SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

Ordinary Council Meeting
23 March 2021

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Ordinary Council Meeting

8.3.1 – Financial Statements – February 2021

SHIRE OF PEPPERMINT GROVE

MONTHLY FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 28 FEBRUARY 2021

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SHIRE OF PEPPERMINT GROVE

Statement of Financial Activity

FOR THE PERIOD ENDED 28 FEBRUARY 2021

	ADOPTED BUDGET 2020/21	REVISED BUDGET 2020/21	YTD BUDGET 2020/21	YTD ACTUAL 2020/21	VARIANCE $ Actual v YTD Budget	VARIANCE % Actual v YTD Budget
Operating Revenue						
FEES & CHARGES	246,285	281,583	225,594	227,745	2,151	1%
GRANTS & SUBSIDIES	1,113,017	1,108,717	136,031	26,943	(109,088)	-80%
CONTRIBUTIONS, REIMBURSEMENTS	36,149	36,149	683,317	928,095	244,778	36%
INTEREST ON INVESTMENTS	22,600	18,500	6,500	6,900	400	6%
OTHER REVENUE	34,274	35,174	320	536	216	68%
PROFIT ON SALE OF ASSETS	12,000	12,000	0	0	0	
	1,464,325	1,492,123	1,051,762	1,190,219	138,457	13%
Operating Expenses						
EMPLOYEE COSTS	(2,114,504)	(2,183,948)	(1,488,700)	(1,455,901)	32,799	-2%
MATERIALS & CONTRACTS	(1,991,474)	(1,896,982)	(1,321,147)	(1,054,308)	266,839	-20%
PUBLIC UTILITIES	(100,707)	(101,570)	(68,975)	(61,224)	7,751	-11%
DEPRECIATION	(473,123)	(473,123)	(236,561)	(236,561)	0	0%
INTEREST EXPENSES	(57,074)	(57,074)	(28,806)	(31,333)	(2,527)	9%
INSURANCES	(108,267)	(103,645)	(103,645)	(99,139)	4,506	-4%
LOSS ON SALE OF ASSETS	(12,364)	(12,364)			0	
OTHER EXPENSES	(153,012)	(107,732)	(43,334)	(50,755)	(7,421)	17%
	(5,010,525)	(4,936,438)	(3,291,168)	(2,989,221)	301,947	-9%
CHANGE IN NET ASSETS	(3,546,200)	(3,444,315)	(2,239,406)	(1,799,002)	440,404	-20%
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	364	364	0	0	0	
Depreciation on Assets	473,123	473,123	236,561	236,561	0	0%
	473,487	473,487	236,561	236,561	0	
Capital Expenditure						
Land & Buildings	(112,000)	(95,000)	(109,000)	(45,212)	63,788	-59%
Plant and Equipment	(139,000)	(133,563)	(136,000)	(138,267)	(2,267)	2%
Furniture & Equipment	(10,000)	(22,000)	0	0	0	
Infrastructure Assets - Roads	(391,000)	(381,000)	(185,000)	(170,372)	14,628	-8%
Infrastructure Assets - Other	(408,831)	(550,481)	0	(155,871)	(155,871)	
Infrastructure Assets - Footpaths	(52,500)	0	0	0	0	
Non Operating grants	154,249	233,599	78,350	0	(78,350)	-100%
	(959,082)	(948,445)	(351,650)	(509,722)	(158,072)	45%
Capital Revenue						
Proceeds from Disposal of assets	95,500	95,500	95,500	100,090	4,590	5%
Debt Management						
Repayment of Debentures	(31,725)	(31,725)	(31,725)	(16,618)	15,107	0%
Proceeds from New Debentures					0	
Self-Supporting Loan Principal Income						
Reserves and Restricted Funds						
Transfers to Reserves	(51,600)	(151,600)	0	0	0	
Transfers from Reserves	561,000	561,000	0	0	0	
	509,400	409,400	0	0	0	
Net Current Assets July 1 B/Fwd	139,264	139,264	139,264	139,254	(10)	0%
Net Current Assets Year to Date	6,872	45,238	966,311	1,488,735	522,424	54%
Amount Raised from Rates	3,326,228	3,352,072	3,117,767	3,338,172	220,405	7%

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

No.	Name	Current Year Balance 28-Feb-21	Last Year Balance 28-Feb-20
50002	**Assets**		
50005	**Current Asset**		
51000	**Bank Accounts**		
51111	Municipal Bank	$2,164,752	$1,555,820
51112	Reserve Bank	$1,163,877	$1,344,141
51113	Trust Bank	$20,038	$23,788
51210	MHP BONDS (RECEIPTS)	-$37,920	-$31,870
51211	MHP BONDS (PAYMENTS)	$34,120	$28,820
51220	COMMUNITY CENTRE BONDS (RECEIPTS)	-$6,488	-$6,488
51221	COMMUNITY CENTRE BONDS (PAYMENTS)	$6,100	$6,100
51250	FOOTPATH & ROAD BONDS (RECEIPTS)	-$166,610	-$162,610
51251	FOOTPATH & ROAD BONDS (PAYMENTS)	$146,110	$142,110
51260	LOCAL EMERGENCY MANAGEMENT COMMITTEE FDS	-$55,402	-$65,390
51999	**Total Bank Accounts**	**$3,268,577**	**$2,834,422**
52000	**Investments**		
52999	Total Investment Accounts	$0	$0
53000	Cash on Hand		
53111	Petty Cash	$546	$546
53999	**Total Cash On Hand**	**$546**	**$546**
54000	**Debtors**		
54100	Rates Debtors	$115,450	$302,901
54300	Sundry Debtors	$12,105	$25,261
54600	FESA Pensioner/Senior Rebate Debtors	-$39,161	-$167,410
54999	**Total Debtors**	**$88,394**	**$160,752**
59999	**Total Current Assets**	**$3,357,516**	**$2,995,720**
60000	**Non-Current Assets**		
60100	Non-Current Receivables		
60101	Lease Receivable - Freshwaters Cafe	$98,504	$64,946
60199	**Total Non-Current Receivables**	$98,504	**$64,946**
61000	**Land**		
61100	Land	$6,390,000	$6,608,990
61999	**Total Land**	**$6,390,000**	**$6,608,990**
62000	**Buildings & Improvements**		
62100	Buildings & Improvements	$7,051,309	$5,822,868
62199	Less Accumulated Depreciation	-$422,153	-$201,475
62999	**Total Buildings & Improvements**	**$6,629,156**	**$5,621,393**
63000	**Furniture & Equipment**		
63100	Furniture & Equipment	$42,685	$32,637
63199	Less Accumulated Depreciation	-$17,351	-$15,111
63999	**Total Furniture & Equipment**	**$25,333**	**$17,526**
64000	**Plant & Equipment**		
64100	Plant & Equipment	$383,271	$247,688
64199	Less Accumulated Depreciation	-$92,121	-$59,621
64999	**Total Plant & Equipment**	**$291,150**	**$188,067**
65000	**Road Infrastructure**		

65100	Road Infrastructure	$10,744,207	$10,519,578
65199	Less Accumulated Depreciation	-$471,912	-$284,798
65999	**Total Road Infrastructure**	**$10,272,295**	**$10,234,780**
66000	**Other Infrastructure**		
66100	Other Infrastructure at Cost	$4,303,702	$4,067,498
66199	Less Accumulated Depreciation	-$357,985	-$218,230
66999	**Total Infrastructure**	**$3,945,717**	**$3,849,268**
68000	**Right of Use Assets**		
68100	Right of Use Assets	$93,071	$122,036
68999	**Total Right of Use Assets**	**$93,071**	**$122,036**
69000	**Other Non-Current Assets**		
69600	Investment in WMRC	$145,045	$162,952
69610	Investment in LG House	$17,517	$17,517
69995	**Total Other Non Current Assets**	**$162,562**	**$180,469**
69998	**Total Non Current Assets**	**$27,907,788**	**$26,887,476**
69999	**Total Assets**	**$31,265,305**	**$29,883,196**
70000	**Liabilities**		
70001	Current Liabilities		
71000	Clearing Accounts		
71150	Other Deductions	$2,036	$2,036
71210	GST on Sales	-$11,970	-$48,279
71220	GST on Purchases	$26,454	$28,351
71430	Pensioner Rebate Clearing	-$15	$67
71999	**Total Clearing Accounts**	**$16,505**	**-$17,825**
72000	**Creditors**		
72100	Sundry Creditors Control	-$398,798	-$183,198
72999	**Total Creditors**	**-$398,798**	**-$183,198**
73000	**Provisions**		
73100	Provision for Annual Leave	-$23,316	-$128,164
73200	Provision for LSL	$3,611	-$94,053
73999	**Total Provisions**	**-$19,705**	**-$222,216**
74000	**Loans Leases Overdrafts**		
74100	Loans Current	-$16,618	-$15,560
74999	**Total Loans Leases Overdrafts**	**-$16,618**	**-$15,560**
75000	**Accruals**		
75100	Unspent Grants	$0	$0
75200	Accrued Expenses	$0	-$140,000
75300	Accrued Salaries and Wages	-$34,184	$0
75999	**Total Acruals**	**-$34,184**	**-$140,000**
76000	**Other Current Liabilities**		
76100	BCITF	$3,856	$15,304
76110	Building Service Levy	-$21,430	-$12,103
76300	Suspense Account	-$75	$722
76400	Lease Liability	-$31,583	-$31,583
76999	**Total Other Current Liabilities**	**-$49,232**	**-$27,660**
77999	**Total Current Liabilities**	**-$502,032**	**-$606,459**

