



Peppermint Grove
The Garden Shire

MINUTES

Ordinary Council Meeting Monday, 30 June 2025

Date: Monday, 30 June 2025

Time: 5:30 pm

Location: Council Chamber at the Shire of Peppermint Grove
1 Leake Street
Peppermint Grove

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1 DECLARATION OF OFFICIAL OPENING

At 5:30 pm, the Shire President declared the meeting open and requested that the Affirmation of Civic Duty and Responsibility be read aloud by a Councillor and requested the recording of attendance and apologies.

Council recognises that it is permissible to record the Shire's Council and Forum Meetings in the written, sound, vision, medium (or any combination of the mediums) when open to the public, however, people who intend to record meetings are requested to inform the Presiding Member of their intention to do so.

The Presiding Member will cause the Affirmation of Civic Duty and Responsibility to be read aloud by Councillor Hohnen..

Affirmation of Civic Duty and Responsibility

I make this Affirmation in good faith on behalf of Councillors and Officers of the Shire of Peppermint Grove. We collectively declare that we will duly, faithfully, honestly, and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgment and ability. We will observe the Shire's Code of Conduct and meeting procedures to ensure efficient, effective and orderly decision making within this forum.

2 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

2.1 ATTENDANCE

Shire President	Cr K Farley SC
Deputy Shire President	Cr P Dawkins
Elected Member	Cr E Bond – via telephone
Elected Member	Cr C Hohnen
Elected Member	Cr D Jackson
Chief Executive Officer	Mr D Burnett
Manager Corporate and Community Services	Mr J Clapham
Manager Development Services	Mr J Gajic
Manager Infrastructure Services	Mr D Norgard
A/Manager Infrastructure Services	Mr M Percasky

Gallery 0 Members of the Public
 1 Members of the Press

2.2 APOLOGIES

Cr P Macintosh
 Cr J Mahony

2.3 LEAVES OF ABSENCE

Nil

2.4 NEW REQUEST FOR A LEAVE OF ABSENCE

3 DELEGATIONS, SUBMISSIONS AND PETITIONS

Nil

4 PUBLIC QUESTION TIME

The Presiding Member will open the public question time by asking the gallery if there were any questions or deputation for Council.

1. The Agenda;
2. Question to Council; and
3. Deputation Forms.

Have been placed at the end of the Council Meeting table in front of the public gallery, for the public, as well as on the Shire Webpage. In the event there are no public members present, the Presiding Member will dispense with Public Question Time.

Rules for Council Meeting Public Question Time

- a) *Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.*
- b) *During the Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.*
- c) *Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.*
- d) *All questions should be directed to the President and only questions relating to matters affecting Council may be answered at an Ordinary meeting, and at a Special meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting, at the discretion of the President.*
- e) *The person presiding will control Public Question Time and ensure that each person wishing to ask a question should state his or her name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated. In general, persons seeking to ask a question will be given 2 minutes within which to address their question to the Council. The person presiding may shorten or lengthen this time in their discretion.*

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE FROM A PREVIOUS MEETING

Nil

4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

Nil

5 DECLARATIONS OF INTEREST – FINANCIAL, PROXIMITY, IMPARTIALITY

6 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

The Shire President welcomed Murray Percasky – Acting Manager Infrastructure.

7 CONFIRMATION OF THE MINUTES

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved: Cr Patrick Dawkins

Seconded: Cr Douglas Jackson

That the minutes of the Ordinary Council Meeting held on 27 May 2025 be confirmed.

In Favour: Crs Karen Farley SC, Patrick Dawkins, Emerald Bond, Charles Hohnen and Douglas Jackson

Against: Nil

CARRIED 5/0

8 OFFICERS REPORTS

8.1 LIST OF ACCOUNTS PAID 31ST MAY 2025

Attachment Details:	1. Credit card details - May 2025 2. Payment details - May 2025
Voting Requirement:	Simple Majority
Subject Index:	Financial Management
Disclosure of Interest:	Nil
Author:	Jeremy Clapham, Manager Corporate and Community Services
Responsible Officer:	Donald Burnett, Chief Executive Officer

PURPOSE OF REPORT

The purpose of this report is to advise the details of all credit card expenses, electronic funds payments, direct debits and BPAY since the last report.

SUMMARY AND KEY ISSUES

The following payments in excess of \$20,000 were paid in May 2025:

- Australian Taxation Office – Payroll tax, GST & FBT - \$46,721.10
- Veolia Recycling – waste services - \$20,177.82
- Open Systems Technology (Council First) – ICT services - \$22,368.94
- Professional Tree Surgeons – Various tree works - \$20,771.50
- Department of Fire and Emergency Services (DFES) 4TH quarter ESL - \$44,010.94

BACKGROUND

The Attachment lists detail all payments made in May 2025 and credit card transactions for May 2025 (paid in June 2025). The following summarises credit card payments, electronic fund transfers, direct debits and BPAY included in the list presented for information.

PAYMENT TYPE	NUMBER SERIES	AMOUNT
EFT	EFT000064 - EFT000070	\$447,532.32
Direct Debits	DD00068 - DD00071	\$6,168.39
BPAY	N/A	\$0.00
Credit Cards – April 2025	CC00011	\$4,471.21
TOTAL		\$458,171.92

CONSULTATION

There was no consultation undertaken.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

Statutory Implications Accounts are paid during the month in accordance with Delegation 2 "Payments from the Municipal Fund." Power to delegate to the CEO is contained in *Section 5.42 of the Local Government Act 1995*.

FINANCIAL IMPLICATIONS

The payments processed by the Shire relate to expenditure approved in the 2024/25 Adopted Budget.

OFFICER COMMENTS

The list of Accounts paid are provided to Council for information purposes and in accordance with the delegation to the CEO.

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved: Cr Charles Hohnen

Seconded: Cr Patrick Dawkins

That Council receive the list of payment of accounts by electronic funds transfers, direct debit, BPAY and credit cards for the month of May 2025, totalling \$458,171.92.

