



SHIRE OF PEPPERMINT GROVE

ATTACHMENTS

Ordinary Council Meeting

26th March 2024

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Ordinary Council Meeting

8.1.1 Review of Local Planning Policy 6 and Local Planning Policy 8

Local Planning Policy 6 – Neighbour Consultation on Development

Local Planning Policy 8 – Construction Management Plans



Local Planning Policy 6 - Consultation on Development

Statutory Authority

Planning and Development Act 2005.

Planning and Development (Local Planning Schemes) Regulations 2015.

Shire of Peppermint Grove Local Planning Scheme No. 4 (as amended).

Purpose

This local policy intends to provide clear direction and explanation as to the basis for the Shire's community consultation requirements. It intends to influence the design and quality of proposals and to achieve consistency of deliberation on matters which call for judgement and consideration of site characteristics and merit of design proposals.

To ensure this policy remains relevant and effective, it will be regularly reviewed and updated. The Shire will apply this local planning policy to each case on its merits in order to achieve a balance between consistency and appropriate site related building and construction works.

Planning Objective

- To ensure courtesy notifications are provided to owner/occupiers in the immediate vicinity of proposed demolition work or building work that is exempt from development approval.
- To ensure natural justice and procedural fairness is afforded to affected parties and to improve the transparency of delegated decision-making as part of the development application process.
- To provide guidance as to when a courtesy notification or an advertising letter is to be provided to owner/occupiers in the immediate vicinity of proposed demolition work or building work that is subject to development approval.
- To clarify what information will be made available for public viewing.
- To provide guidance as to when a development application may be subject broader community consultation, and the obligations of proponents in such cases.

Statutory Basis

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

This policy should be read in conjunction with the Shire's Local Planning Scheme, Local Planning Policy Framework and Local Laws.

Policy Provisions

Not all demolition work or building work is subject to a building permit or development approval. This local policy applies to demolition work, building work and development for which the Shire is the Permit Authority or the Determining Authority.

It is best practice that builders notify neighbouring properties prior to commencing work, however

this is not always the case. It is Council policy that a courtesy notification process is undertaken by staff when receiving an application for demolition work or building work not subject to development approval. Demolition and building applications must be determined within a statutory time frame and cannot be withheld unless the documentation is incomplete.

Community consultation is embedded into the development application process and allows for submissions to inform the decision-making process. The means and extent of notification is informed by the nature of the proposed development and the site context.

Courtesy Notification Requirements

Courtesy notifications are to be provided to owner/occupiers or strata managers for properties in the immediate vicinity of proposed demolition work or building work that is exempt from development approval for which the Shire is the Determining Authority.

Courtesy notifications shall be provided in circumstances where there is no ability to view the application or to make a formal submission.

The immediate vicinity shall include any property with a shared boundary or directly opposite a street or right-of-way fronting the site.

Advertising Letter Requirements

Advertising letters are to be provided to owner/occupiers and strata managers for properties in the immediate vicinity of proposed demolition work or building work that is subject to development approval for which the Shire is the Determining Authority.

Advertising letters shall invite affected parties to view the application and allow a minimum of fourteen (14) days in addition to a further three (3) working days when sent by post to make a written submission. The period between the Christmas and New Year public holidays shall not count towards the advertising period.

Should the development application rely on a variation to a local planning scheme requirement, or the design principles contained in the R-Codes, variation(s) are to be acknowledged.

Should the development application be determined at an Ordinary Council Meeting, or by a Development Assessment Panel, any party who makes a submission will be subsequently notified of the meeting dates.

The immediate vicinity shall include any property with a shared boundary or directly opposite a street or right-of-way fronting the site.

Proponent Obligations for Development Applications

The Shire will make available for public viewing a copy of all relevant development application materials. Should a proponent not wish the location of panic rooms, inbuilt safes, or other sensitive information to be viewed by the public a redacted plan set must be provided for advertising purposes.

The proponent must erect at their own cost and maintain for the duration of the advertising period an A1 dimensioned sign on each public street fronting the site. In the case of strata complexes the signage must be erected on each public street fronting the parent lot. The sign must be fabricated or laminated to provide weather protection. The Shire will provide a template for the sign and confirm the required location(s).

The proponent may be directed to publish at their own cost a public notice in a locally circulated newspaper and provide proof of posting. The Shire will provide a template for the public notice.

In accordance with the Shire's Schedule of Fees and Charges the distribution of more than ten (10) advertising letters attracts an administrative fee payable prior to determination of the application.

Where a Construction Environmental Management Plan is a requirement for demolition work or building work, the proponent must notify owner/occupiers prior to the commencement of works. Local Planning Policy 8 – Construction Environmental Management Plans further details notification and complaints resolution obligations.

Consultation for Complex or Community Sensitive Development Applications

Complex development applications include proposals determined by a Development Assessment Panel, proposals seeking to significantly alter the original heritage fabric of a Category 1 heritage-listed place, or an ‘A’ use in the local planning scheme that requires advertising in accordance with clause 64 of the Deemed Provisions.

Community sensitive development applications are those likely to be of broader community interest such as restricted or child care premises, due to their proximity to sensitive land uses such as places of worship or education facilities, or due to their potential to impact locally or regionally significant views.

In addition to the erection of signage, complex and community sensitive development applications require a public notice to be published, advertising letters to be more-widely distributed, and advertising on the Shire’s website.

Variations to this Policy

The Shire may apply discretion as to the means in which community consultation is undertaken and, in the case of development applications, the time frame to receive written submissions.

Local Planning Policy 6

Policy Reference	Formal Description	Service Line
LPP 6	Consultation on Development	Development Services
Implementation:		
Adoption and Modification	2020	Development Services
Review Date	March, 2024	Development Services



Local Planning Policy 8: Construction Environmental Management Plans

Statutory Authority

Planning and Development Act 2005.

Planning and Development (Local Planning Schemes) Regulations 2015.

Building Act (WA) 2011 and Building Regulations 2012.

Shire of Peppermint Grove Local Planning Scheme No. 4 (as amended).

Purpose

This local policy shall apply to all matters considered pursuant to Local Planning Scheme No.4 (LPS 4) and where the Council may exercise its discretion to vary Scheme requirements, to advise on site and building design, and/or processes associated with the assessment and implementation of development and matters related to its implementation.

The local policy intends to provide clear direction and explanation as to the basis for the Shire's Construction Environmental Management Plan (CEMP) requirements. It intends to influence the supporting documentation provided to support proposals and to achieve consistency of deliberation on matters which call for judgement and consideration of site characteristics and merit of design proposals.

To ensure this policy remains relevant and effective, it will be regularly reviewed and updated. The Shire will apply this local planning policy to each case on its merits in order to achieve a balance between consistency and appropriate site related building and construction works.

Context

The Shire's Local Planning Strategy recognises the importance of maintaining and enhancing the Shire's streetscapes.

In the case of Peppermint Grove, the scale of residential construction places significant pressure on the availability of on street parking and has the potential to disrupt traffic and pedestrian movement for extended periods. Dry summers and strong prevailing winds from both the southwest and east further contribute to the potential for dust impacts. It is in this context that the Shire requires proponents and their contractors to ensure effective controls and contingencies are in place to manage development.

A CEMP shall be a standard requirement for all demolition permits, development applications, and works exempt from development approval that require a building permit unless the works are deemed by the Shire to be a negligible risk.

Planning Objective

- *To ensure the effective management of demolition, construction and siteworks within the Shire of Peppermint Grove.*
- *To ensure that development is undertaken in a responsible manner that minimises impacts on surface and groundwater quality, verge infrastructure, rights-of-way, vegetation, traffic and pedestrian movement.*
- *To maintain the local amenity in the vicinity of all works.*

Statutory Basis

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

The terms development, building work and demolition work used in this local policy, have the same meaning as that defined in the *Planning and Development Act, 2005* and the *Building Act, 2011*.

Pursuant to Section 18(1) of the Building Act (WA) 2011 the Shire may require the applicant to submit a Construction Environmental Management Plan (CEMP) with a building application, or pursuant to section 20(1)(n) and (o) evidence compliance with a development application that has force or effect.

This policy should be read in conjunction with the local planning policy framework and local laws.

If there is a conflict between the local policy and the Shire's Activities in Thoroughfares, Public Places and Trading Local Law 2021 or the Shire's Fencing Local Law 2021, then this local policy shall prevail.

Policy Provisions

The content of a CEMP must have a nexus between what is being proposed (the potential risk the activity presents to the amenity of the area) the control measures to be employed. The Site Risk Assessment Matrix attached to this local policy will determine the risk classification and inform baseline dust and sediment control measures.

Every CEMP must address the following matters and include a scaled and legible site plan suitable for formal endorsement.

1. Provide an outline of the proposed building or demolition work, the vehicles and machinery required, timeframe for completion, staging and construction hours.
2. Nomination of a Site Superintendent and the contact details of key site personnel.
3. Completion of the Site Risk Assessment Matrix contained in this local policy.
4. Management of stormwater and wastewater including sediment and erosion control.
5. That noise emissions will be contained within the limits established by the Environmental Protection (Noise) Regulations 1997 and any applicable practices that will be implemented as set out in AS 2436-2010 Guide to Noise Control on Construction, Maintenance and Demolition Sites.
6. Traffic management including site access and safety controls (such as signage and devices), how streets (including communal streets and rights-of-way) and footpaths will remain unobstructed, and contractor parking arrangements including adherence with parking restrictions.
7. The loading and unloading of materials including maneuvering and minimising impacts on rights-of-way.

8. The means to protect vegetation and verge trees, kerbs, footpaths, and other Shire infrastructure.
9. The location and purpose of temporary site buildings and the location of laydown areas.
10. The management of waste materials and the location of bulk bins.
11. Site security (such as temporary fencing and monitoring).
12. How pool safety barriers will be maintained (if applicable).
13. Stakeholder consultation and complaints management practices, a copy of any notification letter and the extent of distribution, and emergency arrangements.

Site Plan

The accompanying site plan must show the existing and proposed building footprint and identify the location of laydown areas, waste receptacles, sediment control, temporary buildings and toilets for construction purposes, tree protection zones, temporary fencing and contractor parking.

Site Risk Assessment

The Site Risk Assessment Matrix contained in this local policy and the corresponding provisions, contingency arrangements and monitoring requirements have been sourced from the *Guideline for Managing the Impacts of Dust and Associated Contaminants from Land Development Sites, Contaminated Sites Remediation and Other Related Activities* (Guidelines) produced by the Department of Biodiversity, Conservation and Attractions and adapted to respond to the local context.

The risk classification determined by the Site Risk Assessment Matrix will determine the baseline provisions and contingency arrangements pertaining to dust and sediment control and the monitoring requirements outlined in the CEMP. The risk classification is informed by the type and scale of the activity, the proximity to other land uses, and climatic factors. Proponents may propose alternative arrangements provided it can be demonstrated that they will exceed the baseline requirements listed below.

All CEMP's must include monitoring measures a complaints management process that provides complainants an opportunity to be heard and to seek a resolution without the need to escalate the matter to the Shire. A written record of complaints must be made available to the Shire upon request.

Activities classified as low or medium risk undertaken in whole or in part during the dry period (1 October – 31 March) will automatically be classified as medium or high risk (respectfully).

Site Classification	Provisions	Contingency Arrangements	Monitoring Requirements
Site Classification 1 – under 199 (Negligible Risk) typically internal alterations, minor structures, and fencing. CEMP not required.	Nil	Nil	Nil

Site Classification	Provisions	Contingency Arrangements	Monitoring Requirements
<p>Site Classification 2 – 200 to 399 (Low Risk) typically small outbuildings, patios, minor additions, and retaining walls.</p>	<ul style="list-style-type: none"> ▪ A contingency should dust impacts occur such as use of a water cart and/or wind fencing. ▪ Wash down areas located away from stormwater drains. 	<ul style="list-style-type: none"> ▪ Include an allowance for water-cart operation, wind fencing and surface stabilisation (geofabric or chemical suppressants) during the construction period for the purposes of dust suppression. ▪ The means to stabilise areas of disturbed land to ensure that exposed areas are kept to a practical minimum. 	<ul style="list-style-type: none"> ▪ Complaints management system in place (complaints recorded and acted on promptly). ▪ Notice to be erected at the site, providing contact details of the person to be contacted and works.
<p>Site Classification 3 – 400 to 799 (Medium Risk) typically large outbuildings, more significant additions, new houses and siteworks requiring the removal of topsoil.</p>	<ul style="list-style-type: none"> ▪ Appropriate wind fencing to be stored on site or available within one hour of being required by the Shire or site supervisor. ▪ The means to stabilise stockpiles, areas of disturbed land and trenching to ensure that exposed areas are kept to a practical minimum. ▪ Wash down areas located away from stormwater drains. 	<ul style="list-style-type: none"> ▪ A water cart of not less than 1000 litres capacity or other suitable alternatives (geofabric or chemical suppressants) to be available within 18 hours of being requested by the Shire or site supervisor. ▪ If directed by the Shire or site supervisor the cessation of dust generating activities until such time as wind fencing, geofabric or chemical stabilisation is implemented. ▪ Sediment control fencing and temporary drainage to reduce runoff. 	<ul style="list-style-type: none"> ▪ Complaints management system in place (complaints recorded and acted on promptly) and register to be made available to the Shire upon request. ▪ Notice to be erected at the site, providing contact details of the person to be contacted and works.