80000	**Non-Current Liabilities**		
81000	Provisions		
81200	Provision for LSL	$866	-$3,443
81999	**Total Provisions**	**$866**	**-$3,443**
82000	**Loans Leases Overdrafts**		
82100	Loans Non Current	-$724,982	-$756,708
82999	**Total Loans Leases Overdrafts**	**-$724,982**	**-$756,708**
83000	**Other Non-Current Liablitities**		
83200	Lease Liability - Non Current	-$65,237	-$95,852
83999	**Total Non-Current Liabilities**	**-$65,237**	**-$95,852**
84999	**Total Non Current Liabilities**	**-$789,353**	**-$856,003**
85999	**Total Liabilities**	**-$1,291,385**	**-$1,462,462**
89999	**Total Net Assets**	**$29,973,919**	**$28,420,734**
90000	**Equity**		
91000	Reserves Cash		
91100	Road Reserve	$391,739	$388,922
91101	Library Projects Reserve	$11,134	$11,054
91102	Staff Leave Reserve	$105,816	$149,732
91103	Building & Infrastructure Reserve	$589,552	$570,421
91106	Plant Replacement Reserve	$20,872	$20,722
91109	IT Reserve	$24,073	$23,900
91110	Public Art Reserve	$823	$20,673
91111	Legal Costs Reserve	$19,867	$158,718
91999	**Total Reserves Cash**	**$1,163,877**	**$1,344,142**
92000	Revaluation Surplus		
92200	Asset Revaluation Land	$359,050	$1,190,240
92300	Asset Revaluation Buildings & Improvements	$489,293	-$634,957
92400	Asset Revaluation Furniture & Equipment	-$89,906	-$89,906
92500	Asset Revaluation Plant & Equipment	-$26,937	-$26,937
92600	Asset Revaluation Road Infrastructure	$9,768,320	$9,768,320
92700	Asset Revaluation Other Infrastructure	$1,567,329	$1,567,329
92999	**Total Revaluation Surplus**	**$12,067,150**	**$11,774,089**
95000	**Retained Earnings**		
95100	Retained Earnings	$17,414,846	$16,142,396
95901	Budget Opening Balance 01/07	$0	$0
95902	Budget Closing Balance 30/06	$0	$0
95999	**Total Retained Earnings**	**$17,414,846**	**$16,142,396**
96000	**Reserve Transfers**		
96100	Transfers to Reserves Cash	-$1,349,493	-$1,207,433
96200	Transfers from Reserves Cash	$677,539	$367,540
96499	**Total Net Reserve Transfers**	**-$671,954**	**-$839,893**
96999	**Total Equity**	**$29,973,919**	**$28,420,734**

SHIRE OF PEPPERMINT GROVE

Notes to and forming part of the Statement of Financial Activity

for the period 1 JULY 2020 to 28 FEBRURARY 2021

1 Basis of Accounting

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

2 Net Current Assets

	31-Jan-2021	Estimated Closing Surplus 2019/20
CURRENT ASSETS		
Cash - Unrestricted	2,189,986	618,230
Cash - Restricted	1,163,877	1,163,877
Receivables	88,394	312,724
	3,442,257	2,094,831
CURRENT LIABILITIES		
Sundry Creditors	(431,245)	(605,074)
Leave Provisions	(53,889)	(214,070)
Library Equity Adjustment		
Right of use Asset		
	2,957,123	1,275,687
Less: Cash - Reserves - Restricted	(1,163,877)	(1,163,877)
Add: Changes in Equity	304,510	5,479
NET CURRENT ASSET POSITION	**1,488,736**	**106,331**

SHIRE OF PEPPERMINT GROVE

Notes to and forming part of the Statement of Financial Activity

FOR THE PERIOD ENDED 28 FEBRUARY 2021

3 Reserves

	YTD ACTUAL 2020/21	BUDGET 2020/21
(a) Roads Reserve		
To be used for		
Opening Balance	391,739	390,424
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(311,000)
Interest Received	0	20,168
	391,739	**99,592**
(b) Library Infrastructure Reserve		
To be used for		
Opening Balance	11,134	11,098
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
Interest Received	0	145
	11,134	**11,243**
(c) Staff Leave reserve		
To be used for		
Opening Balance	105,816	150,329
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
Interest Received	0	1,970
	105,816	**152,299**
(d) Infrastructure/Bld Mtce Reserve		
To be used for		
Opening Balance	589,552	363,696
Amount Set Aside / Transfer to Reserve	0	
Amount Used / Transfer from Reserve	0	(250,000)
Interest Received	0	6,419
	589,552	**120,115**
(e) Plant Reserve		
To be used for		
Opening Balance	20,872	20,805
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	0	273
	20,872	**21,078**
(f) Legal Costs Reserve		
To be used for		
Opening Balance	19,867	19,351
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	0	2,089
	19,867	**21,440**
(g) Information Technology Reserve		
To be used for		
Opening Balance	24,073	24,076
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	0	396
	24,073	**24,472**

SHIRE OF PEPPERMINT GROVE

Notes to and forming part of the Statement of Financial Activity

FOR THE PERIOD ENDED 28 FEBRUARY 2021

3 Reserves

	YTD ACTUAL 2020/21	BUDGET 2020/21
(h) Arts & Culture Reserve		
To be used for		
Opening Balance	824	674
Amount Set Aside/Transfer to Reserve	0	20,000
Amount Used/Transfer from Reserve	0	0
Interest Received	0	190
	824	**20,864**
Total Cash Backed Reserves	**1,163,877**	**471,103**

	YTD ACTUAL 2020/21	BUDGET 2020/21
Summary of Transfers To and (From) Cash Backed Reserves		
Transfers to Reserves		
Roads Reserve	0	20,168
Library Infrastructure Reserve	0	145
Staff Leave reserve	0	1,970
Infrastructure/Bld Mtce Reserve	0	6,419
Plant Reserve	0	273
Legal Costs Reserve	0	2,089
Information Technology Reserve	0	396
Arts & Culture Reserve	0	20,190
	0	**51,650**
Transfers from Reserves		
Roads Reserve	0	(311,000)
Library Infrastructure Reserve	0	0
Staff Leave reserve	0	0
Infrastructure/Bld Mtce Reserve	0	(250,000)
Plant Reserve	0	0
Legal Costs Reserve	0	0
IT Reserve	0	0
Arts & Culture Reserve	0	0
	0	**(561,000)**
Total Transfer to/(from) Reserves	**0**	**(509,350)**

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

SHIRE OF PEPPERMINT GROVE

Notes to and forming part of the Statement of Financial Activity

FOR THE PERIOD ENDED 28 FEBRUARY 2021

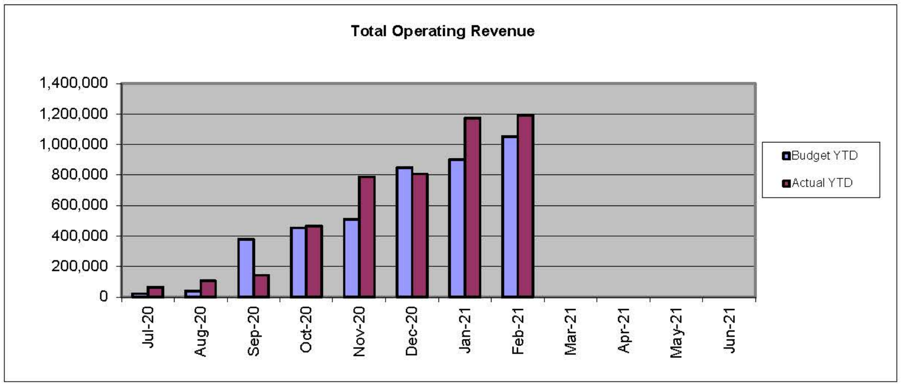
4 Cash and Investments

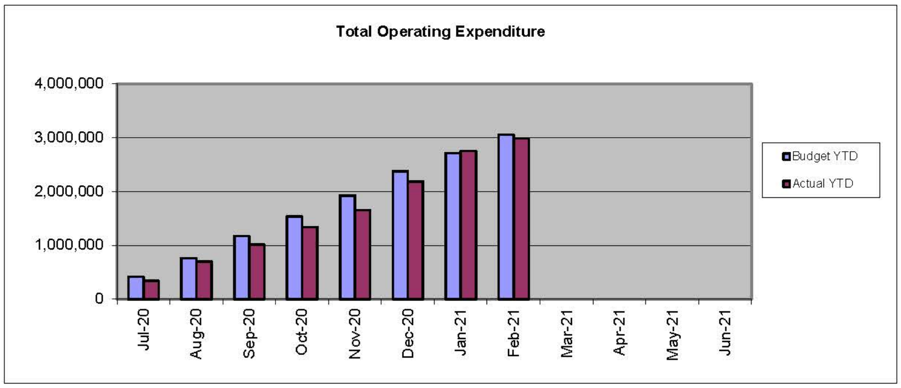
	OPENING BALANCE 2020/21	MOVEMENT	CLOSING BALANCE 2020/21
Restricted Cash Investments			
Library Projects Reserve	11,134.00	0.00	11,134.00
Infrastructure/Building Mtce	589,552.00	0.00	589,552.00
Plant Reserve	20,872.00	0.00	20,872.00
IT Reserve	24,073.00	0.00	24,073.00
Road Works reserve	391,739.00	0.00	391,739.00
Staff Leave Reserve	105,816.00	0.00	105,816.00
Arts/Culture Reserve	824.00	0.00	824.00
Legal Costs Reserve	19,867.00	0.00	19,867.00
Total Reserves	**1,163,877.00**	**0.00**	**1,163,877.00**
Unrestricted Cash/Investments			
Municipal Fund	2,189,440.65	0.00	2,189,440.65
Petty Cash	545.00	0.00	545.00
Term Deposit Municipal	0.00	0.00	0.00
	2,189,985.65	**0.00**	**2,189,985.65**

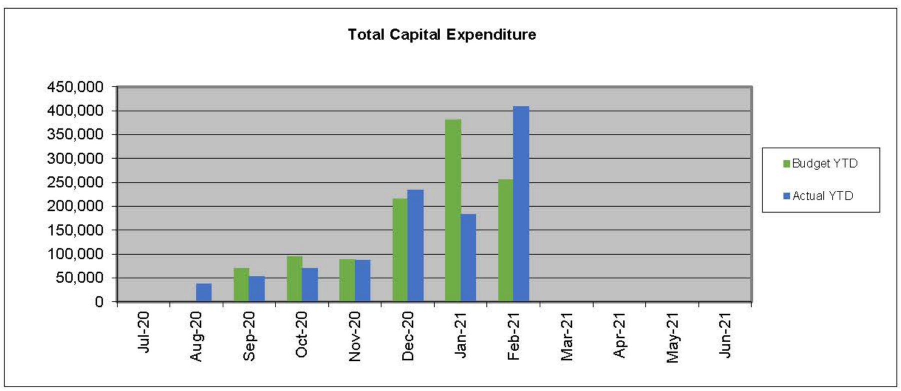
Fund and TD Number	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest
Reserves	1,163,877.00	1/09/2020	30/06/2021	284	0.58%	5,252.43
Reserves Interest Receivable						**5,252.43**
Municipal PFA Acc	1,800,000.00	ON CALL			0.54%	4,860.00
Municipal Interest Receivable						**4,860.00**