In Favour: Crs Karen Farley SC, Patrick Dawkins, Emerald Bond, Charles Hohnen and Douglas Jackson

Against: Nil

CARRIED 5/0

nab

**FlexiPurchase
Account Statement**

Statement for NAB

Statement Period: 30 Apr 2025 to 28 May 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
06 May 2025	Pline Ph Cottesloe	Cottesloe	Approval Req'd		<input checked="" type="checkbox"/>	\$49.90
20190	420	1001	\$45.36	\$4.54	\$49.90	
Purchase Pline Ph Cottesloe Staff flu shots						
23 May 2025	Dan Murphys/23 Pinjara R	Mandurah	Approval Req'd		<input checked="" type="checkbox"/>	\$45.98
22450	410	1001	\$41.80	\$4.18	\$45.98	
Purchase Dan Murphys/23 Pinjara R dining supplies						
24 May 2025	Bunnings 314000	Halls Head	Approval Req'd		<input checked="" type="checkbox"/>	\$91.80
22240	420	1001	\$83.45	\$8.35	\$91.80	
Purchase Bunnings 314000 Desk mats						
28 May 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 Account fee						
Total for this period:						\$194.50

Cardholder Declaration

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

Signature

Dated 6/6/25

Employee ID: 5

Approved By

Signature

Dated 6/6/25

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: 30 Apr 2025 to 28 May 2025

Cardholder Name: Donovan Norgard



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
30 Apr 2025	Mosman Park Iga	Mosman Park	Approval Req'd	<input checked="" type="checkbox"/>		\$13.20
22920	1130	3001	\$12.00	\$1.20	\$13.20	
Purchase Mosman Park Iga Depot - tea bags						
02 May 2025	Bp Exp Myaree 1840	Myaree	Approval Req'd	<input checked="" type="checkbox"/>		\$94.03
22510	1130	3001	\$85.48	\$8.55	\$94.03	
Purchase Bp Exp Myaree 1840 Fuel						
05 May 2025	Austral Masonry	Jandakot	Approval Req'd	<input checked="" type="checkbox"/>		\$281.08
22445	1130	3001	\$255.53	\$25.55	\$281.08	
Purchase Austral Masonry Admin paving materials						
10 May 2025	Dunnings Goomalling	Goomalling	Approval Req'd	<input checked="" type="checkbox"/>		\$65.40
22510	1130	3001	\$59.45	\$5.95	\$65.40	
Purchase Dunnings Goomalling Fuel						
09 May 2025	Bp Exp Myaree 1840	Myaree	Approval Req'd	<input checked="" type="checkbox"/>		\$120.45
22510	1130	3001	\$109.50	\$10.95	\$120.45	
Purchase Bp Exp Myaree 1840 Fuel						
12 May 2025	Ampol Mosman Pa 55363f		Approval Req'd	<input checked="" type="checkbox"/>		\$120.81
	Mosman Park					
22510	1130	3001	\$109.83	\$10.98	\$120.81	
Purchase Ampol Mosman Pa 55363f Fuel						
19 May 2025	Officeworks 0604	Fremantle	Approval Req'd	<input checked="" type="checkbox"/>		\$24.95
22920	1130	3001	\$22.68	\$2.27	\$24.95	
Purchase Officeworks 0604 PC screen stand - Depot						
21 May 2025	Bp Exp Myaree 1840	Myaree	Approval Req'd	<input checked="" type="checkbox"/>		\$108.07
22510	1130	3001	\$98.25	\$9.82	\$108.07	
Purchase Bp Exp Myaree 1840 Fuel						
28 May 2025	Account Fees		No Appr Req'd	<input checked="" type="checkbox"/>		\$6.82
22230	1130	3001	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee Bank fees						
Total for this period:						\$834.81

Cardholder Declaration

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

Signature 

Dated 03 / 06 / 2025

Employee ID: 169

Approved By

Signature 

Dated 04 / 06 / 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: 30 Apr 2025 to 28 May 2025
Cardholder Name: Jeremy Clapham
JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code Department		Net	Tax Gross
07 May 2025	Woolworths/Cottesloe Grov Cottesloe		Approval Req'd		\$19.25
	22240	420 1001		\$17.50	\$1.75 \$19.25
Purchase Woolworths/Cottesloe Grov morning tea					
15 May 2025	Adobe Sydney		Approval Req'd		\$128.99
	22240	420 1001		\$117.26	\$11.73 \$128.99
Purchase Adobe Adobe software monthly fee					
16 May 2025	Cpp Convention Centre Perth		Approval Req'd		\$26.25
	20140	420 1001		\$23.86	\$2.39 \$26.25
Purchase Cpp Convention Centre Parking - training event					
28 May 2025	Account Fees		No Appt Req'd		\$6.82
	22230	420 1001		\$6.20	\$0.62 \$6.82
Account Fees Cc Fp User Fee					

Bank fees

Total for this period: \$181.31

Cardholder Declaration

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

Signature  Dated 09/06/2025

Employee ID: E0031

Approved By

Signature  Dated 09/06/2025

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: 30 Apr 2025 to 28 May 2025

Cardholder Name: Joel Lee Gajic

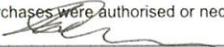


JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross	
29 Apr 2025	Wanewsadv	Osborne Park	Approval Req'd	<input checked="" type="checkbox"/>		\$227.30
22280	420	1001	\$206.64	\$20.66	\$227.30	
Purchase Wanewsadv WA Newspaper public notice disposal of motor vehicle (Depot Ford Ranger)						
29 Apr 2025	Woolworths/Cottesloe Grov		Approval Req'd	<input checked="" type="checkbox"/>		\$78.50
	Cottesloe					
22240	1380	1001	\$71.36	\$7.14	\$78.50	
Purchase Woolworths/Cottesloe Grov Admin office coffee pods						
09 May 2025	Woolworths/Cottesloe Grov		Approval Req'd	<input checked="" type="checkbox"/>		\$24.75
	Cottesloe					
22240	1380	1001	\$22.50	\$2.25	\$24.75	
Purchase Woolworths/Cottesloe Grov coffee supplies admin office						
28 May 2025	Account Fees		No Appr Req'd	<input checked="" type="checkbox"/>		\$6.82
22230	1380	1001	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee bank fees						
Total for this period:					\$337.37	