Site Classification	Provisions	Contingency Arrangements	Monitoring Requirements
<p>Site Classification 4 – over 900 (High Risk) typically significant demolition and siteworks, new houses with basements and substantive commercial development.</p>	<ul style="list-style-type: none"> ▪ Notification letters to neighbours and the Shire to be distributed to an agreed radius no less than 48 hours prior to the commencement of works. ▪ Wind fencing and sediment control to the extent and in locations agreed by the Shire to be installed on site prior to the commencement of works and to remain in position until the disturbed soil is stabilised. ▪ The means to stabilise and minimise stockpile height, areas of disturbed land and trenching to ensure that exposed areas are kept to a practical minimum. ▪ Wash down areas located away from stormwater drains. 	<ul style="list-style-type: none"> ▪ A water cart of not less than 1,000 litres capacity or other suitable alternatives (geofabric or chemical suppressants) to commence immediate watering. ▪ If directed by the Shire or site supervisor the cessation of dust generating activities until such time as wind fencing, geofabric or chemical suppressants are implemented. ▪ Sediment control fencing and temporary drainage to reduce runoff. 	<ul style="list-style-type: none"> ▪ Complaints management system in place (complaints recorded and acted on promptly) and register to be made available to the Shire upon request. ▪ Notice to be erected at the site, providing contact details of the person to be contacted and works. ▪ Dust monitoring at boundaries or at sensitive sites such as Presbyterian Ladies College and Cottesloe Primary School is encouraged and may be required.

Noise and Vibration Management

Construction work shall be conducted in accordance with the *Environmental Protection (Noise) Regulations 1997* and section 6 of Australian Standard: *AS2436:2010 – Guide to Noise and Vibration Control on Construction, Demolition, and Maintenance Sites*.

The Shire does not support construction outside of the hours of 7am to 7pm or on Sundays or public holidays. Should construction work be required outside these hours a Nightworks Permit is required to be submitted for the prior approval of the Shire. Please contact the Shire for further information on the application requirements for Nightworks Permits.

Significant works such as large-scale demolition projects and deep excavation in the immediate vicinity of heritage listed places and noise sensitive sites such as Presbyterian Ladies College and Cottesloe Primary School may require off-site noise monitoring and dilapidation reporting. Dilapidation reports help protect proponents and landowners in the face of possible damage claims because they create a record of the condition of surrounding infrastructure and properties, including trees, shrubs, fences, paving and driveways. They are prepared by an impartial third party, like a building consultant or a professional structural engineer.

Traffic Management Plans

The CEMP for activities likely to cause significant disruption to motorists or pedestrians including through street or footpath closures, requiring a significant workforce, or the closure of a public car park during trading periods, should be supported by a standalone Traffic Management Plan prepared by a suitably qualified traffic engineer having additional regard to impacts on the broader road network including the avoidance of heavy vehicle movements through school zones.

Enforcement and Penalties

Should the CEMP not be complied with, the Shire is able to issue a written direction to stop development under Section 214(2) of the *Planning and Development Act, 2005*. Section 214(7) of the *Planning and Development Act, 2005*, prescribes that a person who fails to comply commits an offence, and is liable to prosecution in the Magistrates Court.

The general penalty for such an offence is a fine of up to \$200,000 (for an individual), and in the case of a continuing offence, a further maximum fine of up to \$25,000 (for an individual) for each day during which the offence continues, under Section 223 of the *Planning and Development Act, 2005*. For a corporation, the maximum penalties are multiplied by five.

Alternatively, the Shire may issue a Planning Infringement Notice (PINs) under Part 13 of the *Planning and Development Act, 2005*. PINs are a modified penalty of up to \$500 and can be issued for any offence against a Local Planning Scheme. In the case of a continuing offence, a further maximum fine of up to \$500 for each day during which the offence continues may be issued.

Variations to this Policy

Shire discretion may be granted to the CEMP content having regard to the proponent clearly demonstrating the ability to achieve the local policy objectives.

Local Planning Policy – 8

Policy Reference	Formal Description	Service Line
LPP 8	Construction Environmental Management Plans	Development Services
Implementation:		
Adoption and Modification	2020	Development Services
Review Date	March, 2024	Development Services

Local Planning Policy 8 Construction Environmental Management Plans

Site Risk Assessment Matrix

To determine the potential dust and stormwater/wastewater risk associated with the demolition work and/or building work, the following matrix must be completed and submitted with your CEMP.

Please note: **Demolition or building works undertaken in whole or in part during the dry period (1 October – 31 March) sites assessed as Class 3 will automatically become Class 4, and sites assessed as Class 2 will automatically become Class 3.**

Part A Nature of the Site

Item	Score Options (please circle)				Allocated Score
1. Nuisance potential of soil when disturbed	No soil disturbance.....0		Medium.....4	High.....6	
2. Topography and protection provided by undisturbed vegetation	Sheltered and screened.....1	Medium screening.....6	Little screening.....12	Exposed and wind prone.....18	
3. Total area of the site disturbed by the works inclusive of laydown and trafficable areas.	Less than 5,000m ²1	Between 5,000m ² and 1 hectare.....3	Greater than 1 hectare..6		
4. Type of work being done	Internal works/no change to building footprint.....1	Fencing and minor changes to building footprint(s) no earthworks.....3	Major changes to building footprint(s) and earthworks.....6	Significant construction and bulk earthworks.....9	
Total Score for Part A					

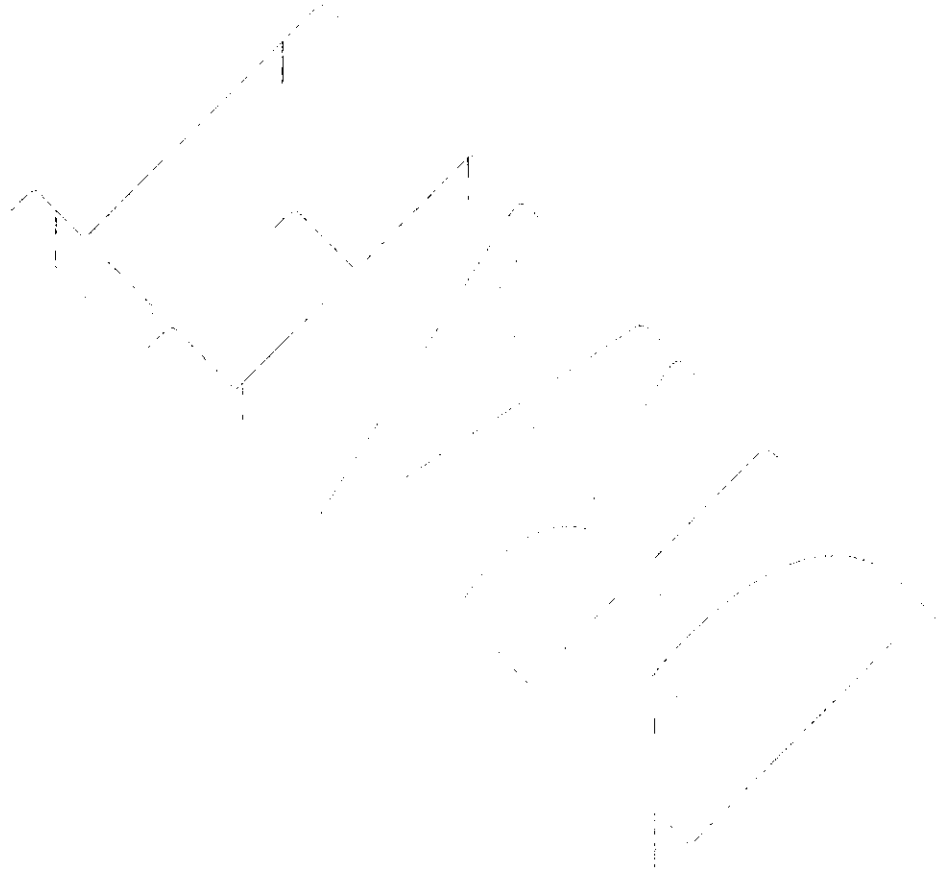
Part B Site Context

Item	Score Options (please circle)				Allocated Score
1. Distance of other sensitive landuses from the site (schools and homes)		Over 100m.....6	50m to 100m.....9	Less than 50m.....12	
2. Effect of prevailing wind directions (at time of construction) on other landuses	No soil disturbance.....0		Dense/sensitive land uses affected by one prevailing (easterly or westerly) wind direction.....9	Dense/sensitive land uses affected by prevailing (easterly and westerly) winds.....12	
Total Score for Part B					

Site Classification Score (A x B) =

DRAFT

Site Classification Score (A x B) =





Ordinary Council Meeting

8.3.1 - List of Accounts Paid February 2024

8.3.1 (a) Accounts Paid - February 2024

Payment / Invoice	Date Description	Amount
EFT Payment		
EFT Payment - EFT00562		
1 - Australia Post		
1012945184	03/01/24 Mail and postage Dec 23	16.88
	Total 1	16.88
1933 - KONE ELEVATORS PTY LTD		
198171518	16/01/24 Maintenance Electrical Failure Elevator - 12/1/24	262.79
	Total 1933	262.79
2414 - Open Systems Technology Pty Ltd (Council First)		
SI008244	22/01/24 Microsoft 365 Jan 2024	2,158.78
SI008238	18/01/24 Additional Teams and Propertywise User Jan/Feb 2024	88.00
SC000684	01/01/24	
	Total 2414	2,246.78
300 - VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD		
PO033301 PO03275	01/01/24 Depot Waste - Veolia 4.5 Skip Bin	621.78
	Total 300	621.78
3007 - TOTAL PACKAGING (WA) PTY LTD		
PO033303 PO03518	13/01/24 Dog bags	3,432.00
	Total 3007	3,432.00
3025 - TOTAL EDEN Pty Ltd T/A Nutrien Water		
413011720 PO03298	19/01/24 Reticulation maintenance - Manners Hill Park	1,100.00
	Total 3025	1,100.00
3047 - PERTH IRRIGATION CENTRE (PIC)		
I2919 PO03510	17/01/24 Retic parts	1,797.60
	Total 3047	1,797.60
3048 - Western Australian Local Government Assoc. (WALGA)		
SI007869 PO03475	01/01/24 elearning procurement basics	242.00
	Total 3048	242.00
3050 - ENVIRO SWEEP PTY LTD (EWCS)		
117633 PO03279	17/01/24 Road Sweeping Contractor	2,424.08
	Total 3050	2,424.08
3124 - WA TREASURY CORPORATION		
GFEE JAN 2024	23/01/24 Govt. Guarantee Fee GFEE - Jan 2024	2,295.85
	Total 3124	2,295.85
3141 - TOTALLY WORKWEAR - CANNING VALE		
CVZ1400.D1 PO03538	16/01/24 Safety boots	359.86
	Total 3141	359.86
3180 - RSEA SAFETY PTY LTD		
13102103 PO03560	01/01/24 Depot WHS - old FY22/23 invoice that was not received	1,426.63
	Total 3180	1,426.63
3224 - ACTION LOCK SERVICE		
1069247 PO03551	24/01/24 replac or repair external handle hardware	165.00
	Total 3224	165.00
3344 - Western Australian Electoral Commission - WAEC		
3621	15/01/24 Local Govt. Electrion 2023	6,281.33
	Total 3344	6,281.33
3405 - PORTER CONSULTING ENGINEERS		
UU024010 PO03516	30/01/24 Crossland Court - No Through Road - Traffic Advice	4,774.00
	Total 3405	4,774.00
3550 - Connect Call Centre Services		
00115998	15/01/24 Overcall fee for contract CA0435 Dec 2023	29.32

