



SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

**Ordinary Council Meeting
23 May 2017**

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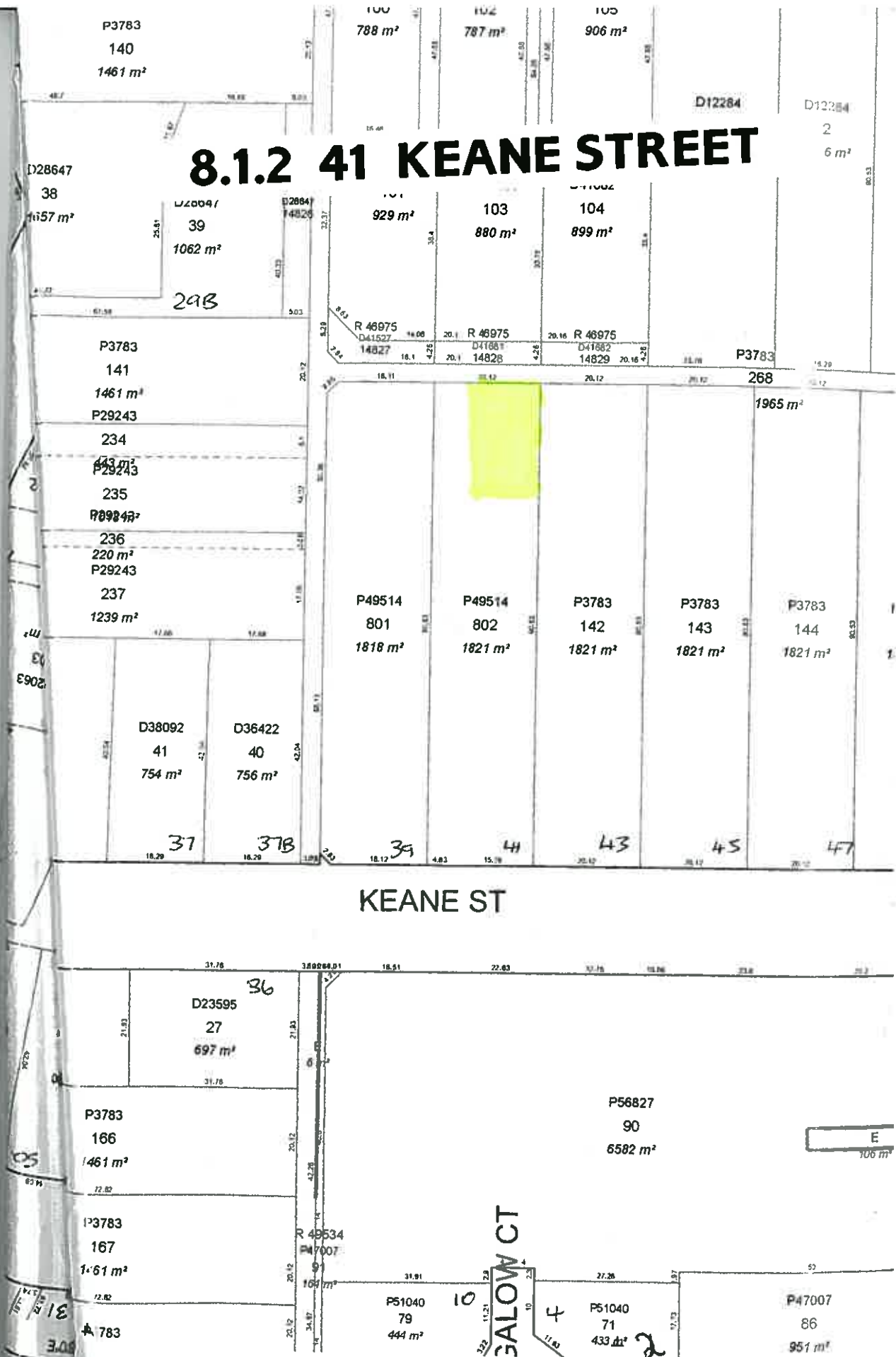
Ordinary Council Meeting

8.1.2 – 41 Keane St
Peppermint Grove -
Attachment # 1

Joins Map 6

0 50 100

Lot on Survey



Philip J Nadebaum
Consulting Engineer

JOB No 130803

SHEET No 5K1

DATE 2-8-13

PN

PROJECT 8m LIGHT POLE - REGION A WIND LOADING

CLIENT WELDON

8m FODDING POST

DESIGN WIND LOAD
REGION A
TERRAIN CAT. 2
TO AS 1170.2

PHILIP J NADEBAUM
CONSULTING ENGINEER

Philip Nadebaum

B.E. M.A.

POST TOP DETAIL TO
SUIT LUMINAIRE ATTACHMENT
(MAX SAIL AREA
0.16 M².)

100SHS3

4000

10 R LUGS
SEE DETAIL

65 LUG

10 SIDE PLATES
SEE DETAIL

20 ϕ ST/STEEL PIN
TO CONNECT TOP & BOTTOM
SECTIONS.

100SHS3

106
113
6 R

TAP FOR
16 ϕ BOLTS

80x210

HOLE FOR 16 ϕ
BOLTS

HANDLE

4000

300
450
450



25 BME PLATE
250x250
4-M20 HD BOLTS @ 180 C/S E/W.

NOTE: FOOTING TO
BE DESIGNED TO SUIT
GROUND CONDITIONS

Philip J Nadebaum
Consulting Engineer

JOB No 130803

PROJECT 8m LIGHT POLE - REGION A WIND LOADING

SHEET No. SK2

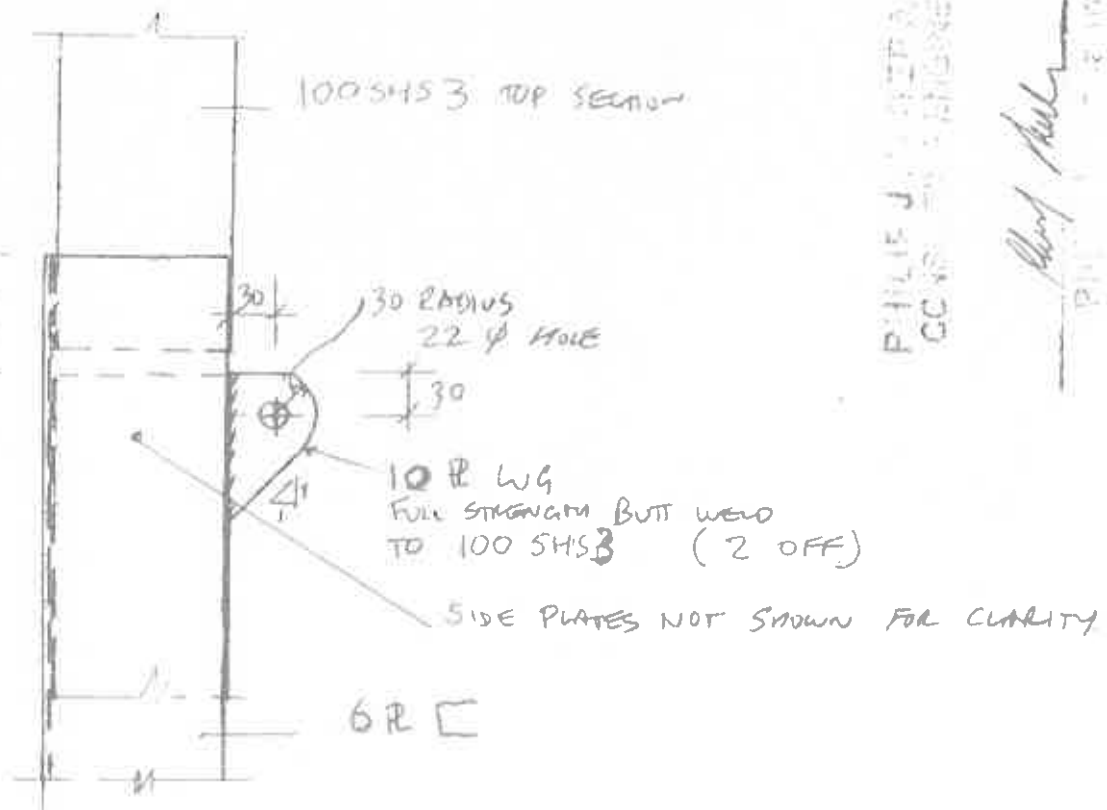
CLIENT WEDGON

DATE 2-8-13

PN

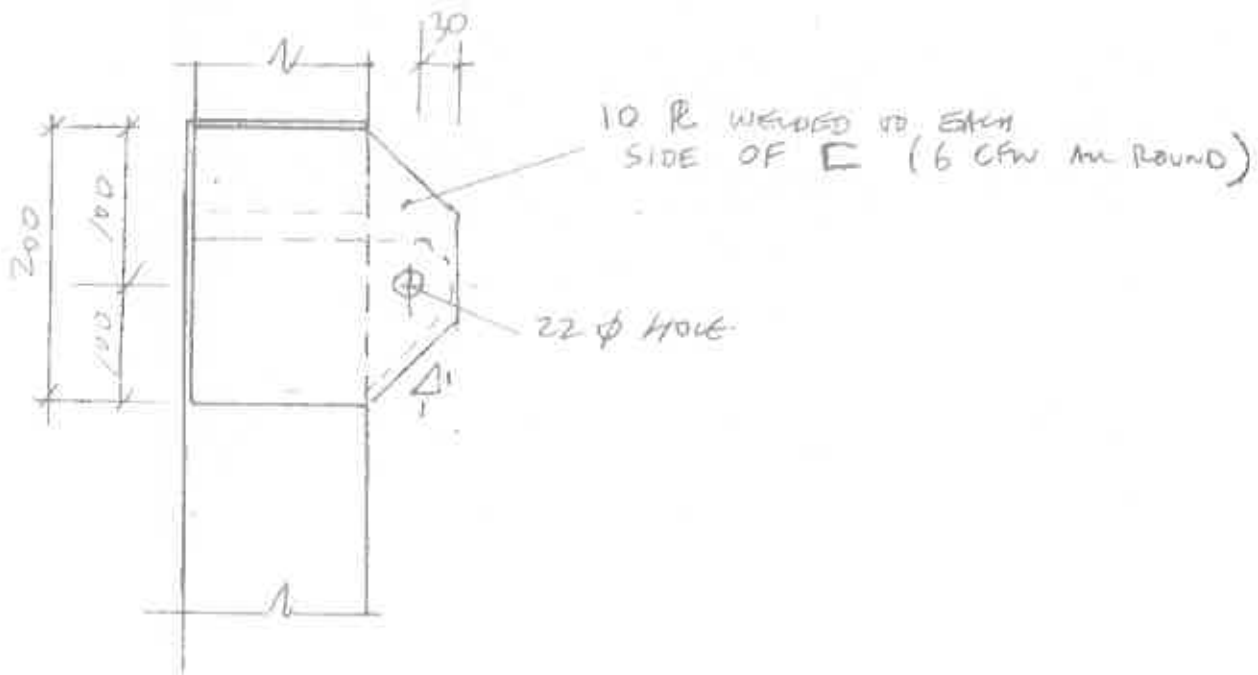
HINGE DETAIL

15 65 6 CFW AN ROUND
TO JOIN I TO I



PHILIP J. NADEBAUM
CONSULTING ENGINEER

Philip Nadebaum
CONSULTING ENGINEER

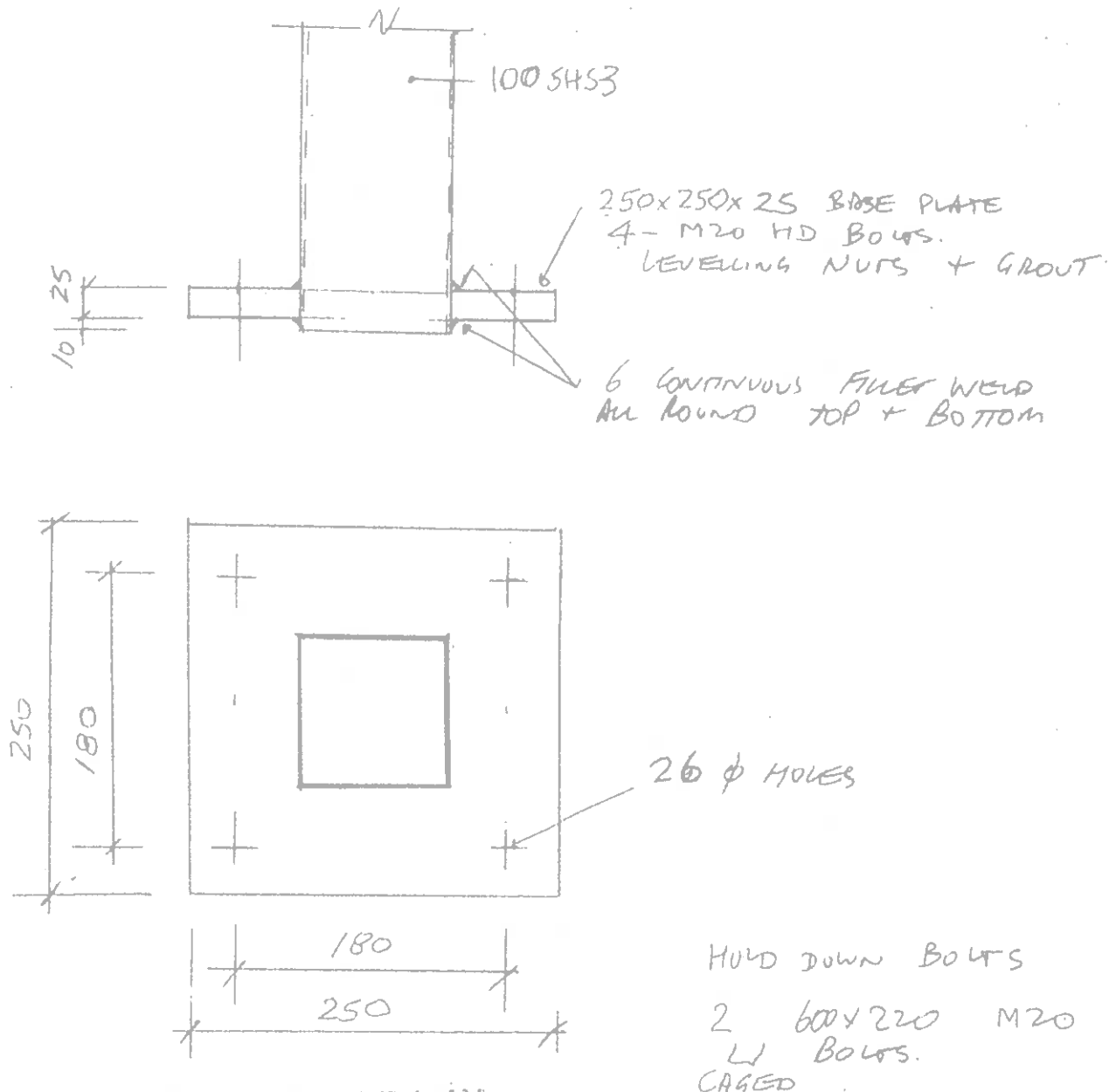


Philip J Nadebaum
Consulting Engineer

JOB No.	130803
SHEET No.	SK3
DATE	2-8-13
	PN

PROJECT	Bm LIGHT POLE. REGION A WIND LOADINGS
CLIENT	WELDON

BASE PLATE DETAIL.