Cardholder Declaration

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

Signature  Dated 9 / 06 / 2025

Employee ID: E0020

Approved By

Signature  Dated 10/06/2025

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: 30 Apr 2025 to 28 May 2025

Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)	
GL Code	CC Code	Department	Net	Tax	Gross
29 Apr 2025	Woolworths/Cottesloe Grov Cottesloe		Approval Req'd	<input checked="" type="checkbox"/>	\$7.00
22850	1150	4001	\$6.36	\$0.64	\$7.00
Purchase Woolworths/Cottesloe Grov kitchen supplies					
01 May 2025	Nat Geo Mag Au -		Approval Req'd	<input checked="" type="checkbox"/>	\$79.00
22280	1150	4001	\$71.82	\$7.18	\$79.00
Purchase Nat Geo Mag Au National Geographic Annual subscription ABN: 53-0193519					
07 May 2025	Officeworks 0604 Fremantle		Approval Req'd	<input checked="" type="checkbox"/>	\$25.50
22320	1030	4201	\$23.18	\$2.32	\$25.50
Purchase Officeworks 0604 EXHIBITION PHOTO PAPER					
08 May 2025	Officeworks 0604 Fremantle		Approval Req'd	<input checked="" type="checkbox"/>	\$160.00
22640	1150	4001	\$145.45	\$14.55	\$160.00
Purchase Officeworks 0604 EXHIBITION FRAMES					
08 May 2025	Ebsco Australia Subs North Sydney		Approval Req'd	<input checked="" type="checkbox"/>	\$1,074.42
22550	1150	4001	\$976.75	\$97.67	\$1,074.42
Purchase Ebsco Australia Subs CHOICE MAGAZINE ONLINE SUBSCRIPTION					
09 May 2025	Bigw Online Bella Vista		Approval Req'd	<input checked="" type="checkbox"/>	\$175.00
22530	1150	4001	\$159.09	\$15.91	\$175.00
Purchase Bigw Online ADULT BOOKS					
09 May 2025	Peppermint News Agc Peppermint Gr		Approval Req'd	<input checked="" type="checkbox"/>	\$176.50
22280	1150	4001	\$160.45	\$16.05	\$176.50
Purchase Peppermint News Agc MONTHLY NEWSPAPERS					
Total for this period:				\$1,697.42	

Cardholder Declaration

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

Signature Lance Hopkinson Dated 06 / 06 / 2025

Employee ID: 60

Approved By

Signature

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

Dated 9/06/2025 / _____

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: 30 Apr 2025 to 28 May 2025

Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Net	Tax	Gross
22 May 2025	Sp Jb Hi-Fi Online Southbank		Approval Req'd	✓		\$140.87
22560	1150	4001				
	Purchase Sp Jb Hi-Fi Online adult DVD's					
				\$128.06	\$12.81	\$140.87
28 May 2025	Account Fees		No Appr Req'd			\$6.82
22230	1150	4001				
	Account Fees Cc Fp User Fee bank charges					
				\$6.20	\$0.62	\$6.82
Total for this period:						\$147.69

Cardholder Declaration

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

Signature Lance Hopkinson

Dated 06 / 06 / 2025

Employee ID: 60

Approved By

Signature [Signature]

Dated 9/06/2025 /

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: 30 Apr 2025 to 28 May 2025

Cardholder Name: Penny Askin




JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code Department		Net	Tax	Gross
01 May 2025		Woolworths/Cottesloe Grov Cottesloe	Approved		✓	\$8.85
	22450	420 1001		\$8.05	\$0.80	\$8.85
	Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies					
05 May 2025		Woolworths/Cottesloe Grov Cottesloe	Approved		✓	\$32.00
	22450	410 1001		\$29.09	\$2.91	\$32.00
	Purchase Woolworths/Cottesloe Grov ZERO beer for Council Chamber's fridge					
07 May 2025		Woolworths/Cottesloe Grov Cottesloe	Approved		✓	\$10.15
	22450	420 1001		\$9.23	\$0.92	\$10.15
	Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies					
15 May 2025		Woolworths/Cottesloe Grov Cottesloe	Approved		✓	\$5.75
	22240	420 1001		\$5.23	\$0.52	\$5.75
	Purchase Woolworths/Cottesloe Grov Shire Kitchen Expenses					
20 May 2025		Woolworths/Cottesloe Grov Cottesloe	Approved		✓	\$5.00
	22240	420 1001		\$4.55	\$0.45	\$5.00
	Purchase Woolworths/Cottesloe Grov Shire Kitchen supplies					
21 May 2025		Woolworths/Cottesloe Grov Cottesloe	Approved		✓	\$10.65
	22240	420 1001		\$9.68	\$0.97	\$10.65
	Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies					
22 May 2025		Woolworths/Cottesloe Grov Cottesloe	Approved		✓	\$5.75
	22240	420 1001		\$5.23	\$0.52	\$5.75
	Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies					
26 May 2025		Woolworths/Cottesloe Grov Cottesloe	Approved		✓	\$6.60
	22240	420 1001		\$6.00	\$0.60	\$6.60
	Purchase Woolworths/Cottesloe Grov Shire Kitchen Supplies					

27 May 2025	Woolworths/Cottesloe Grov	Approved	<input checked="" type="checkbox"/>	\$5.75	
	Cottesloe				
22240	420	1001	\$5.23	\$0.52	\$5.75
Purchase Woolworths/Cottesloe Grov					
Shire Kitchen Supplies					
28 May 2025	Account Fees	No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82	
22230	420	1001	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee					
Bank Charges					
Total for this period:				\$97.32	