Accounts Paid - February 2024

Payment / Invoice	Date Description	Amount
	Total 3550	29.32
3579 - PENNY ASKIN E0003		
240123 RFIMRI IRSEFMENT	23/01/24 Reimbursement for Cultural Awareness Workshop	22.21
	Total 3579	22.21
3604 - Officeworks		
011903000 P0003541	29/01/24 Cygnett Unite USB-C-in-1 keyring hub	393.77
	Total 3604	393.77
3660 - Iconic Property Services		
010000000 P0003321	01/01/24 Cleaning of Depot Building	11,640.28
P0003321	01/01/24 Cleaning of Depot Building	11,640.28
P0003321	01/01/24 Cleaning of Depot Building	11,640.28
P0003321	01/01/24 Cleaning of Depot Building	11,640.28
P0003321	01/01/24 Cleaning of Depot Building	11,640.28
P0003321	01/01/24 Cleaning of Depot Building	11,640.28
P0003321	01/01/24 Cleaning of Depot Building	11,640.28
P0003321	01/01/24 Cleaning of Depot Building	1,033.22
	Total 3660	82,515.18
3929 - Moore Australia WA Pty Ltd		
3939 P003548	22/01/24 2xRegistration for 1 March - 2024 Budget Workshop	2,112.00
	Total 3929	2,112.00
3932 - Omnicom Media Group Australia Pty Ltd Marketforce		
1706479 P003459	13/01/24 Post ad new council dates 2024	694.63
	Total 3932	694.63
3943 - Pay@billy Pty Ltd T/A Benefit@billy		
PJ000840	25/01/24 FORTNIGHT 2024-15 - From Payroll	661.11
	Total 3943	661.11
3951 - Metal Artwork Badges D&L Studio Pty Ltd		
23289 P003545	17/01/24 2 badges EM	35.64
23326 P003549	22/01/24 Badges for pool inspectors	35.64
	Total 3951	71.28
3976 - Richardson Strata Management Services		
0A2020/00000 RFFIINN	24/01/24 0A2020/00000 REFUND Richardson Strata management Services	1,000.00
	Total 3976	1,000.00
52 - Iron Mountain Australia Group Pty Ltd		
AUD308957	01/01/24 Storage archive June to July 2023	16.74
AUD372093	01/01/24 Storage archive November 2023	15.77
	Total 52	32.51
660 - WORMALD Australia		
9124798	21/01/24 Contract 162777-01 annual inspection Jan 2024	650.10
	Total 660	650.10
693 - Clean City Group Pty Ltd		
1613 P003276	01/01/24 Waste - Bin Return Service	2,475.00
1617 P003276	22/01/24 Waste - Bin Return Service	825.00
1620 P003276	29/01/24 Waste - Bin Return Service	825.00
	Total 693	4,125.00
883 - FujiFilm Business Innovations Australia PtyLtd		
QH349806	01/01/24 AP6C3371-4 SN:523608 2/01/24-1/04/24	440.00
QH349906	01/01/24 AP6C3371-4 SN:523624 2/1/24 - 1/04/24	440.00
QH350006	01/01/24 AP6C557-4T SN:56370 2/01/24 - 1/04/24	550.00
	Total 883	1,430.00
	Total EFT00562	121,183.69

Accounts Paid - February 2024

Payment / Invoice	Date	Description	Amount
EFT Payment - EFT00564			
162 - Western Metropolitan Regional Council			
M-2402130	31/01/24	WMRC Tip Passes	6,318.24
		Total 162	6,318.24
2414 - Open Systems Technology Pty Ltd (Council First)			
SI008257	02/02/24	STP Transactions - December 2023	33.00
SI008261	02/02/24	Avepoint Cloud Backup February 24	111.38
		Total 2414	144.38
300 - VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD			
30039321 P003275	01/01/24	Depot Waste - Veolia 4.5 Skip Bin	497.42
		Total 300	497.42
3020 - GLENN SWIFT ENTERTAINMENT			
131223 PO03528	01/02/24	Santa and the Elf Christmas Storytime	550.00
		Total 3020	550.00
3025 - TOTAL EDEN Pty Ltd T/A Nutrien Water			
413031905 P003298	19/01/24	Reticulation maintenance - Manners Hill Park	941.73
		Total 3025	941.73
3036 - Perth Auto Alliance Pty Ltd T/AS Challenger, Lynford, Titan Ford			
1111031030210 P003554	06/02/24	Ford Ranger 1HSL026 45K service	744.00
		Total 3036	744.00
3047 - PERTH IRRIGATION CENTRE (PIC)			
13449 PO03552	08/02/24	Retic parts	119.90
		Total 3047	119.90
3057 - CTI Couriers			
CISC4653626	31/01/24	Courier Library Van January 2024	625.78
		Total 3057	625.78
3079 - ABCO PRODUCTS PTY LTD			
111920001 P003571	12/02/24	Hand towels	93.61
		Total 3079	93.61
3099 - Bee Advice			
290124 PO03557	02/02/24	Wasp Nest - Keanes Point	180.00
		Total 3099	180.00
3120 - Westbooks			
339800 PO03499	02/02/24	Adult books selected online	504.84
		Total 3120	504.84
3179 - MAJOR MOTORS PTY LTD			
1477684 PO03546	22/01/24	Isuzu tail light lens	26.50
		Total 3179	26.50
3221 - NAPOLEON PAPIER & CO			
3044 3054 3070 3111 3115 3120	31/01/24	Magazines as selected	419.64
		Total 3221	419.64
3378 - STYLUS DESIGN			
1119-12100 P003532	01/02/24	Design and file prep of SoPG Annual Report 2022-23	3,509.00
		Total 3378	3,509.00
3660 - Iconic Property Services			
PS1030400 PS033281	01/01/24	Cleaning of Depot Building	2,493.23
PS033281	01/01/24	Cleaning of Depot Building	2,493.23
PS033284	31/01/24	Cleaning of Depot Building	4,245.29
PS033284	01/01/24	Consumable for Office	639.32
PS033281 P003281	24/01/24	Cleaning of Depot Building	1,684.98
		Total 3660	11,556.05

Accounts Paid - February 2024

Payment / Invoice	Date Description	Amount
3735 - Vocus Ltd		
P1111554	01/02/24 Library Site A WIFI 1/02/24-29/02/24	526.90
P1112915	01/02/24 Library Public WIFI 01/02/24-29/02/24	1,043.90
P1112023	01/02/24 Shire Admin WIFI February 2024	603.90
81094-020224	02/02/24 Yealink Phones 1/02/24 to 29/02/24	594.65
	Total 3735	2,769.35
3783 - Chellev Hawley Pty Ltd t/as Sifting Sands		
INV-2264 PO03561	09/02/24 Keanes Point playground - sand cleaning	1,023.00
	Total 3783	1,023.00
3786 - Profounder Turfmaster Pty Ltd		
INV-1349 PO03278	02/01/24 Mowing - Manners Hill Park	5,775.00
	Total 3786	5,775.00
3787 - Schaffer Loaders - AgTech Int.Pty.Ltd.		
UUU55134 P003553	01/02/24 Schaffer 3550 loader maintenance	632.50
	Total 3787	632.50
3878 - Market Creations Technology Pty Ltd T/as Intergrated ICT		
30724	24/01/24 Managed Service Agreement January 2024	1,012.88
30723	24/01/24 Managed Service Agreement Admin January 2024	1,418.12
30761	24/01/24 Microsoft 365 Business Basic January 24	9.90
30917	31/01/24 Backup Storage per GB January 24	310.26
30938	31/01/24 Security Service January 2024	1,199.00
	Total 3878	3,950.16
3902 - The Trustee for Q&B Trust T/as U Can Hatch Us		
1686 PO03212	01/02/24 chicken hatching program	346.50
	Total 3902	346.50
3911 - John F. Filippone T/as Procurement Plus		
U2U23-24-0135 P003443	05/02/24 Procurement services for various RFQ	2,171.40
	Total 3911	2,171.40
3919 - Drainflow Services Pty Ltd		
UUU10327 P003280	01/01/24 Contract drainage gully educting services	1,067.00
	Total 3919	1,067.00
3943 - Pay@bilty Pty Ltd T/A Benefit@bilty		
PJ000842	08/02/24 FORTNIGHT 2024-16 - From Payroll	661.11
Z4U117 JCC NOVATED	17/01/24 240117 JCC NOVATED	157.57
	Total 3943	818.68
3971 - Infinitum Technologies		
14972 PO03535	07/02/24 Chambers video conferencing setup	7,595.50
	Total 3971	7,595.50
3974 - LG Best Practices		
22366 PO03539	31/01/24 Rates service - initial trial 40 hours	132.00
	Total 3974	132.00
3977 - Grandview Construction		
BA2022/00046 IS IRVINE STRFFT	13/02/24 BA2022/00046 15 Irvine St Bond Refund	2,500.00
	Total 3977	2,500.00
448 - LANDGATE		
390519	15/01/24 GRV INT VALS JOB NO:236002 G2023/7, 8 & 9	223.08
	Total 448	223.08
516 - McLeods Barristers & Solicitors		
133917	31/01/24 matter NO: 51457 McComish v Shire of Peppermint Grove PR116 of 2023	1,199.00
133785	30/01/24 Advice on OST agreement	1,634.05
	Total 516	2,833.05

Accounts Paid - February 2024

Payment / Invoice	Date Description	Amount
52 - Iron Mountain Australia Group Pty Ltd		
AUD420654	31/01/24 Storage Archive February 2024	15.77
	Total 52	15.77
598 - PHIL JOHNSON PLUMBING & GAS		
UUU 18003 P003537	10/01/24 Another leak under pavers near postbox on Leake Street	324.00
	Total 598	324.00
693 - Clean City Group Pty Ltd		
1623 PO03276	05/02/24 Waste - Bin Return Service	825.00
1624 PO03276	12/02/24 Waste - Bin Return Service	825.00
	Total 693	1,650.00
867 - Dept of Mines Industry Regulation & Safety (DMIRS)		
Z4UZUZ BDL JANUARY 2024	02/02/24 BA2023/00042 1J/ 460 Stirling HW	382.30
	Total 867	382.30
	Total EFT00564	60,440.38
EFT Payment - EFT00563		
3000 - SuperChoice Aware Superannuation		
PJ000836	11/01/24 FORTNIGHT 2024-14 - From Payroll	4,891.16
PJ000840	25/01/24 FORTNIGHT 2024-15 - From Payroll	4,665.61
JANUARY 2024	31/01/24 Superannuation Contribution	25,433.23
	Total 3000	34,990.00
	Total EFT00563	34,990.00
EFT Payment - EFT00565		
3029 - Australian Taxation Office		
PJ000836	11/01/24 FORTNIGHT 2024-14 - From Payroll	19,357.57
PJ000838	11/01/24 FORTNIGHT 2024-14 - From Payroll	1,976.00
PJ000840	25/01/24 FORTNIGHT 2024-15 - From Payroll	19,555.57
	01/02/24 GST Settlement JAN	32,585.00
	01/02/24 GST Settlement JAN	17,989.00
	Total 3029	55,485.14
	Total EFT00565	55,485.14
Grand Total - EFT Payment		272,099.21
		Sub-total EFT
		\$ 272,099.21
Other		
Other - DD00484		
123 - Synergy		
2018017600	15/01/24 Library Electricity 11/11/23-08/12/23	3,685.35
	Total 123	3,685.35
	Total DD00484	3,685.35
Other - DD00490		
123 - Synergy		
2078020811	01/02/24 Streetlights (2) MHP 28 Dec 23 to 27 Jan 24	39.25
	Total 123	39.25
	Total DD00490	39.25
Other - DD00488		
123 - Synergy		
2018060456	08/02/24 Streetlights 25/10/23 to 24/11/23	3,481.68
	Total 123	3,481.68
	Total DD00488	3,481.68
Other - DD00489		
123 - Synergy		