SHIRE OF PEPPERMINT GROVE
Notes to and forming part of the Statement of Financial Activity
for the period 1 July 2020 to 28 FEBRUARY 2021

Revenues and Expenditures







2020/21 CAPITAL EXPENDITURE

Account Number	Description	EXPENDITURE 2020/21 Budget	 2020/21 Revised Budget	 2020/21 Actual	SOURCE OF FUNDS -BUDGET 2020/21 - Contributions/Grants	 2020/21 Trade-In	 2020/21 Reserves	 2020/21 Muni.*
41011	Security Upgrade	5,000	12,000		7,000			5,000
41011	Outdoor Furniture- Community Centre Courtyard	5,000	5,000					5,000
	Flag Poles		5,000					5,000
	Total Furniture & Fittings	**10,000**	**22,000**	**0**	**7,000**	**0**	**0**	**15,000**
41111	Vehicle replacement - Library Manager (to become Shire pool car)	25,000	22,063	22,063	8,057	13,324		1,182
41111	Vehicle replacement - Development Manager	35,000	35,500	35,401		15,000		20,000
41111	Vehicle replacement - Infrastructure Manager	43,000	43,000	44,940		38,000		5,000
41111	Vehicle replacement - Toyota Hilux 2 (Parks)	33,000	33,000	35,863		30,500		2,500
41111	Minor Plant	3,000						0
	Less proceeds of Sale	-95,500	-95,500	-100,090		-95,500		0
	Total Plant & Equipment	**43,500**	**38,063**	**38,177**	**8,057**	**1,324**	**0**	**28,682**
41021	Depot - Replace male toilet door, modify opening direction	4,000	19,000					19,000
	Demolish old public toilets - Freshwater Bay	15,000	15,000					15,000
41021	Depot - Replace male toilet hand dryer	1,000	0					0
41021	New Hot Water Systems - Library, café, toilets and kitchen	10,000	10,000	8,640	9,000			1,000
41021	The Grove - Replace the wind turbine system in the 'bin storage' area in basement south	40,000	0	36,572	0			0
41021	The Grove - Replace sewer control system and water heaters (3#) in basement south plant room	32,000	0		0			0
	Replacement of Bore		37,000		33,636			3,364
41021	The Grove - Replace Window Graffitti film	10,000	14,000		12,000			2,000
	Total Land & Buildings	**112,000**	**95,000**	**45,212**	**54,636**	**0**	**0**	**40,364**
41121	Johnston Street - road reseal eastbound lane	200,000	200,000	42,726			200,000	
41121	Kerbing renewal - identified through inspections and reporting	10,000	0					0
41121	Venn Street - Johnston Street to Irvine Street - mill surface, reseal with asphalt, kerb repairs	141,000	141,000	90,925			111,000	30,000
41121	Venn Street - Johnston Street to Irvine Street - mill surface, reseal with asphalt, kerb repairs	10,000	10,000		10,000			0
41121	Johnston Street - Cottesloe Primary School pedestrian crossing	30,000	30,000	36,722				30,000
	Total Roads	**391,000**	**381,000**	**170,373**	**10,000**	**0**	**311,000**	**60,000**
	PATHS							
	Paths #184,187,&189- The Esplanade to Foreshore near the Northern Boundary - Reform Limestone/ gravel asphalt	23,000	0					
41131	Footpath renewals - identified through inspections and reporting	29,500	0					0
	TOTAL PATHS	**52,500**	**0**	**0**	**0**	**0**	**0**	**0**
41131	Annual allocation for bollard renewal - various locations	2,000	0					0
41131	Depot - operations area pedestrian fence installation	20,000	20,000					20,000
41131	Annual allocation to bore renewal reserve - various locations	7,200	0					0
41131	Reticulation Upgrade - Manners Hill Park, Keanes Park and Foreshore	250,000	250,000	82,337			250,000	
41131	Pavilion - renewal of paving	40,000	40,000	550				40,000
	Paving Areas- Lilla Street ACROD path to toilets- Keanes Point	0	23,000					23,000
41131	Paving - footpath from Depot public toilets to Pavilion	15,000	35,000					35,000
41131	Foreshore - upper path fencing upgrade	10,000	10,000	7,064				10,000
41131	Street furniture renewal - various	15,000	15,000					15,000
41131	Local Road and Community Infrastructure Program (LRCI)	49,631	79,131	65,920	49,631			29,500
	Local Road and Community Infrastructure Program (LRCI- Phase 2		78,350		78,350			
		408,831	**550,481**	**155,871**	**127,981**	**0**	**250,000**	**172,500**
		1,017,831	**1,086,544**	**409,633**	**207,674**	**1,324**	**561,000**	**316,546**
						1,086,544		

	RENEWAL CAPEX	910,200	952,413	343,713
	NEW CAPEX	84,631	134,131	65,920
	Grand Total	**994,831**	**1,086,544**	**409,633**

	Renewal CAPEX net of trade-ins	**908,876**	**952,413**	**409,633**
	Estimated depreciation expenses	**473,123**	**473,124**	**473,123**
	Asset Sustainability Ratio	**1.92**	**2.01**	**0.87**

TRUST FUNDS					
AS AT THE 28 FEBRUARY 2021					
Funds held at balance date which are required to be held in trust and which are not included in the					
financial statements are as follows:					
		1-Jul-20	Amounts Received	Amounts Paid	28-Feb-21
		$	$	$	$
MANNERS HILL BONDS		2,700	4,950	3,850	3,800
COMMUNITY CENTRE BONDS		388		0	388
FOOTPATH BONDS		18,500	3,800	2,200	20,100
LEMC FUNDING		65,390	0	9,988	55,402
					0
		86,978	8,750	16,038	79,690

Ordinary Council Meeting

8.3.2 – Accounts Paid – February 2021

8.3.2 Accounts Paid February

Payment / Invoice	Date	Description	Amount
EFT Payment			
EFT Payment - EFT00398			
1 - Australia Post			
1010209411	03/01/21	Mail charges - Dec 2021	5.28
109 - Professional PC Support Pty Ltd (PPS)			
16212M	16/11/20	Agreement PPS Managed Svcs - Dec 2020	5,653.82
16820M	15/01/21	Agreement PPS IT Services - Feb 2021	5,653.82
162 - Western Metropolitan Regional Council			
M-2101416	17/01/21	Bulk Pass Waste services - 17-31 Jan 2021	3,977.53
1731 - WILSON SECURITY			
W00272268	21/01/21	Security SOPG Offices - Ref#36662873 16/01/21	201.85
W064758	21/01/21	2 Wilson Patrol cars for Halloween	821.59
1736 - ACURIX NETWORKS PTY LTD			
INV2896	01/01/21	CR/Adj Note PCR00309	368.50
2896	01/01/21	WIFI Monitoring, licensing, support - Jan 2021	368.50
00002896 CONTRACT	01/01/21	WIFI Monitoring, Licensing etc. - Jan 2021	368.50
2414 - Open Systems Technology Pty Ltd (Council First)			
SI006169	19/01/21	Office 365 Azure - Feb 2021	836.46
SI006183	02/02/21	Avepoint Cloud Backup - Feb 2021	111.38
SI006187	03/02/21	Shire Professional Svcs - Dec 2020	4,848.25
SI006139	04/01/21	Avepoint Cloud Back up - Jan 2021	111.38
3013 - Heritage Tree Surgeons			
2062	20/01/21	ROW clearance pruning	6,226.00
2063	25/01/21	136 Forrest St - fallen limb	2,420.00
3020 - GLENN SWIFT ENTERTAINMENT			
091220	12/12/20	Christmas entertainment	462.00
3050 - ENVIRO SWEEP PTY LTD (EWCS)			
83188	31/01/21	Street sweeping - Aug 2020	1,203.40
3056 - Baileys Fertilisers (AKC Pty Ltd)			
20186	14/01/21	GT Green Fertliser and Grosorb wetting agent	2,032.14
3061 - DEPT OF TRANSPORT - REGO SEARCHES			
4147450	07/01/21	Disclosure of info search fees - Dec 2020	3.40
3079 - ABCO PRODUCTS PTY LTD			
655914	20/01/21	Soap (liquid refills)	228.21
3167 - SHINE COMMUNITY SERVICES			
00087320	11/01/21	Combined Council's contribution Jan-Jun 2021	9,610.70
3221 - NAPOLEON PAPIER & CO			
44/75/107 NOV 2020	30/11/20	Magazines as selected	137.79
3230 - Sontec Integrated Systems			
17540	19/01/21	CCTV Camera Adjustment	275.00
3414 - IMAGE BOLLARDS PTY LTD			
1595	16/09/20	Bollard installation - Library 50%	1,061.50
3431 - Salary Packaging Australia Pty Ltd (SPA)			
PJ000547	28/01/21	FORTNIGHT 2021-16 - From Payroll	358.35
25012021	25/01/21	Novated DB 25012021	10.54
08022021	08/02/21	Novated DB 08022021	10.45
3456 - Market Creations			
IJ43-3	30/11/20	Strategic Plan, Reporting, Activity Surveys	792.00
3613 - QUADIENT NEOPOST FINANCE AUSTRALIA PTY LTD			
2021.1755	01/01/21	DS-35 Inserter mail machine - Jan 2021	220.00