Cardholder Declaration

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

Signature Dated 09 / 06 / 2025

Employee ID: E0003

Approved BySignature Dated 09/06/2025**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: 30 Apr 2025 to 28 May 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 May 2025	Bunnings 453000	O'Connor	Approved	<input checked="" type="checkbox"/>		\$144.42
22445	1220	3001	\$131.29	\$13.13	\$144.42	
Purchase Bunnings 453000 Leake St Island						
06 May 2025	Reddy Express 6919	Mosman	Approved	<input checked="" type="checkbox"/>		\$148.86
	Park					
22510	1220	3001	\$135.33	\$13.53	\$148.86	
Purchase Reddy Express 6919 Ute Fuel						
14 May 2025	Total Tools Oconnor	O'Connor	Approved	<input checked="" type="checkbox"/>		\$19.90
22420	1220	3001	\$18.09	\$1.81	\$19.90	
Purchase Total Tools Oconnor Memorial wall						
14 May 2025	Bunnings 453000	O'Connor	Approved	<input checked="" type="checkbox"/>		\$27.31
22240	1220	3001	\$24.83	\$2.48	\$27.31	
Purchase Bunnings 453000 Office wall hangings						
21 May 2025	Bp Westgate 6220	Fremantle	Approval Req'd	<input checked="" type="checkbox"/>		\$146.56
22510	1220	3001	\$133.24	\$13.32	\$146.56	
Purchase Bp Westgate 6220 Ute Fuel						
20 May 2025	Bunnings 453000	O'Connor	Approval Req'd	<input checked="" type="checkbox"/>		\$21.06
22500	1220	3001	\$19.15	\$1.91	\$21.06	
Purchase Bunnings 453000 Depot Supplies						
21 May 2025	Bunnings 453000	O'Connor	Approval Req'd	<input checked="" type="checkbox"/>		\$4.02
22240	1220	3001	\$3.65	\$0.37	\$4.02	
Purchase Bunnings 453000 Office wall hanging						
28 May 2025	Account Fees		No Appr Req'd	<input checked="" 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:						\$518.95

Cardholder Declaration

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

Signature _____

Dated 3 / 6 / 2025

Employee ID: RY

Approved By

Signature



Dated 03 / 06 / 2025

On Completion

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

nab**FlexiPurchase
Account Statement****Statement for NAB**

Statement Period: 30 Apr 2025 to 28 May 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	
13 May 2025	Woolworths/Cottesloe Grov Cottesloe		Approved	<input checked="" type="checkbox"/>		\$15.50
22850	1150	4001	\$14.09	\$1.41	\$15.50	
Purchase Woolworths/Cottesloe Grov kitchen						
22 May 2025	Woolworths/Cottesloe Grov Cottesloe		Approved	<input checked="" type="checkbox"/>		\$7.50
22850	1150	4001	\$6.82	\$0.68	\$7.50	
Purchase Woolworths/Cottesloe Grov kitchen						
26 May 2025	Officeworks 0604 Fremantle		Approved	<input checked="" type="checkbox"/>		\$40.88
22320	1150	4001	\$37.16	\$3.72	\$40.88	
Purchase Officeworks 0604 fluoro stickers						
28 May 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:						\$70.70

Cardholder Declaration

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

Signature

Dated 6 / 6 / 2025

Employee ID: 63

Approved By

Signature

Dated 6 / 6 / 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: 30 Apr 2025 to 28 May 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	
29 Apr 2025	Bunnings 453000	O'Connor	Approved	<input checked="" type="checkbox"/>		\$21.78
22445	1220	3001	\$19.80	\$1.98	\$21.78	
Purchase Bunnings 453000 Hardware.						
29 Apr 2025	Bunnings 453000	O'Connor	Approved	<input checked="" type="checkbox"/>		\$297.14
22445	1220	3001	\$270.13	\$27.01	\$297.14	
Purchase Bunnings 453000 Hardware.						
30 Apr 2025	Bunnings 483000	Claremont	Approved	<input checked="" type="checkbox"/>		\$15.78
22445	1220	3001	\$14.35	\$1.43	\$15.78	
Purchase Bunnings 483000 Hardware.						
06 May 2025	Bob Jane T Mart	Claremont	Approved	<input checked="" type="checkbox"/>		\$45.00
22500	1220	3001	\$40.91	\$4.09	\$45.00	
Purchase Bob Jane T Mart Clar Puncture Repair.						
06 May 2025	Bunnings 483000	Claremont	Approved	<input checked="" type="checkbox"/>		\$105.85
22445	1220	3001	\$96.23	\$9.62	\$105.85	
Purchase Bunnings 483000 Hardware.						
12 May 2025	Ampol Mosman Pa 55363f		Approved	<input checked="" type="checkbox"/>		\$62.00
	Mosman Park					
22510	1220	3001	\$56.36	\$5.64	\$62.00	
Purchase Ampol Mosman Pa 55363f Loader Fuel.						
14 May 2025	Ampol Mosman Pa 55363f		Approved	<input checked="" type="checkbox"/>		\$145.01
	Mosman Park					
22510	1220	3001	\$131.83	\$13.18	\$145.01	
Purchase Ampol Mosman Pa 55363f Ute Fuel.						
20 May 2025	Ampol Mosman Pa 55363f		Approval Req'd	<input checked="" type="checkbox"/>		\$100.00
	Mosman Park					
22510	1220	3001	\$90.91	\$9.09	\$100.00	
Purchase Ampol Mosman Pa 55363f Truck Fuel.						
28 May 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:						\$799.38