Accounts Paid - February 2024

Payment / Invoice	Date	Description	Amount	
2018060457	08/02/24	Streetlights 25 Nov to 24 Dec 23	3,338.98	
		Total 123	3,338.98	
		Total DD00489	3,338.98	
Other - DD00483				
3062 - WATER CORPORATION				
9016499388 0078	15/01/24	Shire Office 7 Nov 23 to 12 Jan 24	1,299.11	
		Total 3062	1,299.11	
		Total DD00483	1,299.11	
Other - DD00485				
3062 - WATER CORPORATION				
9001300655 0115	22/01/24	Tennis Courts Bayview Tce	233.52	
		Total 3062	233.52	
		Total DD00485	233.52	
Other - DD00486				
3062 - WATER CORPORATION				
9001298479 0067	23/01/24	Drainage reserve at Johnston Street	11.12	
		Total 3062	11.12	
		Total DD00486	11.12	
Other - DD00487				
3062 - WATER CORPORATION				
9001298815 0139	23/01/24	Reserve at 63 Johnston Street	513.55	
		Total 3062	513.55	
		Total DD00487	513.55	
Other - DD00482				
3899 - Grenke GC Leasing Melbourne Pty Ltd				
51229/2023	15/12/23	Equipment protection for the year 2024	1,308.64	
56263/2023	15/12/23	Quarterly fee for the period 1/1/24 to 31/3/24	5,672.80	
		Total 3899	6,981.44	
		Total DD00482	6,981.44	
Grand Total - EFT Payment			19,584.00	Sub-total D/D
			\$ 19,584.00	
Other - CCP00048				
3084 - Shire Credit Cards -NAB Visa flexi purchase				
NAB VISA FEES	01/02/24	NAB VISA FEES 29 DEC TO 29 JAN 2024	110.00	
SF CLS 29 DEC	01/02/24	SF CLS 29 DEC TO 29 JAN 2024	149.32	
JC MDS 29 DEC	01/02/24	JC MDS 29 DEC TO 29 JAN 2024	1,094.53	
JG MDS 29 DEC	01/02/24	JG MDS 29 DEC TO 29 JAN 2024	6.82	
LH ALS 29 DEC	01/02/24	LH ALS 29 DEC TO 29 JAN 2024	988.40	
DN MIS 29 DEC	01/02/24	DN MIS 29 DEC TO 29 JAN 2024	1,904.06	
RY DEPOT 29 DEC	01/02/24	RY DEPOT 29 DEC TO 29 JAN 2024	712.21	
TW DEPOT 29 DEC	01/02/24	TW DEPOT 29 DEC TO 29 JAN 2024	492.33	
DB CEO 29 DEC	01/02/24	DB CEO 29 DEC TO 29 JAN 2024	17.02	
		Total 3084	5,474.69	
		Total CCP00048	5,474.69	
Grand Total - Other			5,474.69	Sub-total C/C
			\$ 5,474.69	
Grand Total Accounts paid - February 2024			\$ 297,457.90	

8.3.1 (b)

Payment Selections

Shire of Peppermint Grove

14/02/2024 10:39 AM

Page 1

TIA.JEFFERIES

Journal Template Name: PAYMENTS, Journal Batch Name: CCARDS

Type	Date	Reference	Currency Code	Original Amount	Previously Applied	Withholding Tax Deducted	This Payment	This Payment Discount	Balance Due
Invoice	1/02/2024	NAB VISA FEES 29 DEC TO 29 JAN		110.00	0.00	0.00	110.00	0.00	0.00
Invoice	1/02/2024	SF CLS 29 DEC TO 29 JAN 2024		149.32	0.00	0.00	149.32	0.00	0.00
Invoice	1/02/2024	JC MCCS 29 DEC TO 29 JAN 2024		1,094.53	0.00	0.00	1,094.53	0.00	0.00
Invoice	1/02/2024	JG MDS 29 DEC TO 29 JAN 2024		6.82	0.00	0.00	6.82	0.00	0.00
Invoice	1/02/2024	LH ALS 29 DEC TO 29 JAN 2024		988.40	0.00	0.00	988.40	0.00	0.00
Invoice	1/02/2024	DN MIS 29 DEC TO 29 JAN 2024		1,904.06	0.00	0.00	1,904.06	0.00	0.00
Invoice	1/02/2024	RY DEPOT 29 DEC TO 29 JAN 2024		712.21	0.00	0.00	712.21	0.00	0.00
Invoice	1/02/2024	TW DEPOT 29 DEC TO 29 JAN 2024		492.33	0.00	0.00	492.33	0.00	0.00
Invoice	1/02/2024	DB GEO 29 DEC TO 29 JAN 2024		17.02	0.00	0.00	17.02	0.00	0.00
	3084	Shire Credit Cards -NAB Visa flexi MUNI 1	National Australia Bank				5,474.69		
1 Vendors				Payment Total:			5,474.69		



Statement for NAB Visa Purchasing

NAB Purchasing & Corporate Card Support - GPO Box 9992 Melbourne Victoria 3001
Phone: 13 10 12 between 7am and 9pm AEST, Monday to Friday,
8am and 6pm AEST, Saturday and Sunday
Email: client.services@nab.com.au
Fax: 1300 656 519
Lost & Stolen Cards: 1800 033 103 (24 Hrs, 7 Days a Week)



049/2103
SHIRE OF PEPPERMINT GROVE
ATTN: PAUL RAWLINGS
PO BOX 221
COTTESLOE WA 6011

Your Account Summary

Balance from Previous Statement	\$7,778.71 DR
Payments and Other Credits	\$7,819.01 CR
Purchases, Cash Advances	\$5,350.43 DR
Interest and Other Charges	\$164.56 DR
Closing Balance	\$5,474.69 DR

Statement Period: 29 December 2023 to 29 January 2024

Company Account No: 4715 2799 0002 0601

Facility Limit: \$50,000

See reverse for transaction details

YOUR REQUIRED PAYMENT OF \$5,474.69 WILL BE DEBITED TO ACCOUNT 000086492- 0000508232566 ON THE DUE DATE 09/02/2024 AS PER OUR AGREEMENT.

Transaction Record For: Billing Account

Date	Amount A\$	Details	Explanation	Cost Coding	GST / FBT Paid	Reference
8 Jan 2024	\$7,778.71 CR	DIRECT DEBIT PAYMENT				74715274005
Total for this						
Period:	\$7,778.71 CR					

Cardholder Summary

Cardholder Account	Cardholder Name	Credit Limit	Payments and other Credits (A)	Purchases and Cash Advances (B)	Interest and Other Charges (C)	Net Totals (B + C - A)
4715-2766-5871-3858	FEE ACCT 000217852-0	\$0	\$0.00	\$0.00	\$110.00	\$110.00
4715-2766-5873-6875	MR DONOVAN NORGARD	\$5,000	\$0.00	\$1,897.24	\$6.82	\$1,904.06
4715-2766-5873-6883	MR STEWART FARLEY	\$2,000	\$0.00	\$142.50	\$6.82	\$149.32
4715-2766-5955-5241	MR DONALD S BURNETT	\$10,000	\$15.30	\$25.50	\$6.82	\$17.02
4715-2766-6054-1719	MR TIMOTHY CHARLES W	\$1,000	\$0.00	\$485.51	\$6.82	\$492.33
4715-2766-6054-1727	MR ROBERT IAIN YOUNG	\$1,000	\$0.00	\$705.39	\$6.82	\$712.21
4715-2766-6101-7578	MR LANCE HOPKINSON	\$5,000	\$25.00	\$1,006.58	\$6.82	\$988.40
4715-2766-6149-3555	JOEL LEE DIETER GAJI	\$5,000	\$0.00	\$0.00	\$6.82	\$6.82
4715-2766-6217-2539	MR JEREMY CHARLES CL	\$5,000	\$0.00	\$1,087.71	\$6.82	\$1,094.53
4715-2799-0002-0601	BILLING ACCOUNT	\$0	\$7,778.71	\$0.00	\$0.00	\$7,778.71 CR
			\$7,819.01	\$5,350.43	\$164.56	\$2,304.02 CR

NAB'S COMPLIMENTARY CARD INSURANCES POLICY INFORMATION BOOKLETS HAVE BEEN UPDATED EFFECTIVE 1 NOV 2023. COPIES OF THE UPDATED BOOKLETS ARE AVAILABLE AT NAB.COM.AU/CARDINSURANCECHANGES



**Statement for
NAB Visa Purchasing**

NAB Purchasing & Corporate Card Support - GPO Box 9992 Melbourne Victoria 3001

Phone: 13 10 12 between 7am and 9pm AEST, Monday to Friday.

8am and 6pm AEST, Saturday and Sunday

Email: client.services@nab.com.au

Fax: 1300 656 519

Lost & Stolen Cards: 1800 033 103 (24 Hrs, 7 Days a Week)

Statement Period: 29 December 2023 to 29 January 2024

Company Account No: 4715 2799 0002 0601

Facility Limit: \$50,000

IMPORTANT: NAB LOANS NORMALLY REQUIRE YOU TO KEEP ADEQUATE INSURANCE OVER ANY PROPERTY THAT SECURES THE LOAN, AND OVER ANY ASSETS THAT NAB HAS FINANCED. SOME FACILITIES HAVE OTHER OBLIGATIONS. PLEASE CONFIRM WITH YOUR INSURER OR BROKER THAT YOU HAVE THE RIGHT COVER. MORE INFORMATION ON GENERAL INSURANCE IS AVAILABLE AT MONEYSMART.GOV.AU

Transaction Type
Purchase

Annual Percentage Rate
0.000%

Daily Percentage Rate
0.00000%



**FlexiPurchase
Account Statement**

Statement for NAB

Statement Period: 29 Dec 2023 to 29 Jan 2024
Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)

Date	Details			Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code	Department	Net	Tax	Gross
02 Jan 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$3.10
	28770	139	1106	\$2.82	\$0.28	\$3.10
	Purchase Woolworths/Cottesloe Grov KITCHEN					
03 Jan 2024	Peppermint News Agc Peppermint Gr			Approval Req'd	<input checked="" type="checkbox"/>	\$231.50
	27180	139	1106	\$210.45	\$21.05	\$231.50
	Purchase Peppermint News Agc MONTHLY LIBRARY NEWSPAPERS					
03 Jan 2024	Kmart Mulgrave			Approval Req'd	<input checked="" type="checkbox"/>	\$25.00 CR
	28770	139	1106	\$22.73 CR	\$2.27 CR	\$25.00 CR
	Credit Voucher Kmart Partial refund for order 386988849					
08 Jan 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$10.10
	28770	139	1106	\$9.18	\$0.92	\$10.10
	Purchase Woolworths/Cottesloe Grov kitchen supplies					
16 Jan 2024	Bigw Online Bella Vista			Approval Req'd	<input checked="" type="checkbox"/>	\$154.00
	28470	139	1106	\$140.00	\$14.00	\$154.00
	Purchase Bigw Online Adult books					
18 Jan 2024	Woolworths/Cottesloe Grov Cottesloe			Approval Req'd	<input checked="" type="checkbox"/>	\$10.10
	28770	139	1106	\$9.18	\$0.92	\$10.10
	Purchase Woolworths/Cottesloe Grov JP / kitchen					
23 Jan 2024	CeI Pty Limited Knoxfield			Approval Req'd	<input checked="" type="checkbox"/>	\$516.07
	27250	139	1106	\$469.15	\$46.92	\$516.07
	Purchase CeI Pty Limited book covering stock					
24 Jan 2024	Bale Data Services Landsdale			Approval Req'd	<input checked="" type="checkbox"/>	\$81.71
	27250	139	1106	\$74.28	\$7.43	\$81.71
	Purchase Bale Data Services thermal rolls (receipt printers)					
29 Jan 2024	Account Fees			No Appr Req'd	<input type="checkbox"/>	\$6.82
	27130	129	1106	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee bank charges					
Total for this period:						\$988.40

Cardholder Declaration

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

Signature *Lance Hopkinson*

Dated 31 / 01 / 2024

Employee ID: 60

Approved By

1/31/24, 11:02 AM

Signature  _____

Statement Report

Dated 02 / 02 / 2024

On Completion

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



FlexiPurchase
Account Statement

Statement for NAB

Statement Period: 29 Dec 2023 to 29 Jan 2024

Cardholder Name: Donald Burnett



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
11 Jan 2024	Spotlight 104	Mandurah Nort	Approval Req'd	<input checked="" type="checkbox"/>		\$25.50
27140	190	0403	\$23.18	\$2.32	\$25.50	
Purchase Spotlight 104 picture frames						
11 Jan 2024	Spotlight Pty Ltd	Sth Melbourne	Approval Req'd	<input checked="" type="checkbox"/>		\$15.30 CR
27140	190	0403	\$13.91 CR	\$1.39 CR	\$15.30 CR	
Credit Voucher Spotlight Pty Ltd credit for broekn frames						
29 Jan 2024	Account Fees		No Appr Req'd	<input checked="" type="checkbox"/>		\$6.82
27130	190	0403	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee account fee						
Total for this period:						\$17.02