8.3.2 Accounts Paid February

Payment / Invoice	Date	Description	Amount
3660 - Iconic Property Services			
PSI012877	31/12/20	Public toilets - Full cleaning	457.60
PSI012733	07/01/21	Order PO01482 Standing PO	64.35
PSI012813	12/01/21	Order PO01482 Standing PO	359.98
PSI012913	20/01/21	Order PO01482 Standing PO	267.63
3734 - RSM Australia Pty.Ltd.			
290027507	20/01/21	Assistance with 2019/20 Annuals	1,353.00
3735 - Vocus Ltd			
P660705	01/01/21	Council Site A WIFI - JAN 2021	603.90
3747 - Genesis Accounting Pty Ltd.			
0172	22/12/20	GST Advice Refuse Collection - 15 Dec	1,347.50
3754 - Peta Hammond			
REFUND HAMMOND 210119	19/01/21	Refund Peta Hammond 210119 RCPT9213	550.00
542 - TURFMASTER FACILITY MANAGEMENT			
617792	31/12/20	Mowing - Manners Hill Park	5,775.00
598 - PHIL JOHNSON PLUMBING & GAS			
00013074 PO2106	02/02/21	Burst pipe 1 Leake St 18-19 Jan 2021	608.00
693 - Clean City Group Pty Ltd			
1132	18/01/21	18//2020 Bin Return Service , MSW GO and Recycling	825.00
1135	25/01/21	18//2020 Bin Return Service , MSW GO and Recycling	825.00
1134	24/01/21	No Parking sign installs Johnston / Venn project	275.00
883 - Fuji Xerox			
CU024749	31/12/20	Ref#X626842 AP6C5571-4T - OCT-DEC 2020	594.89
CU024750	31/12/20	Ref#X626844 AP6C3371-4 - OCT-DEC 2020	56.16
CU024751	31/12/20	Ref#X626845 AP6C3371-4 - OCT-DEC 2020`	150.87
CU024957	31/12/20	Ref#X668238 AP7C6673-T - OCT-DEC 2020	1,178.40
		Total EFT00398	**62,933.62**
EFT Payment - EFT00401			
1 - Australia Post			
1010292672	03/02/21	Mail postage - Jan 2021	279.12
1736 - ACURIX NETWORKS PTY LTD			
00002928	01/02/21	Wifi Monitoring, leasing, support - Feb 2021	368.50
2093 - SHAMROCK ELECTRICS			
00027149	16/12/20	Network Cabling Works for new WIFI	3,828.00
2414 - Open Systems Technology Pty Ltd (Council First)			
SI006202	05/02/21	Microsoft Azure - Jan 2021	238.03
SI006211	08/02/21	STP Transactions Dec 2020/ Jan 2021	17.38
300 - Suez Recovery & Recycling (Perth) Pty Ltd			
165435	31/12/20	Residential Waste - (MSW) Collection	15,526.58
3002 - Winc Australia Pty Ltd			
9034922019	28/01/21	Stationery as oredered online	170.17
3013 - Heritage Tree Surgeons			
2064	15/02/21	136 Forrest - further works as per arbor report	616.00
3030 - Marketforce			
35721	26/10/20	LPP ad in Post 10 Oct 2020	544.15
37016	27/01/21	Order PO02079	435.38
3048 - Western Australian Local Govenrment Assoc. (WALGA)			
I3083902	03/09/20	EM Essential training register module website	825.00
3057 - CTI Couriers			

8.3.2 Accounts Paid February

Payment / Invoice	Date	Description	Amount
CISC4383751	31/01/21	Library Couriers Jan 2021	440.55
3067 - MURPHYS ELECTRICAL CO			
00110001	27/01/21	Depot RCD annual testing	147.40
3120 - Westbooks			
319091	28/01/21	Adult books as selected	345.83
319092	28/01/21	Adult books as selected	29.35
319270	09/02/21	Adult books as selected	11.89
3170 - AFGRI EQUIPMENT AUSTRALIA PTY LTD			
1985449	30/11/20	John Deere - engine noise / seat repair	472.03
3301 - PAPERBARK TECHNOLOGIES PTY LTD			
00005761	05/02/21	136 Forrest St - arbor report	745.00
3426 - WESTON ROAD SYSTEMS			
SOPG 05	03/02/21	Johnston / Venn yellow line resinstatement	2,388.10
3431 - Salary Packaging Australia Pty Ltd (SPA)			
PJ000548	11/02/21	FORTNIGHT 2021-17 - From Payroll	358.35
3511 - Jack Glass			
REIMBURSEMENT JGLASS 210218	18/02/21	Reimbursement JGlass 210218 Parking	6.06
3550 - Connect Call Centre Services			
00105271	15/02/21	After hours call service Jan 2021	13.59
3613 - QUADIENT NEOPOST FINANCE AUSTRALIA PTY LTD			
2020.4090	01/02/20	Lease mail folding machine - Feb 2020	220.00
2021.3971	01/02/21	Mail folding machine lease - Feb 2021	220.00
3660 - Iconic Property Services			
PSI012974	19/01/21	library carpet cleaning	2,357.30
3710 - Sindy Dowden			
REFUND S DOWDEN DINGHY	01/02/21	Refund S Dowden Dinghy Fees - 210201	137.50
3735 - Vocus Ltd			
81094-050121	05/01/21	Admin Shire Phones - Dec 2021	580.52
P671877	01/02/21	Library Site A Internet - Feb 2021	526.90
P672547	01/02/21	Council Site A Internet - Feb 2021	603.90
P673568	01/02/21	Public Site A WIFI - Feb 2021	1,043.90
81094-050221	05/02/21	Shire Telephone lines - Jan 2021	599.90
3749 - Haz Enviro Solutions Pty Ltd			
202472	28/01/21	Drainage pit cleaning - Johnston St roadworks	3,613.50
483 - ROYAL FRESHWATER BAY YACHT CLUB			
1981	15/01/21	Staff Xmas Lunch 2020	3,361.50
542 - TURFMASTER FACILITY MANAGEMENT			
617813	31/01/21	Mowing - Manners Hill Park	4,620.00
598 - PHIL JOHNSON PLUMBING & GAS			
00013004	22/01/21	KP toilet repairs	96.00
660 - WORMALD			
8371608	19/01/21	Fire Ext Servicing/ Annual Inspection - Jan 2021	612.70
693 - Clean City Group Pty Ltd			
1138	27/01/21	Parks inspection services - MHP	742.50
1141	03/02/21	18//2020 Bin Return Service , MSW GO and Recycling	825.00
1142	07/02/21	18//2020 Bin Return Service , MSW GO and Recycling	825.00
		Total EFT00401	**48,792.58**

EFT Payment - EFT00399

8.3.2 Accounts Paid February

Payment / Invoice	Date	Description	Amount	
3000 - SuperChoice WASuperannuation				
PJ000545	14/01/21	FORTNIGHT 2021-15 - From Payroll	4,463.51	
PJ000547	28/01/21	FORTNIGHT 2021-16 - From Payroll	4,389.08	
JAN 2021	31/01/21	Superannuation Contribution	19,330.49	
		Total EFT00399	**28,183.08**	
EFT Payment - EFT00400				
3029 - Australian Taxation Office				
PJ000545	14/01/21	FORTNIGHT 2021-15 - From Payroll	14,348.00	
PJ000547	28/01/21	FORTNIGHT 2021-16 - From Payroll	14,808.00	
	01/02/21	GST Settlement	35,289.00	
	01/02/21	GST Settlement	15,792.00	
		Total EFT00400	**48,653.00**	
				EFT Sub-Total
		Total - EFT Payment	**188,562.28**	$ 188,562.28
Other - DD00201				
10 - BP Australia Limited				
11373056	31/12/20	MIS Fleet Control - Dec 2020	317.17	
		Total DD00201	**317.17**	
Other - DD00202				
123 - Synergy				
2005129725	04/01/21	Streetlights (2) 02Dec - 04 Jan 2021	34.22	
		Total DD00202	**34.22**	
Other - DD00203				
123 - Synergy				
2001160045	04/01/21	Streetlights - 02Dec-04Jan 2021	3,142.35	
		Total DD00203	**3,142.35**	
Other - DD00204				
123 - Synergy				
2005119307	18/12/20	Library Power December	1,708.20	
		Total DD00204	**1,708.20**	
Other - DD00205				
123 - Synergy				
2017139138	08/01/21	Library 18Dec-08Jan 2021	1,911.29	
CR2017139138	08/01/21			
		Total DD00205	**1,911.29**	
Other - DD00206				
3377 - WESTNET PTY LTD				
124420875	18/01/21	Web Hosting - Feb 2021	75.89	
		Total DD00206	**75.89**	
Other - DD00208				
3062 - WATER CORPORATION				
9016499388/ 0059	11/11/20	Shire Leake St - 01Nov to 31 Dec 2020	1,700.60	
9016499388 0060	11/01/21	Library/Shire Leake St - 01Jan - 28 Feb 2021	1,775.33	
		Total DD00208	**3,475.93**	
Other - DD00209				
3062 - WATER CORPORATION				
9001300655/0096	06/11/20	Tennis Courts Charges 01Nov-31Dec 2020	97.62	
9001300655 0097	08/01/21	Tennis Courts Bay View Tce - 1 Jan-28 Feb 2021	50.58	
		Total DD00209	**148.20**	

8.3.2 Accounts Paid February

Payment / Invoice	Date	Description	Amount		
Other - DD00210					
3062 - WATER CORPORATION					
9001298479 0048	22/01/21	Drainage Res Johnston St - 1Jan - 28 Feb 2021	26.45		
		Total DD00210	**26.45**		
Other - DD00211					
3062 - WATER CORPORATION					
9001298815/0120	23/11/20	Reserve Johnston St - 1 Nov to 31 Dec 2020	490.09		
9001298815 0121	25/01/21	63 Johnson St - 01 Jan - 28 Feb 2021	500.53		
		Total DD00211	**990.62**		
Other - DD00212					
123 - Synergy					
2033157557	22/01/21	Shire office - 20Nov-22Jan 2021	324.75		
		Total DD00212	**324.75**		
Other - DD00213					
123 - Synergy					
3000149662	25/01/21	Depot Electricity 25Nov-25Jan 2021	2,178.56		
		Total DD00213	**2,178.56**	Sub-Total D/D	
		Total D/D Payments		$	14,333.63
Other - BPAY198					
3041 - Telstra Corporation Ltd					
K616322730-9	23/02/21	Shire admin Phones	958.59		
		Total BPAY198	**958.59**		
Other - BPAY199					
3041 - Telstra Corporation Ltd					
K501788530-5	23/02/21	Depot NBN	64.99		
		Total BPAY199	**64.99**		
Other - BPAY200					
3041 - Telstra Corporation Ltd					
T311100022021	23/02/21	Retic Telstra	25.90		
		Total BPAY200	**25.90**		
Other - BPAY201					
3041 - Telstra Corporation Ltd					
T311407419929210(	23/02/21	Solar Bench	282.51		
		Total BPAY201	**282.51**	Sub-Total Bpay	
		Total BPAY		$	1,331.99
Other - CCP00013					
3084 - Shire Credit Cards					
NAB FLEXI CC 28 NOV-29 DEC 2020	29/12/20	Nab Flexi CC 28 Nov-29 Dec 2020	110.00		
ALS LH NAB FLEXI CC 28 NOV-29	29/12/20	ALS LH Nab Flexi CC 28 Nov-29 Dec 2020	356.80		
MIS DN NAB FLEXI CC 28 NOV-29	29/12/20	FEES MIS DN Nab Flexi CC 28 Nov-29 Dec 2020	356.85		
CLS SF NAB FLEXI CC 28 NOV-29	29/12/20	CLS SF Nab Flexi CC 28 Nov-29 Dec 2020	1,998.49		
CEO DB NAB FLEXI CC 28 NOV-	29/12/20	CEO DB Nab Flexi CC 28 Nov-29 Dec 2020	1,298.83		
MCS MC NAB FLEXI CC 28 NOV-	29/12/20	FEES MCS MC Nab Flexi CC 28 Nov-29 Dec 2020	6.82		
MDS RM FLEXI C/C 28 NOV-29	29/12/20	MDS RM Flexi C/C 28 Nov-29 Dec 2020	177.63		
DEPOT RY FLEXI C/C 28 NOV-29	29/12/20	Depot RY Flexi C/C 28 Nov-29 Dec 2020	572.28		
DEPOT TW FLEXI C/C 28 NOV-29	29/12/20	Depot TW Flexi C/C 28 Nov-29 Dec 2020	358.64		