Cardholder Declaration

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

Signature  _____

Dated 3 / 6 / 2025

Employee ID: TW

Approved By

Signature  _____

Dated 03 / 06 / 2025

On Completion

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

Accounts Paid - May 2025

Payment / Invoice	Date Description	Amount
EFT Payment		
EFT Payment - EFT00064		
3000 - SuperChoice Aware Superannuation		
PJ000154	01/05/25 FORTNIGHT 2025-22 - From Payroll	5,578.20
SUPER MAY 25	01/05/25 Superannuation Contribution	13,549.90
	Total 3000	19,128.10
	Total EFT00064	19,128.10
EFT Payment - EFT00065		
1 - Australia Post		
1013981712	03/05/25 Postage and stamps - April 2025	110.77
	Total 1	110.77
162 - Western Metropolitan Regional Council		
M-2505139	30/04/25 WMRC Tip Passes	9,073.00
	Total 162	9,073.00
2233 - EASIFLEET		
	01/05/25 Salary Sacrifice	682.85
	01/05/25 Salary Sacrifice	1,102.47
	01/05/25 Salary Sacrifice	53.61
	Total 2233	1,838.93
2414 - Open Systems Technology Pty Ltd (Council First)		
SI009036	05/05/25 Propertywise Fee June 2025	1,226.50
SI009030	02/05/25 STP Transactions - March 2025	33.00
SI009035	05/05/25 Avepoint Cloud Backup June 2025	111.38
SI009037	05/05/25 Microsoft 365 May 2025	1,395.27
SI009048	07/05/25 CF Subscription June 2025	7,679.34
	Total 2414	10,445.49
300 - VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD		
167639 PO00028	01/04/25 Residential Waste MSW	17,162.84
	Total 300	17,162.84
3036 - Perth Auto Alliance Pty Ltd T/AS Challenger, Lynford, Titan Ford		
TMAST683323	02/04/25 Ford Ranger 1ILR080 service	425.00
PO00375		
TMAST682717	01/04/25 Ford Ranger 1IBM796 service	480.00
PO00374		
	Total 3036	905.00
3047 - PERTH IRRIGATION CENTRE (PIC)		
I8425 PO00400	28/04/25 Retic data coils and addiotnal spare parts	2,132.65
	Total 3047	2,132.65
3050 - ENVIRO SWEEP PTY LTD (EWCS)		
131729 PO00031	24/04/25 Road Sweeping Contractor	3,705.48
	Total 3050	3,705.48
3051 - TEMPTATIONS CATERING		
E31510 PO00409	22/04/25 OCM EM Catering 22.4.25	393.60
	Total 3051	393.60
3057 - CTI Couriers		
CISC4782252	30/04/25 Library Courier - April 2025	577.89

Accounts Paid - May 2025

Payment / Invoice	Date Description	Amount
Total 3057		577.89
3114 - WEST COAST SHADE PTY LTD		
14201 PO00416	06/05/25 Keanes Point Playground - shade sail removals	2,530.00
Total 3114		2,530.00
3230 - Sontec Integrated Systems		
21523 PO00407	29/04/25 Access fob keys x 10	1,288.65
Total 3230		1,288.65
3241 - Fire Shield Services		
INV50756 PO00398	06/04/25 deisolate fire panel for stage 2 major ODU overhaul works	247.50
Total 3241		247.50
3301 - PAPERBARK TECHNOLOGIES PTY LTD		
00009337 PO00344	18/04/25 Annual VTA report 2025	2,950.00
00009330 PO00396	15/04/25 Arbor reports 2 x trees Bay View Tce	880.00
Total 3301		3,830.00
3357 - Fasta Couriers & Taxi Trucks		
312737	30/04/25 Agenda Courier to Subiaco 17/4/25	30.72
Total 3357		30.72
3405 - PORTER CONSULTING ENGINEERS		
00025247 PO00284	30/04/25 Keane / Bay View parking design alterations	2,161.50
Total 3405		2,161.50
3429 - DONALD BURNETT E005		
250507 REIMBURSEMENT	07/05/25 CEO Data 6/3/25-5/6/25	688.23
Total 3429		688.23
3436 - Sports Surf Technology		
INV-4283 PO00134	30/04/25 Retic and groundwater services - Manners Hill Park	715.00
INV-4288 PO00412	06/05/25 Groundwater management, sampling and reporting	3,080.00
Total 3436		3,795.00
3621 - QTM PTY LTD		
INV-50062 PO00385	28/04/25 Traffic Management - Leake St	3,878.79
Total 3621		3,878.79
3761 - Woodlands Distributors Pty Ltd		
INV-0758 PO00289	05/05/25 Dog poo bags - compostable	1,933.80
Total 3761		1,933.80
3767 - Tudor House (WA) Pty Ltd		
9950 PO00411	07/05/25 Aboriginal printed flag with sister clips	828.00
Total 3767		828.00
3868 - Dugite Earthmoving Pty Ltd T/as J&V Earthmoving		
INV-1346 PO00418	30/04/25 ROW maintenance - various	2,368.08
Total 3868		2,368.08
3878 - Market Creations Technology Pty Ltd T/as Intergrated ICT		
37296 PO00405	22/04/25 Decommissioning of Vocus telephone equipment	869.00
37440	28/04/25 M365 Licensing April 2025	419.10

Accounts Paid - May 2025

Payment / Invoice	Date Description	Amount
37490	29/04/25 Managed Service Agreement April 2025	1,422.30
37550	29/04/25 Security as a Service April 2025	1,357.40
37489	29/04/25 Managed Service Agreement - April 2025	1,030.70
37549	29/04/25 Security as a Service - April 2025	1,062.60
37663	30/04/25 Backup Storage - April 2025	309.34
	Total 3878	6,470.44
3911 - John F. Filippone T/as Procurement Plus		
Q2024-25-026A PO00355	26/04/25 Order PO00355	3,499.10
	Total 3911	3,499.10
3917 - AV Media Systems WA		
142398 PO00387	29/04/25 LG 55" TV panel and Stand Delivered and installed	3,764.70
	Total 3917	3,764.70
3943 - Pay@bility Pty Ltd T/A Benefit@bility		
	01/05/25 Salary Sacrifice	767.83
	Total 3943	767.83
3974 - LG Best Practices		
22836 PO00088	30/04/25 Rates services for 24-25	1,892.00
	Total 3974	1,892.00
3982 - Baroness Holdings T/A Tree Planting and Watering		
INV-2204 PO00048	22/04/25 Tree watering services (WALGA PS)	2,336.40
	Total 3982	2,336.40
3998 - Professional Tree Surgeons		
1958 PO00243	01/04/25 Tree audit - high priority works	2,816.00
1959 PO00095	01/04/25 SPG Annual VTA list - various works	1,155.00
1967 PO00095	01/04/25 SPG Annual VTA list - various works	5,883.00
1968 PO00095	22/04/25 SPG Annual VTA list - various works	3,036.00
1985 PO00095	23/04/25 SPG Annual VTA list - various works	1,237.50
2076 PO00095	28/04/25 SPG Annual VTA list - various works	1,650.00
2065 PO00423	17/04/25 Tree works - various	4,994.00
	Total 3998	20,771.50
428 - TOWN OF CLAREMONT		
1634	30/04/25 Digital Media Service 24/3/25-29/06/25	2,530.00
	Total 428	2,530.00
448 - LANDGATE		
403023	18/04/25 GRV SCHEDULE - G2025/03	57.78
	Total 448	57.78
52 - Iron Mountain Australia Group Pty Ltd		
AUD664792	30/04/25 Business Storage - May 2025	30.16
	Total 52	30.16
693 - Clean City Group Pty Ltd		
1775 PO00035	23/04/25 Bin Return Service	935.00
1776 PO00035	28/04/25 Bin Return Service	935.00
1780 PO00035	01/05/25 Bin Return Service	1,100.00
1779 PO00417	01/05/25 FOGO rollout services - caddy distribution, letter drops etc	2,700.50

