination, where requested by the applicant in writing;

3. The Chief Executive Officer is to report to the Council, on a monthly basis where the exercise of powers and functions related to this delegation has been undertaken.
4. The Chief Executive Officer is to only sub-delegate to the Manager Development Services.

Statutory Framework

The Chief Executive Officer is delegated the power to approve, approve with conditions, or refuse development applications, including applications for change of use, retrospective planning applications, and amendments to approved plans subject to the approval guidelines. This is to enhance Council focus on important, major or key strategic decisions and to facilitate the streamlined issue of decisions about minor matters and reduce delays to the statutory processes.

Verification

Adopted June 2019

Review Requirements

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

Next Review

June 2020

Sub-Delegation

Manager Development Services

Related Documents

- Shire of Peppermint Grove, Local Planning Scheme 4
- Local Planning Policies as adopted by Council

Guidelines

- 1) Approve development applications for a “Single House”, “Ancillary dwelling” “Grouped dwellings” or any associated, ancillary or incidental development (outbuildings, garages/ carports, pergolas/ gazebos and other structures requiring a planning application, roofing materials, front boundary fences, retaining walls and swimming pools) that:
 - a) Satisfy the provisions of Local Planning Scheme 4, Council policies, where the assessment is deemed to comply with the Shire’s adopted Local Planning Policies and the Residential Design Codes; or
 - b) Are assessed to comply with a) above except for one design parameter (be it height, plot ratio, setback or other site design requirement) and only where upon assessment that proposed variation can meet design principles of R Codes for that design element and in the case of quantitative variation shall be less than a 5% variation from LPS 4 or R Codes; and
 - c) After the proposal has been referred for invited comment and where no objections have been received from the affected landowners which relate to that design element variation; and
 - d) Where the existing house is not in the heritage list adopted under clause 8 of the deemed provisions and has not been subject to a Notice to list and that process is current.
- 2) Approve applications for non-residential development where the development is considered minor, meets all LPS 4 requirements and has no impact upon adjoining landowners other than what is allowed within the Scheme.
- 3) Approve applications that seek to approve an extension to an expired or expiring development approval provided there are no changes made to the original design and approved plans and the Local Scheme/Policy has not changed in that time.
- 4) Check and clear all conditions on planning approvals (development and subdivision), except those requiring specific referral back to Council for clearance approval.
- 5) To vary development application fees in cases where the listed fee is not reflective of the extent of any additional work requirement.
- 6) Approve applications for home business where no valid objections have been received from affected adjoining landowners and where the proposal is consistent with LPS 4.
- 7) Approve retrospective applications in accordance with clause 65 of the Deemed Provisions (Planning and Development – Local Planning Schemes - Regulations 2015 Schedule 2)

- 8) Provide written advice of Shire recommendation advice to other authorities who will make a decision (WAPC, DBCA, SRT, State Heritage Office) on a development or subdivision application provided the advice is consistent with local planning policy, the LPS 4 and R Codes.
- 9) Provide written advice to Department of Transport, MRWA, DPLH, Department of Commerce and Energy in response to requests for feedback on policy formation or related administrative matters.
- 10) Refuse applications for development (also to recommend refusal to WAPC for subdivision referred applications) which do not accord with LPS 4 and R Codes standards and provisions or are uses not permitted in the Zoning Table (X uses).

Notification

Where the Chief Executive has received matters which may be dealt with under this delegation, a list of matter/s pending action shall be circulated to Elected Members on a weekly or less frequency, so as to provide a period of **72 hours** within which that matter may be 'called-in' for consideration by Council; such that a call-in request shall be supported by at least two members, each without a declarable interest in that matter.



Ordinary Council Meeting

8.5.2 – Matters for Information and Noting

Matters for Information and Noting

Building Permits Issued April 2020

Application Number	Location	Work Type	Delegated Authority
BA2020/00011	11 Crossland Court	Wall Renovation and other subsequent work	Officer

Planning Approvals Issued April 2020

Application Number	Location	Delegated Authority

Infringements April 2020

Date Issued	Parking Infringement Location	Value
Total Value		

Library statistics

On March 21 libraries were directed to close. On April 1, the Library began delivery services to residents of Peppermint Grove, Mosman Park and Cottesloe. On 20 April, the Library starting offering “Click and Collect” from the library foyer.

Deliveries to resident households April 2020:	
Mosman Park	205
Cottesloe	227
Peppermint Grove	23
Total	455 Deliveries

Click and Collect April 20 – April 30	92 Pickups
New on-line memberships April 2020	115