



Peppermint Grove
The Garden Shire

SHIRE OF PEPPERMINT GROVE

Ordinary Council Meeting **Attachments**

14th October 2025

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Ordinary Council Meeting

8.3.1 Accounts Paid

Accounts Paid - August 2025

Payment / Invoice	Date	Description	Amount
EFT Payment			
EFT Payment - EFT00089			
3000 - SuperChoice Aware Superannuation			
PJ000243	04/09/25	FORTNIGHT 2026- 5 - From Payroll	5,945.32
SUPER SEPT 25	04/09/25	Superannuation Contribution	15,048.83
		Total 3000	20,994.15
		Total EFT00089	20,994.15
EFT Payment - EFT00090			
1 - Australia Post			
1014222346	03/09/25	Parcel postage	351.15
		Total 1	351.15
162 - Western Metropolitan Regional Council			
M-2508241	31/08/25	WMRC Tip Passes	9,575.96
		Total 162	9,575.96
2233 - EASISALARY PTY LTD			
	04/09/25	Salary Sacrifice	682.85
	04/09/25	Salary Sacrifice	1,102.47
	04/09/25	Salary Sacrifice	53.61
		Total 2233	1,838.93
3057 - CTI Couriers			
CISC4817519	31/08/25	Library courier - August 2025	638.72
		Total 3057	638.72
3060 - BENARA NURSERIES			
241471 PO00517	19/08/25	Plants	269.83
		Total 3060	269.83
3120 - Westbooks			
351259 PO00526	04/09/25	books as purchased online	102.79
351084 PO00582	29/08/25	Books as purchased online	298.55
351085 PO00582	29/08/25	Books as purchased online	149.00
		Total 3120	550.34
3225 - DOMUS NURSERY (HERITAGE WAY PTY LTD)			
193504 PO00516	01/09/25	Plants	339.21
193520	01/09/25	Parvifolium CN	-68.97
		Total 3225	270.24
3230 - Sontec Integrated Systems			
21861 PO00587	28/08/25	Sontec Annual Monitoring 2025-2026	686.40
		Total 3230	686.40
3375 - TESTEL AUSTRALIA PTY LTD			
WAUCD6826	01/09/25	Testel annual appliance testing 2025	99.00
PO00550			
WAUCD6827	01/09/25	Testel annual appliance testing 2025	1,547.70
PO00550			
WAUCD6828	01/09/25	Testel annual appliance testing 2025	515.90
PO00550			
WAUCD6829	01/09/25	Testel annual appliance testing 2025	138.60
PO00550			

Accounts Paid - August 2025

Payment / Invoice	Date	Description	Amount
WAUCD6830 PO00550	01/09/25	Testel annual appliance testing 2025	165.55
Total 3375			2,466.75
3405 - PORTER CONSULTING ENGINEERS			
00025512 PO00463	31/08/25	Leake St and The Esplanade - MRRG drawings and technical specifications	1,540.00
Total 3405			1,540.00
3429 - DONALD BURNETT E005			
250911 REIMBURSEMENT D BURNETT	08/09/25	CEO Data 6/8/25-8/9/25	486.82
Total 3429			486.82
3604 - Officeworks			
623658163 PO00590	03/09/25	A5 2026 Day to page diary - black	218.56
623779776 PO00601	08/09/25	Jabra Evolve2 30 SE USB-C UC Mono Headset	287.69
Total 3604			506.25
3795 - Solmec Consultants			
25-812-01 PO00509	01/09/25	Aircon upgrade report JOB00048	3,862.10
Total 3795			3,862.10
3878 - Market Creations Technology Pty Ltd T/as Intergrated ICT			
39191	27/08/25	Microsoft 365 - August 25	470.31
39275	29/08/25	Managed Service Agreement - August 2025	1,764.62
39300	29/08/25	Security service - August 2025	1,540.00
39392	31/08/25	Backup Storage August 2025	344.72
39276	29/08/25	Managed Service Agreement August 2025	1,067.00
Total 3878			5,186.65
3887 - People Sense Pty Ltd T/as Altius			
55326	14/08/25	2X EAP Counselling	228.02
Total 3887			228.02
3911 - John F. Filippone T/as Procurement Plus			
Q2024-25-026B PO00522	27/08/25	Verge Parking Project - Procurement Services	3,499.10
Total 3911			3,499.10
3943 - Pay@bility Pty Ltd T/A Benefit@bility			
	04/09/25	Salary Sacrifice	767.83
Total 3943			767.83
3974 - LG Best Practices			
23001 PO00589	01/09/25	Rates training course for Tia	1,980.00
23024 PO00535	31/08/25	Rates service for 24-25 year end and 2025-26 rates service	880.00
Total 3974			2,860.00
3987 - Office Line			
86983 PO00585	05/09/25	Order PO00585	8,474.40
Total 3987			8,474.40
3998 - Professional Tree Surgeons			

Accounts Paid - August 2025

Payment / Invoice	Date	Description	Amount
2384 PO00423	03/09/25	Tree works - various	3,371.50
		Total 3998	3,371.50
4001 - Food Technology Services Pty Ltd			
000000114 PO00531	04/09/25	Provision of Environmental Health Services for 2025-26	1,286.16
		Total 4001	1,286.16
52 - Iron Mountain Australia Group Pty Ltd			
AUD727230	31/08/25	Business storage 1/9/25-30/9/25	16.49
		Total 52	16.49
693 - Clean City Group Pty Ltd			
1829 PO00494	02/09/25	Bin Return Service FY25.26	935.00
		Total 693	935.00
867 - DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY			
250908 BSL JULY 2025	08/09/25	BA2025/00019 44 View Street	5,265.54
		Total 867	5,265.54
V00009 - Landscape and Maintenance Solutions			
INV-5002 PO00501	01/09/25	Manners Hill Park - Mowing Services FY25.26	2,542.10
		Total V00009	2,542.10
V00060 - NAPOLEON PAPIER & CO			
3820 PO00362	02/09/25	magazines as selected	50.94
3797380438143830 PO00471	02/09/25	Magazines as selected	155.52
		Total V00060	206.46
V00067 - BrightMark Group Pty Ltd			
0005453 PO00542	30/08/25	Cleaning of Depot Office - Jul 25	10,828.95
		Total V00067	10,828.95
V00068 - FUJIFILM IT SERVICES (Codeblue Australia Pty Ltd)			
CBAU1279865	18/08/25	Professional Services - August 2025	595.07
CBAU1280056	29/08/25	Telephony Agreement - August 2025	407.00
CBAU1279872	18/08/25	Private IP Services - August 2025	1,848.00
		Total V00068	2,850.07
V00080 - ASKA ILLUSTRATION			
630 PO00566	22/08/25	childrens book week presentation 2025	880.00
		Total V00080	880.00
V00109 - Nexia Perth Audit Services Pty Ltd			
INV-80928 PO00560	31/08/25	Audit of R2R	2,255.00
		Total V00109	2,255.00
V00113 - Tamara L Gibbs			
250908 REFUND TL GIBBS	08/09/25	Rates refund - 26 The Esplanade	1,974.72
		Total V00113	1,974.72
V00114 - Shellabears Trust Account			
250908 REFUND SHELLABEARS	08/09/25	Rates refund - 30B Johnston Street	1,024.40

Accounts Paid - August 2025

Payment / Invoice	Date	Description	Amount
Total V00114			1,024.40
Total EFT00090			77,495.88
EFT Payment - EFT00091			
3029 - Australian Taxation Office			
PJ000209	07/08/25	FORTNIGHT 2026- 3 - From Payroll	18,238.17
PJ000216	21/08/25	FORTNIGHT 2026- 4 - From Payroll	18,926.09
	01/09/25	GST AUGUST Settlement	34,051.00
	01/09/25	GST AUGUST Settlement	-26,067.00
Total 3029			45,148.26
Total EFT00091			45,148.26
EFT Payment - EFT00092			
3000 - SuperChoice Aware Superannuation			
PJ000253	18/09/25	FORTNIGHT 2026- 6 - From Payroll	5,809.79
SUPER SEPT 25 2	18/09/25	Superannuation Contribution	14,673.32
Total 3000			20,483.11
Total EFT00092			20,483.11
EFT Payment - EFT00093			
162 - Western Metropolitan Regional Council			
VV250831-3	01/09/25	Verge Valet - Bulk Waste Services FY25.26	4,626.64
PO00505			
M-2509142	01/09/25	WMRC Tip Passes	7,364.52
M-2509342	16/09/25	WMRC Tip Passes	6,348.08
Total 162			18,339.24
2233 - EASISALARY PTY LTD			
	18/09/25	Salary Sacrifice	682.85
	18/09/25	Salary Sacrifice	1,102.47
	18/09/25	Salary Sacrifice	53.61
Total 2233			1,838.93
2414 - Open Systems Technology Pty Ltd (Council First)			
SI009254	11/09/25	CouncilFirst Subscription - Oct 25	8,568.27
SI009285	19/09/25	Microsoft 365 Oct 25	1,438.70
SI009280	16/09/25	Professional Services - Aug 25	3,748.25
SI009260	15/09/25	STP Transactions - July 25	35.20
SI009245	09/09/25	PW Fee Increase - Sept 25	1,226.50
SI009244	09/09/25	Avepoint Cloud Backup - Sept 25	111.38
SC000743	19/09/25	Professional Services - credit	-387.75
SI009291	11/09/25	CouncilFirst Subscription Oct 25	8,350.47
SI009234 2	01/09/25	Professional Services - July 25	18,612.00
Total 2414			41,703.02
300 - VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD			
167857 PO00503	01/09/25	Residential Waste - MSW	17,390.87
167812 PO00503	01/09/25	Residential Waste - MSW	23,185.00
Total 300			40,575.87
3002 - Winc Australia Pty Ltd			