Cardholder Declaration

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

Signature [Signature]

Dated 13/21/24

Employee ID: 5

Approved By

Signature [Signature]

Dated 13/2/24

On Completion

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



Statement for NAB

Statement Period: 29 Dec 2023 to 29 Jan 2024

Cardholder Name: Stewart Farley



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
27 Jan 2024	Big W/Rockingham Road Spearwood		Approved		<input checked="" type="checkbox"/>	\$110.00
	28471	139	1106	\$100.00	\$10.00	\$110.00
	Purchase Big W/Rockingham Road junior book purchases					
29 Jan 2024	Account Fees		No Appr Req'd		<input type="checkbox"/>	\$6.82
	27130	139	1106	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee account fees					
28 Jan 2024	Kmart 1024 Kardinya		Approved		<input checked="" type="checkbox"/>	\$32.50
	28340	139	1106	\$29.55	\$2.95	\$32.50
	Purchase Kmart 1024 Bubble wands for Easter Story Time at the River					
Total for this period:						\$149.32

Cardholder Declaration

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

Signature

Dated 12 / 21 / 2024

Employee ID: 63

Approved By

Signature

Dated 12 / 21 / 24

On Completion

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



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 29 Dec 2023 to 29 Jan 2024

Cardholder Name: Robert Young



JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt Amount (\$AUD)		
GL_Code	CC_Code	Department	Net	Tax	Gross
03 Jan 2024	Coles Express 6919 Mosman Park	Approved		<input checked="" type="checkbox"/>	\$131.25
28360	139	1201	\$119.32	\$11.93	\$131.25
	Purchase Coles Express 6919 Ute Fuel				
11 Jan 2024	Coles Express 6919 Mosman Park	Approved		<input checked="" type="checkbox"/>	\$151.29
28360	139	1201	\$137.54	\$13.75	\$151.29
	Purchase Coles Express 6919 Ute Fuel				
18 Jan 2024	Coles Express 6919 Mosman Park	Approved		<input checked="" type="checkbox"/>	\$219.97
28360	139	1201	\$199.97	\$20.00	\$219.97
	Purchase Coles Express 6919 Truck fuel				
22 Jan 2024	Bp Greenwood 6171 Greenwood	Approved		<input checked="" type="checkbox"/>	\$141.63
28360	139	1201	\$128.75	\$12.88	\$141.63
	Purchase Bp Greenwood 6171 Ute Fuel				
24 Jan 2024	Officeworks 0604 Fremantle	Approval Req'd		<input checked="" type="checkbox"/>	\$15.00
28350	139	1201	\$13.64	\$1.36	\$15.00
	Purchase Officeworks 0604 Office cable				
29 Jan 2024	Account Fees	No Appr Req'd		<input type="checkbox"/>	\$6.82
27130	139	1201	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee bank fees				
24 Jan 2024	Total Tools Oconnor O'Connor	Approval Req'd		<input checked="" type="checkbox"/>	\$46.25
28350	139	1201	\$42.05	\$4.20	\$46.25
	Purchase Total Tools Oconnor Workshop tools				
Total for this period:					\$712.21

Cardholder Declaration

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

Signature _____

Dated 31 / 1 / 2024

Employee ID: RY

Approved By



Statement for NAB

Statement Period: 29 Dec 2023 to 29 Jan 2024

Cardholder Name: Tim Whitham



JSKR VISA Purchasing Card (Client Expenses)

Date	Details			Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code	Department	Net	Tax	Gross
27 Dec 2023	Ampol Mosman Pa 55363f Mosman Park			Approved	<input checked="" type="checkbox"/>	\$135.00
	28360	139	1104	\$122.73	\$12.27	\$135.00
	Purchase Ampol Mosman Pa 55363f ute fuel					
09 Jan 2024	Ampol Mosman Pa 55363f Mosman Park			Approved	<input checked="" type="checkbox"/>	\$63.59
	28360	139	1104	\$57.81	\$5.78	\$63.59
	Purchase Ampol Mosman Pa 55363f Loader fuel.					
16 Jan 2024	Tww Canning Vale Canning Vale			Approved	<input checked="" type="checkbox"/>	\$49.95
	28350	139	1104	\$45.41	\$4.54	\$49.95
	Purchase Tww Canning Vale Hardware					
15 Jan 2024	Ampol Mosman Pa 55363f Mosman Park			Approved	<input checked="" type="checkbox"/>	\$51.99
	28360	139	1104	\$47.26	\$4.73	\$51.99
	Purchase Ampol Mosman Pa 55363f Loader fuel.					
16 Jan 2024	Ampol Mosman Pa 55363f Mosman Park			Approved	<input checked="" type="checkbox"/>	\$141.00
	28270	139	1104	\$128.18	\$12.82	\$141.00
	Purchase Ampol Mosman Pa 55363f Ute Fuel.					
16 Jan 2024	Bunnings 317000 Melville			Approved	<input checked="" type="checkbox"/>	\$43.98
	28270	139	1104	\$39.98	\$4.00	\$43.98
	Purchase Bunnings 317000 Hardware.					
29 Jan 2024	Account Fees			No Appr Req'd	<input type="checkbox"/>	\$6.82
	27130	129	0403	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Account fees					
Total for this period:						\$492.33

Cardholder Declaration

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

Signature 

Dated 31 / 1 /2024

Employee ID: TW



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 29 Dec 2023 to 29 Jan 2024
Cardholder Name: Jeremy Clapham



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details (GL Code, CC Code, Department), Approval, Receipt Amount (\$AUD) (Net, Tax, Gross). Rows include transactions for tickets, newspapers, galleries, art framers, and account fees.

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature [Signature] Dated 9/2/24 /
Employee ID: E0081

Approved By

Signature [Signature] Dated 9 / 02 / 2024

On Completion

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

Signature _____



Dated 31 / 01 / 2024

On Completion

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



FlexiPurchase Account Statement

Statement for NAB

Statement Period: 29 Dec 2023 to 29 Jan 2024
Cardholder Name: Joel Lee Gajic
JSKR VISA Purchasing Card (Client Expenses)



Table with columns: Date, Details, Approval, Receipt Amount (\$AUD). Includes rows for Account Fees and a Total for this period of \$6.82.

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature [Signature] Dated 02 / 02 / 2024

Employee ID: E0020

Approved By

Signature [Signature] Dated 2/2/24 /

On Completion

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



Statement for NAB

Statement Period: 29 Dec 2023 to 29 Jan 2024

Cardholder Name: Donovan Norgard



JSKR VISA Purchasing Card (Client Expenses)

Date	Details			Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code	Department	Net	Tax	Gross
31 Dec 2023	Bp Exp Myaree	1840	Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$122.50
28360	129	1104		\$111.36	\$11.14	\$122.50
Purchase Bp Exp Myaree 1840 Fuel						
03 Jan 2024	Officeworks	0616	O'Connor	Approval Req'd	<input checked="" type="checkbox"/>	\$52.43
28845	129	1104		\$47.66	\$4.77	\$52.43
Purchase Officeworks 0616 Depot stationery						
04 Jan 2024	The Teaching Hub		Mandurah	Approval Req'd	<input checked="" type="checkbox"/>	\$91.00
28845	129	1104		\$82.73	\$8.27	\$91.00
Purchase The Teaching Hub Depot stationery						
06 Jan 2024	Bp Exp Myaree	1840	Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$77.45
28360	129	1104		\$70.41	\$7.04	\$77.45
Purchase Bp Exp Myaree 1840 Fuel						
13 Jan 2024	Bp Exp Myaree	1840	Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$127.10
28360	129	1104		\$115.55	\$11.55	\$127.10
Purchase Bp Exp Myaree 1840 Fuel						
19 Jan 2024	Bp Exp Myaree	1840	Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$130.52
28360	129	1104		\$118.65	\$11.87	\$130.52
Purchase Bp Exp Myaree 1840 Fuel						
22 Jan 2024	G.G Ford & P Ford		Swanbourne	Approval Req'd	<input checked="" type="checkbox"/>	\$178.00
28845	129	1104		\$161.82	\$16.18	\$178.00
Purchase G.G Ford & P Ford Hire vehicle - LGIS to reimburse						
24 Jan 2024	Priestman & Sharp		W Shenton Park	Approval Req'd	<input checked="" type="checkbox"/>	\$1,000.00
28830	129	1104		\$909.09	\$90.91	\$1,000.00
Purchase Priestman & Sharp W Ford Ranger 1HYE087 RH front guard						
25 Jan 2024	Coles Express	6919	Mosman Park	Approval Req'd	<input checked="" type="checkbox"/>	\$118.24
28360	129	1104		\$107.49	\$10.75	\$118.24
Purchase Coles Express 6919 Fuel						
29 Jan 2024	Account Fees			No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82
27130	129	1104		\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee						

Bank fees

Total for this period: \$1,904.06

Cardholder Declaration

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

Signature  _____

Dated 31 / 01 / 2024

Employee ID: 169

Approved By

Signature  _____

Dated 31 / 01 / 2024

On Completion

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



Ordinary Council Meeting

8.3.2 – Financial Statements for the period ending
29th February 2024

8.3.2 (a)

SHIRE OF PEPPERMINT GROVE

MONTHLY FINANCIAL REPORT

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

For the period ended 29 February 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF PEPPERMINT GROVE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
	9	3,670,054	3,666,053	3,653,803	(12,250)	(0.33%)	
	12	1,399,442	680,513	1,022,679	342,166	50.28%	▲
		319,195	279,230	246,600	(32,630)	(11.69%)	▼
		193,836	112,418	90,342	(22,076)	(19.64%)	▼
		7,600	6,600	12,812	6,212	94.12%	
	6	6,112	6,112	13,715	7,603	124.39%	
		0	0	403	403	0.00%	
		5,596,239	4,750,926	5,040,354	289,428	6.09%	
Expenditure from operating activities							
		(2,488,668)	(1,671,760)	(1,648,082)	23,678	1.42%	
		(2,365,012)	(1,579,601)	(1,404,225)	175,376	11.10%	▲
		(123,593)	(81,162)	(76,582)	4,580	5.64%	
		(1,012,312)	(818,208)	(685,942)	132,266	16.17%	▲
		(50,643)	(25,651)	(24,883)	768	2.99%	
		(118,902)	(117,902)	(121,320)	(3,418)	(2.90%)	
		(133,356)	(77,217)	(51,850)	25,367	32.85%	▲
		(6,292,486)	(4,371,501)	(4,012,884)	358,617	8.20%	
	Note 2(b)	1,006,200	812,096	671,824	(140,272)	(17.27%)	▼
		309,953	1,191,521	1,699,294	507,773	42.62%	
INVESTING ACTIVITIES							
Inflows from investing activities							
	13	60,162	60,162	29,786	(30,376)	(50.49%)	▼
	6	33,000	33,000	36,653	3,653	11.07%	
		93,162	93,162	66,439	(26,723)	(28.68%)	
Outflows from investing activities							
	5	(268,700)	(95,000)	(78,772)	16,228	17.08%	▲
	5	(647,000)	(65,000)	(43,447)	21,553	33.16%	▲
		(915,700)	(160,000)	(122,219)	37,781	23.61%	
		(822,538)	(66,838)	(55,780)	11,058	16.54%	
FINANCING ACTIVITIES							
Inflows from financing activities							
	4	513,284	0	0	0	0.00%	
		513,284	0	0	0	0.00%	
Outflows from financing activities							
	10	(38,885)	(19,113)	(19,113)	0	0.00%	
	4	(471,922)	0	0	0	0.00%	
		(510,807)	(19,113)	(19,113)	0	0.00%	
		2,477	(19,113)	(19,113)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
		526,883	526,883	526,883	0	0.00%	
		309,953	1,191,521	1,699,294	507,773	42.62%	▲
		(822,538)	(66,838)	(55,780)	11,058	16.54%	▲
		2,477	(19,113)	(19,113)	0	0.00%	
		16,775	1,632,453	2,151,285	518,832	31.78%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF PEPPERMINT GROVE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