8.3.2 Accounts Paid February

Payment / Invoice	Date	Description	Amount		
		Total CCP00013	**5,236.34**		
Other - CCP00014					
3084 - Shire Credit Cards					
ALS LH C/C 30 DEC 2020 - 28 JAN	28/01/21	ALS LH C/C Flexi 30 Dec 2020 - 28 Jan 2021	1,330.90		
CEO DB C/C 30 DEC 2020 - 28 JAN	08/02/21	CEO DB C/C Flexi 30 Dec 2020 - 28 Jan 2021	474.77		
MIS DN C/C 30 DEC 2020 - 28 JAN	08/02/21	MIS DN C/CFlexi 30 Dec 2020 - 28 Jan 2021	1,770.20		
CLS SF C/C 30DEC2020-28JAN	28/01/21	CLS SF C/C 30DEC2020-28JAN 2021	1,991.40		
MCS MC C/C 30DEC2020-28JAN	28/01/21	Disputed Trans. MCS MC C/C 30DEC2020-28JAN 2021	512.81		
MDS RM C/C 30DEC 20- 28 JAN	28/01/21	MDS RM C/C 30DEC 20- 28 JAN 21	160.10		
DEPOT TW C/C 30DEC 20- 28 JAN	28/01/21	DEPOT TW C/C 30DEC 20- 28 JAN 21	147.27		
DEPOT RY C/C 30DEC 20- 28 JAN	28/01/21	DEPOT RY C/C 30DEC 20- 28 JAN 21	196.50		
BANK FEES C/C 30DEC 20- 28 JAN	29/01/21	BANK FEES C/C 30DEC 20- 28 JAN 21	110.00		
		Total CCP00014	**6,693.95**	Sub-Total C/C	
Other - 440		**Total C/C Payments**		$	11,930.29
3101 - PETTY CASH (Shire & Library)					
SHIRE PETTY CASH CHQ 000440	11/02/21	Shire Petty Cash Chq 000440 - Nov 2020 to Feb 2021	191.20		
		Total 440	**191.20**	Sub-Total CHQ	
		Total Chq Payments		$	191.20
		Grand Total - Bpay, D/D, CHQ and CCP	**27,787.11**	$	27,787.11
		Grand Total Payables February 2021		**$**	**216,349.39**

nab

FlexiPurchase Account Statement

Statement for NAB

Statement Period: 28 Nov 2020 to 29 Dec 2020
Cardholder Name: Lance Hopkinson

JSKR VISA Purchasing Card (Client Expenses)

Date / GL Code	Details / CC Code	Department	Approval / Net	Receipt / Tax	Amount ($AUD) / Gross
03 Dec 2020	Caltex Mosman Park Mosman Park		Approval Req'd	✓	$45.11
28770	139	1106	$41.01	$4.10	$45.11
Purchase Caltex Mosman Park Fuel for Library pool car					
11 Dec 2020	Woolworths 4356 Cottesloe		Approval Req'd	✓	$10.39
28770	139	1106	$9.45	$0.94	$10.39
Purchase Woolworths 4356 kitchen supplies					
15 Dec 2020	Adobe Creative Cloud Adobe.Ly/Enau		Approval Req'd	✓	$43.99
28555	129	1106	$39.99	$4.00	$43.99
Purchase Adobe Creative Cloud adobe suite renewal ABN: 980559184					
17 Dec 2020	City Of Nedlands Nedlands		Approval Req'd	✓	$46.55
28770	139	1106	$42.32	$4.23	$46.55
Purchase City Of Nedlands Grove contribution WSLG breakfast					
21 Dec 2020	Woolworths 4356 Cottesloe		Approval Req'd	✓	$4.80
28770	139	1106	$4.36	$0.44	$4.80
Purchase Woolworths 4356 kitchen supplies					
21 Dec 2020	Jbhifi.Com.Au 0395777000		Approval Req'd	✓	$154.83
28473	139	1106	$140.75	$14.08	$154.83
Purchase Jbhifi.Com.Au Adult dvd cd					
29 Dec 2020	Account Fees		No Appr Req'd	✓	$6.82
27130	129	1106	$6.20	$0.62	$6.82
Account Fees Cc Fp User Fee bank charges					
23 Dec 2020	Wanewsdti Osborne Park		Approval Req'd	✓	$44.31
28470	139	1106	$40.28	$4.03	$44.31
Purchase Wanewsdti west australin n/paper					
			Total for this period:		$356.80

Cardholder Declaration

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

Signature ______________ Dated 11 / 1 / 2020

Employee ID: 60

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Approved By

Signature ______________________ Dated 11 / 1 / 21

On Completion

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

nab

FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 28 Nov 2020 to 29 Dec 2020
Cardholder Name: Donovan Norgard

JSKR VISA Purchasing Card (Client Expenses)

Date GL Code	Details CC Code	Department	Approval Net	Receipt Tax	Amount ($AUD) Gross
03 Dec 2020 *Not Coded*	Total Tools O Connor O'Connor 129	1104	**Approval Req'd** $252.73	$25.27	$278.00 $278.00
Purchase Total Tools O Connor					
03 Dec 2020 *Not Coded*	Canning Vale Cash & Canningvale 129	1104	**Approval Req'd** $27.12	$2.71	$29.83 $29.83
Purchase Canning Vale Cash &					
29 Dec 2020 *Not Coded*	Account Fees 129	1104	**No Appr Req'd** $6.20	$0.62	$6.82 $6.82
Account Fees Cc Fp User Fee					
22 Dec 2020 *Not Coded*	Department Of Transpor Perth 129	1104	**Approval Req'd** $38.36	$3.84	$42.20 $42.20
Purchase Department Of Transpor					
			Total for this period:		$356.85

Cardholder Declaration

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

Signature ____________ Dated 1 / 2 / 2021

Employee ID: 169

Approved By

Signature ____________ Dated 2 / 2 / 2021

On Completion

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

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nab

FlexiPurchase Account Statement

Statement for NAB

Statement Period: 28 Nov 2020 to 29 Dec 2020
Cardholder Name: Stewart Farley

JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt	Amount ($AUD)
GL Code	CC Code	Department	Net	Tax	Gross
30 Nov 2020	Red Dot Bull Creek		Approved	✓	$30.00
28770	139	1106	$27.27	$2.73	$30.00
Purchase Red Dot lanyards for kids club					
02 Dec 2020	Under The Sun Kardinya		Approved	✓	$35.00
28770	139	1106	$31.82	$3.18	$35.00
Purchase Under The Sun Christmas bags and stickers for lolly bags for kids Christmas event					
06 Dec 2020	Big W 0455 Spearwood		Approved	✓	$378.00
28471	139	1106	$343.64	$34.36	$378.00
Purchase Big W 0455 junior book purchases					
04 Dec 2020	Booktopia Pty Ltd Lidcombe		Approved	✓	$326.12
28471	139	1106	$296.47	$29.65	$326.12
Purchase Booktopia Pty Ltd junior book purchases					
06 Dec 2020	Big W 0455 Spearwood		Approved	✓	$103.50
28520	139	1106	$94.09	$9.41	$103.50
Purchase Big W 0455 Sweets for lolly bags at kids Christmas event					
07 Dec 2020	Booktopia Pty Ltd Lidcombe		Approved	✓	$33.40
28471	139	1106	$30.36	$3.04	$33.40
Purchase Booktopia Pty Ltd junior book purchase					
09 Dec 2020	Officeworks 0616 O'Connor		Approved	✓	$18.47
27250	139	1106	$16.79	$1.68	$18.47
Purchase Officeworks 0616 paper 200gms					
08 Dec 2020	Under The Sun Kardinya		Approved	✓	$14.50
28520	139	1106	$13.18	$1.32	$14.50
Purchase Under The Sun Christmas supplies for Christmas in the Library					
09 Dec 2020	Booktopia Pty Ltd Lidcombe		Approved	✓	$235.04
28471	139	1106	$213.67	$21.37	$235.04
Purchase Booktopia Pty Ltd junior book purchases					
10 Dec 2020	Big W 0456 Willetton		Approved	✓	$106.00
28471	139	1106	$96.36	$9.64	$106.00
Purchase Big W 0456 junior book purchases					
11 Dec 2020	Booktopia Pty Ltd Lidcombe		Approved	✓	$626.74
28471	139	1106	$569.76	$56.98	$626.74

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	Purchase Booktopia Pty Ltd junior book purchases						
14 Dec 2020	Booktopia Pty Ltd Lidcombe		Approved				$17.94
28471	139	1106	$16.31	$1.63	$17.94		
	Purchase Booktopia Pty Ltd junior book purchases						
14 Dec 2020	Booktopia Pty Ltd Lidcombe		Approved				$38.54
28471	139	1106	$35.04	$3.50	$38.54		
	Purchase Booktopia Pty Ltd junior book purchases						
17 Dec 2020	Booktopia Pty Ltd Lidcombe		Approved				$28.42
28471	139	1106	$25.84	$2.58	$28.42		
	Purchase Booktopia Pty Ltd junior book purchases						
29 Dec 2020	Account Fees		No Appr Req'd				$6.82
27130	139	1106	$6.20	$0.62	$6.82		
	Account Fees Cc Fp User Fee Account Fees						
			Total for this period:		$1,998.49		

Cardholder Declaration

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

Signature ____________________ Dated 4 / 1 / 2021

Employee ID: 63

Approved By

Signature ____________________ Dated 4 / 1 / 2021

On Completion

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

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nab

FlexiPurchase
Account Statement

SCANNED

Statement for NAB

Statement Period: 28 Nov 2020 to 29 Dec 2020
Cardholder Name: Donald Burnett

JSKR VISA Purchasing Card (Client Expenses)