PHILIP J NADEBAUM
CONSULTING ENGINEER

Philip J Nadebaum
Philip J Nadebaum
B.E., M.ENG. SC. (HON) & C.ENG



Ordinary Council Meeting

**8.1.3 – 52 & 54 Irvine St Peppermint Grove
- Attachment # 2**

8.1.3 52 & 54 IRVINE STREET



Location Plan for: Subdivision Application

This data is to be used only for the processing of a
Subdivision Application

Application Number: **155010**

Decision: **Outstanding**

Printed: **4/04/2017**

Application Status

-  Approved
-  Outstanding

Existing LPS Zones and Reserves

-  R Code boundaries
-  Local road
-  Residential

Easements and Referrals

-  Easements

Region Scheme Reserves

Localities & Local Government Boundaries

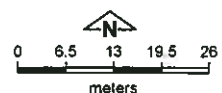
-  Local government boundary
-  Locality



Department of
Planning



Western
Australian
Planning
Commission



 Subject Site
 Contours
 Existing Lot Numbers
 Existing Boundaries
 Existing Boundaries to be Removed
 Water
 Sewer
 Power
 Power Poles
 Existing Buildings to be Retained
 Existing Trees
 Road Pavement

DATE	FILE
04-Apr-2017	155010

0 → 7.5 → 15 MeV

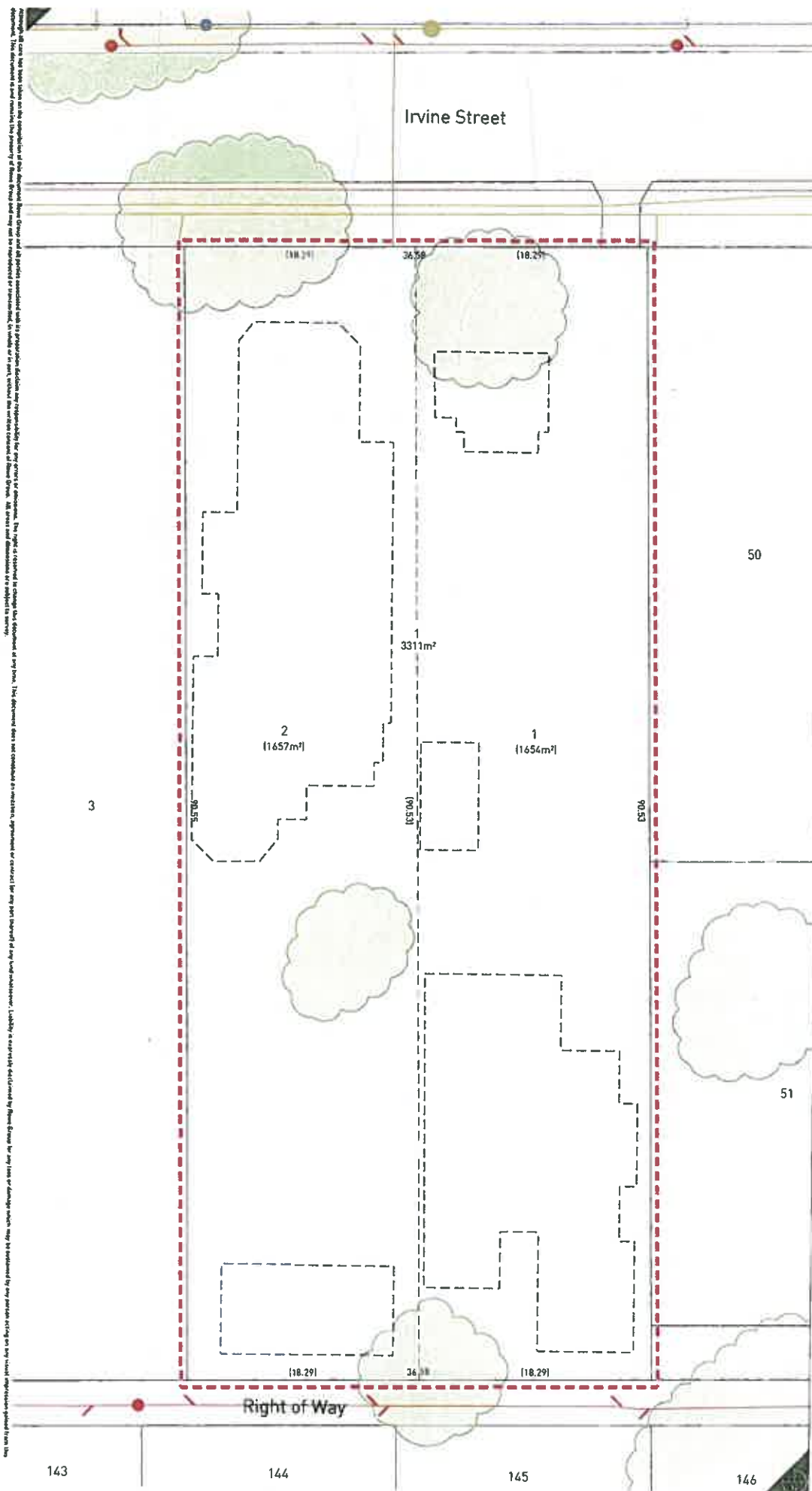
Rev	Date	Drawn
A	2017.03.15	M. Sullivan
B	2017.03.17	M. Sullivan



W: www.rowegroup.com.au
E: info@rowegroup.com.au
P: 08 9221 1991

Date Drawn: 2017-03-15
Job Ref: 4237
Scale: 1:300 @ A3
Client: P. & V. Pascall
Designer: C. Clarke
Drawn: M. Sullivan
Projection: MGA50 GDA94
Plan ID: 4237-SUB-01-B

Cadastre supplied by Water Corporation of WA



Plan of Amalgamation

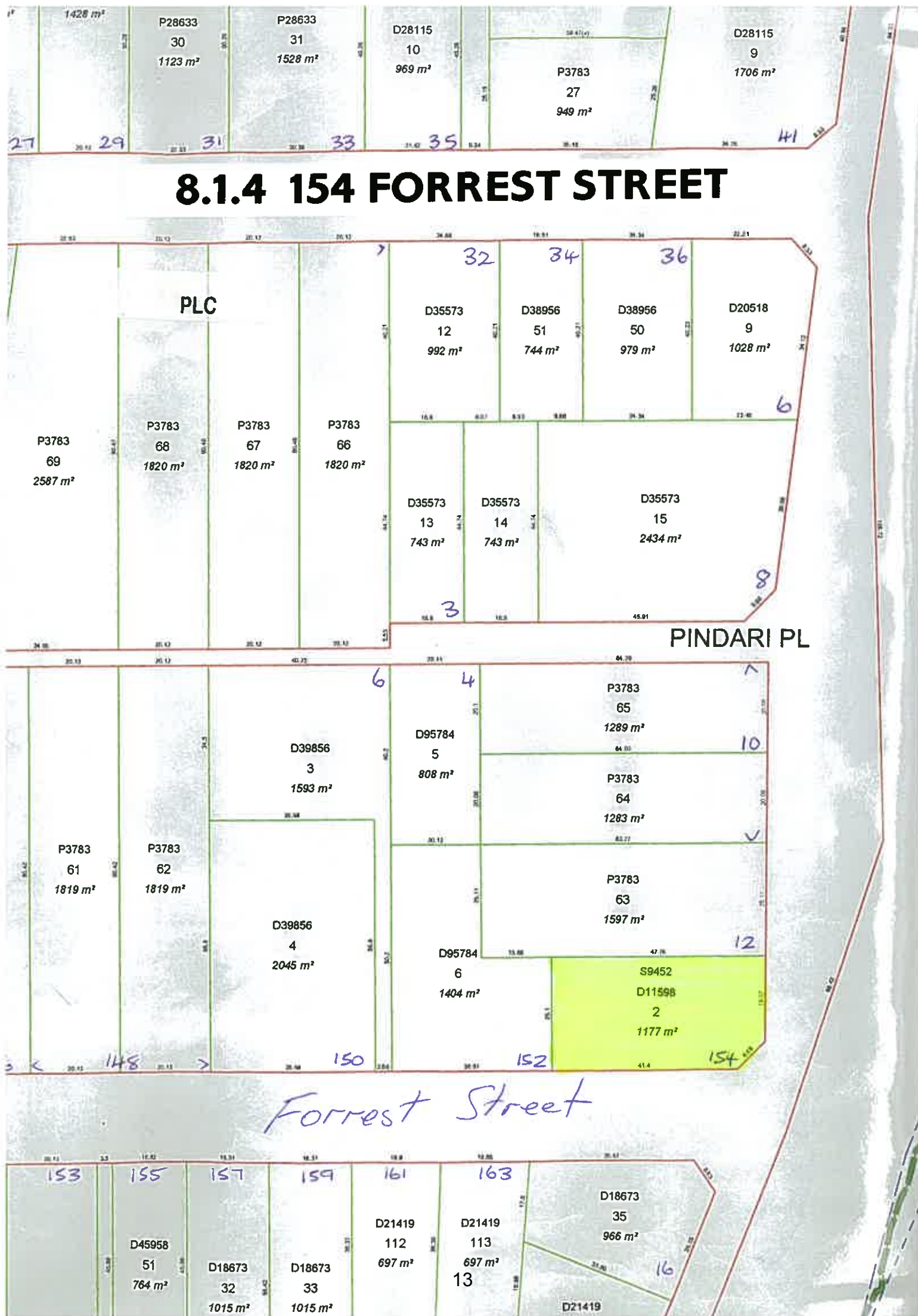
**Lots 1 & 2 (No. 54 & 52) Irvine Street
Peppermint Grove**



Ordinary Council Meeting

8.1.4 – 154 Forrest Street Peppermint
Grove - Attachment # 3

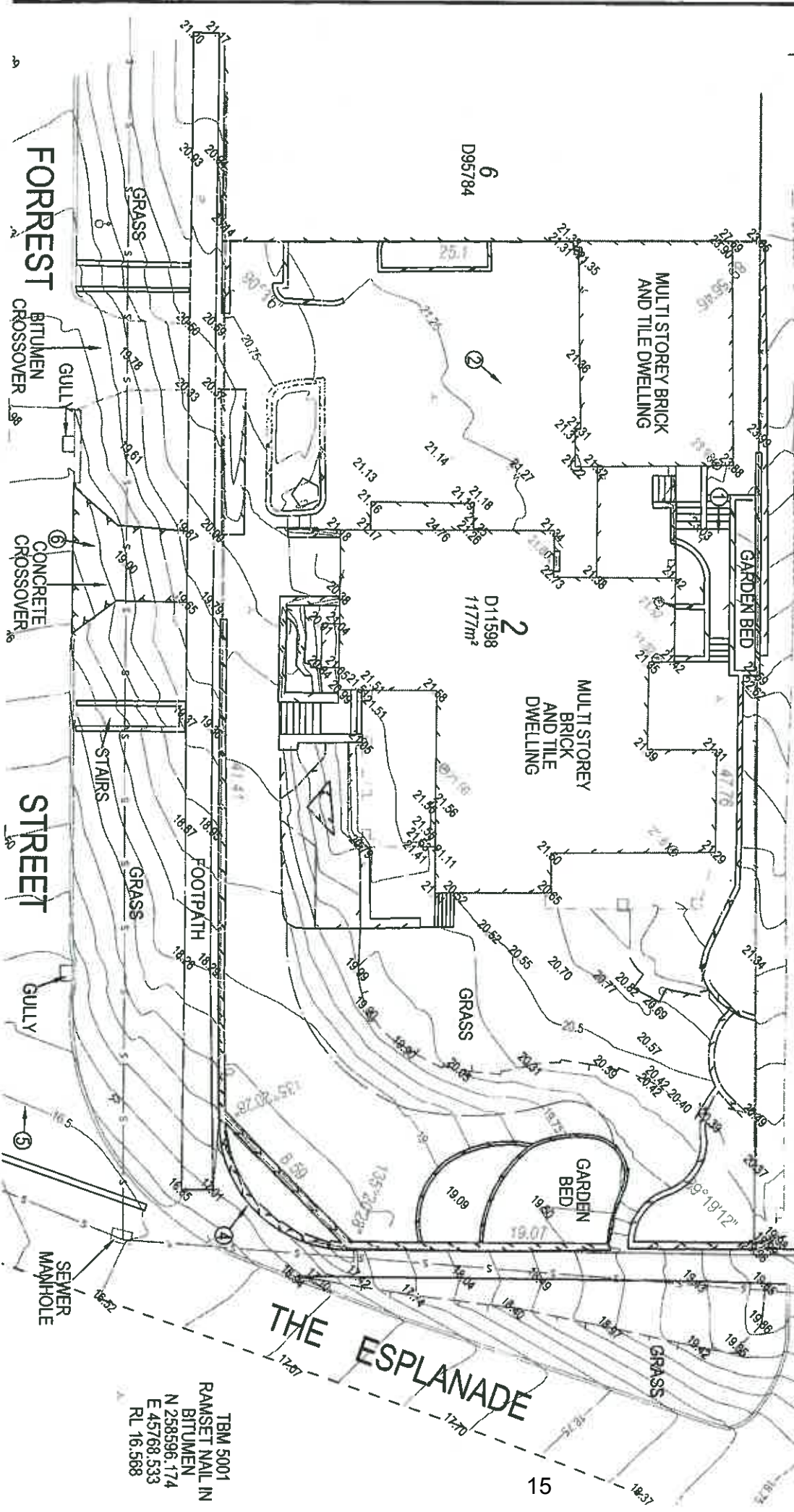
8.1.4 154 FORREST STREET



3

Shire of Peppermint Grove

15





Ordinary Council Meeting

8.1.5. – Final Adoption of Local Planning Policies - Attachment # 4



Planning and Development Act 2005

Local Planning Policy 1

Policy Number:	LPP 1
Policy Title:	Urban Design and Streetscape Policy
Responsible Officer	Manager of Development Services
Adoption Date:	

Background

In 2014 Council commissioned a heritage study of the Shire to provide a basis for identifying and understanding the urban design and streetscape elements that contribute to the character and unique amenity of the Shire.