	Supplementary Information	30 June 2023 \$	29 February 2024 \$
CURRENT ASSETS			
Cash and cash equivalents	3	2,550,422	4,103,924
Trade and other receivables		658,685	643,661
TOTAL CURRENT ASSETS		3,209,107	4,747,585
NON-CURRENT ASSETS			
Trade and other receivables		98,625	98,625
Other financial assets		20,390	20,793
Investment in associate	14	121,015	121,015
Property, plant and equipment		16,433,836	16,347,242
Infrastructure		17,091,017	16,590,951
Right-of-use assets		15,047	15,047
TOTAL NON-CURRENT ASSETS		33,779,930	33,193,673
TOTAL ASSETS		36,989,037	37,941,258
CURRENT LIABILITIES			
Trade and other payables	8	680,986	595,064
Lease liabilities		11,785	11,785
Borrowings	10	38,885	19,772
Employee related provisions	11	175,345	175,345
TOTAL CURRENT LIABILITIES		907,001	801,966
NON-CURRENT LIABILITIES			
Lease liabilities		6,007	6,007
Borrowings	10	615,807	615,807
Employee related provisions		41,314	41,314
TOTAL NON-CURRENT LIABILITIES		663,128	663,128
TOTAL LIABILITIES		1,570,129	1,465,094
NET ASSETS		35,418,908	36,476,164
EQUITY			
Retained surplus		9,864,520	10,921,771
Reserve accounts	4	1,988,559	1,988,559
Revaluation surplus		23,565,829	23,565,833
TOTAL EQUITY		35,418,908	36,476,164

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 18 March 2024

**SHIRE OF PEPPERMINT GROVE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 29 February 2024
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	3	\$ 1,995,773	\$ 2,550,422	\$ 4,103,924
Trade and other receivables		500,000	658,685	643,663
		2,495,773	3,209,107	4,747,587
Less: current liabilities				
Trade and other payables	8	(301,582)	(680,986)	(595,064)
Lease liabilities		(5,000)	(11,785)	(11,785)
Borrowings	10	(38,885)	(38,885)	(19,772)
Employee related provisions	11	(175,345)	(175,345)	(175,345)
		(520,812)	(907,001)	(801,966)
Net current assets		1,974,961	2,302,106	3,945,621
Less: Total adjustments to net current assets	Note 2(c)	(1,958,186)	(1,775,223)	(1,794,336)
Closing funding surplus / (deficit)		16,775	526,883	2,151,285

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities			
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(6,112)	(13,715)
Less: Fair value adjustments to financial assets at amortised cost		0	(403)
Add: Depreciation		1,012,312	685,942
Total non-cash amounts excluded from operating activities		1,006,200	671,824

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 29 February 2024
Adjustments to net current assets			
Less: Reserve accounts	4	(1,988,560)	(1,988,559)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	10	(2,550)	38,885
- Current portion of lease liabilities			11,785
- Current portion of employee benefit provisions held in reserve	4	32,924	162,666
Total adjustments to net current assets	Note 2(a)	(1,958,186)	(1,775,223)
			(1,794,336)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**SHIRE OF PEPPERMINT GROVE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2023-24 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	342,166	50.28%	▲
Federal Assistance Grants received earlier than anticipated - \$24k. Timing of library contributions - \$318k.			
Fees and charges	(32,630)	(11.69%)	▼
Development application fees and building licence fees under budget.			
Interest revenue	(22,076)	(19.64%)	▼
Interest received less than budgeted for.			
Expenditure from operating activities			
Materials and contracts	175,376	11.10%	▲
Consulting fees less than budgeted for \$77k, drainage maint less than budgeted \$16k, records management less than budgeted \$20k, right of way maint less than budgeted \$33k, parking control less than budgeted \$15k, street tree maint less than budgeted \$15k			
Depreciation	132,266	16.17%	▲
Depreciation on road infrastructure higher than budgeted, as budget was prepared before revaluation was completed.			
Other expenditure	25,367	32.85%	▲
Elected members fees to be paid end of March \$20k, heritage grants scheme less than budgeted \$5k.			
Non-cash amounts excluded from operating activities	(140,272)	(17.27%)	▼
Depreciation and loss on disposal (see above)			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(30,376)	(50.49%)	▼
Timing of LRCL grant funding.			
Outflows from investing activities			
Payments for property, plant and equipment	16,228	17.08%	▲
Timing of capital acquisitions.			
Payments for construction of infrastructure	21,553	33.16%	▲
Timing of capital acquisitions.			
Surplus or deficit after imposition of general rates	518,832	31.78%	▲
Due to variances described above			

SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION

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SHIRE OF PEPPERMINT GROVE
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 29 FEBRUARY 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.53 M	\$0.53 M	\$0.53 M	\$0.00 M
Closing	\$0.02 M	\$1.63 M	\$2.15 M	\$0.52 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$4.10 M	% of total
Unrestricted Cash	\$2.12 M	51.5%
Restricted Cash	\$1.99 M	48.5%

Refer to 3 - Cash and Financial Assets

Payables		
	\$0.60 M	% Outstanding
Trade Payables	\$0.36 M	
0 to 30 Days		84.0%
Over 30 Days		16.0%
Over 90 Days		0.0%

Refer to 8 - Payables

Receivables		
	\$0.36 M	% Collected
Rates Receivable	\$0.28 M	92.4%
Trade Receivable	\$0.36 M	% Outstanding
Over 30 Days		99.7%
Over 90 Days		22.0%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.31 M	\$1.19 M	\$1.70 M	\$0.51 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$3.65 M	
	YTD Budget	\$3.67 M (0.3%)

Refer to 9 - Rate Revenue

Grants and Contributions		
	YTD Actual	% Variance
	\$1.02 M	
	YTD Budget	\$0.68 M 50.3%

Refer to 12 - Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$0.25 M	
	YTD Budget	\$0.28 M (11.7%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.82 M)	(\$0.07 M)	(\$0.06 M)	\$0.01 M

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$0.04 M	
	Amended Budget	\$0.03 M 11.1%

Refer to 6 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$0.04 M	
	Amended Budget	\$0.65 M (93.3%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
	\$0.03 M	
	Amended Budget	\$0.06 M (50.5%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.00 M	(\$0.02 M)	(\$0.02 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.02 M)
Interest expense	(\$0.02 M)
Principal due	\$0.64 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$1.99 M
Interest earned	\$0.00 M

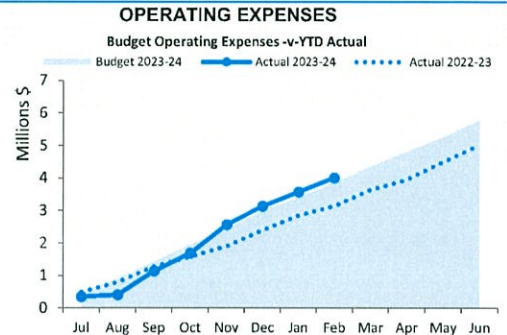
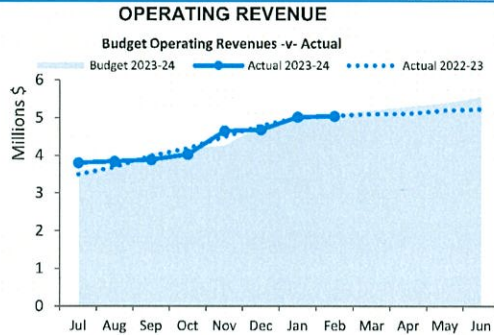
Refer to 4 - Cash Reserves

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

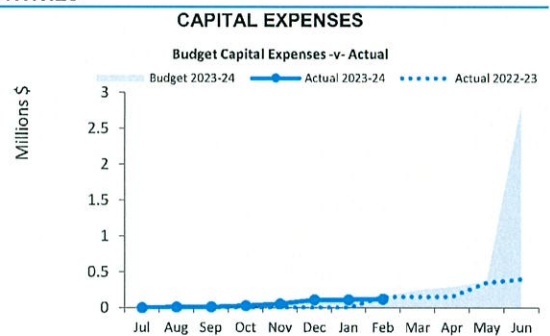
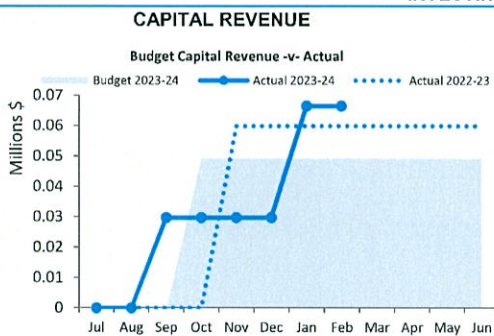
**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

2 KEY INFORMATION - GRAPHICAL

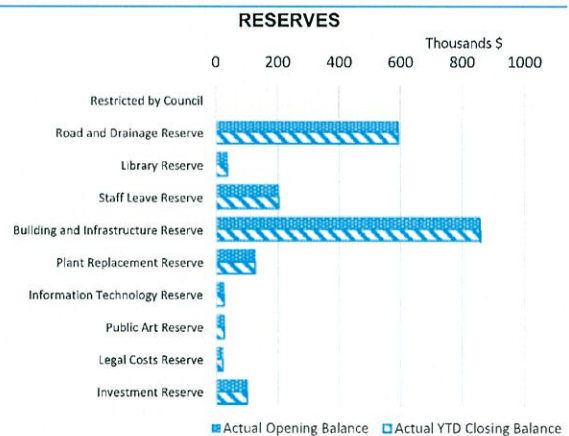
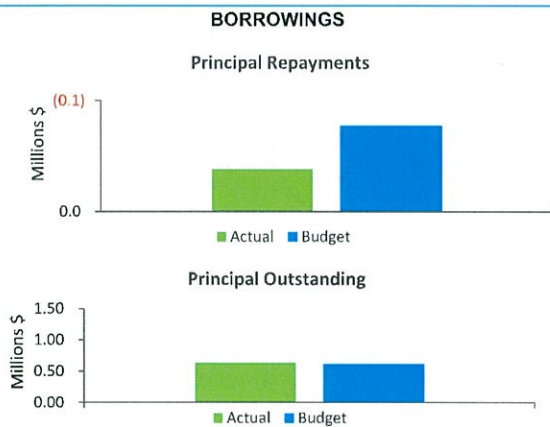
OPERATING ACTIVITIES



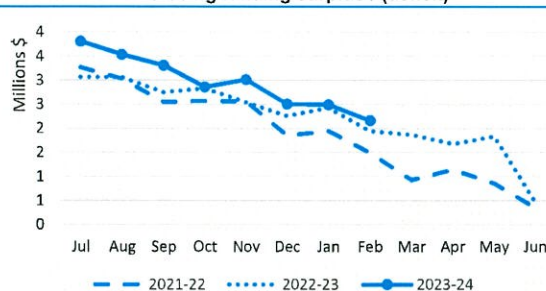
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Fund	Cash and cash equivalents	2,115,364	0	2,115,364				
Reserve Fund		0	1,988,560	1,988,560				
Total		2,115,364	1,988,560	4,103,924	0			
Comprising								
Cash and cash equivalents		2,115,364	1,988,560	4,103,924	0			
		2,115,364	1,988,560	4,103,924	0			

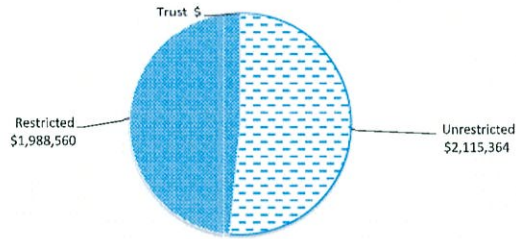
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD	SOFP
	Opening	Interest	Transfer	Transfer	Closing	Opening	Interest	Transfer	Transfer	Closing	
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	In (+)	s Out (-)	Balance	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Restricted by Council											
Road and Drainage Reserve	595,117	30,292	37,700	(5,000)	658,109	593,360				593,360	593360
Library Reserve	56,455	2,399		(43,284)	15,570	36,344				36,344	36344
Staff Leave Reserve	182,188	7,743	30,000		219,931	201,697				201,697	201697
Building and Infrastructure Reserve	851,025	47,492	81,826	(430,000)	550,343	859,281				859,281	859281
Plant Replacement Reserve	126,616	5,381			131,997	126,310				126,310	126309
Information Technology Reserve	25,108	1,067			26,175	25,036				25,036	25036
Public Art Reserve	31,313	1,331	20,000	(35,000)	17,644	25,852				25,852	25852
Legal Costs Reserve	20,738	881			21,619	20,679				20,679	20680
Investment Reserve	100,000	4,250	201,560		305,810	100,000				100,000	100000
	1,988,560	100,836	371,086	(513,284)	1,947,198	1,988,559	0	0	0	1,988,559	1,988,559