Accounts Paid - May 2025

Payment / Invoice	Date Description	Amount
Total 693		5,670.50
867 - DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY		
250407 BSL	07/04/25 BA2025/00003 3A KEANE STREET	3,122.29
MARCH 2025		
250507 BSL APRIL	07/05/25 BA2025/00007 146 Forrest Street	3,802.30
25		
Total 867		6,924.59
V00006 - McLeods Lawyers Pty Ltd		
144816	29/04/25 Mat No: 51457	1,011.12
Total V00006		1,011.12
V00009 - Landscape and Maintenance Solutions		
INV-4819 PO00137	01/05/25 Retic testing and maintenance - MHP	429.00
INV-4818 PO00093	01/05/25 Manners Hill Park - mowing services	5,357.00
INV-4820 PO00376	01/05/25 Leake St - median retic works and plantings	9,680.00
Total V00009		15,466.00
V00021 - WESTERN AUSTRALIAN MUNICIPAL ROAD BOARDS, PARKS AND RACECOURSE		
EMPLOYEES UNION OF WORKERS, PERTH		
PJ000154	01/05/25 FORTNIGHT 2025-22 - From Payroll	22.00
Total V00021		22.00
V00051 - Miracle Recreation Equipment		
59008 PO00297	11/04/25 Additional rubbish bin for gardens	1,404.98
Total V00051		1,404.98
V00062 - EBSCO AUSTRALIA		
0294338 PO00328	01/04/25 Choice annual online subscription	1,099.15
Total V00062		1,099.15
V00067 - BrightMark Group Pty Ltd		
0004893 PO00346	30/04/25 Cleaning of Depot Office Feb - June 2025	10,828.95
Total V00067		10,828.95
V00068 - FUJIFILM IT SERVICES (Codeblue Australia Pty Ltd)		
CBAU1278543	25/04/25 Internet Services May 2025	1,848.00
CBAU1278657	24/04/25 Professional Services May 2025	407.00
CBAU1278675	29/04/25 Managed Services Network and Telephone - March - April 2025	1,012.00
Total V00068		3,267.00
V00081 - Jerita Phan		
250505 REFUND		
BA2022-00018 3	05/05/25 250505 REFUND BA2022.00018 3 VENN	5,000.00
Total V00081		5,000.00
V00082 - 2PLUS1 Construction		
250505 REFUND		
BA2017-00009 9	05/05/25 REFUND BA2017-00009 - 9 Keane Street Bond	1,000.00
Total V00082		1,000.00
Total EFT00065		163,740.12
EFT Payment - EFT00066		
3029 - Australian Taxation Office		
PJ000132	03/04/25 FORTNIGHT 2025-20 - From Payroll	16,100.05
PJ000146	17/04/25 FORTNIGHT 2025-21 - From Payroll	16,258.05
	01/05/25 GST APR Settlement	33,951.00
	01/05/25 GST APR Settlement	-19,588.00

Accounts Paid - May 2025

Payment / Invoice	Date	Description	Amount
Total 3029			46,721.10
Total EFT00066			46,721.10
EFT Payment - EFT00067			
3135 - Envisionware Pty Ltd			
INV-AU-0323	01/05/25	Envisionware Solutions Annual Review 2025-26	7,680.92
Total 3135			7,680.92
V00054 - DLUX Air			
86074 PO00383	01/05/25	AC system routine service & filter clean, BMS programming	7,150.00
Total V00054			7,150.00
V00080 - ASKA ILLUSTRATION			
616 PO00432	14/05/25	Kids holiday workshops	650.00
Total V00080			650.00
V00083 - Susan Scarff			
250513 REFUND BA2023-00029 4	13/05/25	Refund BA2023-00029 4 Venn Street	2,500.00
Total V00083			2,500.00
Total EFT00067			17,980.92
EFT Payment - EFT00068			
3000 - SuperChoice Aware Superannuation			
PJ000160	15/05/25	FORTNIGHT 2025-23 - From Payroll	5,485.28
SUPER MAY 25 2	15/05/25	Superannuation Contribution	13,393.21
Total 3000			18,878.49
Total EFT00068			18,878.49
EFT Payment - EFT00069			
162 - Western Metropolitan Regional Council			
VV250430-3	01/05/25	Verge Valet - April 2025	5,865.20
Total 162			5,865.20
2233 - EASIFLEET			
	15/05/25	Salary Sacrifice	682.85
	15/05/25	Salary Sacrifice	1,102.47
	15/05/25	Salary Sacrifice	53.61
Total 2233			1,838.93
2414 - Open Systems Technology Pty Ltd (Council First)			
SI009055	09/05/25	Microsoft Azure April 2025	1,520.19
SI009062	16/05/25	Microsoft 365 - June 2025	1,438.70
SI009080	21/05/25	Professional Services - April 2025	8,401.25
SI009068	20/05/25	CouncilFirst Cloud Records 28/6/25-27/6/26	11,008.80
Total 2414			22,368.94
300 - VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD			
167685 PO00028	01/05/25	Residential Waste MSW	20,177.82
Total 300			20,177.82
3015 - CREATION LANDSCAPE SUPPLIES			
328983 PO00380	01/05/25	Verge backfill - landscaping mix	219.60
Total 3015			219.60
3050 - ENVIRO SWEEP PTY LTD (EWCS)			