Accounts Paid - August 2025

Payment / Invoice	Date	Description	Amount
9048698535 PO00597	08/09/25	stationery as ordered online	168.99
Total 3002			168.99
3027 - PORT PRINTING			
INV111316 PO00598	15/09/25	3	221.65
Total 3027			221.65
3051 - TEMPTATIONS CATERING			
E31502 PO00492	01/09/25	ABF 8 July 2025	459.36
E31514 PO00580	01/09/25	OCM Catering 26 August 2025	393.60
E31504 PO00588	09/09/25	Meal catering x 2 per month at \$460 per night	459.36
Total 3051			1,312.32
3061 - DOT OPERATING ACCOUNT (DEPT OF TRANSPORT - DOI REGO SEARCHES)			
8076242	14/09/25	2 x Information search	10.20
Total 3061			10.20
3071 - LOCAL GOVERNMENT PROFESSIONALS WA			
46449 PO00529	01/09/25	Community Developmet Conference 2025	1,165.00
Total 3071			1,165.00
3149 - Councilor			
250922 1ST QRT 2025-26	22/09/25	Sitting Fee 1ST QRT 2025-26	2,530.00
Total 3149			2,530.00
3150 - Councilor			
250922 1ST QRT 2025-26	22/09/25	Sitting Fee 1ST QRT 2025-26	10,844.00
Total 3150			10,844.00
3152 - Councilor			
250922 1ST QRT 2025-26	22/09/25	Sitting Fee 1ST QRT 2025-26	2,840.00
Total 3152			2,840.00
3239 - ASSET INFRASTRUCTURE MANAGEMENT			
INV-0811 PO00609	10/09/25	PO to replace PO00394 for AMP 2025	3,190.00
Total 3239			3,190.00
3241 - Fire Shield Services			
INV56493 PO00575	12/09/25	Fire panel replacement per quote Q-5542	4,205.30
Total 3241			4,205.30
3357 - Fasta Couriers & Taxi Trucks			
317696	01/09/25	Agenda courier to Subiaco 22/8/25	30.72
318110	15/09/25	Agenda courier 10/9/25	22.23
Total 3357			52.95
3405 - PORTER CONSULTING ENGINEERS			
00025433 PO00463	01/09/25	Leake St and The Esplanade - MRRG drawings and technical specifications	6,547.20
Total 3405			6,547.20
3411 - BOLINDA DIGITAL PTY LTD			

Accounts Paid - August 2025

Payment / Invoice	Date	Description	Amount
P132185 PO00604	11/09/25	2025/26 Value Plan Mixed Formats quote 14833	3,562.68
		Total 3411	3,562.68
3550 - Connect Call Centre Services			
00120197	15/09/25	Overcall fee for contract CA0435 August 25	88.66
		Total 3550	88.66
3579 - PENNY ASKIN E0003			
250903			
REIMBURSEMENT	03/09/25	Shire kitchen supplies	29.85
P ASKIN			
		Total 3579	29.85
3626 - Councilor			
250922 1ST QRT	22/09/25	Sitting Fee 1ST QRT 2025-26	2,840.00
2025-26			
		Total 3626	2,840.00
3627 - Councilor			
250922 1ST QRT	22/09/25	Sitting Fee 1ST QRT 2025-26	4,174.00
2025-26			
		Total 3627	4,174.00
3718 - Nice Design			
INV-5123 PO00600	17/09/25	Glass door signage The Grove Open/Close times from Stirling Highway side	176.00
INV-5122 PO00552	01/09/25	Revised Shire opening hours signage on door from carpark to staircase	176.00
		Total 3718	352.00
3892 - Telstra Limited			
6362254800 SEPT 25	08/09/25	Depot NBN Sept 25	75.00
4074199284	10/09/25	Keane Point Sept 25	40.00
4074199292 SEPT 25	10/09/25	T Whitham Sept 25	112.06
		Total 3892	227.06
3943 - Pay@bility Pty Ltd T/A Benefit@bility			
	18/09/25	Salary Sacrifice	767.83
		Total 3943	767.83
3949 - Councilor			
250922 1ST QRT	22/09/25	Sitting Fee 1ST QRT 2025-26	2,840.00
2025-26			
		Total 3949	2,840.00
3950 - Councilor			
250922 1ST QRT	22/09/25	Sitting Fee 1ST QRT 2025-26	2,840.00
2025-26			
		Total 3950	2,840.00
3989 - Infocouncil Pty Ltd			
INFO-204370	17/09/25	Annual Help Desk Fee 1/7/25-31/8/25	725.80
		Total 3989	725.80
3996 - Lisa Duperouzel			

Accounts Paid - August 2025

Payment / Invoice	Date	Description	Amount
250919 REFUND 50 IRVINE ST GRANT	19/09/25	Heritage Grant Scheme - 50 Irvine St	6,500.00
Total 3996			6,500.00
693 - Clean City Group Pty Ltd			
1830 PO00494	10/09/25	Bin Return Service FY25.26	1,529.00
1831 PO00494	17/09/25	Bin Return Service FY25.26	1,006.50
1832 PO00562	17/09/25	Letterbox drop of Community Day Breakfast invitations	412.50
1833 PO00494	19/09/25	Bin Return Service FY25.26	1,314.50
1834 PO00594	19/09/25	- 6 hours for trial street tree watering	1,430.00
Total 693			5,692.50
883 - FujiFilm Business Innovations Australia PtyLtd			
CW956845	01/09/25	AC3570-4 S No.138835 - Jul 25	509.99
QI562205	22/09/25	Lease principle 16/10/25-15/01/26	1,841.40
Total 883			2,351.39
V00006 - McLeods Lawyers Pty Ltd			
147517	12/09/25	Lease: Lot 160 Bay View to Tennis Club	1,411.39
Total V00006			1,411.39
V00024 - ALINEA INC			
8/SHI02 PO00460	01/09/25	Interlibrary loan courier service 2025/26	6,701.43
Total V00024			6,701.43
V00047 - Playmaster Pty Ltd			
INV-2208 PO00511	11/09/25	Order PO00511	22,954.80
Total V00047			22,954.80
V00068 - FUJIFILM IT SERVICES (Codeblue Australia Pty Ltd)			
CBAU1280085	01/09/25	Managed Services Network and Telephony Sept 25	506.00
CBAU1280101	01/09/25	Professional Services and Configuration Sept 25	595.07
CBAU1280187	18/09/25	Private IP Services Sept 25	1,848.00
CBAU1280103	01/09/25	Various Networking and Telephony Equipment Sept 25	610.50
Total V00068			3,559.57
V00116 - Anuradhi Kadurugamuwa			
250911 REFUND ANURADHI KADURUGAMUWA	11/09/25	Rates refund - 17 Venn St	6,523.61
Total V00116			6,523.61
V00117 - Gill Fairweather			
250919 REIMB FUND GILL FAIRWEATHER	19/09/25	Dog sterilisation reimbursement - Chook	150.00
Total V00117			150.00
V00118 - Louise Aakermann			
250915 REFUND BA2018.00012 13 LEAKE	15/09/25	250915 REFUND BA2018.00012 13 LEAKE	1,000.00
Total V00118			1,000.00
V00119 - Heng K Chiam			

Accounts Paid - August 2025

Payment / Invoice	Date	Description	Amount
250924 REFUND CHIAM PLATES	24/09/25	Refund of licence plate PG 8	640.00
		Total V00119	640.00
		Total EFT00093	211,477.24
Grand Total - EFT Payment			\$ 375,598.64
Other			
Other - DD00098			
123 - Synergy			
2002574788	08/08/25	Library Electricity 11/7/25-7/8/25	6,615.87
		Total 123	6,615.87
		Total DD00098	6,615.87
Other - DD00099			
123 - Synergy			
3000243002	25/09/25	Depot Electricity 31/5/25-30/7/25	689.29
		Total 123	689.29
		Total DD00099	689.29
Other - DD00100			
123 - Synergy			
2070494570	01/09/25	Streetlights (2) 28 Jul - 27 Aug 25	43.20
		Total 123	43.20
		Total DD00100	43.20
Other - DD00101			
123 - Synergy			
2026528847	03/09/25	Streetlights 25/7/25-24/8/25	3,736.90
		Total 123	3,736.90
		Total DD00101	3,736.90
Grand Total - Direct Debit Payment			\$ 11,085.26
Other - CC00015			
3084 - Shire Credit Cards -NAB Visa flexi purchase			
PA ADMIN 30 JUL TO 28 AUG 25	01/09/25	PA ADMIN 30 JUL TO 28 AUG 25	445.20
TW DEPOT 30 JUL TO 28 AUG 2025	01/09/25	TW DEPOT 30 JUL TO 28 AUG 2025	815.29
SF CLS 30 JUL TO 28 AUG 2025	01/09/25	SF CLS 30 JUL TO 28 AUG 2025	2,977.29
RY DEPOT 30 JUL TO 28 AUG 2025	01/09/25	RY DEPOT 30 JUL TO 28 AUG 2025	679.86
LH ALS 30 JUL TO 28 AUG 2025	01/09/25	LH ALS 30 JUL TO 28 AUG 2025	1,759.87
JC MCCA 30 JUL TO 28 AUG 2025	01/09/25	JC MCCA 30 JUL TO 28 AUG 2025	239.21
MP 30 JUL TO 28 AUG 2025	01/09/25	MP 30 JUL TO 28 AUG 2025	6.82
JG MDS 30 JUL TO 28 AUG 2025	01/09/25	Envelopes	68.07
DB CEO 30 JUL TO 28 AUG 2025	01/09/25	DB CEO 30 JUL TO 28 AUG 2025	1,710.57

Accounts Paid - August 2025

Payment / Invoice	Date	Description	Amount
DN DEPOT 28 JUN TO 29 JUL 25	01/09/25	Bank fee	6.82
NABS VISA FEE AUG 25	01/09/25	NABS VISA FEE AUG 25	110.00
		Total 3084	8,819.00
		Grand Total - Credit Card Payment	\$ 8,819.00
		Grand Total - Payroll Payments	\$ 120,849.57
		Grand Total - Bank Charges	\$ 2,112.08
		Grand Total - September 2025	\$ 518,464.55



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: corporatecardsupport@nab.com.au
Lost & Stolen Cards: 1800 033 103 (24 Hrs, 7 Days a Week)



049/2059

SHIRE OF PEPPERMINT GROVE
ATTN: JEREMY CLAPHAM
PO BOX 221
COTTESLOE WA 6011

Shire of Peppermint Grove

OCT 3 - 2025

RECEIVED

Statement Period: 29 August 2025 to 29 September 2025

Company Account No: 4715 2799 0002 0601

Facility Limit: \$50,000

See reverse for transaction details

Your Account Summary	
Balance from	
Previous Statement	\$8,819.00 DR
Payments and Other Credits	\$8,889.10 CR
Purchases, Cash Advances	\$21,331.06 DR
Interest and Other Charges	\$178.20 DR
Closing Balance	\$21,439.16 DR

YOUR REQUIRED PAYMENT OF \$21,439.16 WILL BE DEBITED TO ACCOUNT 000086492- 0000508232566 ON THE DUE DATE 10/10/2025 AS PER OUR AGREEMENT.