The relationship between the scale of buildings and their setbacks, complemented by soft landscaping, verge treatments, fences, and street trees, create a distinctive setting or streetscape. Community surveys conducted in 2007 and 2011, together with the results of public submissions made during the process of adopting Local Planning Scheme No.4, reflected the value placed by residents on maintaining and reinforcing the character of Peppermint Grove.

Planning Objective

- *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 in terms of the unique character and identity of development, streetscapes, public open spaces and lifestyle qualities within the Shire.**

(*Local Planning Strategy 2017)

Statutory Basis

Clause 67 of the Deemed provisions of the Planning and Development (Local Planning Scheme) Regulations 2015 outlines the matters which must be considered by Council in the assessment of an application for development. These include:

67(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation, and appearance of the development.

67(n) the amenity of the locality including the following;
(ii) the character of the locality.

Planning Policy

Replacement dwellings and significant additions are to be responsive to the existing context and contribute positively to the prevailing streetscape in the following ways;

Primary Street Setbacks

1. The 9-metre 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 l(m)(n) of the Deemed provisions of Planning and Development (Local Planning Scheme) Regulations 2015.
3. In determining views to the street from dwellings and views from the street to dwellings, the setbacks to immediately adjoining dwellings are the primary reference points.
4. Where immediately adjacent houses are setback greater or lesser than 9-metres, the proposed development should be stepped to the extent necessary to ensure it does not obscure views to adjoining houses or prevent their contribution to the streetscape (as outlined in figure 2(a) and (b) below).
5. Particular attention shall be given to situations where neighbouring dwellings are on the Shire's 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.

Secondary Street Setbacks

The Scheme requires a 4.5-metre secondary street setback. Council is only able to consider varying this requirement where the following criteria are met:

1. It assists in the preservation of a building on the Shire's Heritage List.
2. The resulting development would be compatible with adjacent corner lots in the immediate locality.
3. Views to the primary frontages of adjoining lots are not adversely affected.
4. The development would comply with all other relevant development standards.

Front Setback Area and Landscaping

Soft landscaping, particularly in the front setback area is an essential element that contributes to the character of the Shire. Plans demonstrating soft landscaping to a minimum of 50% of the front setback area will be required prior to the issue of a building permit for a new dwelling.

Colours Materials and Finishes

With few exceptions, the predominant building materials in Peppermint Grove are brick and/or rendered brick, stone, with tile or coloured zincalume roofs, and the colour palette is neutral.

Alternative external construction and cladding materials as well as colour schemes can be considered subject to Council approval via the development assessment process.

Street Presence

New houses in the Shire should address the primary street in the traditional manner, with a clearly legible front entrance both to the site and the house itself. The street elevation should not be dominated by garage doors and to this end Council will not support more than one double garage to the primary or secondary elevations.

Figure 2(a)

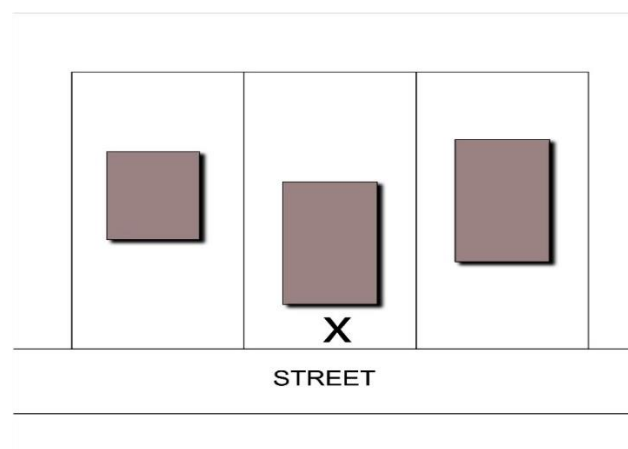
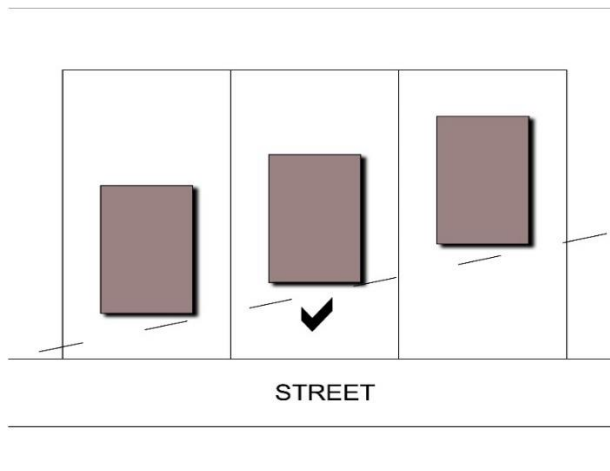


Figure 2(b)





Planning and Development Act 2005

Local Planning Policy 2

Policy Number:	LPP 2
Policy Title:	Carports, Garages and Minor Structures in the Street setback
Responsible Officer	Manager of Development Services
Adoption Date:	

Objective:

To ensure garages and carport do not intrude into the setback prescribed under the Local Planning Scheme.

To preclude these structures from becoming the dominate features within the streetscapes of Peppermint Grove in accordance with Clause 16 of Local Planning Scheme No.4 (table two) which states that the objective for residential areas is:

To facilitate and encourage high quality design, built form and streetscape... and

'...to avoid those forms of development which have the potential to prejudice the preservation of the high amenity value of a safe and attractive residential environment.

Statutory Basis

Under Clause 26 (2) of Local Planning Scheme No.4, garages and carports are to be setback 9-metres from the primary street setback and 4.5-metres from the secondary street.

Under Clause 67 of the Deemed provisions of the Planning and Development (Local Planning Scheme) Regulations 2015, matters which must be considered by Council in the assessment of an application for development include the effect on the streetscape and character of the locality.

Planning Policy

The Location of carports and garages

The Shire's Local Planning Scheme No.4 requires carports and garages to be located behind the 9-metres setback line from primary street frontage and behind the 4.5-metre secondary street setback.

However, Council acknowledges that not every site or streetscape within the Shire is identical and where setbacks to houses have been established at less than 9- metres it may also consider reduced setbacks to carports and garages subject to there being no detrimental impact to the streetscape.

Carports and garages should be sensitively located on lots so as to not hinder views to Heritage Listed properties.

Council is able to refuse inappropriately sited carports and garages under Clause 67 (m) & (n) of the Deemed provisions of the Planning and Development (Local Planning Scheme) Regulations 2017

Car parking bays within the front setback area

The R-Codes stipulates that vehicle access to residential lots should be from Rights-of-Ways whenever available.

In meeting this requirement covered parking at the rear of properties are generally detached structures, located some distance from the main house due to the large lot areas in Peppermint Grove.

In order to minimise street parking and allow secure on-site parking Council will support the provision of a single uncovered hard stand car parking bay within the street setback area subject to there being only a single width crossover to the site and 50% of the street setback area remains as soft landscaping in accordance with Local Planning Policy 1 'Urban Design and Streetscape'.

Minor Structures:

Minor structures such as lichgates, porticos and gate houses may be constructed forward of the building setback line subject to:

- gate houses, lichgates or similar structures not exceeding 4m²;
- no structure to exceed 3.0 metres in height;
- the minor structures do not detract from the visual amenity of the streetscape;
- the structure complements the residence through the application of the same design, materials, finishes and construction methods;
- the minor structure does not affect sightlines adjacent to vehicle crossovers.



Planning and Development Act 2005

Local Planning Policy 3

Policy Title:	Heritage Places (LPP 3)
Responsible Officer	Manager of Development Services
Adoption Date:	

Background

Heritage is a very significant contributor to the identity, history and character of Peppermint Grove. The Shire determined that a number of places make an important contribution to the Shire's heritage and prepared a Municipal Inventory (MI) to record those places. The MI, adopted by the Shire in 1999 is a living document subject to revision from time to time. A Heritage List was prepared and adopted in April 2017 under Local Planning Scheme No.4

Category 1 and 2 buildings make up almost 32% of single dwellings in the Shire and make a tangible and undeniable contribution to the character and atmosphere of the Shire of Peppermint Grove.

Residents have consistently expressed via a number of community surveys carried out by the Shire, that heritage places, including their generous garden settings, should be preserved.

This view has been incorporated as one of the key elements in the Shire's Local Planning Strategy, adopted in 2016, to guide future development in Peppermint Grove.

Application:

This policy will apply to all places included on the Shire's Heritage List.

Objective:

To provide for and to encourage the conservation of places which have cultural heritage significance to the Shire and to the State.

To ensure new residential development reinforces existing streetscape development patterns and complements the character of the locality.

To maintain and encourage a high quality environment; preserve the amenity of the Shire and protect the quality and characteristics of its streetscapes (Local Planning Strategy 2016).

Statutory Basis

Heritage protection provisions have been adopted in the Local Planning Scheme No.4 in accordance with the Planning and Development (Local Planning Scheme) Regulations 2015. Buildings on the Heritage List must obtain Council Planning Approval prior to being granted a building or demolition permit by the Shire.

Under Clause 11 of the Deemed provisions of the Planning and Development (Local Planning Scheme) Regulations 2015, Council, despite any existing written assessment, may, at its sole discretion, require an updated heritage assessment prior to considering any development proposal affecting a heritage place.

Clause 7.5 of the Local Planning Scheme No.4 also allows Council to vary any development standard under the Scheme and R-Codes where desirable to assist with the preservation of a heritage place providing it does not have a detrimental effect on adjoining properties.

All works, including external cosmetic changes and internal structural works, require a development application prior to the issue of a building permit. Building permit documents must be consistent with the development approval.

State Planning Policy 3.5 "Historic Heritage Conservation" (2007) states that there is a presumption against demolition of places on local heritage lists.

Planning Policy

The assessment of applications for alterations and additions to buildings on the heritage list should meet the recommended guidelines of the Burra Charter. The broad concept of conservation for heritage places in the Charter is to;

"do as much as necessary to care for the place and to make it useable, but otherwise change it as little as possible so that its heritage significance is retained."

However, this concept of heritage conservation should not preclude a dwelling from being upgraded to meet modern living standards.

A heritage architect's report, prepared by the Shire's heritage consultant at the applicant's expense, shall be provided for any scope of works proposed to either a category 1 or 2 building, where in the opinion of Council the works would directly affect the form and fabric of a place on the Heritage List.

Conservation of a heritage place, area or precinct includes managing change in such a way that the heritage significance is retained and/or enhanced in order that:

1. the form and fabric of buildings on the Heritage List is preserved
2. the contribution of a heritage building to the streetscape is protected
3. alterations and additions result in architecture that is both of its time and is respectful to places of local heritage significance.
4. the existing building remains the dominant structure on the site when viewed from the street.
5. new development within the immediate locality of a heritage area or precinct is respectful of the heritage area or precinct and does not detract from its heritage significance. New work should, on close inspection be distinguishable from original fabric.

All development (including maintenance, conservation, adaptation, alterations, additions, demolition and new buildings) affecting heritage places, areas and precincts (including development within the immediate locality of a heritage area or precinct) should meet the following principles;

- Significant heritage fabric should be retained, protected and restored with 'like for like' authentic restoration to original detail wherever possible.
- Original front elevations and features, including roofing materials, to be retained and/or restored wherever possible.
- Intrusive finishes and elements where they conceal or negatively impact upon the heritage significance of a building may be removed.
- Work that can be reversed in the future is desirable. Work that cannot be reversed may be supported, provided the heritage significance of the building is not compromised.
- The location of 'new technologies' on a heritage building should be undertaken in an unobtrusive manner so they do not negatively impact upon the heritage significance of the building.
- Additions should not overwhelm the existing building in terms of bulk, form and scale.

Demolition and Recording

In accordance with State Planning Policy 3.5 Council holds the view that demolition of heritage places should be avoided wherever possible.

However, if following further historical research it is assessed by a qualified heritage architect, that demolition can be considered, the replacement building should recognise and respect by its position the adjoining residences and precinct.

Should the Shire support an application to demolish, the owner to provide an archival record for any building demolished under this category and the Shire to provide a plaque for inclusion in the adjoining footpath to recognise the cultural significance of the property.



Planning and Development Act 2005

Local Planning Policy 4

Policy Title:	Residential Building Heights (LPP4)
Responsible Officer	Manager of Development Services
Adoption Date:	

Background

There has long been a recognition that due to the many layers of development that have occurred in Peppermint Grove since its inception in 1896, a variety of building styles have emerged and subsequently a range of building heights exist.

As Peppermint Grove has matured, and its streetscape character has become established, the appropriateness of the height limits and the definition of a basement storey established in the 1980's Town Planning Scheme was called into question during community surveys during the formation of Local Planning Scheme No.4.

As a result, category B of the R-Codes setting height limits has been adopted in Local Planning Scheme No.4 for dwellings with a single storey height restriction for ancillary dwellings (please refer to LPP).

At the same time as Council recognises, however, that in some streetscape contexts it may be appropriate to allow variations to category B height limits under the R-Codes.

Planning Objective:

To provide guidance to landowners as to the circumstances under which Council would consider a variation to the height of a new dwellings and additions to existing buildings in areas Coded R10, R12.5 and R15 in the residential zoned areas of the Shire.

To ensure that any variations to building height are respectful of, and complementary to, the existing scale of adjoining dwellings.

That the degree of fill introduced to a site is sufficient to allow development, without adversely affecting adjoining landowners, despite a proposed building being below category B of the R-Codes.

Statutory Basis:

This Local Planning Policy is made under the provision of the Planning and Development (Local Planning Schemes) 2015 Regulations.

For the purposes of this policy building height shall be measured from the Mean Natural Ground Level, unless determined otherwise by Council.

Measuring Height

The height of a building in the Shire is measured by establishing the Mean Natural Ground level, which is determined by adding together the current levels at the four corners of the lot and dividing by four as outlined in figure 1 below.

Category 'B' Building Heights are measured from this established Mean Natural Ground Level. The height does not include the first 500mm of any required fill as outlined in figure 2 below.

If the resulting Mean Natural Ground Level is more than 500mm above the lowest of each of the four corners of the site, development approval is required.