Date / GL Code	Details / CC Code	Department	Approval / Net	Receipt / Tax	Amount ($AUD) / Gross
28 Nov 2020	Adobe Acropro Subs Adobe.Ly/Enau		Approval Req'd	✓	$21.99
27260	190	0403	$19.99	$2.00	$21.99
Purchase Adobe Acropro Subs Adobe licence EO ABN: 980559184					
02 Dec 2020	Woolworths 4356 Cottesloe		Approval Req'd	✓	$8.05
28280	190	0403	$7.32	$0.73	$8.05
Purchase Woolworths 4356 LEMC Meeting catering					
10 Dec 2020	Woolworths 4356 Cottesloe		Approval Req'd	✓	$14.90
28280	190	0403	$13.55	$1.35	$14.90
Purchase Woolworths 4356 LEMC Catering					
08 Dec 2020	Farmer Jacks Subiaco Subiaco		Approval Req'd	✓	$240.15
28280	190	0401	$218.32	$21.83	$240.15
Purchase Farmer Jacks Subiaco Councillors Xmas dinner					
14 Dec 2020	Woolworths 4356 Cottesloe		Approval Req'd	✓	$68.04
28280	190	0403	$61.85	$6.19	$68.04
Purchase Woolworths 4356 Xmas Catering					
15 Dec 2020	Woolworths 4356 Cottesloe		Approval Req'd	✓	$39.60
28280	190	0403	$36.00	$3.60	$39.60
Purchase Woolworths 4356 Xmas catering					
15 Dec 2020	Boatshed Market Pty Cottesloe		Approval Req'd	✓	$57.93
28280	190	0403	$52.66	$5.27	$57.93
Purchase Boatshed Market Pty Council Xmas Catering					
15 Dec 2020	Boatshed Market Pty Cottesloe		Approval Req'd	✓	$19.99
28280	190	0403	$18.17	$1.82	$19.99
Purchase Boatshed Market Pty Council Xmas Catering					
17 Dec 2020	Coles 0392 Mosman Park		Approval Req'd	✓	$106.00
27140	190	0403	$96.36	$9.64	$106.00
Purchase Coles 0392 Staff Xmas gift cards					
17 Dec 2020	Woolworths 4356 Cottesloe		Approval Req'd	✓	$57.00
28280	190	0403	$51.82	$5.18	$57.00
Purchase Woolworths 4356 Xmas Catering					

Page 1 of 2

15 Dec 2020	Farmer Jacks Superma Halls Head		Approval Req'd	☑		$136.37
28280	190	0403	$123.97	$12.40	$136.37	
Purchase Farmer Jacks Superma Council Xmas Catering						
17 Dec 2020	Coles 0392 Mosman Park		Approval Req'd	☑		$125.00
27140	190	0403	$113.64	$11.36	$125.00	
Purchase Coles 0392 Staff Xmas gift cards						
17 Dec 2020	Coles 0392 Mosman Park		Approval Req'd	☑		$125.00
27140	190	0403	$113.64	$11.36	$125.00	
Purchase Coles 0392 Staff Xmas gift cards						
17 Dec 2020	Coles 0392 Mosman Park		Approval Req'd	☑		$125.00
27140	190	0403	$113.64	$11.36	$125.00	
Purchase Coles 0392 Staff xmas gift cards						
17 Dec 2020	Coles 0392 Mosman Park		Approval Req'd	☑		$125.00
27140	190	0403	$113.64	$11.36	$125.00	
Purchase Coles 0392 Staff xmas gift cards						
29 Dec 2020	Account Fees		No Appr Req'd	☐		$6.82
27130	190	0403	$6.20	$0.62	$6.82	
Account Fees Cc Fp User Fee Account fees Nov						
28 Dec 2020	Adobe Acropro Subs Adobe.Ly/Enau		Approval Req'd	☑		$21.99
27260	190	0403	$19.99	$2.00	$21.99	
Purchase Adobe Acropro Subs Adobe licence EO ABN: 980559184						
			Total for this period:		$1,298.83	

Cardholder Declaration

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

Signature ____________ Dated 14 / 1 / 2021

Employee ID: 5

Approved By

Signature ____________ Dated 19 / 01 / 2021

On Completion

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

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FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 28 Nov 2020 to 29 Dec 2020
Cardholder Name: Michael Costarella

JSKR VISA Purchasing Card (Client Expenses)

Date / GL Code	Details / CC Code	Department	Approval / Net	Receipt / Tax	Amount ($AUD) / Gross
29 Dec 2020	Account Fees		No Appr Req'd		$6.82
27130	190	0403	$6.20	$0.62	$6.82
Account Fees Cc Fp User Fee					
Bank Fees					
			Total for this period:		$6.82

Cardholder Declaration

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

Signature ________________ Dated 1 / 2 / 2021

Employee ID: E0005

Approved By

Signature ________________ Dated 2 / 2 / 2021

On Completion

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

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nab

FlexiPurchase Account Statement

Statement for NAB

Statement Period: 28 Nov 2020 to 29 Dec 2020
Cardholder Name: Ross Montgomery

JSKR VISA Purchasing Card (Client Expenses)

Date / GL Code	Details / CC Code	Department	Approval / Net	Receipt / Tax	Gross	Amount ($AUD)
29 Nov 2020 28360	Puma Dianella Dianella 139 Purchase Puma Dianella Petrol for Mazda	1002	**Approved** $32.05	✓ $3.20	$35.25	$35.25 ✓
03 Dec 2020 27140	Town Of Cambridge Floreat 190 Purchase Town Of Cambridge Parking WALGA - Policy Advice Vanessa Jackson	1002	**Approved** $1.32	✓ $0.13	$1.45	$1.45 ✓
03 Dec 2020 27140	Adobe Systems Pty Ltd Sydney 139 Purchase Adobe Systems Pty Ltd Adobe Acrobat Software	1002	**Approved** $19.99	✓ $2.00	$21.99	$21.99 ✓
10 Dec 2020 28360	Eg Fuelco 4216 Floreat 139 Purchase Eg Fuelco 4216 Mazda 6 Fuel	1002	**Approved** $59.88	✓ $5.99	$65.87	$65.87 ✓
20 Dec 2020 28360	Bp Express 6426 North Perth 139 Purchase Bp Express 6426 Fuel for Mazda 6	1002	**Approved** $42.05	✓ $4.20	$46.25	$46.25 ✓
29 Dec 2020 28360	Account Fees 139 Account Fees Cc Fp User Fee Fuel for the Mazda 6	1002	**No Appr Req'd** $6.20	✓ $0.62	$6.82	$6.82
			Total for this period:			$177.63

Cardholder Declaration

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

Signature ____________ Dated 03/03/2021 / ______

Employee ID: 100

Approved By

Signature ____________ Dated 4 / 03 / 2021

On Completion

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

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nab

FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 30 Dec 2020 to 28 Jan 2021
Cardholder Name: Lance Hopkinson

JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt	Amount ($AUD)
GL Code	CC Code	Department	Net	Tax	Gross
05 Jan 2021	Paymate*spun Laidley		Approval Req'd	✓	$200.00
27160	129	1106	$181.82	$18.18	$200.00
Purchase Paymate*spun spydus users network membership fee					
09 Jan 2021	Jbhifi.Com.Au 0395777000		Approval Req'd	✓	$316.75
28473	139	1106	$287.95	$28.80	$316.75
Purchase Jbhifi.Com.Au adult dvd's /cd's					
08 Jan 2021	City Of Nedlands Nedlands		Approval Req'd	✓	$291.93
28460	139	1106	$265.39	$26.54	$291.93
Purchase City Of Nedlands LOST BOOK CHARGES NEDLANDS					
13 Jan 2021	Public Libraries Wa Karrinyup		Approval Req'd	✓	$170.00
28770	129	1106	$154.55	$15.45	$170.00
Purchase Public Libraries Wa MEMBERSHIP PLWA					
13 Jan 2021	The Monthly 1yr Carlton South		Approval Req'd	✓	$109.95
27180	139	1106	$99.95	$10.00	$109.95
Purchase The Monthly 1yr magazine subscription					
15 Jan 2021	Adobe Creative Cloud Adobe.Ly/Enau		Approval Req'd	✓	$43.99
28545	129	1005	$39.99	$4.00	$43.99
Purchase Adobe Creative Cloud local history abode monthly account ABN: 980559184					
20 Jan 2021	Woolworths 4356 Cottesloe		Approval Req'd	✓	$58.85
28770	139	1005	$53.50	$5.35	$58.85
Purchase Woolworths 4356 Cottesloe Nights Local History event					
20 Jan 2021	Cellarbrations At Co Peppermint Gr		Approval Req'd	✓	$75.00
28770	139	1005	$68.18	$6.82	$75.00
Purchase Cellarbrations At Co Cottesloe Nights local history event					
20 Jan 2021	Academy Coffe Kitche Claremont		Approval Req'd	✓	$13.30
28770	139	1106	$12.09	$1.21	$13.30
Purchase Academy Coffe Kitche WSLG MEETING					
21 Jan 2021	Wanewsdti Osborne Park		Approval Req'd	✓	$44.31
27180	129	1106	$40.28	$4.03	$44.31
Purchase Wanewsdti					

NEWSPAPERS

28 Jan 2021	Account Fees		No Appr Req'd			$6.82
27130	129	1106	$6.20	$0.62	$6.82	

Account Fees Cc Fp User Fee
Bank Fees

Total for this period: $1,330.90

Cardholder Declaration

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

Signature ______________________ Dated 2/ 2/ 21

Employee ID: 60

Approved By

Signature ______________________ Dated 2 / 2 / 2021

On Completion

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

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nab

FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 30 Dec 2020 to 28 Jan 2021
Cardholder Name: Donovan Norgard

JSKR VISA Purchasing Card (Client Expenses)