5 CAPITAL ACQUISITIONS

	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Capital acquisitions				
Buildings - specialised	198,000	72,000	24,875	(47,125)
Furniture and equipment	9,700			0
Plant and equipment	61,000	23,000	53,897	30,897
Acquisition of property, plant and equipment	268,700	95,000	78,772	(16,228)
Infrastructure - roads	77,000		14,517	14,517
Infrastructure - Recreation	350,000			0
Infrastructure - Other	220,000	65,000	28,930	(36,070)
Acquisition of infrastructure	647,000	65,000	43,447	(54,009)
Total capital acquisitions	915,700	160,000	122,219	(70,237)
Capital Acquisitions Funded By:				
Capital grants and contributions	60,162	60,162	29,786	(30,376)
Borrowings	(1,700,000)	0	0	0
Other (disposals & C/Fwd) (exc sale of sump)	33,000	33,000	36,653	3,653
Reserve accounts				
Road and Drainage Reserve	5,000		0	0
Library Reserve	43,284		0	0
Building and Infrastructure Reserve	430,000		0	0
Public Art Reserve	35,000		0	0
Contribution - operations	2,009,254	66,838	55,780	(11,058)
Capital funding total	915,700	160,000	122,219	(37,781)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

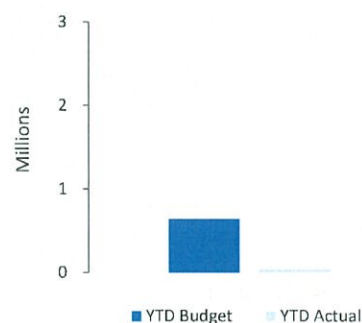
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for impairment annually.

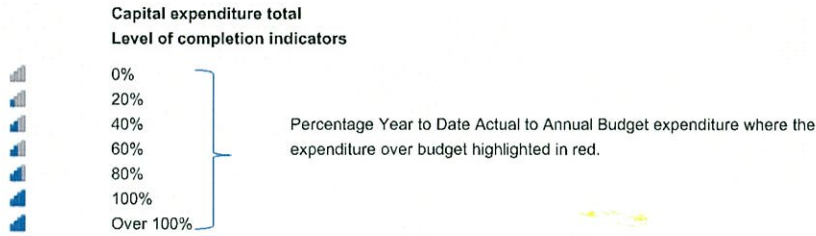
Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

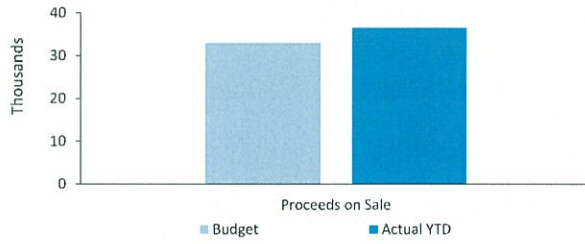


Level of completion indicator, please see table at the end of this note for further detail.

			Amended		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
Land and Buildings					
	B001	Renewal Design main entry weather protection structure - Library	7,000		0
	B002	Renewal Painting works - Library	5,000	5,000	2,576
	B003	Renewal Renewal Works - Library	15,000		7,666
	B004	Renewal Composite material - Library	55,000	55,000	55,000
	B005	New Solar - Depot	10,000	10,000	10,000
	B006	Renewal Airconditioning replacement	100,000		12,950
	B009	Renewal Painting works and sundry furniture	6,000	2,000	1,683
			198,000	72,000	24,875
					47,125
Plant and Equipment					
	P001	Renewal Vehicle replacement	38,000		39,508
	P004	New Hydraulic sweeper attachment	15,000	15,000	15,000
	P002	Renewal Minor plant	8,000	8,000	7,484
			61,000	23,000	46,992
					(23,992)
Infrastructure - Roads					
	I003	Renewal Minor kerb renewal	10,000		950
	I002	Renewal Minor footpath works	20,000		7,900
	I001	Renewal Minor drainage works	10,000		5,667
	I005	Renewal Crossland Court -paving replacement	37,000		0
			77,000	0	14,517
					(14,517)
Infrastructure - Recreation					
	O006	Renewal Playground equipment - Keanes Point	350,000		0
			350,000	0	0
Infrastructure - Other					
	O001	New VMS - carpark	60,000	60,000	21,750
	O003	New Mural - Manners Hill	5,000	5,000	7,180
	O004	New Memorial wall	80,000		0
	O007	New EV charging stations	25,000		0
	O005	Renewal Foreshore works	50,000		0
			220,000	65,000	28,930
					36,070
Furniture and Equipment					
	F001	New Chambers - recording equipment	9,700		6,905
			9,700		6,905
			915,700	160,000	122,219
					37,781

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Property, Plant and Equipment	26,888	33,000	6,112	0	22,938	36,653	13,715	0
	Plant and Equipment	26,888	33,000	6,112	0	22,938	36,653	13,715	0



7 RECEIVABLES

Rates receivable	30 June 2023	29 Feb 2024
	\$	\$
Opening arrears previous years	57,524	19,144
Levied this year	3,345,071	3,653,802
Less - collections to date	(3,383,451)	(3,392,914)
Gross rates collectable	19,144	280,032
Net rates collectable	19,144	280,032
% Collected	99.4%	92.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	532	144,452	500	41,129	186,613
Percentage	0.0%	0.3%	77.4%	0.3%	22.0%	
Balance per trial balance						
Trade receivables						186,613
Other receivables						177,016
Total receivables general outstanding						363,629

Amounts shown above include GST (where applicable)

KEY INFORMATION

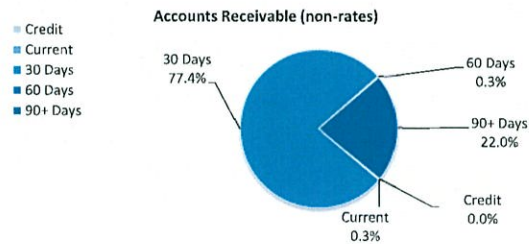
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



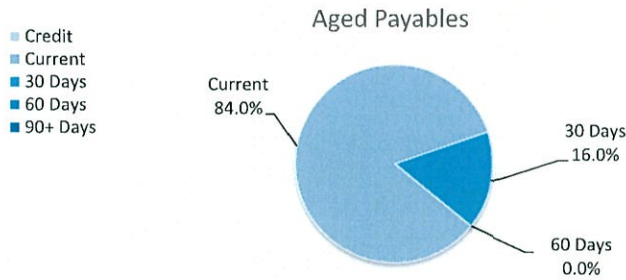
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	304,008	58,009	20	45	362,082
Percentage	0.0%	84.0%	16.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						362,083
Other payables						232,981
Total payables general outstanding						595,064

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF PEPPERMINT GROVE
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 29 FEBRUARY 2024

OPERATING ACTIVITIES

9 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget		YTD Actual		
				Rate Revenue	Interim Rate Revenue	Rate Revenue	Interim Rate Revenue	Total Revenue
				\$	\$	\$	\$	
Gross rental value	0.0756	589	46,988,483	3,549,980	14,000	3,648,606	5,196	3,653,802
Gross Rental Value		589	46,988,483	3,549,980	14,000	3,648,606	5,196	3,653,802
Sub-Total								
Minimum payment								
Gross rental value	1,494	71		106,074				0
Gross Rental Value		71		106,074	0	0	0	0
Sub-total								
Total general rates								3,653,802

10 BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	
	Library/Community Centre	41	654,693		0	(19,113)	(38,885)	635,580	615,808	(22,587)	(45,143)
	Total		654,693	0	0	(19,113)	(38,885)	635,580	615,808	(22,587)	(45,143)
	Current borrowings		38,886					19,772			
	Non-current borrowings		615,807					615,808			
			654,693					635,580			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening	Liability	Liability	Liability	Closing
		Balance 1	transferred			Increase
		July 2023	from/(to) non			February 2024
		\$	current	\$	\$	\$
Employee Related Provisions						
Provision for annual leave		112,607	0			112,607
Provision for long service leave		62,738	0			62,738
Total Provisions		175,345	0	0	0	175,345
Total other current liabilities		175,345	0	0	0	175,345

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2023			29 Feb 2024	29 Feb 2024			
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grove Contributions				0	0	1,327,700	648,069	941,169
Grants Commission - General				0	0	43,000	10,500	47,130
Grants Commission - Roads				0	0	23,000	16,202	25,710
MRWA - Direct Grant				0	0	5,742	5,742	6,170
Building digital skills				0	0			2,500
				0	0	1,399,442	680,513	1,022,679

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2023			29 Feb 2024	29 Feb 2024			
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
LRCI - 4				0		49,162	49,162	29,786
Deptment of Mines - EV charging station grant				0		11,000	11,000	
	0	0	0	0	0	60,162	60,162	29,786

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

14 INVESTMENT IN ASSOCIATES

(a) Investment in associate

Aggregate carrying amount of interests in associates accounted for using the equity method are reflected in the table below.

Carrying amount at 1 July
Carrying amount at 30 June

Amended Budget Revenue	YTD Budget	YTD Revenue Actual
\$	\$	\$
0	0	121,015
		121,015

SIGNIFICANT ACCOUNTING POLICIES

Investments in associates

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

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

8.3.2 (b)

SHIRE OF PEPPERMINT GROVE

AMENDED BUDGET REVIEW REPORT

FOR THE PERIOD ENDED 31 DECEMBER 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Statement of Budget Review	2
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Note 2 Net Current Funding Position	4 to 5
Note 3 Predicted Variances / Future Budget Amendments	6 to 7

1. BASIS OF PREPARATION

The budgetary control system is based on the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Local Government Act 1995 requirements

Section 6.4(2) of the Local Government Act 1995 reads that the Local Government (Financial Management) Regulations 1996, prescribed by the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996, apply to the financial management of the Council. The Council is required to prepare financial statements in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

The Local Government (Financial Management) Regulations 1996 require the Council to prepare financial statements in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Local Government (Financial Management) Regulations 1996, regulation 33A requires the Council to prepare financial statements in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

THE LOCAL GOVERNMENT REPORTING ENTITY

The Council is a reporting entity for the purposes of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Judgements and estimates

The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

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- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and intangible assets
- estimation uncertainties made in relation to lease accounting
- estimation of fair values of provisions

SIGNIFICANT ACCOUNTING POLICES

The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. The Council's financial statements are prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

2 NET CURRENT FUNDING POSITION
 EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Year to Date Actual 31 December 2023	Estimated Year at End Amount 30 June 2024
(a) Composition of estimated net current assets				
Current assets				
Trade and other receivables	2,000,000	2,000,000	2,000,000	2,000,000
Trade and other payables	(800,000)	(800,000)	(800,000)	(800,000)
Less: current liabilities				
Trade and other payables	(800,000)	(800,000)	(800,000)	(800,000)
Accruals	(38,880)	2,000	(38,880)	(38,880)
Borrowings	(300,000)	(300,000)	(300,000)	(300,000)
Net current assets	2,322,000	2,002,000	2,002,000	2,002,000
Closing funding surplus / (deficit)	(2,882)	(8,880)	(2,882)	(8,880)

(b) Non-cash amounts excluded from operating activities

These amounts are excluded from operating activities in accordance with the provisions of the Financial Management Regulation 32.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Year to Date Actual 31 December 2023	Estimated Year at End Amount 30 June 2024
Adjustments to operating activities				
Depreciation	(800)	(200)	(300)	(200)
Amortisation	(38)		(38)	
Provision for doubtful debts	(100)			
Provision for doubtful trade receivables		200		
Provision for doubtful trade payables	800	82,302		82,302
Provision for doubtful other receivables				
Provision for doubtful other payables	38,000			
Non-cash amounts excluded from operating activities	(800)	(200)	(300)	(200)

(c) Current assets and liabilities excluded from budgeted deficiency

These amounts are excluded from operating activities in accordance with the provisions of the Financial Management Regulation 32.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Year to Date Actual 31 December 2023	Estimated Year at End Amount 30 June 2024
Adjustments to net current assets				
Receivables	(88,000)	(300)	(88,000)	(88,000)
Trade receivables	38,880	(200)	38,880	(200)
Trade payables	800		800	
Other receivables	2,000		2,000	32,000
Total adjustments to net current assets	(88,000)	(300)	(88,000)	(88,000)

2 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include amounts held in bank accounts, term deposits, and other short-term investments with a maturity of less than 12 months. Cash equivalents are held for the purpose of meeting short-term cash commitments. Cash equivalents are measured at fair value.