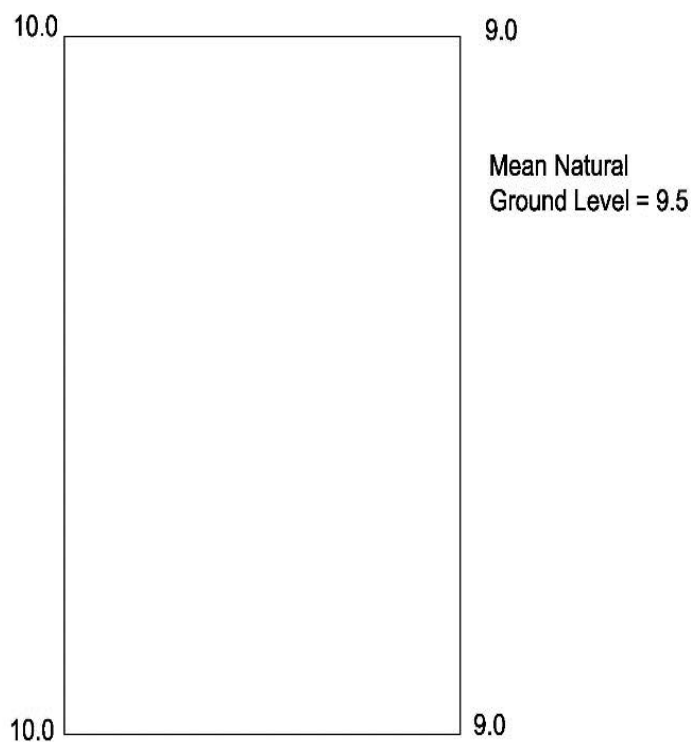
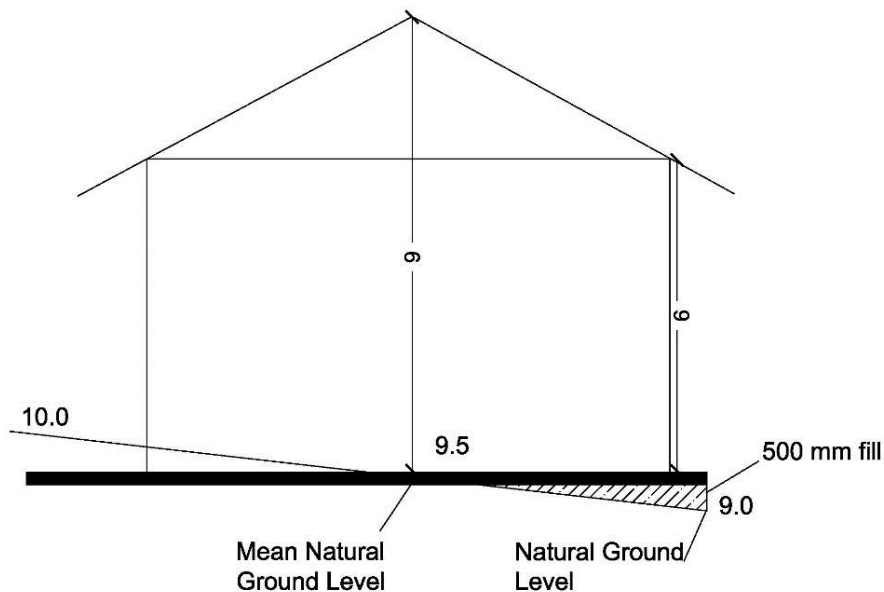


Figure 2



Policy

Council will consider variations to the height limits established under Category 'B' of the R-Codes for the development in the Shire, based on the following criteria being satisfied;

1. That views from and/or to buildings are not unduly interrupted by the increase in overall height;
2. The proposed increase in building height would enable a development to be compatible with adjoining development.
3. The proposed development meeting LPP 1 'Urban Design and Streetscape';
4. The proposed development would not have an adverse visual impact to an adjoining dwelling;
5. Any proposed additions to a heritage listed dwelling do not overwhelm or dominated that heritage place as a result of any height variation;
6. The streetscape in which the development is proposed would not be adversely affected by a proposed an increase in height.
7. The development meeting with all other provisions of the Scheme and the provisions of the R-Codes.



Planning and Development Act 2005

Local Planning Policy 6

Policy Number:	LPP 6
Policy Title:	Neighbour Consultation on Development
Responsible Officer	Manager of Development Services
Adoption Date:	

Objective:

To advise affected land owners of redevelopment, alterations and additions, change of use, or demolition works on adjoining properties.

Ensure neighbours are consulted on applications where variations to development standards are being sought by the applicant. This is to allow affected neighbours the opportunity to make written submissions prior to Council making a determination under its Local Planning Scheme.

Statutory Basis

This Local Planning Policy is made under the provision of the Planning and Development (Local Planning Schemes) 2015 Regulations.

Policy

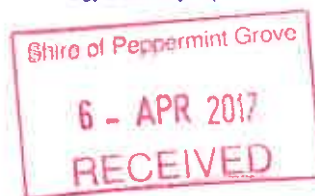
Advise adjoining owner(s) in writing of the type of development being proposed, including building and demolition permit applications made to the Shire and;

- (a) in the case of development applications seeking variations to the Scheme or the Deemed-to-comply provisions of the R-Code advising them of the opportunity to make written submissions;
- (b) the letter shall include information as to the type of development being proposed and whether the deeming provisions of the Scheme and R-Codes apply;
- (c) where neighbours are able to make written submissions, these are to be in writing to Council within 14 days of the date notification is received and;
- (d) Landowners are to be advised that Council will deliberate on any comments received, however, these are not binding and the final decision will be made by the Council.



Ordinary Council Meeting

8.4.1 – WALGA Annual General Meeting - Attachment # 5



4 April 2017

Our Ref: 01-003-02-0003 AF

Mr John Merrick
Chief Executive Officer
Shire of Peppermint Grove
(DX 69676) 1 Leake St
PEPPERMINT GROVE WA 6011

Dear John

NOTICE OF ANNUAL GENERAL MEETING 2017

The Annual General Meeting for the Western Australian Local Government Association (WALGA) will be held on **Wednesday 2 August 2017** as part of the Local Government Convention. The meeting will be held at the Perth Convention Exhibition Centre, 21 Mounts Bay Road, Perth.

Notice of the Annual General Meeting is enclosed, together with general information on the meeting and guidelines for the preparation and submission of motions.

Please note that the closing date for submissions of motions is **Monday 5 June 2017**. Any motions proposing alterations or amendments to the Association's Constitution must be received by **Friday 12 May 2017** in order to satisfy the 60 day constitutional notice requirements.

The 2017 Local Government Convention is the premier event for Elected Members and Officers within Local Government. The Association's Annual General Meeting, as an integral part of this event, is a critical forum for mobilising the views of Western Australian Councils, confronting emerging issues and developing directions forward for our sphere of government.

For enquiries, please contact Ana Fernandez, Executive Officer, Governance or via email afernandez@walga.asn.au.

Yours sincerely

Ricky Burges
Chief Executive Officer

Enclosure: Notice of AGM



**Notice
of
Annual General
Meeting
and
Procedural Information
for Submission of Motions**

**Perth Convention and Exhibition
Centre**

Wednesday, 2 August 2017

Deadline for Agenda Items

(Close of Business)

Monday 5 June 2017

2017 Local Government Convention

General Information

The 2017 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 2 August to 4 August 2017. The tentative schedule for the Convention is as follows:

<u>Tuesday, 1 August</u>	<u>START</u>	<u>FINISH</u>
Mayors and Presidents Forum Mayors and Presidents Reception	3.30 pm 5.30 pm	5.30 pm 7.00 pm
<u>Wednesday, 2 August</u>		
State and Local Government Forum	8.30 am	12.30 pm
Registration for AGM and collection of voting keypads	10.00 am	1.30 pm
Honour Recipients Luncheon	12.00 pm	1.00 pm
WALGA AGM (including Honours Awards Presentations)	1.30 pm	5.30 pm
Convention Opening Welcome Reception	5.30 pm	7.00 pm
<u>Thursday, 3 August</u>		
ALGWA AGM and Breakfast	7.00 am	8.30 am
Opening and Convention Sessions	9.00 am	5.30 pm
Sundowner	5.30 pm	7.00 pm
<u>Friday, 4 August</u>		
Convention Breakfast with Matthew Pavlich	7.30 am	8.45 am
Convention Sessions	9.00 am	3.30 pm
Convention Gala Dinner	7.00 pm	11.30 pm

Further details are contained in the Registration Brochure which will be distributed to all Local Governments in May.

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1.30 pm to 5.30 pm on Wednesday, 2 August 2017. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the Opening Welcome Reception that evening must also be notified in advance and will incur a \$60 cost for those not registered as a Full Delegate.

Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2017 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is COB **Monday, 5 June 2017**. *Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by COB Friday, 12 May 2017 in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA Executive Committee will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the Executive Committee's determinations.

Enquiries relating to the preparation or submission of motions should be directed to Ana Fernandez, Executive Officer Governance on 9213 2013 or via email afernandez@walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



President Cr Lynne Craigie
President



Ricky Burges
Chief Executive Officer

EMAIL BACK

Voting Delegate Information 2017 Annual General Meeting



TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Wednesday, **2 August 2017** at the Perth Convention Centre.

Please complete and return this form to the Association by Monday, **3 July 2017** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please Note: All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2):	Name of Proxy Voting Delegates (2):
For (Local Government Name): <u>Shire/Town/City of</u> <u>PEPPERMINT GROVE</u>	
Signature Chief Executive Officer _____ (An electronic signature is <u>required</u> if submitting via email)	
Date _____	

ON COMPLETION PLEASE EMAIL TO: afernandez@walga.asn.au

Ana Fernandez, Executive Officer Governance



Ordinary Council Meeting

8.4.2 – Review of Delegated Authority - Attachment # 6



Shire of
Peppermint Grove

DELEGATIONS REGISTER

Last Review: June 2015

DELEGATION NUMBER/NAME	PAGE
1. <u>APPOINTMENT OF ACTING CEO</u>	3
2. <u>MAKE PAYMENTS FROM MUNICIPAL FUND, LIBRARY ADVANCE ACCOUNT AND TRUST FUND</u>	5
3. <u>APPOINTMENT OF AUTHORISED PERSONS – MISCELLANEOUS PROVISION ABOUT ENFORCEMENT</u>	7
4. <u>DISPOSAL OF CONFISCATED OR UNCOLLECTED GOODS</u>	9
5. <u>APPOINTMENT OF AUTHORISED PERSONS – CERTAIN PROVISIONS RELATING TO LAND</u>	11
6. <u>APPOINTMENT OF AUTHORISED PERSONS – POWER TO REMOVE OR IMPOUND GOODS</u>	13
7. <u>AUTHORISED PERSONS – POWER TO ENTER PROPERTY</u>	15
8. <u>INVESTMENT OF SURPLUS FUNDS</u>	17
9. <u>APPOINTMENT OF AUTHORISED PERSONS – HEALTH ACT</u>	19
10. <u>BUILDING LICENCE APPROVALS</u>	21
11. <u>BUILDING ORDERS</u>	23
12. <u>ENFORCEMENT OF LOCAL LAWS</u>	25
13. <u>AUTHORISING THE AFFIXING OF THE COMMON SEAL TO DOCUMENTS</u>	27
14. <u>APPOINTMENT OF AUTHORISED PERSONS – PRIVATE SWIMMING POOLS</u>	29
15. <u>APPOINTMENT AUTHORISED OFFICER – FOOD ACT</u>	31

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	1	Local Government Act 1995, s. 5.36 (1)	Chief Executive Officer	APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER
			Sub-Delegate	
			Nil	

Delegator

Council

Power/Duty

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

Conditions

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

Statutory Framework

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

Verification

18 June 2001 (adopted)
16 July 2007
26 July 2011

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

May 2016

Sub-Delegation

Nil

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	2	Local Government (Financial Management) Regulations, Regulation 12	Chief Executive Officer	PAYMENTS FROM THE MUNICIPAL FUND, LIBRARY ADVANCE ACCOUNT AND TRUST FUND.
			Sub-Delegate Manager, Corporate Services	

Delegator

Council

Power/Duty

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

Conditions

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

Statutory Framework

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

Verification

18 June 2001 (adopted)
16 July 2007
26 July 2011

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

May 2016

Sub-Delegate

Manager, Corporate Services

Sub Delegation

The Chief Executive Officer is exercising his power of delegation under Section 5.44 of the *Local Government Act 1995*.

Verification



John Merrick JP
CHIEF EXECUTIVE OFFICER

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

May 2015

Related Documents

Policy F3 – Payment of Accounts

12. *Payments from municipal fund or trust fund*

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	3	Local Government Act 1995, s. 9.10	Chief Executive Officer	APPOINTMENT OF AUTHORISED PERSONS – MISCELLANEOUS PROVISIONS ABOUT ENFORCEMENT.
			Sub-Delegate	
			Nil	

Delegator

Council

Power/Duty

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

Conditions

1. The Chief Executive Officer will issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has or is about to be affected by any exercise of authority by the authorised person.
2. The Chief Executive Officer will maintain a register of all authorised persons.
3. An authorised person will not be authorised in relation to s.9.17, s. 9.19 and s. 9.20.

Statutory Framework

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

Verification

18 June 2001 (adopted)
16 July 2007
26 July 2011

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

May 2016

Sub-Delegation

Nil

Related Documents

Dogs Local Law

Dog Act 1976

Parking and Facilities Local Law

Subdivision 1 — Miscellaneous provisions about enforcement

9.10. Appointment of authorised persons

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

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	4	Local Government Act 1995, s. 3.47	Chief Executive Officer	DISPOSAL OF CONFISCATED OR UNCOLLECTED GOODS
			Sub-Delegate	
			Nil	

Delegator

Council

Power/Duty

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

Conditions

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

Statutory Framework

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

Verification

18 June 2001 (adopted)
16 July 2007
26 July 2011

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

May 2016

Sub-Delegation

Dinghies

Related Documents

Refer to File (new) Disposal of confiscated and uncollected goods

3.47. *Disposing of confiscated or uncollected goods*

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

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

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	5	Local Government Act 1995, s. 3.24	Chief Executive Officer	APPOINTMENT OF AUTHORISED PERSONS – CERTAIN PROVISIONS RELATING TO LAND
			Sub-Delegate	
			Nil	

Delegator

Council

Power/Duty

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

Conditions

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

Statutory Framework

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

Verification

18 June 2001 (adopted)
16 July 2007
26 July 2011

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

May 2016

Sub-Delegation

Nil

Related Documents

File on Authorised officers

Subdivision 2 — Certain provisions about land

3.24. Authorising persons under this Subdivision

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

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	6	Local Government Act 1995, s. 3.39	Chief Executive Officer	APPOINTMENT OF AUTHORISED PERSONS - POWER TO REMOVE OR IMPOUND GOODS
			Sub-Delegate	
			Nil	

Delegator

Council

Power/Duty

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

Conditions

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

Statutory Framework

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

Verification

18 June 2001 (adopted)
16 July 2007
26 July 2011

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

May 2016

Sub-Delegation

Nil

Related Documents

Dinghies

Authorized Officers

Disposal uncollected goods etc.

3.39. *Power to remove and impound*

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

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	7	Local Government Act 1995, s. 3.31 (2)	Chief Executive Officer	AUTHORISED PERSONS - POWER TO ENTER PROPERTY
			Sub-Delegate	
			Nil	

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 3.31 (2) of the *Local Government Act 1995* to enable the Chief Executive Officer to appoint authorised persons to enter property as detailed in subdivision 3 – Powers of Entry.