Accounts Paid - May 2025

Payment / Invoice	Date Description	Amount
132449 PO00031	13/05/25 Road Sweeping Contractor	2,424.08
	Total 3050	2,424.08
3051 - TEMPTATIONS CATERING		
E31500 PO00427	13/05/25 ABF Catering 13 May 2025	459.36
	Total 3051	459.36
3120 - Westbooks		
348406 PO00414	09/05/25 Books as purchased online	1,899.51
	Total 3120	1,899.51
3191 - COTTESLOE PEST CONTROL		
454458 PO00425	13/05/25 Admin - ant treatment	1,815.00
	Total 3191	1,815.00
340 - TOWN OF COTTESLOE		
16595	16/05/25 Cottesloe Village Precinct Structure Plan	19,382.94
	Total 340	19,382.94
3453 - SHRED-X PTY LTD		
02365856 PO00094	14/05/25 Depot - Secure document destruction bin - Jun to Aug 24	39.01
	Total 3453	39.01
3550 - Connect Call Centre Services		
00119403	15/05/25 Overcalls fee for contract CA0435 - April 2025	43.62
00118608	01/05/25 Overcalls fee for contract CA0435	22.17
	Total 3550	65.79
3604 - Officeworks		
621668072 PO00433	16/05/25 SanDisk 32GB USB Flash Drive 5 pack	210.47
	Total 3604	210.47
3688 - POOLEGRAVE SIGNS & ENGRAVING		
32005 PO00119	07/05/25 Memorial plaques	165.00
32004 PO00119	07/05/25 Memorial plaques	165.00
	Total 3688	330.00
3808 - Market Creations Agency		
1125-39 PO00381	01/05/25 Additional support hours for all staff	4,400.00
	Total 3808	4,400.00
3892 - Telstra Limited		
4074199284 MAY 25	10/05/25 Keane Point May 2025	35.00
4074199292 MAY 25	10/05/25 T Whitham - May 2025	112.06
6362254800 MAY 25	08/05/25 Depot NBN - May 2025	75.00
	Total 3892	222.06
3943 - Pay@bility Pty Ltd T/A Benefit@bility		
	15/05/25 Salary Sacrifice	767.83
	Total 3943	767.83
3982 - Baroness Holdings T/A Tree Planting and Watering		
INV-2230 PO00048	05/05/25 Tree watering services (WALGA PS)	2,336.40
	Total 3982	2,336.40
3998 - Professional Tree Surgeons		

Accounts Paid - May 2025

Payment / Invoice	Date Description	Amount
1966 PO00423	01/05/25 Tree works - various	5,549.50
	Total 3998	5,549.50
4001 - Food Technology Services Pty Ltd		
000000095	09/05/25 2024-25 Environmental Health Contract	629.75
PO00165		
	Total 4001	629.75
448 - LANDGATE		
403385	16/05/25 Valuation Roll	178.15
403310	14/05/25 GRV Shedule NO. G2025/04 12/4/25-25/4/25	154.97
	Total 448	333.12
804 - DEPT OF FIRE & EMERGENCY SERVICES (DFES)		
159354	21/05/25 ESLB 4TH Qrt Contribution 24/25	44,010.94
	Total 804	44,010.94
883 - FujiFilm Business Innovations Australia Pty Ltd		
CW768387	01/05/25 AC3570-4 SN0138835 - April 2025	594.78
CW727022	01/05/25 AC3570-4 S NO. 138835 March 2025	639.06
	Total 883	1,233.84
V00012 - SJF Work Advice Pty Ltd		
INV-0557 PO00025	08/05/25 EBA Advice	6,600.00
	Total V00012	6,600.00
V00014 - Meraki Design & Construction Pty Ltd		
310724 REFUND	31/07/24 DA Application Fee Refund - DA2024/00017	147.00
DA2024/00017		
	Total V00014	147.00
V00021 - WESTERN AUSTRALIAN MUNICIPAL ROAD BOARDS, PARKS AND RACECOURSE EMPLOYEES UNION OF WORKERS, PERTH		
PJ000160	15/05/25 FORTNIGHT 2025-23 - From Payroll	22.00
	Total V00021	22.00
V00060 - NAPOLEON PAPIER & CO		
3660366936793690	03/05/25 magazines as selected	277.62
	Total V00060	277.62
V00068 - FUJIFILM IT SERVICES (Codeblue Australia Pty Ltd)		
CBAU1278738	08/05/25 Professional Services and Configuration - May 25	595.07
CBAU1278708	01/05/25 Managed Services Network and Telephony - May 2025	506.00
CBAU1278756	15/05/25 Various Networking and Telephony Equipment -Mar 2025	610.50
CBAU1278758	15/05/25 Various Networking and Telephony Equipment -Apr 2025	610.50
CBAU1278759	15/05/25 Various Networking and Telephony Equipment - May 2025	610.50
	Total V00068	2,932.57
V00069 - LINE-RIGHT PTY LTD		
INV-1556 PO00384	01/05/25 Leake St linemarking	5,175.50
	Total V00069	5,175.50
V00074 - ACCESS WITHOUT BARRIERS PTY LTD		
137597 PO00370	01/05/25 Order PO00370	8,671.00
	Total V00074	8,671.00
V00085 - ENVISIONWARE AUSTRALIA PTY LTD		
INV-AU-0331	01/05/25 Annual review - July 2025-26	1,562.41

Accounts Paid - May 2025

Payment / Invoice	Date Description	Amount
	Total V00085	1,562.41
	Total EFT00069	161,968.19
EFT Payment - EFT00070		
3000 - SuperChoice Aware Superannuation		
PJ000168	29/05/25 FORTNIGHT 2025-24 - From Payroll	5,544.40
SUPER MAY 25 3	29/05/25 Superannuation Contribution	13,571.00
	Total 3000	19,115.40
	Total EFT00070	19,115.40
Grand Total - EFT Payment		\$ 447,532.32
Other		
Other - DD00069		
123 - Synergy		
2002472908	15/04/25 Shire Office Electricity 29/1/25 - 27/3/25	441.30
	Total 123	441.30
	Total DD00069	441.30
Other - DD00068		
123 - Synergy		
1001307497	11/04/25 Electricity 14/3/25 - 31/3/25	3,369.94
	Total 123	3,369.94
	Total DD00068	3,369.94
Other - DD00071		
123 - Synergy		
3000237058	01/05/25 Depot 29/1/25-28/3/25	2,316.23
	Total 123	2,316.23
	Total DD00071	2,316.23
Other - DD00070		
123 - Synergy		
2034423372	02/05/25 Streetlights (2) 28/3/25-27/4/25	40.92
	Total 123	40.92
	Total DD00070	40.92
Grand Total - DD Payment		\$ 6,168.39
Other - CC00011		
3084 - Shire Credit Cards -NAB Visa flexi purchase		
NAB VISA FEES	01/05/25 NAB VISA FEES APRIL 2025	110.00
APRIL 2025		
TW DEPOT 29 MAR	01/05/25 TW DEPOT 29 MAR TO 29 APR 25	209.83
TO 29 APR 25		
SF LIB 29 MAR TO	01/05/25 SF LIB 29 MAR TO 29 APR 25	421.50
29 APR 25		
SF LIB 29 MAR TO	01/05/25 Refund of late book	-2.59
29 APR 2025		
LH LIB 29 MAR TO	01/05/25 LH LIB 29 MAR TO 29 APR 2025	1,233.32
29 APR 2025		
DN DEPOT 29 MAR	01/05/25 DN DEPOT 29 MAR TO 29 APR 2025	886.17
TO 29 APR 2025		