Date GL Code	Details CC Code	Department	Approval Net	Receipt Tax	Amount ($AUD) Gross
05 Jan 2021 28790	Jason Signmakers Welshpool 129	1104	Approval Req'd $555.89	$55.59	$611.48 $611.48
Purchase Jason Signmakers Stainless steel banding materials					
13 Jan 2021 Not Coded	Auto One Melville Melville 129	1104	Approval Req'd $9.00	$0.90	$9.90 $9.90
Purchase Auto One Melville					
18 Jan 2021 Not Coded	Bp Exp Myaree 1840 Myaree 129	1104	Approval Req'd $59.32	$5.93	$65.25 $65.25
Purchase Bp Exp Myaree 1840					
18 Jan 2021 Not Coded	Supafit Seat Covers Welshpool 129	1104	Approval Req'd $502.00	$50.20	$552.20 $552.20
Purchase Supafit Seat Covers					
21 Jan 2021 Not Coded	Bunnings 317000 Melville 129	1104	Approval Req'd $80.91	$8.09	$89.00 $89.00
Purchase Bunnings 317000					
21 Jan 2021 Not Coded	Clarmont Autoelectri Shenton Park 129	1104	Approval Req'd $320.00	$32.00	$352.00 $352.00
Purchase Clarmont Autoelectri					
25 Jan 2021 Not Coded	Bp Exp Myaree 1840 Myaree 129	1104	Approval Req'd $75.95	$7.60	$83.55 $83.55
Purchase Bp Exp Myaree 1840					
28 Jan 2021 Not Coded	Account Fees 129	1104	No Appr Req'd $6.20	$0.62	$6.82 $6.82
Account Fees Cc Fp User Fee					
			Total for this period:		$1,770.20

Cardholder Declaration

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

Signature ____________________ Dated 1 / 2 / 2021

Employee ID: 169

Approved By

Signature ____________________ Dated 2/ 2 / 2021

On Completion

Page 1 of 2

nab

FlexiPurchase Account Statement

Statement for NAB

Statement Period: 30 Dec 2020 to 28 Jan 2021
Cardholder Name: Stewart Farley

JSKR VISA Purchasing Card (Client Expenses)

Date / GL Code	Details / CC Code	Department	Approval / Net	Receipt / Tax	Amount ($AUD) / Gross
05 Jan 2021	Booktopia Pty Ltd Lidcombe		Approved	✓	$898.79
28471	139	1106	$817.08	$81.71	$898.79
Purchase Booktopia Pty Ltd Junior Book purchases					
09 Jan 2021	Red Dot Stores Spearwood		Approved	✓	$42.00
28770	139	1106	$38.18	$3.82	$42.00
Purchase Red Dot Stores Lanyards for kids club					
11 Jan 2021	Booktopia Pty Ltd Lidcombe		Approved	✓	$700.54
28471	139	1106	$636.85	$63.69	$700.54
Purchase Booktopia Pty Ltd Junior Book purchases					
17 Jan 2021	Booktopia Pty Ltd Lidcombe		Approved	✓	$17.80
28473	139	1106	$16.18	$1.62	$17.80
Purchase Booktopia Pty Ltd Junior Book purchases					
18 Jan 2021	Booktopia Pty Ltd Lidcombe		Approved	✓	$325.45
28471	139	1106	$295.86	$29.59	$325.45
Purchase Booktopia Pty Ltd Junior Book purchases					
28 Jan 2021	Account Fees		No Appr Req'd	☐	$6.82
27130	139	1106	$6.20	$0.62	$6.82
Account Fees Cc Fp User Fee Account Fees					
			Total for this period:		$1,991.40

Cardholder Declaration

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

Signature STEWART DROPPED OFF TO LIBRARY Dated 2 / 2 / 21

Employee ID: 63

Approved By

Signature Dated 3 / 2 / 21

On Completion

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

SCANNED

nab

FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 30 Dec 2020 to 28 Jan 2021
Cardholder Name: Donald Burnett

JSKR VISA Purchasing Card (Client Expenses)

Date / GL Code	Details / CC Code	Department	Approval / Net	Receipt / Tax	Amount ($AUD) / Gross
20 Jan 2021	Officeworks 0604 Fremantle		Approval Req'd	☑	$207.95
28340	190	0403	$189.05	$18.90	$207.95
Purchase Officeworks 0604 Aus Day 2020 Youth Citizen of Year gift					
22 Jan 2021	Portfolio Picture Fr Myaree		Approval Req'd	☑	$260.00
28340	190	0403	$236.36	$23.64	$260.00
Purchase Portfolio Picture Fr Aus Day 2020 Cert framing for awardees					
28 Jan 2021	Account Fees		No Appr Req'd	☑	$6.82
27130	190	0403	$6.20	$0.62	$6.82
Account Fees Cc Fp User Fee Account fees Jan 2021					
			Total for this period:		$474.77

Cardholder Declaration

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

Signature ______________ Dated 23 / 2 / 21

Employee ID: 5

Approved By

Signature ______________ Dated ____ / ____ / ________

On Completion

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

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FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 30 Dec 2020 to 28 Jan 2021
Cardholder Name: Michael Costarella

JSKR VISA Purchasing Card (Client Expenses)

27130-0403-190

Date / GL Code	Details / CC Code	Department	Approval / Net	Receipt / Tax	Amount ($AUD) / Gross
25 Jan 2021	Dnh*godaddy.Com Aud 480-505-8855	Currently being disputed	No Appr Req'd	✓	$505.99
Not Coded	Not Coded	Not Coded	$459.99	$46.00	$505.99
Purchase Dnh*godaddy.Com Aud					
28 Jan 2021	Account Fees		No Appr Req'd	✓	$6.82
27130	190	0403	$6.20	$0.62	$6.82
Account Fees Co Fp User Fee					
Bank Charges					
			Total for this period:		$512.81

Disputed transaction

Cardholder Declaration

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

Signature ____________ Dated 2 / 3 / 2021

Employee ID: E0005

Approved By

Signature ____________ Dated 3 / 3 / 2021

On Completion

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

Page 1 of 1

nab

FlexiPurchase Account Statement

Statement for NAB

Statement Period: 30 Dec 2020 to 28 Jan 2021
Cardholder Name: Ross Montgomery

JSKR VISA Purchasing Card (Client Expenses)

Date / GL Code	Details / CC Code	Department	Approval / Net	Receipt / Tax	Gross	Amount ($AUD)
30 Dec 2020	Puma Dianella Dianella		Approved	✓		$40.67
28360	139	1002	$36.97	$3.70	$40.67	
Purchase Puma Dianella Fuel for the Council vehicle Mazda 6						
03 Jan 2021	Adobe Systems Pty Ltd Sydney		Approved	✓		$21.99
27140	190	1002	$19.99	$2.00	$21.99	
Purchase Adobe Systems Pty Ltd Software to create, open and edit pdf (such as invoices and other digital documents).						
09 Jan 2021	Puma Dianella Dianella		Approved	✓		$45.88
28360	139	1002	$41.71	$4.17	$45.88	
Purchase Puma Dianella Fuel for Mazda 6						
26 Jan 2021	Puma Dianella Dianella		Approved	✓		$44.74
28360	139	1002	$40.67	$4.07	$44.74	
Purchase Puma Dianella Fuel for Mazda 6						
28 Jan 2021	Account Fees		No Appr Req'd	✓		$6.82
27130	190	1002	$6.20	$0.62	$6.82	
Account Fees Cc Fp User Fee Bank Charge - recurrent						
			Total for this period:			$160.10

Cardholder Declaration

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

Signature ______________ Dated 03/03/2021 / ________

Employee ID: 100

Approved By

Signature ______________ Dated 4 / 03 / 2021

On Completion

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

Page 1 of 1

nab

FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 30 Dec 2020 to 28 Jan 2021
Cardholder Name: Tim Whitham

JSKR VISA Purchasing Card (Client Expenses)

Date GL Code	Details CC Code	Department	Approval Net	Receipt Tax	Amount ($AUD) Gross
29 Dec 2020	Bunnings 483000 Claremont		**No Appr Req'd**	✓	$140.45
28270	139	1104	$127.68	$12.77	$140.45
Purchase Bunnings 483000 retic parts					
28 Jan 2021	Account Fees		**No Appr Req'd**	☐	$6.82
27130	139	1104	$6.20	$0.62	$6.82
Account Fees Cc Fp User Fee Bank fees					
			Total for this period:		$147.27

Cardholder Declaration

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

Signature ______________________ Dated 3 / 3 / 21

Employee ID: TW

Approved By

Signature ______________________ Dated 3 / 3 / 2021

On Completion

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

Page 1 of 1

nab

FlexiPurchase Account Statement

Statement for NAB

Statement Period: 30 Dec 2020 to 28 Jan 2021
Cardholder Name: Robert Young

JSKR VISA Purchasing Card (Client Expenses)

Date / GL Code	Details / CC Code	Department	Approval / Net	Receipt / Tax	Amount ($AUD) / Gross	
04 Jan 2021	Bp Westgate 6220 Fremantle		Approved	✓		$42.29
28360	139	1201	$38.45	$3.84	$42.29	
Purchase Bp Westgate 6220 Fuel depo						
07 Jan 2021	Bp Westgate 6220 Fremantle		Approved	✓		$76.01
28360	139	1201	$69.10	$6.91	$76.01	
Purchase Bp Westgate 6220 Ute Fuel						
18 Jan 2021	Bp Westgate 6220 Fremantle		Approved	✓		$71.38
28360	139	1201	$64.89	$6.49	$71.38	
Purchase Bp Westgate 6220 ute fuel						
28 Jan 2021	Account Fees		No Appr Req'd	✓		$6.82
27130	139	1201	$6.20	$0.62	$6.82	
Account Fees Cc Fp User Fee bank fees						
			Total for this period:		$196.50	

Cardholder Declaration

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

Signature ____________ Dated 3 / 3 / 2021

Employee ID: RY

Approved By

Signature ____________ Dated 3 / 3 / 2021

On Completion

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

Page 1 of 1

SHIRE OF PEPPERMINT GROVE

Ordinary Council Meeting

8.5.1 – Compliance Audit Return 2020

SHIRE OF PEPPERMINT GROVE

Ordinary Council Meeting

8.4.2 – Matters for Information and Noting

Matters for Information and Noting

Building Permits Issued February 2021

Application Number	Location	Work Type	Delegated Authority
BA2021/00010	16 Keane Street	Additions and alterations to ground floor and pool house	Officer

Planning Approvals Issued February 2021

Application Number	Location	Delegated Authority
DA2020/00032	28 View Street	Council

Infringements February 2021

Date Issued	Parking Infringement Location	Value
08/02/2021	Irvine Street	$35
20/02/2021	Bay View Terrace	$40
20/02/2021	Bay View Terrace	$35
20/02/2021	Johnston Street	$45
24/02/2021	Laneway between Bay View Terrace and Butler Way	$45
24/02/2021	Laneway between Bay View Terrace and Butler Way	$45
Total Value		