Conditions

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

Statutory Framework

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

Verification

18 June 2001 (adopted)
16 July 2007
26 July 2011

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

May 2016

Sub-Delegation

Nil

Related Documents

Authorized Officers

26. Powers of local government

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

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

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

3.31. General procedure for entering property

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

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

Delegator

Council

Power/Duty

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

Conditions

1. Funds to be invested in accordance with Policy F2 – Investment of Surplus Funds.

Statutory Framework

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

Verification

18 June 2001 (adopted)
16 July 2007
26 July 2011

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

May 2016

Sub-Delegate

Manager, Corporate Services

Sub Delegation

The Chief Executive Officer is exercising his power of delegation under Section 5.44 of the *Local Government Act 1995*.

Verification

John Merrick JP
CHIEF EXECUTIVE OFFICER

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

May 2015

Related Documents

Policy F2 – Investment of Surplus Funds

Manager of Corporate Services – John Roberts - file in office

6.14. Power to invest

- (1) Subject to the regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested in accordance with Part III of the *Trustees Act 1962*.

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	9	Health Act 1911, s. 26	Manager Development Services	APPOINTMENT OF AUTHORISED PERSONS – HEALTH ACT 1911.
			Sub-Delegate	
			Nil	

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Section 26 of the *Health Act 1911* to enable the Chief Executive Officer to appoint authorised persons.

Conditions

1. The Chief Executive Officer will notify elected members of any action taken under the Health Act 1911 in accordance with this delegation.

Statutory Framework

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

Verification

18 June 2001
16 July 2007
26 July 2011

Review Requirements

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

Next Review

May 2016

Sub-Delegation

Nil

Related Documents

Health Act 1911

Regulations enacted under the Health Act 1911

Authorized Officer File

26. Powers of local government

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

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

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

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	10	Building Act 2011, s. 127	Manager, Development Services	BUILDING LICENCE APPROVALS
			Sub-Delegate	
			Nil	

Delegator

Council

Power/Duty

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

Conditions

1. The Manager of Development Services be authorised to approve building plans that have minor variations to the plans approved by Council during the Development Application process. Minor variations are those which do not increase the impact on streetscape, overlooking or overshadowing of neighbouring properties.
2. The Manager of Development Services to provide elected members with a monthly list of all approved Building Licences, including any minor variations, via the Elected Members Bulletin.

Statutory Framework

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

Verification

18 June 2001
16 July 2007
26 July 2011

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

May 2016

Related Documents

Shire of Peppermint Grove Town Planning Scheme No. 3

Residential Design Codes

Building Act 2011

Building Regulations 2012

Building Code of Australia

Refer to Register Building Licenses Register (Electronic on F; drive)

Building Act 2011

Plans of buildings to be approved by local government

127. Delegation: special permit authorities and local governments

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

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	11	Building Act 2011, s. 110 - 118	Chief Executive Officer	BUILDING ORDERS
			Sub-Delegate	
			Nil	

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under Sections 110-118 of the *Building Act 2011* to enable the Chief Executive Officer to issue or withdraw a building order in relation to unlawful or dangerous building works.

Conditions

1. The Executive Officer will notify elected members of any building orders issued or withdrawn.
2. A register of all building orders be maintained.

Statutory Framework

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

Verification

18 June 2001 (adopted)
16 July 2007
26 July 2011

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

May 2016

Related Documents

Stop Work Notice File BUI 10

Building Act 2011 ***Division five***

110. Building orders

- (1) A permit authority may make an order (a ***building order***) in respect of one or more of the following —
 - (a) particular building work;
 - (b) particular demolition work;
 - (c) a particular building or incidental structure, whether completed before or after commencement day.
- (2) A building order must be in an approved form and must be directed to any one or more of the following persons as is appropriate in the case —
 - (a) if a building permit is in effect for the particular building work, the person named as the builder on the permit;
 - (b) if a demolition permit is in effect for the particular demolition work, the person named as the demolition contractor on the permit;
 - (c) a person who is an owner of the land on which the particular building or demolition work is being, or has been, done;
 - (d) a person who is an owner or occupier of the land on which the particular building or incidental structure is located.

 SHIRE OF PEPPERMINT GROVE	Delegation #	Legislative Ref	Delegate	Delegation Subject
	12	Local Government Act 1995, s. 3.18	Chief Executive Officer	ENFORCEMENT OF LOCAL LAWS
			Sub-Delegate	
			Nil	

Delegator

Council

Power/Duty

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

Conditions

Nil

Statutory Framework

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

Verification

26 July 2011

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

May 2016

Related Documents

Local Law Related to Fencing

Emission and Reflection of Light Local Law

Parking and Parking Facilities Local Law

Local Government Property Local Law

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Dog Act 1976

Authorized Officer File

3.18. *Performing executive functions*

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

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	13	Local Government Act 1995, s. 2.5 (2)	Chief Executive Officer	AUTHORISING THE AFFIXING OF THE COMMON SEAL TO DOCUMENTS
			Sub-Delegate	
			Nil	

Delegator

Council

Power/Duty

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

Conditions

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

1. Documents required satisfying conditions of sub-division and/or development approval.
2. Documents required to effect the transfer of land as part of a settlement transaction (sale and purchase).
3. Documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire.
4. Documents required to effect the grant of leasehold interests in land either by the Shire to a third party, or by a third party to the Shire.
5. Documents required to effect the grant of a licence either by the Shire to a third party, or by a third party to the Shire.
6. Documents required to effect the subdivision of land, including the strata titling of land.
7. Documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office).
8. Documents that are necessary or appropriate to enable the Chief Executive Officer to carry out her functions under any written law.
9. The affixing of the Common Seal must be consistent with a Council policy or decision.
10. While the Chief Executive Officer can authorise the affixing of the Common Seal to a document as classified, it is also necessary for the document to be signed by both the Shire President and the Chief Executive Officer.

Statutory Framework

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

Verification

26 July 2011

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

May 2016

Sub-Delegation

Nil

Related Documents

Seal Register – found in safe

2.5. *Local governments created as bodies corporate*

- (1) When an area of the State becomes a district, a local government is established for the district.
- (2) The local government is a body corporate with perpetual succession and a common seal.
- (3) The local government has the legal capacity of a natural person.
- (4) The corporate name of the local government is the combination of the district's designation and name.
Example: City of *(name of district)*
- (5) If the district's name incorporates its designation, the designation is not repeated in the corporate name of the local government.
Example:
district's name : Albany (Town)
corporate name : Town of Albany
- (6) Proceedings may be taken by or against the local government in its corporate name.

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	14	Local Government (Miscellaneous Provisions) Act 1960, 245A and Building Regulations 2012 s.54	Chief Executive Officer	APPOINTMENT OF AUTHORISED PERSONS – PRIVATE SWIMMING POOLS
			Sub-Delegate	

Delegator

Council

Power/Duty

To exercise the powers and duties of the local government under repealed Section 245A of the *Local Government (Miscellaneous Provisions) Act 1960 and Building regulations 2012 s. 54* to enable the Chief Executive Officer to appoint officers to perform functions relating to Private Swimming Pools.

Conditions

Nil

Statutory Framework

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

Verification

18 June 2001 (adopted)
16 July 2007
26 July 2011

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

May 2016

Sub-Delegation

Nil

Related Documents

Building Act 2011

Building Regulations 2012

Building Code of Australia and related Australian Standards

Authorized Officer File

Building regulations 2012

54. Transitional provisions — persons authorised to carry out inspections of private swimming pools

(1) In this regulation —

repeal day means the day on which section 153 comes into operation;

repealed provisions means the *Local Government (Miscellaneous Provisions) Act 1960* as in force immediately before repeal day.

(2) For the purposes of section 93(2)(d) any of the following persons is to be taken to be an authorised person in relation to the inspection of private swimming pool enclosures for the period commencing on repeal day and ending on the day that is 5 years after that day —

(a) a person who was an authorised person for the purposes of section 245A of the repealed provisions immediately before repeal day;

(b) a person with appropriate experience or qualifications authorised by the local government for the purposes of this regulation.

	Delegation #	Legislative Ref	Delegate	Delegation Subject
	15	Food Act 2008	Chief Executive Officer	APPOINTMENT AUTHORISED OFFICER
			Sub-Delegate Manager, Development Services	

Delegator

Council

Power/Duty

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

Conditions

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

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

Statutory Framework

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

Verification

26 July 2011

Review Requirements

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

Next Review

May 2016

Sub-Delegate

Manager, Development Services

Sub Delegation

The Chief Executive Officer is exercising his power of delegation under Section 5.44 of the *Local Government Act 1995*.

Verification



John Merrick JP
CHIEF EXECUTIVE OFFICER

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

May 2015

Related Documents

Food Regulations 2009

Authorized Officer File

Section 118 Food Act 2008

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

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

Division 2 — Functions of enforcement agencies

118. Functions of enforcement agencies and delegation

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

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



Ordinary Council Meeting

8.5.1 – Financial Report – April 2017 - Attachment # 7

SHIRE OF PEPPERMINT GROVE
Statement of Financial Activity
for the period 1 July 2016 to 30 April 2017

	ADOPTED BUDGET 2016/17	REVISED BUDGET 2016/17	YTD BUDGET 2016/2017	YTD ACTUAL 2016/2017	VARIANCE \$ Actual v YTD Budget	VARIANCE % Actual v YTD Budget	Comment REF
Operating Revenue							
FEES & CHARGES	300,600	360,780	350,780	336,342	(14,438)	-4%	1
GRANTS & SUBSIDIES	169,353	159,857	143,516	151,509	7,993	6%	
CONTRIBUTIONS, REIMBURSEMENTS	1,314,302	1,334,302	1,324,302	1,347,988	23,686	2%	2
INTEREST ON INVESTMENTS	47,800	33,675	28,063	29,746	1,683	6%	
OTHER REVENUE	27,300	33,300	27,750	30,901	3,151	11%	
PROFIT ON SALE OF ASSETS	1,065	1,065	200	1,530	1,330	665%	
	1,860,420	1,922,979	1,874,611	1,898,016	23,405	1%	
Operating Expenses							
EMPLOYEE COSTS	(2,090,422)	(2,095,422)	(1,773,049)	(1,735,980)	37,069	-2%	3
MATERIALS & CONTRACTS	(1,795,767)	(2,085,364)	(1,509,023)	(1,475,522)	33,501	-2%	4
PUBLIC UTILITIES	(151,200)	(156,300)	(117,225)	(113,967)	3,258	-3%	
DEPRECIATION	(386,384)	(265,623)	(221,353)	(221,353)	0	0%	
INTEREST EXPENSES	(62,136)	(68,014)	(35,675)	(35,675)	0	0%	
INSURANCES	(117,750)	(114,250)	(114,250)	(101,917)	12,333	-11%	5
LOSS ON SALE OF ASSETS	0	0	0	(1,818)	(1,818)		
OTHER EXPENSES	(63,250)	(63,250)	(63,250)	(63,250)	0	0%	
	(4,666,909)	(4,848,223)	(3,833,825)	(3,749,481)	84,344	-2%	
CHANGE IN NET ASSETS	(2,806,489)	(2,925,244)	(1,959,214)	(1,851,466)	107,749	-5%	
Adjustments for Non-Cash (Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	(1,065)	(1,065)	(200)	288	488	-244%	
Depreciation on Assets	386,384	265,623	221,353	221,353	0	0%	
	385,319	264,558	221,153	221,640	488		
Capital Expenditure							
Land & Buildings	(158,000)	(158,000)	0	0	0		
Plant and Equipment	(139,000)	(139,000)	(105,500)	(104,400)	1,100	-1%	
Furniture & Equipment	(30,000)	(53,500)	(53,500)	(55,331)	(1,831)	3%	
Infrastructure Assets - Roads	(276,228)	(232,381)	(115,720)	(113,637)	2,083	-2%	
Infrastructure Assets - Other	(232,000)	(232,000)	(105,000)	(102,771)	2,229	-2%	
Infrastructure Assets - Footpaths	(110,000)	(110,000)	(60,000)	(57,488)	2,512	-4%	
Infrastructure Assets - Parks & Reserves	0	0	0	0	0		
Infrastructure Assets - Drainage	0	0	0	0	0		
	(945,228)	(924,881)	(439,720)	(433,627)	6,093	-1%	
Capital Revenue							
Proceeds from Disposal of assets	132,250	132,250	100,500	102,912	2,412	2%	
Debt Management							
Repayment of Debentures	(24,186)	(24,186)	(11,888)	(11,888)	(0)	0%	
Reserves and Restricted Funds							
Transfers to Reserves	(140,300)	(155,300)	(6,720)	(9,922)	(3,202)	48%	
Transfers from Reserves	183,000	309,838	293,338	278,296	(15,042)	-5%	6
	42,700	154,538	286,618	268,374	(18,244)		
Net Current Assets July 1 B/Fwd	390,000	497,331	497,331	495,386	(1,945)	0%	
Net Current Assets Year to Date	229,466	229,466	1,749,879	1,844,376	94,497	5%	7
Amount Raised from Rates	3,055,100	3,055,100	3,055,100	3,053,045	(2,055)	0%	

SHIRE OF PEPPERMINT GROVE
Notes to and forming part of the Statement of Financial Activity
for the period 1 July 2016 to 30 April 2017

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

	YTD ACTUAL 2016/2017	C/FWD 1 JULY 2016
CURRENT ASSETS		
Cash - Unrestricted	1,574,162	678,616
Cash - Restricted	223,550	491,924
Receivables	472,716	146,862
	2,270,428	1,317,402
CURRENT LIABILITIES		
Sundry Creditors	(72,614)	(199,708)
Leave Provisions	(166,919)	(166,919)
	2,030,895	950,775
Less: Cash - Reserves - Restricted	(223,550)	(491,924)
Add: Cash-Backed Leave Provision	37,031	36,535
NET CURRENT ASSET POSITION	1,844,376	495,386

SHIRE OF PEPPERMINT GROVE

Notes to and forming part of the Statement of Financial Activity

for the period 1 July 2016 to 30 April 2017

3 Reserves

(a) Roads Reserve

To be used for

Opening Balance	105,424	105,424
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
Interest Received	2,175	2,100

107,599 **107,524**

(b) Library Infrastructure Reserve

To be used for

Opening Balance	109,411	109,411
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	(101,338)	(101,338)
Interest Received	2,257	2,800

10,330 **10,873**

(c) Staff Leave reserve

To be used for

Opening Balance	36,336	36,336
Amount Set Aside / Transfer to Reserve	0	112,500
Amount Used / Transfer from Reserve	0	0
Interest Received	750	1,080

37,086 **149,916**

(d) Infrastructure/Bld Mtce Reserve

To be used for

Opening Balance	27,137	27,137
Amount Set Aside / Transfer to Reserve	0	20,000
Amount Used / Transfer from Reserve	0	0
Interest Received	560	0