Transaction Record For: Billing Account

Date	Amount A\$	Details	Explanation	Cost Coding	GST / FBT Paid	Reference
8 Sep 2025	\$8,819.00 CR	DIRECT DEBIT PAYMENT				74715275248
Total for this						
Period:	\$8,819.00 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	\$0.00	\$6.82	\$6.82
4715-2766-5873-6883	MR STEWART FARLEY	\$3,000	\$1.13	\$2,929.11	\$6.82	\$2,934.80
4715-2766-5955-5241	MR DONALD S BURNETT	\$10,000	\$0.00	\$2,698.94	\$6.82	\$2,705.76
4715-2766-6054-1719	MR TIMOTHY CHARLES W	\$1,000	\$68.97	\$748.19	\$6.82	\$686.04
4715-2766-6054-1727	MR ROBERT IAIN YOUNG	\$1,000	\$0.00	\$693.86	\$6.82	\$700.68
4715-2766-6149-3555	JOEL LEE DIETER GAJI	\$5,000	\$0.00	\$319.46	\$6.82	\$326.28
4715-2766-6217-2539	MR JEREMY CHARLES CL	\$5,000	\$0.00	\$8,308.48	\$6.82	\$8,315.30
4715-2766-6248-2078	MS PENNY ASKIN	\$500	\$0.00	\$836.20	\$6.82	\$843.02
4715-2767-0252-3964	MR LANCE HOPKINSON	\$5,000	\$0.00	\$4,796.82	\$6.82	\$4,803.64
4715-2767-0261-3815	MR MURRAY JOHN PERCA	\$5,000	\$0.00	\$0.00	\$6.82	\$6.82
4715-2799-0002-0601	BILLING ACCOUNT	\$0	\$8,819.00	\$0.00	\$0.00	\$8,819.00 CR
			\$8,889.10	\$21,331.06	\$178.20	\$12,620.16

Transaction Type	Annual Percentage Rate	Daily Percentage Rate
Purchase	0.000%	0.00000%



Statement for NAB

Statement Period: 29 Aug 2025 to 29 Sep 2025

Cardholder Name: Donald Burnett



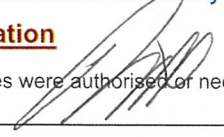
JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross	
05 Sep 2025	Wanewswpx Osborne Park		Approval Req'd	<input checked="" type="checkbox"/>	\$21.95	
22240	420	1001	\$19.95	\$2.00	\$21.95	
Purchase Wanewswpx Alston cartoon						
04 Sep 2025	Temptations Catering Osborne Park		Approval Req'd	<input checked="" type="checkbox"/>	\$464.41	
22450	410	1001	\$422.19	\$42.22	\$464.41	
Purchase Temptations Catering catering						
08 Sep 2025	Woolworths/Cottesloe Grov Cottesloe		Approval Req'd	<input checked="" type="checkbox"/>	\$21.20	
22240	420	1001	\$19.27	\$1.93	\$21.20	
Purchase Woolworths/Cottesloe Grov Staff meeting						
09 Sep 2025	Galabid.Com Brookvale		Approval Req'd	<input checked="" type="checkbox"/>	\$2,191.38	
22340	420	1001	\$1,992.16	\$199.22	\$2,191.38	
Purchase Galabid.Com Commission on auction of number plates						
Total for this period:					\$2,698.94	

Plus \$6.82 for the bank fee totally to \$2,705.76

Cardholder Declaration

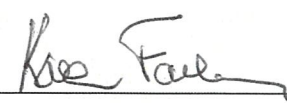
I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 10/9/25

Employee ID: 5

Approved By

Signature 

Dated ____ / ____ / ____

On Completion

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



Statement for NAB

Statement Period: 29 Aug 2025 to 29 Sep 2025

Cardholder Name: Donovan Norgard

JSKR VISA Purchasing Card (Client Expenses)



Date		Details		GL Code	CC Code	Department	Approval	Receipt Amount (\$AUD)	
							Net	Tax	Gross
29 Sep 2025	Account Fees						No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82
Not Coded	Not Coded			3001			\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee									
Total for this period:									\$6.82

Cardholder Declaration

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

Signature Dono on LSL Dated / /

Employee ID: 169

Approved By

Signature Signature Dated 03/10/2025

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 Aug 2025 to 29 Sep 2025

Cardholder Name: Jeremy Clapham



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt		Amount (\$AUD)
	GL Code	CC Code		Net	Tax	
		Department				Gross
12 Sep 2025	Wanewswpx	Osborne Park	Approval Req'd	✓		\$21.95
	22240	420		\$19.95	\$2.00	\$21.95
	Purchase Wanewswpx					
	Stationery					
15 Sep 2025	Adobe	Sydney	Approval Req'd	✓		\$128.99
	22240	420		\$117.26	\$11.73	\$128.99
	Purchase Adobe					
	Adobe monthly fee					
22 Sep 2025	Cpp Council House	Perth	Approval Req'd	✓		\$13.12
	20140	420		\$11.93	\$1.19	\$13.12
	Purchase Cpp Council House					
	Parking- OST meeting					
23 Sep 2025	Transport Wa Perth	Perth	Approval Req'd	✓		\$7,875.00
	22340	420		\$7,159.09	\$715.91	\$7,875.00
	Purchase Transport Wa Perth					
	DOT license plate fee					
24 Sep 2025	Cpp Convention Centre	Perth	Approval Req'd	✓		\$26.25
	20140	420		\$23.86	\$2.39	\$26.25
	Purchase Cpp Convention Centre					
	Parking WALGA procurement forum					
26 Sep 2025	Transport Wa Perth	Perth	Approval Req'd	✓		\$225.00
	22340	420		\$204.55	\$20.45	\$225.00
	Purchase Transport Wa Perth					
	DOT license plate for extra item					

25 Sep 2025	Cpp His Majestys Perth	Approval Req'd	<input checked="" type="checkbox"/>	\$18.17	
20140	420	1001	\$16.52	\$1.65	\$18.17
Purchase Cpp His Majestys					
Parking - meeting with DLGIRS					

29 Sep 2025	Account Fees	No Appr Req'd	<input type="checkbox"/>	\$6.82	
22230	420	1001	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee					
Bank fees					

Total for this period: \$8,315.30

Cardholder Declaration

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

Signature 

Dated 03/10/2025

Employee ID: E0031

Approved By

Signature 

Dated 03 / 10 / 2025

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 Aug 2025 to 29 Sep 2025

Cardholder Name: Joel Lee Gajic



JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt	Amount (\$AUD)	
GL Code	CC Code	Department	Net	Tax	Gross
31 Aug 2025	Valleygirl Perth Airpo Perth Airport	Approval Req'd	<input checked="" type="checkbox"/>		\$16.89
22230	1380	1001	\$15.35	\$1.54	\$16.89
Purchase Valleygirl Perth Airpo Purchase in error by J Gajic, reimbursed to Shire account 9 September					
15 Sep 2025	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>		\$98.80
22240	1380	1001	\$89.82	\$8.98	\$98.80
Purchase Woolworths/Cottesloe Grov Administration office coffee pods					
22 Sep 2025	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>		\$77.27
22450	410	1001	\$70.25	\$7.02	\$77.27
Purchase Woolworths/Cottesloe Grov Catering Citizenship Ceremony					
23 Sep 2025	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>		\$30.00
22490	410	1001	\$27.27	\$2.73	\$30.00
Purchase Woolworths/Cottesloe Grov Sushi for Citizenship Ceremony					
23 Sep 2025	Bws/535 Stirling Highway Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>		\$96.50
22490	410	1001	\$87.73	\$8.77	\$96.50
Purchase Bws/535 Stirling Highway Beverages for Citizenship Ceremony					
Total for this period:					\$319.46

+\$6.82 for the bank fee. Glitches on FP occurred this month.

\$326.28

Cardholder Declaration

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

Signature

Dated 02 / 10 / 2025

Employee ID: E0020

Approved By

Signature

Dated 02/10/2025

On Completion

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



Statement for NAB

Statement Period: 29 Aug 2025 to 29 Sep 2025

Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Net	Tax	Gross
28 Aug 2025	Ikea Pty Limited Tempe		Approval Req'd		✓	\$750.00
	22600	1150		\$681.82	\$68.18	\$750.00
	Purchase Ikea Pty Limited Furniture for new pods					
29 Aug 2025	Woolworths/Cottesloe Grov Cottesloe		Approval Req'd		✓	\$6.70
	22850	1150		\$6.09	\$0.61	\$6.70
	Purchase Woolworths/Cottesloe Grov KITCHEN					
31 Aug 2025	Woolworths/Cottesloe Grov Cottesloe		Approval Req'd		✓	\$30.20
	22850	1150		\$27.45	\$2.75	\$30.20
	Purchase Woolworths/Cottesloe Grov SUNDAY NEWSPAPER/ KITCHEN SUPPLIES					
31 Aug 2025	Lookatme Docklands		Approval Req'd		✓	\$1,373.90
	22690	1030		\$1,249.00	\$124.90	\$1,373.90
	Purchase Lookatme Look @ me Photo archive software					
02 Sep 2025	W A Library Supplies Forrestdale		Approval Req'd		✓	\$138.90
	22320	1150		\$126.27	\$12.63	\$138.90
	Purchase W A Library Supplies date labels / barcode protectors					
03 Sep 2025	Peppermint News Agc Peppermint Gr		Approval Req'd		✓	\$247.50
	22280	1150		\$225.00	\$22.50	\$247.50
	Purchase Peppermint News Agc library newspapers					
08 Sep 2025	Paper Bird Bookshop Fremantle		Approval Req'd		✓	\$1,045.00
	22660	1150		\$950.00	\$95.00	\$1,045.00
	Purchase Paper Bird Bookshop author CBW					
08 Sep 2025	Bale Data Services Landsdale		Approval Req'd		✓	\$96.76
	22660	1150		\$87.96	\$8.80	\$96.76
	Purchase Bale Data Services receipt rolls					