Bank overdrafts are reported as current liabilities in the balance sheet.

FINANCIAL ASSETS AT AMORTISED COST

Financial assets at amortised cost include loans and receivables, debt securities, and other financial assets that are held for the purpose of collecting contractual cash flows. These assets are measured at amortised cost using the effective interest rate method. Impairment losses are recognised when there is objective evidence that the asset's estimated future cash flows are less than its carrying amount.

TRADE AND OTHER RECEIVABLES

Trade and other receivables are recognised when the Shire has an unconditional right to receive cash. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

Trade and other receivables are recognised at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

Trade receivables are recognised at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

Debt securities are recognised when the Shire has an unconditional right to receive cash. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

Cash equivalents include amounts held in bank accounts, term deposits, and other short-term investments with a maturity of less than 12 months. Cash equivalents are held for the purpose of meeting short-term cash commitments. Cash equivalents are measured at fair value.

INVENTORIES

General

Inventories are recognised when the Shire has an unconditional right to receive cash. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

CONTRACT ASSETS

Contract assets are recognised when the Shire has an unconditional right to receive cash. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

CONTRACT LIABILITIES

Contract liabilities are recognised when the Shire has an unconditional obligation to provide goods or services. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

Contract liabilities are recognised when the Shire has an unconditional obligation to provide goods or services. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

PROVISIONS

Provisions are recognised when the Shire has a present obligation as a result of past events, and it is probable that an outflow of resources will be required to settle the obligation. Provisions are measured at the best estimate of the amount required to settle the obligation.

Provisions are recognised when the Shire has a present obligation as a result of past events, and it is probable that an outflow of resources will be required to settle the obligation. Provisions are measured at the best estimate of the amount required to settle the obligation.

CURRENT AND NON-CURRENT CLASSIFICATION

Assets and liabilities are classified as current or non-current based on the expected timing of their settlement. Current assets and liabilities are those that are expected to be settled within 12 months. Non-current assets and liabilities are those that are expected to be settled after 12 months. Assets and liabilities are classified as current or non-current based on the expected timing of their settlement.

TRADE AND OTHER PAYABLES

Trade and other payables are recognised when the Shire has an unconditional obligation to provide goods or services. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

PREPAID RATES

Prepaid rates are recognised when the Shire has an unconditional obligation to provide goods or services. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Short-term employee benefits are recognised when the Shire has an unconditional obligation to provide goods or services. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

The Shire of Peppermint Grove's current obligations for employees' annual leave and long-term employee benefits are recognised when the Shire has an unconditional obligation to provide goods or services. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

Other long-term employee benefits

Other long-term employee benefits are recognised when the Shire has an unconditional obligation to provide goods or services. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

The Shire of Peppermint Grove's obligations for long-term employee benefits are recognised when the Shire has an unconditional obligation to provide goods or services. They are measured at the amount of cash expected to be received, less any impairment losses. Impairment losses are recognised when there is objective evidence that the Shire will not receive the full amount of cash expected.

SHIRE OF PEPPERMINT GROVE
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 31 DECEMBER 2023

3 PREDICTED VARIANCES

		Variance
		□
<u>Revenue from operating activities</u>		
3.3	Fees and charges <small>Deductions from Budget and Depreciation</small>	(2,000) ▲
3.0	Interest revenue <small>Interest on bank deposits</small>	1,000 ▲
<u>Expenditure from operating activities</u>		
3.0	Employee costs <small>Salaries and wages, superannuation, employee benefits, depreciation of motor vehicles</small>	(1,000) ▼
3.8	Materials and contracts <small>Materials, contracts, depreciation of plant and equipment, depreciation of infrastructure, depreciation of motor vehicles, depreciation of other assets, depreciation of other assets, depreciation of other assets</small>	(8,000) ▼
3.0	Depreciation <small>Depreciation of motor vehicles, depreciation of other assets, depreciation of other assets</small>	(3,000) ▼
3.0	Other expenditure <small>Other expenditure, other expenditure, other expenditure</small>	1,000 ▼
3.3	Other expenditure <small>Other expenditure, other expenditure, other expenditure</small>	1,000 ▼
3.3	Loss on asset disposals <small>Loss on asset disposals, loss on asset disposals, loss on asset disposals</small>	2,000
<u>Non-cash amounts excluded from operating activities</u> <small>Non-cash amounts excluded from operating activities, non-cash amounts excluded from operating activities</small>		3,000 ▲
<u>Inflows from investing activities</u>		
3.0	Capital grants, subsidies and contributions <small>Capital grants, subsidies and contributions, capital grants, subsidies and contributions</small>	1,000 ▲
3.0	Proceeds from disposal of assets <small>Proceeds from disposal of assets, proceeds from disposal of assets</small>	(2,000) ▲
3.0	Proceeds from self supporting loans <small>Proceeds from self supporting loans, proceeds from self supporting loans</small>	(2,000)
<u>Outflows from investing activities</u>		
3.0	Purchase of land and buildings <small>Purchase of land and buildings, purchase of land and buildings</small>	2,000 ▼
3.8	Purchase of plant and equipment <small>Purchase of plant and equipment, purchase of plant and equipment</small>	(1,000) ▼
3.0	Purchase and construction of infrastructure-roads <small>Purchase and construction of infrastructure-roads, purchase and construction of infrastructure-roads</small>	3,000 ▼
3.0	Purchase and construction of infrastructure-other <small>Purchase and construction of infrastructure-other, purchase and construction of infrastructure-other</small>	32,000 ▼
<u>Cash inflows from financing activities</u>		
3.0	Proceeds from new borrowings <small>Proceeds from new borrowings, proceeds from new borrowings</small>	(1,000)
3.2	Transfers from reserve accounts <small>Transfers from reserve accounts, transfers from reserve accounts</small>	(23,000) ▲

SHIRE OF PEPPERMINT GROVE
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 31 DECEMBER 2023

3 PREDICTED VARIANCES

Variance

	Variance
Cash outflows from financing activities	
3.2 Advances of self supporting loans	200000
3.3 Repayment of borrowings	1000000 ▼
3.4 Transfers to reserve accounts	230000 ▼
3.5 Surplus or deficit at the start of the financial year	8000 ▲
3.6 Surplus or deficit after imposition of general rates	16,775 ▼



Ordinary Council Meeting

8.4.1 – Matters for Information and Noting

- Planning Approvals
- Infringements
- Library Statistics
- Recycling

Matters for Information and Noting

Building Permits Issued February 2024

Application Number	Location	Description	Decision
BA2020/00029	144 Forrest Street	BA22 – Application to Extend Time	Approved
BA2022/00002	12 Keane Street	BA22 – Application to Extend Time	Approved
BA2023/00038	32 Leake Street	Fencing, Swimming Pool, Outbuilding	Withdrawn
BA2024/00003	12 Bungalow Court	Dividing Fence (Masonry Wall)	Approved
BA2024/00004	28A Keane Street	Internal Alterations	Approved

Development Applications Determined February 2024

Application Number	Location	Description	Discretion Sought	Decision
DA2022/00034	62 Leake Street	Cabana (Patio), Toilet and Ancillary Works	Lot Boundary Setback	Delegated Approval
DA2023/00014	28 Johnston Street	Single House and Ancillary Works	Plot Ratio, Open Space	Council Refusal
DA2023/00035	24 Johnston Street	Two Grouped Dwellings and Ancillary Works	Site Area, Lot Boundary Setbacks, External Fixtures (storerooms), sightlines	Council Approval
DA2024/00005	12 The Esplanade	Works ancillary to a Single House (Main Entry Steps Landing) and Partial Reinstatement and Alterations to a Street Wall	N/A	Delegated Approval
DA2024/00006	460 Stirling Highway	Signage	Signage Size	Delegated Approval

Infringements February 2024

Breach	Amount
Four (4) Stopping Contrary To A 'No Stopping' Sign	\$100.00
Driving Or Parking On Reserve	\$150.00

Library Statistics February 2024

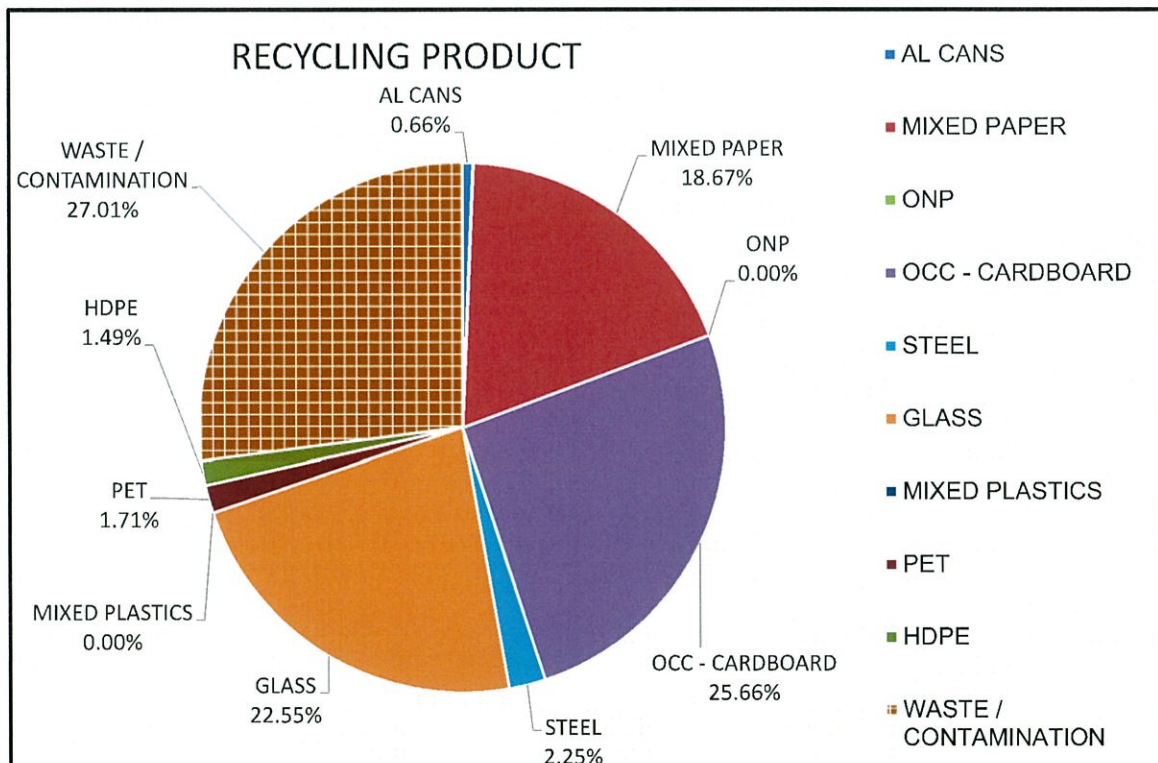
Library Statistics	February 2024	February 2023	February 2022
Loans	20,001	19,234	17,424
New Borrowers	276	262	225

Recycling Recovery



January 2024

PRODUCT	Product - Percentage	Product - Tonnes
AL CANS	0.66	0.09
MIXED PAPER	18.67	2.52
ONP	0.00	0.00
OCC - CARDBOARD	25.66	3.46
STEEL	2.25	0.30
GLASS	22.55	3.04
MIXED PLASTICS	0.00	0.00
PET	1.71	0.23
HDPE	1.49	0.20
TOTAL RECOVERED	72.99	9.85
WASTE / CONTAMINATION	27.01	3.65
MONTHLY TOTAL	100.00	13.50



"Commercial in Confidence"



Ordinary Council Meeting

9.1 – Compliance Audit Return



Peppermint Grove – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	N/A	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	



6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	



16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	N/A	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	



4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	



Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	N/A	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	N/A	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	N/A	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	N/A	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	N/A	



4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	N/A	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	N/A	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	



14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	15/06/2021
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	27/06/2023
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	23/08/2022
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	23/08/2022
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	Yes	



		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government’s website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government’s website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government’s official website by 31 July 2023?	Yes	
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date