27,697 **47,137**

(e) Plant Reserve

To be used for

Opening Balance	0	0
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	0	0

0 **0**

(f) Public Open Space Reserve

To be used for

Opening Balance	156,803	156,803
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	(160,038)	(160,000)
Interest Received	3,235	3,500

(0) **303**

(g) Library Leave reserve

To be used for

Opening Balance	2,145	2,145
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	44	180

2,189 **2,325**

(h) Information Technology Reserve

To be used for

Opening Balance	37,326	37,326
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	(15,556)	(15,000)
Interest Received	563	1,120

22,332 **23,446**

SHIRE OF PEPPERMINT GROVE

Notes to and forming part of the Statement of Financial Activity

for the period 1 July 2016 to 30 April 2017

3 Reserves

(i) Arts & Culture Reserve

To be used for

Opening Balance	17,342	17,342
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	(1,364)	(16,500)
Interest Received	340	520
	16,318	1,362

Total Cash Backed Reserves

YTD ACTUAL 2016/2017	BUDGET 2016/17
17,342	17,342
0	0
(1,364)	(16,500)
340	520
16,318	1,362
223,550	342,886

Summary of Transfers To and (From) Cash Backed Reserves

Transfers to Reserves

Roads Reserve	2,175	2,100
Library Infrastructure Reserve	2,257	2,800
Staff Leave reserve	750	113,580
Infrastructure/Bld Mtce Reserve	560	20,000
Plant Reserve	0	0
Public Open Space Reserve	3,235	3,500
Library Leave reserve	44	180
Information Technology Reserve	563	1,120
Arts & Culture Reserve	340	520
	9,922	143,800

Transfers from Reserves

Roads Reserve	0	0
Library Infrastructure Reserve	(101,338)	(101,338)
Staff Leave reserve	0	0
Infrastructure/Bld Mtce Reserve	0	0
Plant Reserve	0	0
Public Open Space Reserve	(160,038)	(160,000)
Library Leave reserve	0	0
IT Reserve	(15,556)	(15,000)
Arts & Culture Reserve	(1,364)	(16,500)
	(278,296)	(292,838)

Total Transfer to/(from) Reserves

YTD ACTUAL 2016/2017	BUDGET 2016/17
2,175	2,100
2,257	2,800
750	113,580
560	20,000
0	0
3,235	3,500
44	180
563	1,120
340	520
9,922	143,800
0	0
(101,338)	(101,338)
0	0
0	0
0	0
(160,038)	(160,000)
0	0
(15,556)	(15,000)
(1,364)	(16,500)
(278,296)	(292,838)
(268,374)	(149,038)

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 1 July 2016 to 30 April 2017

4 Cash and Investments

	OPENING BALANCE 2016/2017	MOVEMENT	CLOSING BALANCE 2016/2017
Restricted Cash Investments			
Library Projects Reserve	109,410.72	(99,081.49)	10,329.23
Infrastructure/Building Mtce	27,136.83	559.76	27,696.59
Plant Reserve	0.00	0.00	0.00
IT Reserve	37,326.26	(14,993.74)	22,332.52
Road Works reserve	105,424.29	2,174.66	107,598.95
Library Leave reserve	2,144.96	44.25	2,189.21
Staff Leave Reserve	36,336.29	749.54	37,085.83
Arts/Culture Reserve	17,341.54	(1,024.11)	16,317.43
Public Open Space Reserve	156,803.10	(156,803.10)	0.00
Total Reserves	491,923.99	(268,374.23)	223,549.76

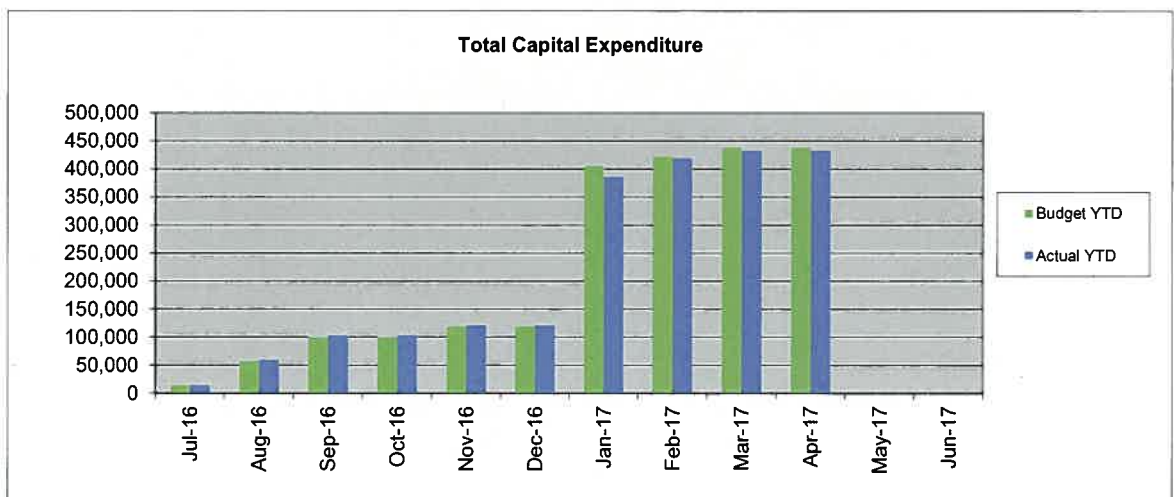
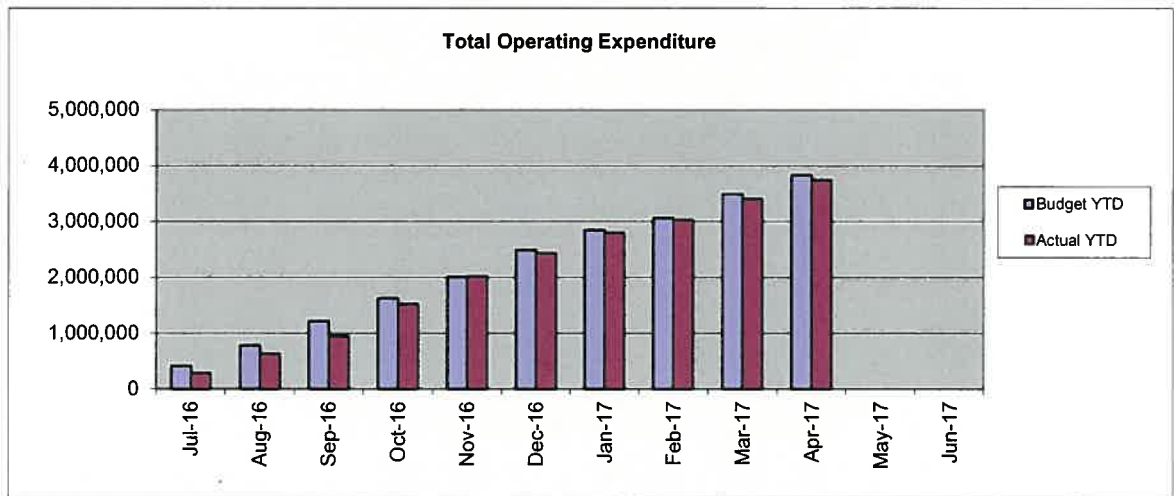
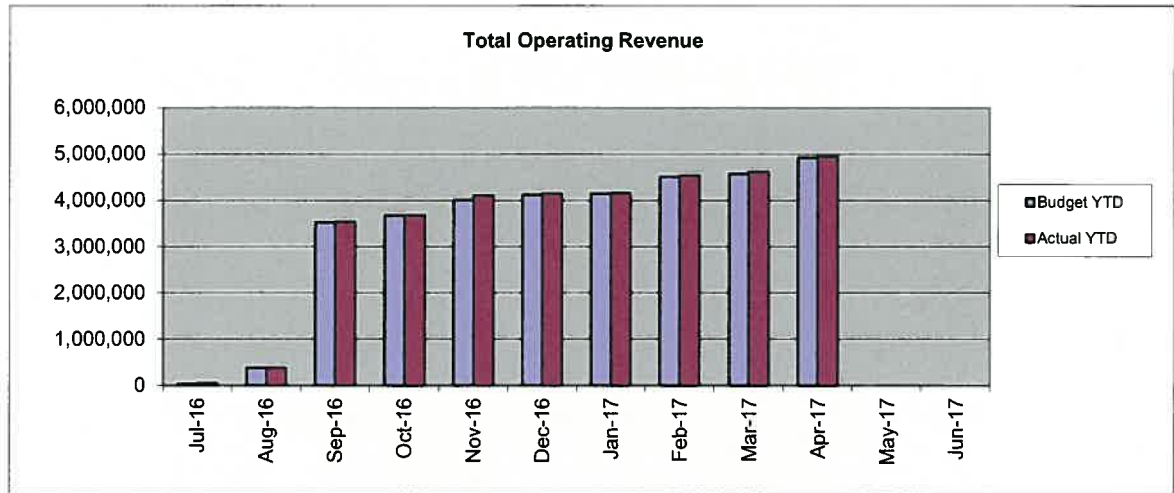
Unrestricted Cash/Investments

Municipal Fund	677,816.00	(266,405.00)	411,411.00
Petty Cash	800.00	0.00	800.00
Term Deposit Municipal	0.00	1,161,951.33	1,161,951.33
	678,616.00	895,546.33	1,574,162.33

Fund and TD Number	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest
Reserves	223,549.76	08-Mar-17	08-Jun-17	92	2.50%	1,408.67
Reserves Interest Receivable						1,408.67
Municipal 1	405,244.48	03-Apr-17	02-Jun-17	60	2.30%	1,532.16
Municipal 2	756,706.85	09-Feb-17	10-May-17	90	2.55%	4,757.92
Municipal Interest Receivable						6,290.08

SHIRE OF PEPPERMINT GROVE
Notes to and forming part of the Statement of Financial Activity
for the period 1 July 2016 to 30 April 2017

5 Revenues and Expenditures



CAPITAL EXPENDITURE 2016/17 **(as at 30 APRIL 2017)**

Category Description	Description	EXPENDITURE		SOURCE OF FUNDS - BUDGET				SOURCE OF FUNDS - ACTUALS			
		2016/17 Budget	2016/17 Actual	2016/17 Grants	2016/17 Trade-In	2016/17 Reserves	2016/17 Muni.*	2016/17 Grants	2016/17 Trade-In	2016/17 Reserves	2016/17 Muni.*
BUILDINGS - RENEWAL	KEANE'S POINT KIOSK - HEADWORKS	143,000	0			103,000	40,000				0
BUILDINGS - RENEWAL	PAVILION	15,000	0			15,000					
TOTAL		158,000	0	0	0	118,000	40,000	0	0	0	0
PLANT - RENEWAL	HOLDEN COMMODORE	27,500	28,175		26,000		1,500		27,858		317
PLANT - RENEWAL	TOYOTA HILUX (AUTO)	35,000	33,091		33,250		1,750		32,182		909
PLANT - RENEWAL	TOYOTA HILUX (MANUAL)	33,500	0		31,750		1,750		0		0
PLANT - RENEWAL	FORD RANGER	43,000	43,134		41,250		1,750		42,873		261
TOTAL		139,000	104,400	0	132,250	0	6,750	0	102,912	0	1,488
FURNITURE - RENEWAL	OFFICE DESKTOP PC'S (10)	15,000	15,556			15,000				15,556	
FURNITURE - RENEWAL	COMMUNITY CENTRE AV EQUIPMENT	22,000	24,775			15,000	7,000			20,230	4,545
FURNITURE - NEW	ARTWORK	16,500	15,000							0	
TOTAL		53,500	55,331	0	0	30,000	7,000	0	0	35,786	4,545
ROADS - RENEWAL	MONUMENT STREET	42,667	42,667	34,834			7,833	34,834			7,833
ROADS - RENEWAL	HOBBS PLACE	0	0				0				
ROADS - RENEWAL	BAY VIEW TERRACE	63,055	63,053	23,483			39,570	23,483			39,570
ROADS - RENEWAL	RIGHTS-OF-WAY	86,659	7,917				86,659				7,917
ROADS - RENEWAL	KERBING	40,000	0				40,000				
TOTAL		232,381	113,637	58,317	0	0	174,062	58,317	0	0	55,320
FOOTPATH - RENEWAL	FOOTPATHS	110,000	57,488				110,000				57,488
TOTAL		110,000	57,488	0	0	0	110,000	0	0	0	57,488
OTHER INF. - RENEWAL	WALL - REAR OF OFFICE/GROVE	60,000	0				60,000				
OTHER INF. - RENEWAL	RIVER WALL	105,000	102,771			35,000	70,000			34,257	68,514
OTHER INF. - NEW	RIVER WALL	67,000	0	32,000			35,000	0			
TOTAL		232,000	102,771	32,000	0	35,000	165,000	0	0	34,257	68,514
Grand Total		924,881	433,627	90,317	132,250	183,000	502,812	58,317	102,912	70,043	187,355
				908,379				418,627			
RENEWAL CAPEX		841,381	418,627								
NEW CAPEX		83,500	15,000								
Grand Total		924,881	433,627								

* Includes grants totalling \$115,901 received in 2015/16 & brought forward as part of 2016/17 opening surplus

Renewal CAPEX net of grants/trade-ins (inc 15/16 grants b/fwd)	498,569	257,398
Estimated depreciation expenses	386,384	221,353
Asset Sustainability Ratio	1.29	1.16