08 Sep 2025	Wendy Michelle Binks O'Connor	Approval Req'd	<input checked="" type="checkbox"/>	\$715.00	
22660	1150	4001	\$650.00	\$65.00	\$715.00
Purchase Wendy Michelle Binks					
CBW author					
09 Sep 2025	Officeworks Bentleigh Eas	Approval Req'd	<input checked="" type="checkbox"/>	\$312.00	
22260	1150	4001	\$283.64	\$28.36	\$312.00
Purchase Officeworks					
laptop bags					
16 Sep 2025	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$16.00	
22850	1150	4001	\$14.55	\$1.45	\$16.00
Purchase Woolworths/Cottesloe Grov					
jp supplies					
18 Sep 2025	Ink Station Sydney	Approval Req'd	<input checked="" type="checkbox"/>	\$61.66	
22320	1030	4201	\$56.05	\$5.61	\$61.66
Purchase Ink Station					
INK SET COMM HISTORY PHOTO PRINTER					
26 Sep 2025	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd	<input checked="" type="checkbox"/>	\$3.20	
22850	1150	4001	\$2.91	\$0.29	\$3.20
Purchase Woolworths/Cottesloe Grov					
milk					
29 Sep 2025	Account Fees	No Appr Req'd	<input type="checkbox"/>	\$6.82	
22230	1150	4001	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee					
bank charges					
Total for this period:				\$4 803.64	

Cardholder Declaration

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

Signature 

Dated 06 / 10 / 2025

Employee ID: 60

Approved By

Signature 

Dated 06/10/2025

On Completion

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



Statement for NAB



Statement Period: 29 Aug 2025 to 29 Sep 2025

Cardholder Name: Murray Percasky

JSKR VISA Purchasing Card (Client Expenses)

Date		Details		GL Code	CC Code	Department	Approval	Net	Tax	Receipt Amount (\$AUD)	
29 Sep 2025		Account Fees					No Appr Req'd			\$6.82	
	Not Coded	Not Coded				Not Coded		\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee											
Total for this period:										\$6.82	

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature Murray on leave Dated / /

Employee ID: E0042

Approved By

Signature [Signature] Dated 03/10/2025

On Completion

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



Statement for NAB

Statement Period: 29 Aug 2025 to 29 Sep 2025

Cardholder Name: Penny Askin




JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code Department		Tax	Gross
27 Aug 2025	Cellarbrations Cottesloe		Approved	✓	\$14.00
	22450 410 1001		\$12.73	\$1.27	\$14.00
	Purchase Cellarbrations Council Chambers Fridge Supplies				
28 Aug 2025	Woolworths/Cottesloe Grov Cottesloe		Approved	✓	\$5.95
	22240 420 1001		\$5.41	\$0.54	\$5.95
	Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies				
01 Sep 2025	Woolworths/Cottesloe Grov Cottesloe		Approved	✓	\$16.60
	22240 420 1001		\$15.09	\$1.51	\$16.60
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies				
02 Sep 2025	Woolworths/Cottesloe Grov Cottesloe		Approved	✓	\$21.80
	22240 420 1001		\$19.82	\$1.98	\$21.80
	Purchase Woolworths/Cottesloe Grov Shire Supplies				
04 Sep 2025	Woolworths/Cottesloe Grov Cottesloe		Approved	✓	\$4.45
	22240 420 1001		\$4.05	\$0.40	\$4.45
	Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies				
09 Sep 2025	Woolworths/Cottesloe Grov Cottesloe		Approved	✓	\$25.15
	22240 420 1001		\$22.86	\$2.29	\$25.15
	Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies				
15 Sep 2025	Woolworths/Cottesloe Grov Cottesloe		Approved	✓	\$5.95
	22240 420 1001		\$5.41	\$0.54	\$5.95
	Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies				
17 Sep 2025	Woolworths/Cottesloe Grov Cottesloe		Approved	✓	\$10.35
	22240 420 1001		\$9.41	\$0.94	\$10.35
	Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies				

22 Sep 2025	Woolworths/Cottesloe Grov Cottesloe	Approved		\$29.95	
22490	420	1051	\$27.23	\$2.72	\$29.95
Purchase Woolworths/Cottesloe Grov Coffee & biscuits for a Presentation relating to Nov 1st Aged Care changes					
23 Sep 2025	Woolworths/Cottesloe Grov Cottesloe	Approved		\$21.05	
22240	420	1001	\$19.14	\$1.91	\$21.05
Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
24 Sep 2025	Woolworths/Cottesloe Grov Cottesloe	Approved		\$5.95	
22240	420	1001	\$5.41	\$0.54	\$5.95
Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies					
25 Sep 2025	Demmer Galleries Osborne Park	Approval Req'd		\$675.00	
22490	420	1051	\$613.64	\$61.36	\$675.00
Purchase Demmer Galleries Framing of 3 Award Certificates for Community Day 2025					
29 Sep 2025	Account Fees	No Appr Req'd		\$6.82	
22230	420	1001	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Bank charges					
Total for this period:				\$843.02	

Cardholder Declaration

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

Signature  Dated 6 / 10 / 2025

Employee ID: E0003

Approved By

Signature  Dated 06/10/2025

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 Aug 2025 to 29 Sep 2025

Cardholder Name: Robert Young

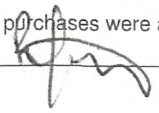


JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross
01 Sep 2025	Reddy Express 6919 Mosman Park	Approval Req'd	<input checked="" type="checkbox"/>	\$66.12	
22510	1220	3001	\$60.11	\$6.01	\$66.12
Purchase Reddy Express 6919 Depot fuel					
02 Sep 2025	Reddy Express 6919 Mosman Park	Approval Req'd	<input checked="" type="checkbox"/>	\$148.89	
22510	1220	3001	\$135.35	\$13.54	\$148.89
Purchase Reddy Express 6919 Ute fuel					
15 Sep 2025	Reddy Express 6919 Mosman Park	Approval Req'd	<input checked="" type="checkbox"/>	\$153.52	
22510	1220	3001	\$139.56	\$13.96	\$153.52
Purchase Reddy Express 6919 Ute Fuel					
16 Sep 2025	Reddy Express 6919 Mosman Park	Approval Req'd	<input checked="" type="checkbox"/>	\$88.10	
22510	1220	3001	\$80.09	\$8.01	\$88.10
Purchase Reddy Express 6919 Depot Fuel					
23 Sep 2025	Reddy Express 6919 Mosman Park	Approval Req'd	<input checked="" type="checkbox"/>	\$86.07	
22510	1220	3001	\$78.25	\$7.82	\$86.07
Purchase Reddy Express 6919 Loader Fuel					
25 Sep 2025	Reddy Express 6919 Mosman Park	Approval Req'd	<input checked="" type="checkbox"/>	\$151.16	
22510	1220	3001	\$137.42	\$13.74	\$151.16
Purchase Reddy Express 6919 Ute Fuel					
29 Sep 2025	Account Fees	No Appr Req'd	<input type="checkbox"/>	\$6.82	
22230	1220	3001	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Bank Fees					
Total for this period:				\$700.68	

Cardholder Declaration

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

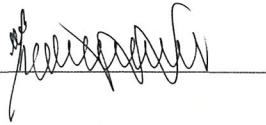
Signature 

Dated 6/10/2025

Employee ID: RY

Approved By

Signature

A handwritten signature in black ink, appearing to be "J. R. Smith", written over a horizontal line.

Dated 06/108/2025

On Completion

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



Statement for NAB

Statement Period: 29 Aug 2025 to 29 Sep 2025

Cardholder Name: Stewart Farley



JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross
29 Aug 2025	Red Dot Stores Spearwood	Approved		✓	\$27.00
22650	1150	4001	\$24.55	\$2.45	\$27.00
Purchase Red Dot Stores Lanyards for kids Trident Club					
01 Sep 2025	Officeworks 0616 O'Connor	Approved		✓	\$76.55
22320	1150	4001	\$69.59	\$6.96	\$76.55
Purchase Officeworks 0616 Book Tape and A3 paper 160gram					
31 Aug 2025	Amazon Marketplace Au Sydney South	Approved		✓	\$76.46
22540	1150	4001	\$69.51	\$6.95	\$76.46
Purchase Amazon Marketplace Au Junior Book Purchases					
01 Sep 2025	Amazon Au Sydney South	Approved		✓	\$109.77
22540	1150	4001	\$99.79	\$9.98	\$109.77
Purchase Amazon Au Junior Book Purchases					
02 Sep 2025	Temu.Com Parramatta	Approved		✓	\$192.06
22650	1150	4001	\$174.60	\$17.46	\$192.06
Purchase Temu.Com Kids Holiday activity supplies					
02 Sep 2025	Amazon Marketplace Au Sydney South	Approved		✓	\$40.53
22540	1150	4001	\$36.85	\$3.68	\$40.53
Purchase Amazon Marketplace Au Junior Book Purchases					
31 Aug 2025	Amazon Marketplace Au Sydney South	Approved		✓	\$27.82
22540	1150	4001	\$25.29	\$2.53	\$27.82
Purchase Amazon Marketplace Au Junior Book Purchases					
01 Sep 2025	Amazon Marketplace Au Sydney South	Approved		✓	\$37.19
22540	1150	4001	\$33.81	\$3.38	\$37.19
Purchase Amazon Marketplace Au Junior Book Purchases					
01 Sep 2025	Amazon Marketplace Au Sydney South	Approved		✓	\$160.43
22540	1150	4001	\$145.85	\$14.58	\$160.43
Purchase Amazon Marketplace Au Junior Book Purchases					