Subdivision Approvals Issued February 2021

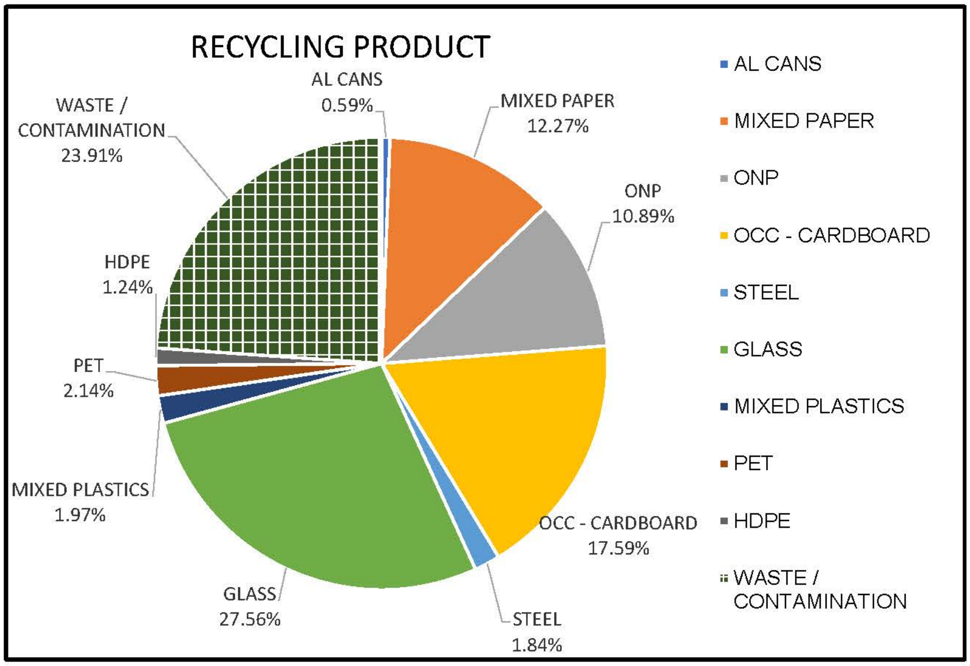
Application Number	Location	Description	Delegated Authority
160147	Lot 886 Keane Street	One lot into four	WAPC

Library Statistics February 2021

Library Statistics	February 2021	February 2020
Loans	13824	16040
New Borrowers	280	366

RECYCLING TONNAGES AND PRODUCT TONNAGES JANUARY 2021

PRODUCT	PRODUCT Percentages	PRODUCT Tonnages
AL CANS	0.59	0.09
MIXED PAPER	12.27	1.82
ONP	10.89	1.61
OCC - CARDBOARD	17.59	2.61
STEEL	1.84	0.27
GLASS	27.56	4.08
MIXED PLASTICS	1.97	0.29
PET	2.14	0.32
HDPE	1.24	0.18
TOTAL RECOVERED	76.09	11.27
WASTE / CONTAMINATION	23.91	3.54
MONTHLY TOTAL	**100.00**	**14.81**



"Commercial in Confidence"

MINUTES FOR THE

LIBRARY MANAGEMENT COMMITTEE MEETING

HELD

Thursday 18 February
Shire of Peppermint Grove
Council Chambers.

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

THE grove
LEADING. LEARNING. LIVING.

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

The Presiding Member declared the meeting open at 8.40 AM

ATTENDEES

Delegates:

Town of Cottesloe	Cr C (Caroline) Harben (Departed 9.51 am)
Shire of Peppermint Grove	Cr K (Karen) Farley (Chair)
Town of Mosman Park	Mayor B (Brett) Pollock
Alternate Delegates/Observers:	Cr D (Dawne) Horrex, Cr G (Georgie) Carey

Officers Attending:

Town of Cottesloe	Shane Collie, Manager Corporate Services and Governance
Shire of Peppermint Grove	Don Burnett, Chief Executive Officer Michael Costarella, Manager Corporate and Community Services Lance Hopkinson, Library Coordinator
Town of Mosman Park	Carissa Bywater, Chief Executive Officer

Apologies: Cr M (Michael) Tucak (COT)

1. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

OFFICER RECOMMENDATION /COMMITTEE DECISION

That the Minutes of the Library Management Committee Meeting held on Thursday 3 December 2020 be confirmed as a true and accurate record of proceedings.

Moved: Cr Karen Farley
Seconded: Mayor Brett Pollock

Carried

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

NIL

3. THE GROVE ASSET MANAGEMENT PLAN 2020-2031

The asset plan for the Grove is attached. The plan has been developed following a comprehensive review of the Grove building by Ashton Consulting. The plan is broken into 17 different building elements and identifies areas that will need renewing over the next 11 years to 2031/32. Normal maintenance requirements are not included in the plan and these costs will be budgeted for on an annual basis as an operational expense. The intention of this report is to ensure that the 3 member Councils make an annual provision to fund these works. The annual spend will be treated as capital in the Grove budget determinations. As can be seen the total renewal commitment over the next 11 years will be $1,241,760 and based on the current funding formulae the commitment be the Town of Mosman Park over this period will be $604,489 (yearly average of $54,954), Town of Cottesloe $524,395 (yearly average of $47,672) and the Shire of Peppermint Grove $112,876 (yearly average $10,261). It will be up to each local government to ensure that these funds can be committed on an annual basis, assuming reserve funds will be established to smooth the annual commitment. Please note that the renewal plan may need to change should emergency works be required or an asset renewal timeframe change.

OFFICER RECOMMENDATION / COMMITTEE DECISION

That The Grove Library asset management plan to 2031/32 be received and that each Member Local Government note their annual commitment to ensure that the Grove Library assets are renewed on an annual basis.

Moved: Cr Karen Farley

Seconded: Cr Caroline Harben

Carried

4 LIBRARY FINANCIAL STATEMENTS TO 31 JANUARY 2021 AND MID-YEAR BUDGET REVIEW.

Attached are the financial statements to 31 January for the Library operations, Community Centre, and the Community History unit. These documents also incorporate the mid-year budget review.

The main areas of variation to budget are;

26110 – Salaries. The salaries actual includes a lump sum payment to the retiring Manager Library Services. This payment should be met from each member Council's leave reserve provision. At the end of each financial year the Shire of Peppermint Grove provides a summary of leave provisions required to be accounted for by each member. The budget review figure also includes provision for the staff EBA increase of 1.7% backdated to 1 July 2020.

28850 – Wi-Fi/internet – this has been increased by $10,000 and this relates to the delay in the new provider providing invoices. The additional amount includes invoices for April, May and June 2020.

20180 – Community Centre hire fees – the review allows for the West Coast Community Centre to start paying its MOU contribution for the period 1 January – 30 June 2021. This equates to $4,500 for these 6 months.

41021 – CAPEX – Two projects listed totalling $72,000 won't be proceeding, however urgent works associated with the air-conditioning bore totalling $37,000 were done. The purchase of the pool vehicle produced a savings of nearly $3,000. Total CAPEX savings $38,000.

The Shire of Peppermint Grove, as the facility manager and responsible for statutory compliance hasn't formally considered the mid-year budget review.

The financial impact of the mid-year budget review is as follows;

Decrease in Operating Revenue	$3,500
Increase in Operating Expenditure	$37,689
Decrease in CAPEX	-($38,000)
Nett position (cost increase)	$3,189

The above does not take into consideration any leave reserve fund transfers.

OFFICER RECOMMENDATION / COMMITTEE DECISION

That the financial statements to 31 January 2021 be received and the mid-year budget review be noted.

Moved: Cr Caroline Harben.
Seconded: Cr Karen Farley

Carried

5. MATTERS FOR INFORMATION

Library Management Agreement

The review of the Library Management Agreement has been underway for a considerable period and there still doesn't appear to be an appetite to resolve the issue of the governance structure for the Library Management Committee (LMC) under the existing agreement. A draft replacement agreement has been presented however there still appears to be issues with endorsing this. The new agreement was to replace the existing agreement, which has a heavy emphasis on the construction phase of the library and then establishes a committee structure that hasn't been established in accordance with the Local Government Act 1995.
There are a number of options going forward;
Endorse the new agreement, including a review period and consideration of a cap on the population used for contributions (raised by TOMP). A Library Management Group would be established to replace the LMC.

Continue with the existing agreement, which would require the LMC to be formally established as a committee (under the auspice of the SoPG), with existing member representation as per the current agreement.

Continue with the existing agreement, with a Library Management Group established to operate in place of the LMC. Again, this would be auspiced through the SoPG.

Motion: Mosman Park to provide the Shire of Peppermint Grove C.E.O. details of the areas in the draft agreement that need verification.

Moved: Cr Caroline Harben.
Seconded: Cr Karen Farley

Carried

Cr Harbin departed at 9.51 AM

Request for 2021 waiver of Westcoast Community Group payment.

Westcoast Community Groups is seeking further consideration that the Library Management Committee waive the $9000 for 2021 due to the serious ongoing financial impact Covid19 has had on the organisation. During 2020 the major income stream for

Westcoast has ceased with no talks, Mah-Jong, Canasta and other in-house events. Due to government social distancing requirements attendances at events have been minimal. Therefore, they are seeking consideration to waive the 2021 $9000 contribution for the use of the Community Room.

Motion: Contribution waiver to be supported up to 30 June 2021, subject to supporting financial records being provided to Shire of Peppermint Grove C.E.O. The waiver may be extended through to 30 December 2021 if the W.C.C. wish to apply.

Moved: Mayor Brett Pollock
Seconded: Cr Karen Farley

Carried

Grant Application for outdoor furniture for The Community Centre.

A grant application has been submitted (Stronger communities Programme)
to purchase outdoor furniture for the deck space at the Grove Community Centre.
The grant requires a matching contribution from the local government bodies.
An amount of $5000 has been set aside for this purpose.

For Noting

Café Lease
The Lessee has requested one weeks rent to be waived due to the recent Covid shutdown.
The Shire of Peppermint Grove C.E.O. granted this.

Coming event at the Grove Library

- Exhibition: The Earle Sisters: pioneering women of Peppermint Grove
  Library Main Hall 15th to 28th February.
- School Holiday event : Chickens hatching in the library
  Library Main Hall 29th March to 16 April.
- Exhibition: Cottesloe Beach. National Trust Heritage Festival 2021
  Library Main Hall 20th April to 2nd May.

6. NEXT MEETING

The next scheduled ordinary meetings of the Library Management Committee is:

Thursday 6 May 2021, with a possible special meeting to deal with the Draft Agreement.

7. CLOSURE

Meeting Closed at 10.05 am