Ordinary Council Meeting

8.5.2 – Accounts Paid – April 2017 - Attachment # 8

ACCOUNTS PAID BY EFT - APRIL 2017

Account	Vendor Name	Details	EFT Amount	Payment Date
109	PROFESSIONAL PC SUPPORT PTY LTD	LIBRARY - MANAGED IT SERVICES - APRIL 2017	4,108.50	5/04/2017
1690	GRIFFITHS ARCHITECTS	HERITAGE LOCAL PLANNING POLICY REVIEW	330.00	5/04/2017
2233	EASIFLEET	STAFF NOVATED VEHICLE LEASE PAY DEDUCTIONS	2,075.09	5/04/2017
24	CHARLES SERVICE COMPANY	CLEANING SERVICES - MARCH 2017	5,390.46	5/04/2017
3007	TOTAL PACKAGING (WA) PTY LTD	DOG BAGS & DISPOSAL UNITS	425.70	5/04/2017
3042	NAPOLEON STREET NEWS	PERIODICALS	208.00	5/04/2017
3079	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS	169.97	5/04/2017
3080	WORK CLOBBER	PROTECTIVE CLOTHING	202.65	5/04/2017
3100	RECREATION SAFETY AUSTRALIA	PLAYGROUND INSPECTIONS	220.00	5/04/2017
3120	WESTBOOKS	LIBRARY BOOK STOCK	130.21	5/04/2017
3129	J & V EARTHMOVING CONTRACTORS	PAVING AROUND SOAKWELL LID	1,519.14	5/04/2017
3140	FORD AND DOONAN	PROGRAMMED AIR CONDITIONING SERVICE	3,004.00	5/04/2017
3140	FORD AND DOONAN	SUPPLY & INSTALL THERMISTOR ASSEMBLY	424.53	5/04/2017
3218	MARGARET RIVER GRASSTREES	GRASS TREES FOR LEAKE STREET GARDENS	1,600.00	5/04/2017
3219	LISA TAYLOR	BOND REFUND	550.00	5/04/2017
448	LANDGATE	GRV VALUATIONS	162.98	5/04/2017
	TOTAL EFT 72		20,521.23	
3029	AUSTRALIAN TAXATION OFFICE	MARCH 2017 BAS REMITTANCE	32,162.00	7/04/2017
	TOTAL EFT 73		32,162.00	
1	AUSTRALIA POST	POSTAGE - MARCH 2017	2,006.31	10/04/2017
162	WESTERN METROPOLITAN REGIONAL COUNCIL	WASTE DISPOSAL - 4 WEEKS TO 31.3.17	25,955.06	10/04/2017
1736	ACURIX NETWORKS PTY LTD	LIBRARY WIFI APRIL 2017	357.50	10/04/2017
3002	STAPLES AUSTRALIA PTY LTD	OFFICE STATIONERY	243.41	10/04/2017
3030	MARKETFORCE	ADVERT IN POST - LOCAL LAW REVIEW	1,361.40	10/04/2017
3033	JMG BUILDING SURVEYORS	CERTIFICATE OF DESIGN COMPLIANCE	330.00	10/04/2017
3043	BUSINESS & SAFETY PRINTING (B&S)	OFFICE STATIONERY	1,540.00	10/04/2017
3045	DORMA AUSTRALIA PTY LTD	INSTALL NEW LOCKING MOTOR - FOYER RH DOOR	2,078.03	10/04/2017
3050	ENVIRO SWEEP PTY LTD (EWCS)	STIRLING HWY FOOTPATH SWEEPING	1,287.00	10/04/2017
3051	TEMPTATIONS CATERING	CATERING - 14.3.17 MEETING	490.20	10/04/2017
3055	STRATA GREEN	HORTICULTURAL SUPPLIES	1,488.64	10/04/2017
3078	ACCIDENTAL HEALTH AND SAFETY	FIRST AID KIT REPLENISHMENT - 4 SITES	403.29	10/04/2017
3129	J & V EARTHMOVING CONTRACTORS	DEPOT SOAKWELL, 23 TONS A-GRADE PROFILES	3,830.20	10/04/2017

ACCOUNTS PAID BY EFT - APRIL 2017

Account	Vendor Name	Details	EFT Amount	Payment Date
3138	C3 CHURCH - CRAWLEY	BOND REFUND	550.00	10/04/2017
3185	URBIS PTY LTD	LPS STRATEGY UPDATES	638.00	10/04/2017
3216	ROKEBY GP	MEDICAL CONSULTATIONS (SKIN CHECKS)	200.00	10/04/2017
3217	DEPARTMENT OF PLANNING	LPS 4 SCHEME MAP PREPARATION	648.00	10/04/2017
3220	PRIME GRAPHIX	110 X BINDER COVERS	258.50	10/04/2017
448	LANDGATE	GRV VALUATIONS	194.67	10/04/2017
52	IRON MOUNTAIN AUSTRALIA GROUP PTY LTD	EXTERNAL RECORDS STORAGE	204.38	10/04/2017
693	CLEAN CITY GROUP PTY LTD	BIN VALET & INFRASTRUCTURE CLEANING x 3	4,950.00	10/04/2017
	TOTAL EFT 74		49,014.59	
123	SYNERGY	ELECTRICITY 14.1.17 TO 17.3.17 (PARKS/GARDENS)	1,803.00	12/04/2017
	TOTAL EFT 75		1,803.00	
10	BP AUSTRALIA LIMITED	FUEL - MARCH 2017	1,618.75	12/04/2017
	TOTAL EFT 76		1,618.75	
2233	EASIFLEET	STAFF NOVATED VEHICLE LEASE PAY DEDUCTIONS	2,078.10	13/04/2017
3028	BUTLER SETTINERI (AUDIT) PTY LTD	INTERIM AUDIT FEES	4,194.52	13/04/2017
3043	BUSINESS & SAFETY PRINTING (B&S)	OFFICE STATIONERY	1,144.00	13/04/2017
3045	DORMA AUSTRALIA PTY LTD	RE-INSTALL DOOR SENSOR	220.00	13/04/2017
3049	PERTH WATER FEATURES	WATER FEATURE CLEAN - MARCH 2017	155.00	13/04/2017
3056	BAILEYS FERTILISERS (AKC PTY LTD)	PREMIUM POTTING MIX	228.80	13/04/2017
598	PHIL JOHNSON PLUMBING & GAS	BLOCKAGE IN FEMALE STAFF TOILET BASIN	92.00	13/04/2017
660	WORMALD	FIRE EXTINGUISHER MAINTENANCE	2,026.20	13/04/2017
883	FUJI XEROX	OFFICE PRINTER IMPRESSIONS 1.1.17 TO 31.3.17	2,015.15	13/04/2017
3221	NAPOLEON PAPIER & CO	LIBRARY PERIODICALS	114.78	13/04/2017
	TOTAL EFT 77		12,268.55	
2414	OPEN SYSTEMS TECHNOLOGY PTY LTD	COUNCILFIRST SUPPORT - MARCH 2017	354.75	21/04/2017
3002	STAPLES AUSTRALIA PTY LTD	OFFICE & LIBRARY STATIONERY	721.40	21/04/2017
3051	TEMPTATIONS CATERING	CATERING - 11.3.17 MEETING	413.20	21/04/2017
3068	VANESSA OBRIEN	REIMBURSEMENT - STAFF EXPENSES	80.00	21/04/2017
3072	YOGA TAKE THE WORLD	YOGA SESSIONS x 5	500.00	21/04/2017
3131	MAGNETIC AUTOMATION PTY LTD	SERVICE CAR PARK GATES	286.00	21/04/2017
3132	CAM AITKEN CEILINGS	REFRAME CEILING ACCESS	1,210.00	21/04/2017

ACCOUNTS PAID BY EFT - APRIL 2017

Account	Vendor Name	Details	EFT Amount	Payment Date
3187	BALE DATA SERVICES	THERMAL PAPER SUPPLIES	87.56	21/04/2017
3215	ELIZABETH WALKER	SOUND GRABS FOR ORAL HISTORIES	255.00	21/04/2017
3221	NAPOLEON PAPIER & CO	LIBRARY PERIODICALS	771.99	21/04/2017
3222	MRS ANDREA J BUX	BOND REFUND	1,000.00	21/04/2017
3223	R & B HUNTER PTY LTD	BOND REFUND	1,000.00	21/04/2017
3228	CATE PATTISON RESEARCH SERVICES	ORAL HISTORY INTERVIEW	560.00	21/04/2017
3232	QUAINE CONSTRUCTION PTY LTD	BOND REFUND	1,000.00	21/04/2017
3233	SHENTON CHRISTIAN YOUTH CARE COUNCIL	SCHOOL CHAPLAINCY FUNDING	700.00	21/04/2017
3234	LEE-ANNE LOW	REIMBURSEMENT - FLU VACCINATION	14.95	21/04/2017
883	FUJI XEROX	LIBRARY PRINTER IMPRESSIONS 1.1.17 TO 31.3.17	197.65	21/04/2017
	TOTAL EFT 78		9,152.50	
21	CONSTRUCTION TRAINING FUND	LEVY REMITTANCE TO 31.3.17	6,493.30	21/04/2017
867	BUILDING COMMISSION	LEVY REMITTANCE TO 31.3.17	4,842.65	21/04/2017
	TOTAL EFT 79		11,335.95	
1933	KONE ELEVATORS PTY LTD	LIFT MAINTENANCE 1.4.17 TO 30.6.17	1,726.10	21/04/2017
3210	NUICH BUILDING COMPANY PTY LTD	BOND REFUND	1,000.00	21/04/2017
3226	CASTLEDEX	RECORDS COLOUR-CODED LABELS	29.52	21/04/2017
3227	HEATHER CAMPBELL	ORAL HISTORY EXPENSES	501.25	21/04/2017
3229	SHACKS HOLDEN	HOLDEN UTILITY - 15,000 KM SERVICE	373.80	21/04/2017
	TOTAL EFT 80		3,630.67	
123	SYNERGY	POWER 26.2.17 TO 24.3.17 (STREET LIGHTS)	2,833.45	26/04/2017
	TOTAL EFT 81		2,833.45	
3000	CLICK SUPER	STAFF SUPER DEDUCTNS/CONTRIBS - APRIL 2017	34,048.36	27/04/2017
	TOTAL EFT 82		34,048.36	
3084	SHIRE CREDIT CARDS	SEE SEPARATE STATEMENTS FOR DETAILS	11,125.91	27/04/2017
	TOTAL EFT 83		11,125.91	
109	PROFESSIONAL PC SUPPORT PTY LTD (PPS)	IT NETWORK MAINTENANCE	66.00	28/04/2017
162	WESTERN METROPOLITAN REGIONAL COUNCIL	WASTE DISPOSAL - 2 WEEKS TO 18.4.17	8,979.00	28/04/2017
2233	EASIFLEET	STAFF NOVATED VEHICLE LEASE PAY DEDUCTIONS	2,078.10	28/04/2017
300	SUEZ RECOVERY & RECYCLING (PERTH) PTY LTD	WASTE COLLECTION & RECYCLABLES PROCESSING	18,681.77	28/04/2017
3012	BUNNINGS TRADE	TOOLS, HARDWARE & GARDEN SUPPLIES	513.33	28/04/2017

ACCOUNTS PAID BY EFT - APRIL 2017

Account	Vendor Name	Details	EFT Amount	Payment Date
3013	HERITAGE TREE SURGEONS	STREET TREE MAINTENANCE	3,300.00	28/04/2017
3015	CREATION LANDSCAPE SUPPLIES	4 CUBIC METRES LANDSCAPE MIX	288.00	28/04/2017
3046	SIFTING SANDS	CLEANING OF PLAYGROUND SAND	595.05	28/04/2017
3047	PERTH IRRIGATION CENTRE (PIC)	RETICULATION SUPPLIES	208.55	28/04/2017
3072	YOGA TAKE THE WORLD	YOGA SESSIONS x 4	400.00	28/04/2017
3092	TASSIE DEVIL LINEMARKING	BLACKOUT OBSOLETE LINE - JOHNSTON ST	132.00	28/04/2017
3093	COVS PARTS PTY LTD	CRIMP KIT	527.92	28/04/2017
3095	ADS - ADVERTISING DESIGN SERVICE	GROVE WELCOME BANNER	830.50	28/04/2017
3099	BEE ADVICE	BEE HIVE TREATMENTS x 3	610.00	28/04/2017
3212	JUST DOORS	MAINTENANCE - STAFF TOILET DOOR	135.00	28/04/2017
3215	ELIZABETH WALKER	ORAL HISTORY SOUND GRABS	315.00	28/04/2017
3225	DOMUS NURSERY	PLANTS FOR OFFICE GARDENS	641.48	28/04/2017
3236	U CAN HATCH US	LIBRARY EGG-HATCHING PROGRAM	265.00	28/04/2017
3237	GEOFF SEARLE	STAFF REIMBURSEMENT - MOSMAN PARK FAIR	50.00	28/04/2017
542	TURFMASTER FACILITY MANAGEMENT	RESERVE MOWING - MARCH 2017	3,297.25	28/04/2017
693	CLEAN CITY GROUP PTY LTD	BIN VALET & INF CLEANING x 3; GRAFFITI RMVL	6,251.30	28/04/2017
	TOTAL EFT 84		48,165.25	
	TOTAL EFT PAYMENT FOR APRIL 2017		237,680.21	

PAYMENTS BY CHEQUE - APRIL 2017

Cheque No.	Payee	Details	Amount	Payment Date
257	NAPOLEON STREET NEWS	LIBRARY PERIODICALS	260.83	7/04/2017
258	TELSTRA	TELEPHONE CHARGES	758.91	1/04/2017
259	WATER CORPORATION	WATER CHARGES	679.99	1/04/2017
260	TELSTRA	TELEPHONE/DATA CHARGES	1,865.80	7/04/2017
261	ALINTA	GAS	35.65	26/04/2017
262	TELSTRA	TELEPHONE/DATA CHARGES	1,828.13	26/04/2017
	TOTAL CHEQUES		5,429.31	



Ordinary Council Meeting

8.5.2 – Credit Card Statements – March 2017 - Attachment # 9



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 01 Mar 2017 to 28 Mar 2017

Cardholder Name: Debra Burn



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross	
28 Feb 2017	Bunnings 391000	Peppermint Gr	Approved			\$4.20
28770	139	1106	\$3.82	\$0.38	\$4.20	
Purchase Bunnings 391000 Screws for minor repairs						
01 Mar 2017	Choice Marrickville		Approved			\$331.20
27180	139	1106	\$301.09	\$30.11	\$331.20	
Purchase Choice Subscription Choice magazine 2 years						
15 Mar 2017	Adobe Creative Cloud 800-833-6687		Approval Req'd			\$31.89
28545	190	1106	\$28.99	\$2.90	\$31.89	
Purchase Adobe Creative Cloud Licence for image library						
14 Mar 2017	Booktopia Pty Ltd Lidcombe		Approved			\$39.90 CR
28470	139	1106	\$36.27 CR	\$3.63 CR	\$39.90 CR	
Credit Voucher Booktopia Pty Ltd Refund adult book order						
22 Mar 2017	Digitalriver Ireland Sydney		Approved			\$276.01
28545	190	1106	\$250.92	\$25.09	\$276.01	
Purchase Digitalriver Ireland Camtasia video editing software						
22 Mar 2017	Wpchrng.Com Wpchrng.Com 8772733049		Approval Req'd			\$80.00
28545	190	1106	\$72.73	\$7.27	\$80.00	
Purchase Wpchrng.Com Wpchrng.Com Wordpress security patch for kids website						
25 Mar 2017	Wanewsdti Osborne Park		Approval Req'd			\$263.28
27180	139	1106	\$239.35	\$23.93	\$263.28	
Purchase Wanewsdti West Australian newspapers quarterly account						
27 Mar 2017	Booktopia Pty Ltd Lidcombe		Approved			\$253.90
28470	139	1106	\$230.82	\$23.08	\$253.90	
Purchase Booktopia Pty Ltd Adult books						
28 Mar 2017	Account Fees		No Appr Req'd			\$6.82
Not Coded	Not Coded	Not Coded	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee						
Total for this period:						\$1,207.40