31 Aug 2025	Red Dot Stores Cannington	Approved		\$48.00	
22650	1150	4001	\$43.64	\$4.36	\$48.00
Purchase Red Dot Stores Lanyards for kids Trident Club					
03 Sep 2025	Amazon Marketplace Au Sydney South	Approved		\$36.14	
22540	1150	4001	\$32.85	\$3.29	\$36.14
Purchase Amazon Marketplace Au Junior Book Purchases					
04 Sep 2025	Big W/Rockingham Road Spearwood	Approved		\$286.00	
22540	1150	4001	\$260.00	\$26.00	\$286.00
Purchase Big W/Rockingham Road Junior Book Purchases					
31 Aug 2025	Amazon Marketplace Au Sydney South	Approved		\$29.59	
22540	1150	4001	\$26.90	\$2.69	\$29.59
Purchase Amazon Marketplace Au Junior Book Purchases					
04 Sep 2025	Amazon Marketplace Au Sydney South	Approved		\$283.36	
22540	1150	4001	\$257.60	\$25.76	\$283.36
Purchase Amazon Marketplace Au Junior Book Purchases					
06 Sep 2025	Amazon Au Sydney South	Approved		\$92.95	
22540	1150	4001	\$84.50	\$8.45	\$92.95
Purchase Amazon Au Junior Book Purchases					
05 Sep 2025	Amazon Marketplace Au Sydney South	Approved		\$1.13 CR	
22540	1150	4001	\$1.03 CR	\$0.10 CR	\$1.13 CR
Credit Voucher Amazon Marketplace Au Book item discount					
02 Sep 2025	Amazon Marketplace Au Sydney South	Approved		\$63.36	
22540	1150	4001	\$57.60	\$5.76	\$63.36
Purchase Amazon Marketplace Au Junior Book Purchases					
07 Sep 2025	Amazon Marketplace Au Sydney South	Approved		\$69.65	
22540	1150	4001	\$63.32	\$6.33	\$69.65
Purchase Amazon Marketplace Au Junior Book purchases					
07 Sep 2025	Amazon Au Sydney South	Approved		\$131.02	
22540	1150	4001	\$119.11	\$11.91	\$131.02
Purchase Amazon Au Junior Book Purchases					
06 Sep 2025	Amazon Au Sydney South	Approved		\$218.99	
22540	1150	4001	\$199.08	\$19.91	\$218.99
Purchase Amazon Au Junior Book Purchases					
08 Sep 2025	Temu.Com Parramatta	Approved		\$127.65	
22650	1150	4001	\$116.05	\$11.60	\$127.65
Purchase Temu.Com Kids holiday activity craft materials					

06 Sep 2025	Amazon Au Sydney South	Approved		\$49.71	
22540	1150	4001	\$45.19	\$4.52	\$49.71
Purchase Amazon Au Junior Book Purchases					
09 Sep 2025	Sp School Merit Solu Perth	Approved		\$179.50	
22650	1150	4001	\$163.18	\$16.32	\$179.50
Purchase Sp School Merit Solu Promotional stickers for Dolphin Club					
08 Sep 2025	Amazon Marketplace Au Sydney South	Approved		\$38.59	
22540	1150	4001	\$35.08	\$3.51	\$38.59
Purchase Amazon Marketplace Au Junior Book Purchases					
08 Sep 2025	Amazon Marketplace Au Sydney South	Approved		\$34.50	
22540	1150	4001	\$31.36	\$3.14	\$34.50
Purchase Amazon Marketplace Au Junior Book Purchases					
07 Sep 2025	Amazon Marketplace Au Sydney South	Approved		\$27.93	
22540	1150	4001	\$25.39	\$2.54	\$27.93
Purchase Amazon Marketplace Au Junior Book Purchases					
08 Sep 2025	Amazon Au Sydney South	Approved		\$19.46	
22540	1150	4001	\$17.69	\$1.77	\$19.46
Purchase Amazon Au Junior Book Purchases					
31 Aug 2025	Amazon Marketplace Au Sydney South	Approved		\$51.50	
22540	1150	4001	\$46.82	\$4.68	\$51.50
Purchase Amazon Marketplace Au Junior Book Purchases					
13 Sep 2025	Target 5076 Bull Creek	Approved		\$88.00	
22540	1150	4001	\$80.00	\$8.00	\$88.00
Purchase Target 5076 junior book purchases					
15 Sep 2025	Amazon Au Sydney South	Approved		\$22.15	
22540	1150	4001	\$20.14	\$2.01	\$22.15
Purchase Amazon Au Junior Book Purchases					
15 Sep 2025	Amazon Marketplace Au Sydney South	Approved		\$153.79	
22540	1150	4001	\$139.81	\$13.98	\$153.79
Purchase Amazon Marketplace Au Junior Book Purchases					
18 Sep 2025	Amazon Marketplace Au Sydney South	Approved		\$66.02	
22540	1150	4001	\$60.02	\$6.00	\$66.02
Purchase Amazon Marketplace Au Junior Book Purchases					
18 Sep 2025	Temu.Com Parramatta	Approved		\$43.64	
22650	1150	4001	\$39.67	\$3.97	\$43.64
Purchase Temu.Com Kids Holiday craft supplies					
23 Sep 2025	Amazon Au Sydney South	Approved		\$19.80	

22540	1150	4001	\$18.00	\$1.80	\$19.80
Purchase Amazon Au					
Junior Book Purchases					
29 Sep 2025	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$6.82
22230	1150	4001	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee					
Account Fees					
Total for this period:					\$2,934.80

Cardholder Declaration

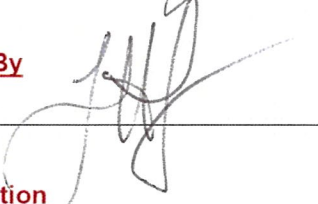
I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 7/10/2025

Employee ID: 63

Approved By

Signature 

Dated 7/10/25

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 Aug 2025 to 29 Sep 2025

Cardholder Name: Tim Whitham



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross	
01 Sep 2025	Domus Nursery Hacketts Gull		Approval Req'd	<input checked="" type="checkbox"/>	\$339.21	
22445	1220	3001	\$308.37	\$30.84	\$339.21	
Purchase Domus Nursery Plants for Admin.						
01 Sep 2025	Domus Nursery Hacketts Gull		Approval Req'd	<input type="checkbox"/>	\$68.97 CR	
22445	1220	3001	\$62.70 CR	\$6.27 CR	\$68.97 CR	
Credit Voucher Domus Nursery Refund for overcharge.						
10 Sep 2025	Bunnings 483000 Claremont		Approval Req'd	<input checked="" type="checkbox"/>	\$219.98	
22500	1220	3001	\$199.98	\$20.00	\$219.98	
Purchase Bunnings 483000 Minor plant and tools.						
12 Sep 2025	Ampol Mosman Pa 55363f Mosman Park		Approval Req'd	<input checked="" type="checkbox"/>	\$138.00	
22510	1220	3001	\$125.45	\$12.55	\$138.00	
Purchase Ampol Mosman Pa 55363f Ute Fuel.						
17 Sep 2025	Bunnings 303000 Bibra Lake		Approval Req'd	<input checked="" type="checkbox"/>	\$51.00	
22445	1220	3001	\$46.36	\$4.64	\$51.00	
Purchase Bunnings 303000 Street trees						
29 Sep 2025	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$6.82	
22230	1220	3001	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee Account Fees.						
Total for this period:					\$686.04	

Cardholder Declaration

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

Signature

Dated 06/10/2025

Employee ID: TW

Approved By

Signature

Dated 06/10/2025

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

SHIRE OF PEPPERMINT GROVE

MONTHLY FINANCIAL REPORT

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

For the period ended 30 September 2025

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 30 SEPTEMBER 2025

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	3,856,665	3,856,665	3,850,142	(6,523)	(0.17%)	
Grants, subsidies and contributions	1,511,866	338,325	360,044	21,719	6.42%	
Fees and charges	380,991	144,273	188,131	43,858	30.40%	▲
Interest revenue	235,919	32,499	35,456	2,957	9.10%	
Other revenue	4,600	1,900	3,242	1,342	70.63%	
Profit on asset disposals	416,000	0	0	0	0.00%	
	6,406,041	4,373,662	4,437,015	63,353	1.45%	
Expenditure from operating activities						
Employee costs	(2,744,146)	(701,618)	(637,973)	63,645	9.07%	
Materials and contracts	(2,483,096)	(630,424)	(504,968)	125,456	19.90%	▲
Utility charges	(114,550)	(28,235)	(32,047)	(3,812)	(13.50%)	
Depreciation	(468,350)	(117,088)	(127,451)	(10,363)	(8.85%)	
Finance costs	(69,010)	(1,629)	(2,730)	(1,101)	(67.59%)	
Insurance	(103,000)	(79,150)	(46,017)	33,133	41.86%	▲
Other expenditure	(162,208)	(33,403)	(52,881)	(19,478)	(58.31%)	▼
	(6,144,360)	(1,591,547)	(1,404,067)	187,480	11.78%	
Non cash amounts excluded from operating activities	2(c) 52,350	117,088	97,021	(20,067)	(17.14%)	▼
Amount attributable to operating activities	314,031	2,899,203	3,129,969	230,766	7.96%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	342,248	5,000	0	(5,000)	(100.00%)	
Proceeds from disposal of assets	2,076,000	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	200,000	0	0	0	0.00%	
	2,618,248	5,000	0	(5,000)	(100.00%)	
Outflows from investing activities						
Right of use assets recognised	(12,310)	0	0	0	0.00%	
Acquisition of property, plant and equipment	(202,000)	(27,000)	(34,783)	(7,783)	(28.83%)	
Acquisition of infrastructure	(2,714,019)	(70,000)	(28,052)	41,948	59.93%	▲
Payments for financial assets at amortised cost - self supporting loans	(200,000)	0	0	0	0.00%	
	(3,128,329)	(97,000)	(62,835)	34,165	35.22%	
Non-cash amounts excluded from investing activities	2(d) 12,310	0	0	0	0.00%	
Amount attributable to investing activities	(497,771)	(92,000)	(62,835)	29,165	31.70%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Leases liabilities recognised	12,310	0	0	0	0.00%	
Proceeds from new borrowings	1,700,000	0	0	0	0.00%	
Transfer from reserves	484,771	0	0	0	0.00%	
	2,197,081	0	0	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(15,000)	(3,027)	(3,027)	0	0.00%	
Repayment of borrowings	(1,738,886)	0	0	0	0.00%	
Transfer to reserves	(788,981)	0	0	0	0.00%	
	(2,542,867)	(3,027)	(3,027)	0	0.00%	
Non-cash amounts excluded from financing activities	2(e) (12,310)	0	0	0	0.00%	
Amount attributable to financing activities	(358,096)	(3,027)	(3,027)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 618,508	618,508	528,946	(89,562)	(14.48%)	▼
Amount attributable to operating activities	314,031	2,899,203	3,129,969	230,766	7.96%	
Amount attributable to investing activities	(497,771)	(92,000)	(62,835)	29,165	31.70%	▲
Amount attributable to financing activities	(358,096)	(3,027)	(3,027)	0	0.00%	
Surplus or deficit after imposition of general rates	76,672	3,422,684	3,593,053	170,369	4.98%	