Cardholder Declaration

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

Signature Debra Burn

Dated 3 / 5 / 17

Employee ID: 51

Approved By

Signature _____

Dated 3 / 5 / 17

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: 01 Mar 2017 to 28 Mar 2017

Cardholder Name: Lance Hopkinson

JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt		Amount (SAUD)
	GL Code	CC Code Department		Net	Tax	
02 Mar 2017	Booktopia Pty Ltd	Lidcombe	Approved	☒		\$127.60
28470	139	1106		\$116.00	\$11.60	\$127.60
	Purchase Booktopia Pty Ltd					
	Adult Books					
01 Mar 2017	Booktopia Pty Ltd	Lidcombe	Approved	☒		\$417.80
28470	139	1106		\$379.82	\$37.98	\$417.80
	Purchase Booktopia Pty Ltd					
	Adult Books					
10 Mar 2017	Woolworths 4356	Cottesloe	Approved	☒		\$3.00
28500	190	1106		\$2.73	\$0.27	\$3.00
	Purchase Woolworths 4356					
	milk					
09 Mar 2017	Booktopia Pty Ltd	Lidcombe	Approved	☒		\$157.45
28470	139	1106		\$143.14	\$14.31	\$157.45
	Purchase Booktopia Pty Ltd					
	Adult Books					
11 Mar 2017	Booktopia Pty Ltd	Lidcombe	Approved	☒		\$186.00
28470	139	1106		\$169.09	\$16.91	\$186.00
	Purchase Booktopia Pty Ltd					
	Adult Books					
13 Mar 2017	Booktopia Pty Ltd	Lidcombe	Approved	☒		\$159.35
28470	139	1106		\$144.86	\$14.49	\$159.35
	Purchase Booktopia Pty Ltd					
	Adult Books					
13 Mar 2017	Jb Hi Fi Chadstone		Approved	☒		\$159.69
28473	139	1106		\$145.17	\$14.52	\$159.69
	Purchase Jb Hi Fi					
	Cd/DVDs					
15 Mar 2017	Woolworths 4356	Cottesloe	Approved	☒		\$18.89
28770	190	1106		\$17.17	\$1.72	\$18.89
	Purchase Woolworths 4356					
	Author Talk supplies					
15 Mar 2017	Cellarbrations At Co	Peppermint Gr	Approved	☒		\$30.00
28470	190	1106		\$27.27	\$2.73	\$30.00
	Purchase Cellarbrations At Co					
	For Author Talk					
14 Mar 2017	Booktopia Pty Ltd	Lidcombe	Approved	☒		\$154.60
28470	139	1106		\$140.55	\$14.05	\$154.60
	Purchase Booktopia Pty Ltd					
	Adult Books					
16 Mar 2017	Booktopia Pty Ltd	Lidcombe	Approved	☒		\$263.45
28470	139	1106		\$239.50	\$23.95	\$263.45
	Purchase Booktopia Pty Ltd					
	Adult Books					
22 Mar 2017	Booktopia Pty Ltd	Lidcombe	Approval Req'd	☐		\$236.15
28470	139	1106		\$214.68	\$21.47	\$236.15
	Purchase Booktopia Pty Ltd					
	Adult books					
28 Mar 2017	Account Fees		88 No Appr Req'd	☐		\$6.82

Not Coded
Account Fees Cc Fp User Fee

Not Coded

\$6.20

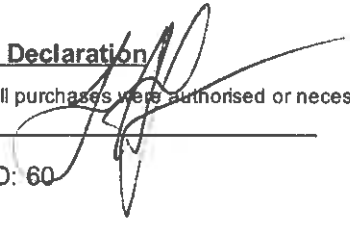
\$0.62

\$6.82

Total for this period: \$1,920.80

Cardholder Declaration

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

Signature 

Dated ____ / ____ / ____

Employee ID: 60

Approved BySignature Dated 5 / 4 / 17**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: 01 Mar 2017 to 28 Mar 2017

Cardholder Name: Stewart Farley

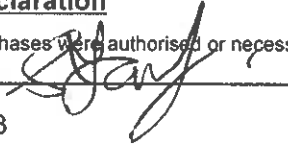
JSKR VISA Purchasing Card (Client Expenses)

<u>Date</u>	<u>Details</u>		<u>Approval</u>	<u>Receipt Amount (\$AUD)</u>	
	<u>GL Code</u>	<u>CC Code</u> <u>Department</u>		<u>Net</u>	<u>Tax</u> <u>Gross</u>
02 Mar 2017	Bookdepository.Com 441452307905		Approved		☒ \$121.03
	28471	139 1106		\$121.03	\$0.00 \$121.03
	Purchase Bookdepository.Com kids library books				
03 Mar 2017	P I C Enterprises Pty Ltd Osborne Park		Approved		☒ \$96.00
	27250	139 1106		\$87.27	\$8.73 \$96.00
	Purchase P I C Enterprises Pty Ltd book covering				
03 Mar 2017	P I C Enterprises Pty Ltd Osborne Park		Approved		☒ \$19.90
	28770	139 1106		\$18.09	\$1.81 \$19.90
	Purchase P I C Enterprises Pty Ltd bookmarks for kids prizes				
03 Mar 2017	Officeworks 0616 O'Connor		Approved		☒ \$20.00
	28770	139 1106		\$18.18	\$1.82 \$20.00
	Purchase Officeworks 0616 craft paper for kids storytime				
07 Mar 2017	Bookdepository.Com 441452307905		Approved		☒ \$54.48
	28471	139 1106		\$54.48	\$0.00 \$54.48
	Purchase Bookdepository.Com kids book purchases				
11 Mar 2017	Kmart 1024 Kardinya		Approved		☒ \$64.00
	28471	139 1106		\$58.18	\$5.82 \$64.00
	Purchase Kmart 1024 kids book purchases				
15 Mar 2017	Woolworths 4356 Cottesloe		Approved		☒ \$10.00
	28770	139 1106		\$9.09	\$0.91 \$10.00
	Purchase Woolworths 4356 extension cord for monitor in kids are				
15 Mar 2017	Dyslexia Speld Fnd South Perth		Approved		☒ \$185.90
	28471	139 1106		\$169.00	\$16.90 \$185.90
	Purchase Dyslexia Speld Fnd special early readers books				
19 Mar 2017	Officeworks 0616 O'Connor		Approved		☒ \$31.09
	27250	139 1106		\$28.26	\$2.83 \$31.09
	Purchase Officeworks 0616 stationary purchase split pins; a4 paper & folders				
17 Mar 2017	Booktopia Pty Ltd Lidcombe		Approved		☒ \$190.00
	28471	139 1106		\$172.73	\$17.27 \$190.00
	Purchase Booktopia Pty Ltd kids book purchaes				
20 Mar 2017			Approved		☒ \$169.87

Bookdepository.Com					
441452307905					
28471	139	1106	\$154.43	\$15.44	\$169.87
Purchase Bookdepository.Com					
kids book purchases					
24 Mar 2017	Bookdepository.Com		Approval Req'd	☐	\$144.08
	441452307905				
Not Coded	Not Coded	Not Coded	\$130.98	\$13.10	\$144.08
Purchase Bookdepository.Com					
25 Mar 2017	Officeworks 0616 O'Connor		Approval Req'd	☐	\$69.95
Not Coded	Not Coded	Not Coded	\$63.59	\$6.36	\$69.95
Purchase Officeworks 0616					
25 Mar 2017	Red Dot Bull Creek		Approval Req'd	☐	\$49.00
Not Coded	Not Coded	Not Coded	\$44.55	\$4.45	\$49.00
Purchase Red Dot					
28 Mar 2017	Account Fees		No Appr Req'd	☐	\$6.82
Not Coded	Not Coded	Not Coded	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee					
Total for this period:					\$1,232.12

Cardholder Declaration

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

Signature Dated 20/4/2017

Employee ID: 63

Approved BySignature Dated 20/4/2017**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: 01 Mar 2017 to 28 Mar 2017

Cardholder Name: John Merrick



JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross
28 Feb 2017	Cellarbrations At Co Peppermint Gr		Approval Req'd	☒	\$522.66
28280	139	0401	\$475.15	\$47.51	\$522.66
	Purchase Cellarbrations At Co Refreshments - Council Chambers				
14 Mar 2017	Woolworths 4356 Cottesloe		Approval Req'd	☒	\$43.15
28280	139	0403	\$17.27	\$1.73	\$19.00
28340	139	0401	\$24.15	\$0.00	\$24.15
	Purchase Woolworths 4356 Groceries				
21 Mar 2017	Dan Murphys 4256 W West Perth		Approval Req'd	☒	\$767.67
28280	139	0401	\$697.88	\$69.79	\$767.67
	Purchase Dan Murphys 4256 W Refreshments - Council Chambers				
20 Mar 2017	Paypal *boatshedmar 4029357733		Approval Req'd	☒	\$189.80
28280	139	0401	\$172.55	\$17.25	\$189.80
	Purchase Paypal *boatshedmar Catering - WMRC Meeting 22/3/17				
24 Mar 2017	Paypal *boatshedmar 4029357733		Approval Req'd	☒	\$239.75
28280	139	0401	\$217.95	\$21.80	\$239.75
	Purchase Paypal *boatshedmar Catering - 28.3.17 meeting				
28 Mar 2017	Account Fees		No Appr Req'd	☐	\$6.82
27130	129	0403	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Credit Card Fees				
28 Mar 2017	Woolworths 4356 Cottesloe		Approval Req'd	☒	\$12.00
28280	139	0401	\$10.91	\$1.09	\$12.00
	Purchase Woolworths 4356 Refreshments - Council Chambers				
Total for this period:					\$1,781.85

Cardholder Declaration

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

Signature _____ Dated ____ / ____ / ____

Employee ID: 1

Approved By

Signature  _____ Dated 3 / 5 / 17



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 01 Mar 2017 to 28 Mar 2017

Cardholder Name: Donovan Norgard



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)	
GL Code	CC Code	Department	Net	Tax	Gross
28 Feb 2017	Whitworths Nautical Park	Mosman	Approved	☒	\$10.65
28830	139	1404	\$9.68	\$0.97	\$10.65
Purchase Whitworths Nautical Trailer axle parts					
02 Mar 2017	Midalia Steel P/L	Bibra Lake	Approved	☒	\$270.73
28270	139	1104	\$246.12	\$24.61	\$270.73
Purchase Midalia Steel P/L Steel piping					
09 Mar 2017	Repco 016462	Willetton	Approved	☒	\$287.00
28830	139	1404	\$260.91	\$26.09	\$287.00
Purchase Repco 016462 Car jack & 2 stands					
09 Mar 2017	City Toyota	Northbridge	Approved	☒	\$392.71
28830	129	1404	\$357.01	\$35.70	\$392.71
Purchase City Toyota 10,000 km service - Hilux 1GBC917 (Tim)					
14 Mar 2017	Repco 016470	O Connor	Approved	☒	\$29.97
28830	139	1404	\$27.25	\$2.72	\$29.97
Purchase Repco 016470 Fuse holder & windscreen washer					
23 Mar 2017	Total Tools	O Connor O'Connor	Approved	☒	\$58.10
28350	129	1104	\$52.82	\$5.28	\$58.10
Purchase Total Tools O Connor Makita Impact Driver & Wrench					
21 Mar 2017	Bunnings 391000	Peppermint Gr	Approved	☒	\$121.94
28830	139	1404	\$110.85	\$11.09	\$121.94
Purchase Bunnings 391000 H/Duty tarpaulin, tree lopper & batteries					
23 Mar 2017	Total Tools	O Connor O'Connor	Approved	☒	\$1,107.95
28350	129	1403	\$1,007.23	\$100.72	\$1,107.95
Purchase Total Tools O Connor Hedge trimmer & Makita cordless combo kit					
28 Mar 2017	Account Fees		No Appr Req'd	☐	\$6.82
27130	129	1403	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Credit card fees					
Total for this period:					\$2,285.87

Cardholder Declaration

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

Signature 

Dated 4 / 5 / 17

Employee ID: 169

Approved By

Signature _____

Dated 3 / 5 / 17

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: 01 Mar 2017 to 28 Mar 2017

Cardholder Name: Paul Rawlings



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code Department		Tax	Gross
27 Feb 2017	27180	Wanewsdti 139 Osborne Park 0403	Approved	☒	\$105.60
		Purchase Wanewsdti	\$96.00	\$9.60	\$105.60
		The West Australian - 12 weeks			
03 Mar 2017	28650	State Law Publisher 129 Perth 1002	Approved	☒	\$2,130.45
		Purchase State Law Publisher	\$1,936.77	\$193.68	\$2,130.45
		LPS4 Gazettal expenses			
09 Mar 2017	30500	Optus Billing Pay My Bill 169 Macquarie Par 0403	Approved	☒	\$65.00
		Purchase Optus Billing Pay My Bill	\$59.09	\$5.91	\$65.00
		MCS mobile phone exps			
13 Mar 2017	27210	Officeworks 0604 129 Fremantle 0403	Approved	☒	\$71.00
		Purchase Officeworks 0604	\$64.55	\$6.45	\$71.00
		Labels for mailout			
20 Mar 2017	30500	Optus Billing Smartpay 169 Macquarie Par 0403	Approved	☒	\$65.00
		Purchase Optus Billing Smartpay	\$59.09	\$5.91	\$65.00
		MCS mobile phone expenses			
23 Mar 2017	28270	Creation Landscape S North 139 Fremant 1104	Approved	☒	\$144.00
		Purchase Creation Landscape S	\$130.91	\$13.09	\$144.00
		2 m3 of landscape mix			
28 Mar 2017	27130	Account Fees 129 0403	No Appr Req'd	☐	\$6.82
		Account Fees Cc Fp User Fee	\$6.20	\$0.62	\$6.82
		Credit card fees			
Total for this period:					\$2,587.87

Cardholder Declaration

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

Signature Paul Rawlings

Dated 10 / 4 / 17

Employee ID: 24

Approved By

Signature [Signature]

Dated 3 / 5 / 17

On Completion



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 01 Mar 2017 to 28 Mar 2017

Cardholder Name: Paul Rawlings



JSKR VISA Purchasing Card (Client Expenses)

<u>Date</u>		<u>Details</u>	<u>Approval</u>		<u>Receipt Amount (\$AUD)</u>	
<u>GL Code</u>	<u>CC Code</u>	<u>Department</u>	<u>Net</u>	<u>Tax</u>	<u>Gross</u>	
28 Feb 2017		Account Fees	No Appr Req'd		☒	\$110.00
27130	129	0403	\$100.00	\$10.00		\$110.00
		Account Fees Cc Maintenance Fee				
		Flexi purchase access fee - February 2017				
Total for this period:						\$110.00

Cardholder Declaration

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

Signature P. Rawlings

Dated 10 / 4 / 17

Employee ID: 24

Approved By

Signature [Signature]

Dated 3 / 5 / 17

On Completion

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