KEY INFORMATION

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

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

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

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

SHIRE OF PEPPERMINT GROVE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

	Actual 30 June 2025	Actual as at 30 September 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,956,994	4,839,999
Trade and other receivables	134,310	1,487,312
Other assets	25,651	25,657
TOTAL CURRENT ASSETS	3,116,955	6,352,968
NON-CURRENT ASSETS		
Trade and other receivables	7,414	37,844
Other financial assets	88,353	88,353
Investment in associate	163,307	163,307
Property, plant and equipment	15,838,470	15,827,132
Infrastructure	17,155,518	17,103,228
Right-of-use assets	42,778	41,790
TOTAL NON-CURRENT ASSETS	33,295,840	33,261,654
TOTAL ASSETS	36,412,795	39,614,622
CURRENT LIABILITIES		
Trade and other payables	386,258	558,161
Lease liabilities	11,174	8,148
Borrowings	41,700	41,700
Employee related provisions	205,677	205,677
TOTAL CURRENT LIABILITIES	644,809	813,686
NON-CURRENT LIABILITIES		
Lease liabilities	28,290	28,290
Borrowings	532,491	532,491
Employee related provisions	6,799	6,799
TOTAL NON-CURRENT LIABILITIES	567,580	567,580
TOTAL LIABILITIES	1,212,389	1,381,266
NET ASSETS	35,200,406	38,233,356
EQUITY		
Retained surplus	9,610,559	12,643,509
Reserve accounts	2,148,466	2,148,466
Revaluation surplus	23,441,381	23,441,381
TOTAL EQUITY	35,200,406	38,233,356

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

SHIRE OF PEPPERMINT GROVE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

1 BASIS OF PREPARATION AND MATERIAL 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. Supplementary 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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 October 2025

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.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF PEPPERMINT GROVE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Adopted Budget Opening	Actual as at	Actual as at
Note	1 July 2025	30 June 2025	30 September 2025
Current assets	\$	\$	\$
Cash and cash equivalents	3,200,000	2,956,994	4,839,999
Trade and other receivables	0	134,310	1,487,312
Other financial assets	95,795	0	0
Other assets	0	25,651	25,657
	3,295,795	3,116,955	6,352,968
Less: current liabilities			
Trade and other payables	(162,217)	(386,258)	(558,161)
Other liabilities	(29,786)	0	0
Lease liabilities	(12,310)	(11,174)	(8,148)
Borrowings	(2,729)	(41,700)	(41,700)
Employee related provisions	(185,000)	(205,677)	(205,677)
	(392,042)	(644,809)	(813,686)
Net current assets	2,903,753	2,472,146	5,539,282
Less: Total adjustments to net current assets	2(b) (2,285,245)	(1,943,200)	(1,946,229)
Closing funding surplus / (deficit)	618,508	528,946	3,593,053

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(2,452,676)	(2,148,466)	(2,148,466)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	12,310	11,174	8,148
- Current portion of borrowings	2,729	41,700	41,700
- Current portion of employee benefit provisions held in reserve	152,392	152,392	152,389
Total adjustments to net current assets	2(a) (2,285,245)	(1,943,200)	(1,946,229)

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual
	30 June 2026	30 September 2025	30 September 2025
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(416,000)	0	0
Add: Depreciation	468,350	117,088	127,451
Non-cash movements in non-current assets and liabilities:			
- Pensioner deferred rates			(30,430)
Total non-cash amounts excluded from operating activities	52,350	117,088	97,021

(d) Non-cash amounts excluded from investing activities

Adjustments to investing activities			
Right of use assets received	12,310	0	0
Total non-cash amounts excluded from investing activities	12,310	0	0

(e) Non-cash amounts excluded from financing activities

Adjustments to financing activities			
Non cash proceeds from new leases	(12,310)	0	0
Total non-cash amounts excluded from financing activities	(12,310)	0	0

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 local governments' operational cycle.

SHIRE OF PEPPERMINT GROVE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

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 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Fees and charges	43,858	30.40%	▲
Licence plate auction fees more than budget - 28k, Development application fees more than budget 10k			
Expenditure from operating activities			
Materials and contracts	125,456	19.90%	▲
Underspend on Consultants 8k, interim audit fee not billed 18k, underspend on legal fees 10k, valuation costs not spent yet 22k, various maintenance costs underspent 40k, street tree costs under budget 18k, ESL on council properties not yet paid 9k			
Insurance	33,133	41.86%	▲
Timing of insurance costs			
Other expenditure	(19,478)	(58.31%)	▼
Timing of heritage grants and donations			
Non cash amounts excluded from operating activities	(20,067)	(17.14%)	▼
Variance in year to date non cash amounts			
Outflows from investing activities			
Acquisition of infrastructure	41,948	59.93%	▲
Timing - see Note 5 for details of capital projects			
Surplus or deficit at the start of the financial year	(89,562)	(14.48%)	▼
Year end adjustments			

SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.62 M	\$0.62 M	\$0.53 M	(\$0.09 M)
Closing	\$0.08 M	\$3.42 M	\$3.59 M	\$0.17 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$4.84 M	% of total
Unrestricted Cash	\$2.69 M	55.6%
Restricted Cash	\$2.15 M	44.4%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.56 M
Trade Payables	\$0.08 M
0 to 30 Days	60.2%
Over 30 Days	39.9%
Over 90 Days	0.1%

Refer to 9 - Payables

Receivables	
	\$0.02 M
Rates Receivable	\$1.46 M
Trade Receivable	\$0.02 M
Over 30 Days	0.0%
Over 90 Days	0.0%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.31 M	\$2.90 M	\$3.13 M	\$0.23 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.85 M	% Variance
YTD Budget	\$3.86 M	(0.2%)

Grants and Contributions		
YTD Actual	\$0.36 M	% Variance
YTD Budget	\$0.34 M	6.4%

Refer to 13 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.19 M	% Variance
YTD Budget	\$0.14 M	30.4%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.50 M)	(\$0.09 M)	(\$0.06 M)	\$0.03 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$2.08 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.03 M	% Spent
Adopted Budget	\$2.71 M	(99.0%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.00 M	% Received
Adopted Budget	\$0.34 M	(100.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.36 M)	(\$0.00 M)	(\$0.00 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	(\$0.00 M)
Principal due	\$0.57 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$2.15 M
Net Movement	\$0.00 M

Refer to 4 - Cash Reserves

Lease Liability	
Principal repayments	(\$0.00 M)
Interest expense	(\$0.00 M)
Principal due	\$0.04 M

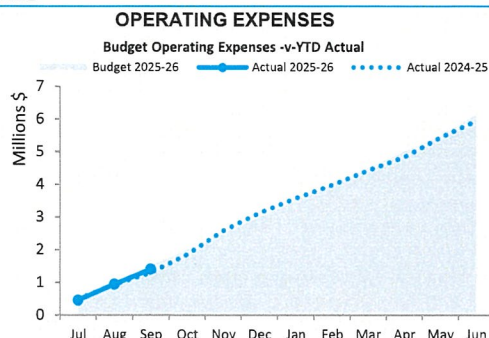
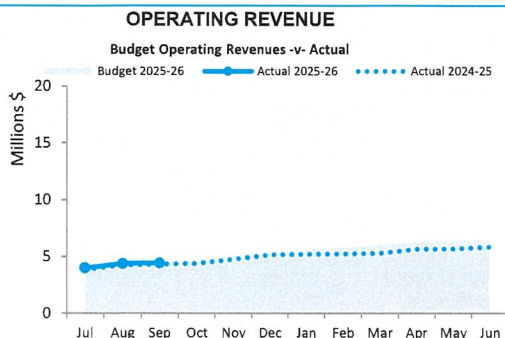
Refer to Note 11 - Lease Liabilities

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

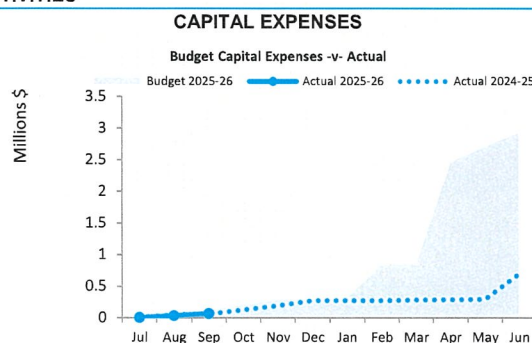
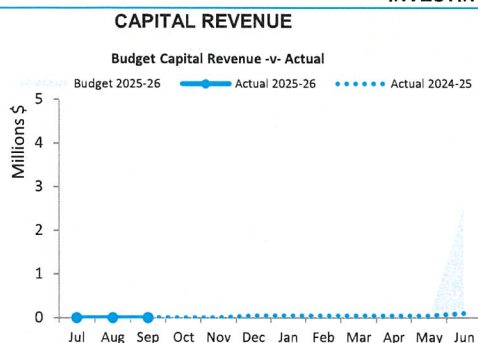
**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

2 KEY INFORMATION - GRAPHICAL

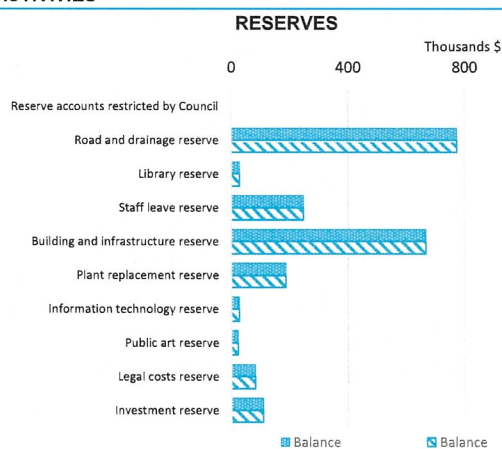
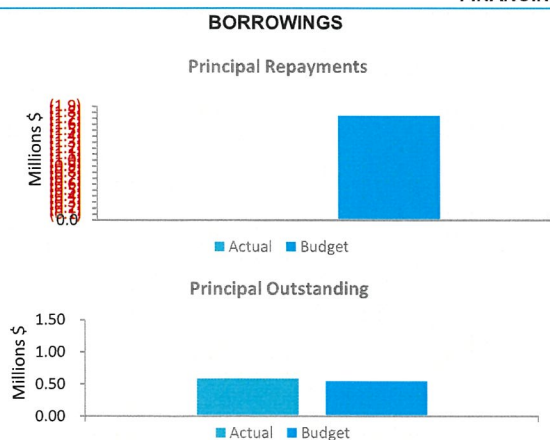
OPERATING ACTIVITIES



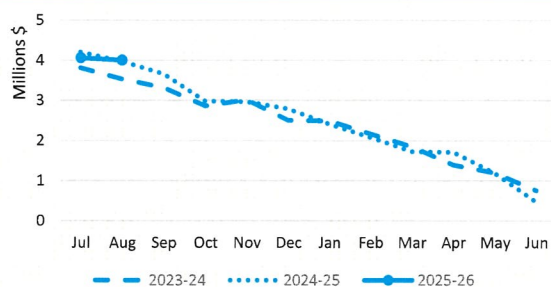
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal fund	Cash and cash equivalents	2,691,533	2,148,466	4,839,999		NAB	4.15%	N/A
Total		2,691,533	2,148,466	4,839,999	0			
Comprising								
Cash and cash equivalents		2,691,533	2,148,466	4,839,999	0			
		2,691,533	2,148,466	4,839,999	0			

KEY INFORMATION

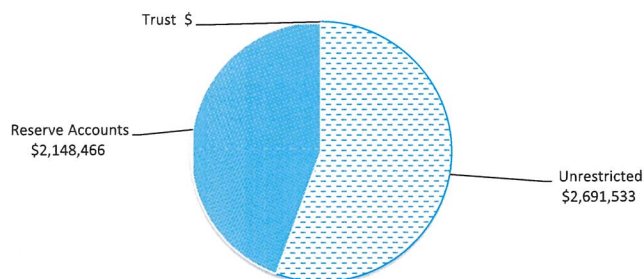
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 8 - Other assets.



**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Road and drainage reserve	774,243	108,170	(184,771)	697,642	774,243	0	0	774,243
Library reserve	28,079	1,384		29,463	28,079	0	0	28,079
Staff leave reserve	248,635	12,258		260,893	248,635	0	0	248,635
Building and infrastructure reserve	668,138	146,001	(300,000)	514,139	668,138	0	0	668,138
Plant replacement reserve	187,030	9,221		196,251	187,030	0	0	187,030
Information technology reserve	27,170	1,339		28,509	27,170	0	0	27,170
Public art reserve	23,024	1,135		24,159	23,024	0	0	23,024
Legal costs reserve	82,617	4,073		86,690	82,617	0	0	82,617
Investment reserve	109,530	505,400		614,930	109,530	0	0	109,530
	2,148,466	788,981	(484,771)	2,452,676	2,148,466	0	0	2,148,466

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	84,000	19,000	27,079	8,079
Furniture and equipment	8,000	8,000	7,704	(296)
Plant and equipment	110,000	0	0	0
Acquisition of property, plant and equipment	202,000	27,000	34,783	7,783
Infrastructure - roads	834,019	0	3,181	3,181
Infrastructure - Footpaths	30,000	0	0	0
Infrastructure - Drainage	1,620,000	0	0	0
Infrastructure - Parks and Ovals	190,000	70,000	24,871	(45,129)
Infrastructure - Other	40,000	0	0	0
Acquisition of infrastructure	2,714,019	70,000	28,052	(41,948)
Total of PPE and Infrastructure	2,916,019	97,000	62,835	(34,165)
Right of use asset - Plant and equipment	12,310	12,310	0	(12,310)
Acquisition of right of use assets	12,310	12,310	0	(12,310)
Total capital acquisitions	2,928,329	109,310	62,835	(46,475)
Capital Acquisitions Funded By:				
Capital grants and contributions	342,248	5,000	0	(5,000)
Lease liabilities	12,310	0	0	0
Other (disposals & C/Fwd)	2,076,000	0	0	0
Reserve accounts				
Road and drainage reserve	184,771	0	0	0
Building and infrastructure reserve	300,000	0	0	0
Contribution - operations	13,000	104,310	62,835	(41,475)
Capital funding total	2,928,329	109,310	62,835	(46,475)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the 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. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (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.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

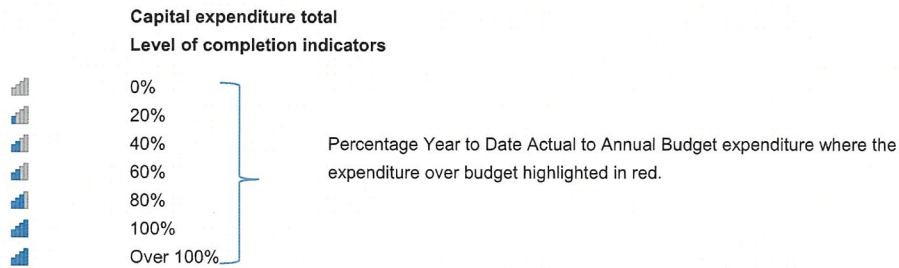
Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

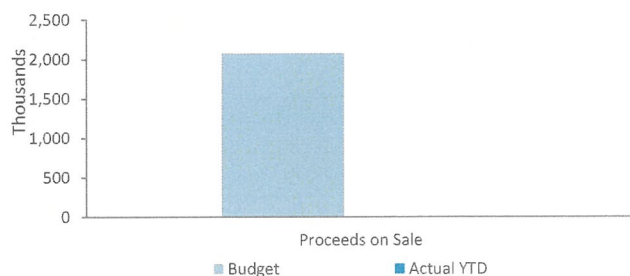
5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED



			Adopted		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
Land and Buildings					0
New	JOB00045	Design for structure to Grove entry	9,000	9,000	0
Renewal	JOB00046	Carpet replacement at library	15,000	0	0
Renewal	JOB00047	Replace northern external decking with composite material	10,000	0	0
New	JOB00048	Report to investigate aircon replacement	10,000	0	3,511
Renewal	JOB00049	New pod for quiet place in library	30,000	0	23,568
New	JOB00051	New charging station x 2	10,000	10,000	0
Plant and equipment					0
Renewal	JOB00054	Works vehicle replacement	55,000	0	0
Renewal	JOB00055	Parks vehicle replacement	55,000	0	0
Furniture and equipment					0
Renewal	JOB00053	Council chambers chair replacement	8,000	8,000	7,704
Infrastructure - Roads					0
Renewal	JOB00039	Kerb renewal- sundry	32,000	0	0
Renewal	JOB00041	Road project - The Esplanade - Leake St	247,705	0	0
Renewal	JOB00042	Road project - Leake St - Stirling highway	224,314	0	0
New	JOB00050	New parking near tennis courts	330,000	0	3,181
Infrastructure - footpaths					0
Renewal	JOB00038	Minor footpath works	30,000	0	0
Infrastructure - drainage					0
Renewal	JOB00040	Repair/renew drain pits	20,000	0	0
New	JOB00052	Relocation of Johnston Street drainage sump	1,600,000	0	0
Infrastructure - Parks and ovals					0
Renewal	JOB00012	Keanes Point - shade sails, softfall etc	50,000	50,000	24,871
Renewal	JOB00043	2 x solar lights - assets 12 and 209	20,000	20,000	0
Renewal	JOB00044	2 x drink fountains - assets 8 and 165	20,000	0	0
Renewal	JOB00037	DBCA works - forshore	100,000	0	0
Infrastructure - Other					0
New	JOB00058	Garden shire entry statements	40,000	0	0
Right of use assets - Plant and Equipment					0
Renewal	N/A	Replacement of IT equipment - Shire portion	8,622	8,622	0
Renewal	N/A	Replacement of IT equipment - library portion	3,688	3,688	0
			2,928,329	109,310	62,835
					46,475

6 DISPOSAL OF ASSETS

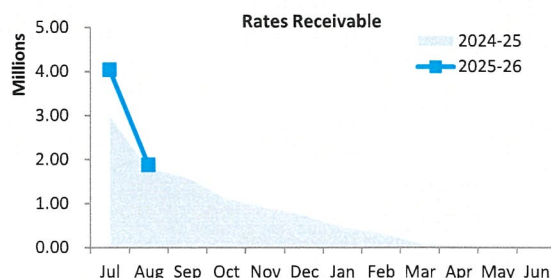
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Buildings									
	Johnston St sump	1,600,000	2,000,000	400,000	0	0	0	0	0
Plant and equipment									
	Plant and equipment - vehicle	30,000	38,000	8,000	0	0	0	0	0
	Plant and equipment - vehicle	30,000	38,000	8,000	0	0	0	0	0
		1,660,000	2,076,000	416,000	0	0	0	0	0



7 RECEIVABLES

Rates receivable

	30 Jun 2025	30 Sep 2025
	\$	\$
Opening arrears previous year	57,725	8,508
Levied this year	3,659,375	3,850,142
Less - collections to date	(3,708,592)	(2,394,386)
Net rates collectable	8,508	1,464,264
% Collected	99.8%	62.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	618	0	0	0	618
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Trade receivables						618
GST receivable						22,430
Total receivables general outstanding						23,048

Amounts shown above include GST (where applicable)

KEY INFORMATION

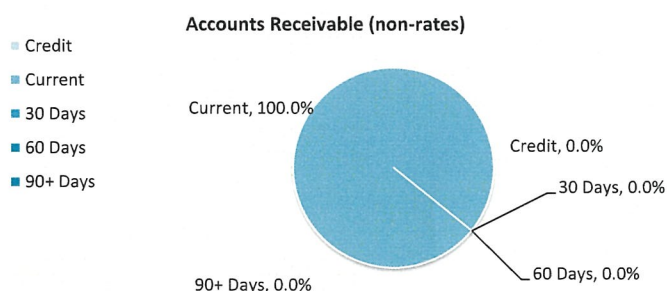
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 September 20
	\$	\$	\$	\$
Other current assets				
Other assets				
Accrued income	19,856	6	0	19,862
Current portion of lease owing	5,795	0	0	5,795
Total other current assets	25,651	6	0	25,657

Amounts shown above include GST (where applicable)

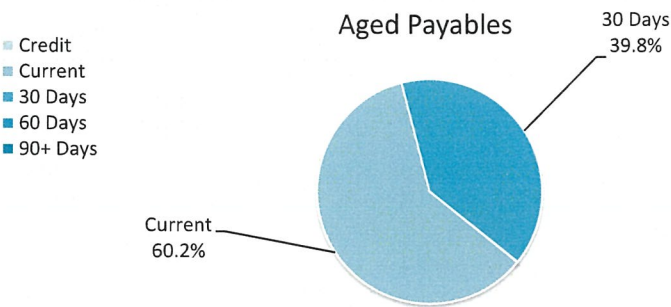
KEY INFORMATION

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	48,269	31,909	0	42	80,220
Percentage	0.0%	60.2%	39.8%	0.0%	0.1%	
Balance per trial balance						
Sundry creditors						80,220
Accrued expenses						13,599
ATO liabilities						45
Bonds and deposits						132,600
ESL payable						319,401
BSL payable						12,277
Clearing accounts						19
Total payables general outstanding						558,161
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.



10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Library/Community centre	41	574,191	0	0	0	(38,886)	574,191	535,305	(2,083)	(43,500)
Road/drainage - Johnston St	42		0	1,500,000	0	(1,500,000)	0	0	0	(19,000)
		574,191	0	1,500,000	0	(1,538,886)	574,191	535,305	(2,083)	(62,500)
Self supporting loans										
Tennis club		0	0	200,000	0	(200,000)	0	0	0	0
		0	0	200,000	0	(200,000)	0	0	0	0
Total		574,191	0	1,700,000	0	(1,738,886)	574,191	535,305	(2,083)	(62,500)
Current borrowings		41,700					41,700			
Non-current borrowings		532,491					532,491			
		574,191					574,191			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2025-26

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	\$	\$						Actual	Budget	
Road/drainage - Johnston St	0	1,500,000	WATC	Debenture	1	0	6.00	0	(1,500,000)	0
Tennis club - self supporting loan	0	200,000	WATC	Debenture	1	0	6.00	0	(200,000)	0
	0	1,700,000				0		0	(1,700,000)	0

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

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.

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases										
Particulars	Lease No.	New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Fujifilm - copiers and phones		39,464	0	0	(1,570)	(5,000)	37,894	34,464	(262)	(3,000)
ICT equipment		0	0	12,310	(1,457)	(10,000)	-1,457	2,310	(385)	(3,510)
Total		39,464	0	12,310	(3,027)	(15,000)	36,437	36,774	(647)	(6,510)
Current lease liabilities		11,174					8,148			
Non-current lease liabilities		28,290					28,290			
		39,464					36,438			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 30 September 2025 \$
Other current liabilities						
Employee Related Provisions						
Provision for annual leave		128,568	0	0	0	128,568
Provision for long service leave		77,109	0	0	0	77,109
Total Provisions		205,677	0	0	0	205,677
Total other current liabilities		205,677	0	0	0	205,677
Amounts shown above include GST (where applicable)						

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

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2025	Liability	Liability	30 Sep 2025	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grove Contributions				0		1,353,297	338,325	338,324
Grants Commission - General				0		44,500	0	5,783
Grants Commission - Roads				0		26,000	0	2,544
MRWA - Direct Grant				0		7,000	0	0
Infant Health				0		10,000	0	13,393
Library capex contributiun - Towns of Mosman Park and Cottesloe				0		71,069	0	0
	0	0	0	0	0	1,511,866	338,325	360,044

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2025	Current Liability 30 Sep 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Regional Road Group - The Esplanade/Leake St road project				0		117,186		0
Regional Road Group - Leake St/Stirling Highway road project				0		149,543		0
DBCA - foreshore works				0		50,000		0
EV charging stations				0		5,000	5,000	0
Roads to Recovery - The Esplanade/Leake St road project				0		20,519		0
	0	0	0	0	0	342,248	5,000	0

SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

15 INVESTMENT IN ASSOCIATES

(a) Investment in associate

The table below reflects the financial results of the Shire's investment in associates as reported by the associate.

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

Carrying amount at 1 July
Carrying amount at 30 June

Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
\$	\$	\$
0	0	163,307
0	0	163,307

KEY INFORMATION

Investments in associates

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

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



Ordinary Council Meeting

8.3.3 Library Management Group Meeting 12th August 2025



**NOTES FOR THE
LIBRARY MANAGEMENT GROUP
MEETING**

HELD ON

**Tuesday 12 August
At 8.00 am
Shire of Peppermint Grove
Council Chambers.**

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



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



The Presiding member declared the meeting open at 8.02 am

ATTENDEES

Delegates:

Town of Cottesloe

Mayor L (Lorraine) Young

Shire of Peppermint Grove

Cr C (Charles) Hohnen

Town of Mosman Park

Mayor P (Paul) Shaw (Chair)

Officers Attending:

Shire of Peppermint Grove

Don Burnett, Chief Executive Officer
Jeremy Clapham, Manager Corporate and
Community Services
Lance Hopkinson, Library Coordinator

Town of Mosman Park

Natalie Martin Goode, Chief Executive Officer

Town of Cottesloe

Mark Newman, Chief Executive Officer

Apologies:

Cr M (Melissa) Harkins

Cr E (Emerald) Bond

Cr C (Chilla) Bulbeck

1. CONFIRMATION OF NOTES OF THE PREVIOUS MEETING**OFFICER RECOMMENDATION**

That the Notes of the Library Management Committee Meeting held on Tuesday 13th May 2025 be confirmed as a true and accurate record of proceedings.

Carried 3/0

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

NIL

3. INTERIM 30 JUNE FINANCIAL STATEMENTS (ATTACHMENT)

The interim 30 June financials are attached, however they are still subject to a final audit. At the 30th June final reconciling accounts have been forwarded to the Towns of Cottesloe and Mosman Park. These accounts reconcile the invoice sum to the actual position as of 30 June (subject to final audit). The invoices sent are as per below:

Town of Cottesloe adjusted Library contribution \$15,710, Community Centre \$6,222 and Community History \$1,919. In addition to the operating adjustment, the contribution to Capital works is \$8,517.

Town of Mosman Park adjusted Library contribution \$18,073, Community Centre \$7,158 and Community History \$2,209. In addition to the operating adjustment, the contribution to Capital works is \$9,798.

OFFICER RECOMMENDATION

That the interim 2024/25 financial statements to be received

Carried 3/0

4. GROVE 2025/26 BUDGET

The Shire adopted its 2025/26 budget on 30 June 2025. There have been some minor adjustments to the draft budget presented to the May Library Management Group meeting.

Major changes include;

Revenue increase for IHC fee +\$4000, with corresponding increase in expenditure of \$4,000

Reduction in cleaning costs -\$10,000 for the Grove library and an increase in cleaning costs for the Community Centre +\$4,800

Increase in CAPEX with budget making provision for lease fees for laptops + \$3,688

Impact on the contributions for the changes is a decrease in the contributions by the Town of Mosman Park by \$3,430 and for Cottesloe a decrease by \$2,981 over the May draft budget.

OFFICER RECOMMENDATION

That the adopted 2025/26 budget update is noted

Carried 3/0

5. THE GROVE COMPARATIVE COST

Operating costs for the Grove Library and Community Centre are constantly monitored. Data going back to the opening of the complex allows for regular comparison to previous years costs. In 2018/19, the annual operating shortfall was \$1,423,589, which was the peak operating shortfall since the opening of the facility. Following structural reviews and reductions in operating expenses, such as electricity etc., the base operating costs were reset to a lower level. The operating shortfall for the 2025/26 budget is \$1,479,337, which is an increase of just 3% from the peak costs in 2018/19. Annualised, this is a cost increase on average of 0.50% per annum.

OFFICER RECOMMENDATION

That the information be noted

Carried 3/0

6. MEMBERSHIP FROM OTHER LOCAL AUTHORITIES (ATTACHMENT)

The Town of Claremont relocated its library and downsized the footprint. Data shows that the Claremont Library had 33,425 loans in 2023/24 and down to 24,120 in 2024/25. At the same time the loans from the Grove to Claremont residents was 39,034 and rose to 44,001 in 2024/25. The Grove has more loans to Claremont residents than does the Claremont library. The City of Nedlands library has similar data.

OFFICER RECOMMENDATION

That the information is noted.

Carried 3/0

7. MATTERS FOR INFORMATION

7.1 The Grove Library capital budget made provision for the purchase of a new pod for community hiring. Initially it was planned for a single 6–8 person pod but after consideration of the size of the library's existing hire spaces we have now ordered a 4-6 person pod and a 2-4 person pod. The cost of the two pods combined is less than the initial quote on the single 6-8 person pod . (images attached)

7.2 Upcoming event at the Grove Library

- Swan Canoe Club Exhibition : Celebrating the history and achievements of Swan Canoe Club. –3rd -15 August
- Children's book week 18th-22nd August
- The Grove Library winter book sale 25th August – 4th September
- The Cookbook book club commencing 3rd September
- Decentralised Art Gallery Group Art exhibition: 7th – 20th September

8. NEXT MEETING

The following dates are submitted for future meetings,

Tuesday 18th November 2025 (date changed from 11th to 18th November)

Tuesday 10th February 2026

Tuesday 12th May 2026

Tuesday 11th August 2026

9. CLOSURE

Meeting Closed: 8.44 am