Accounts Paid - May 2025

Payment / Invoice	Date Description	Amount
PA ADMIN 29 TO MAR TO 29 APR	01/05/25 PA ADMIN 29 TO MAR TO 29 APR 2025	169.02
JC MCCS 29 MAR TO 29 APR 2025	01/05/25 JC MCCS 29 MAR TO 29 APR 2025	135.81
JG MDS 29 TO MAR TO 29 APR	01/05/25 JG MDS 29 TO MAR TO 29 APR 2025	744.88
DB CEO 29 MAR TO 29 APR 2025	01/05/25 DB CEO 29 MAR TO 29 APR 2025	178.17
RY DEPOT 29 MAR TO 29 APR 2025	01/05/25 RY DEPOT 29 MAR TO 29 APR 2025	385.10
	Total 3084	4,471.21
	Total CC00011	4,471.21
Grand Total - CC Payment		\$ 4,471.21
Grand Total - May 2025		\$ 458,171.92

8.2 FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31ST MAY 2025

Attachment Details:	1. Monthly Financial Report - May 2025
Voting Requirement:	Simple Majority
Subject Index:	Financial Statements 2024/25 and Budget 2024/25
Disclosure of Interest:	Nil
Author:	Jeremy Clapham, Manager Corporate and Community Services
Responsible Officer:	Donald Burnett, Chief Executive Officer

PURPOSE OF REPORT

To receive the monthly financial statements for the period ended 31 May 2025.

SUMMARY AND KEY ISSUES

- The opening surplus for 1 July 2024 was forecast as \$821,747 but has been amended to \$717,673 due to the processing of 30 June 2024 year-end adjustments.
- There is a variance of \$701,415 between the year-to-date surplus and the budgeted year to date surplus, resulting from an underspend in capital expenditure of \$526,068 and savings in operational expenditure of \$232,610.

BACKGROUND

The Monthly Financial Statements are prepared in accordance with the requirements of the *Local Government Act 1995* and Local Government (Financial Management) Regulations 1996. Monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 31 May 2025.

CONSULTATION

There was no consultation undertaken.

STRATEGIC IMPLICATIONS

Objectives within the Governance section of the Strategic Community Plan.

POLICY IMPLICATIONS

Shire of Peppermint Grove Financial Management Policies and Investment Policy.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996.

FINANCIAL IMPLICATIONS

There are no detrimental financial implications evident at this time.

OFFICER COMMENTS

There is a variance between the actual surplus and the year to date surplus as at 31 May 2025 of \$701,415. The main reasons for this are:

- Underspend in capital expenditure - \$526,068. This is due mainly to the Playground Equipment Project at Keanes Point not yet being completed.

- Underspend in operational expenditure of \$232,610. This is due mainly to the savings in Materials & Contracts.

Investment of Municipal and Reserve Funds - as at 31 May 2025:

Fund	Purpose	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest for the year
Corporate Cheque Account	Municipal Funds	\$1,323,684.88	Ongoing	Ongoing	N/A	4.15%	\$100,000
Term Deposit	Reserve Funds	\$2,125,604	06/09/24	27/06/25	276	4.93%	\$80,000

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved: Cr Douglas Jackson

Seconded: Cr Patrick Dawkins

That Council receives the monthly financial report for the period ended 31 May 2025.

In Favour: Crs Karen Farley SC, Patrick Dawkins, Emerald Bond, Charles Hohnen and Douglas Jackson

Against: Nil

CARRIED 5/0

SHIRE OF PEPPERMINT GROVE**MONTHLY FINANCIAL REPORT**

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

For the period ended 31 May 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 31 MAY 2025**

	Amended 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	3,646,025	3,646,025	3,658,787	12,762	0.35%	
Rates excluding general rates	108,630	108,630	108,630	0	0.00%	
Grants, subsidies and contributions	1,394,450	1,366,724	1,368,061	1,337	0.10%	
Fees and charges	401,455	382,270	408,546	26,276	6.87%	
Interest revenue	231,000	220,050	127,657	(92,393)	(41.99%)	▼
Other revenue	7,600	7,350	2,514	(4,836)	(65.80%)	
Profit on asset disposals	18,000	8,000	10,994	2,994	37.43%	
Fair value adjustments to financial assets at fair value through profit or loss	0	0	(888)	(888)	0.00%	
	5,807,160	5,739,049	5,684,301	(54,748)	(0.95%)	
Expenditure from operating activities						
Employee costs	(2,621,050)	(2,405,362)	(2,377,055)	28,307	1.18%	
Materials and contracts	(2,665,586)	(2,483,223)	(2,264,855)	218,368	8.79%	
Utility charges	(117,500)	(107,103)	(104,929)	2,174	2.03%	
Depreciation	(468,350)	(429,322)	(458,931)	(29,609)	(6.90%)	
Finance costs	(52,043)	(27,165)	(24,770)	2,395	8.82%	
Insurance	(101,150)	(100,950)	(95,693)	5,257	5.21%	
Other expenditure	(130,100)	(101,000)	(95,282)	5,718	5.66%	
	(6,155,779)	(5,654,125)	(5,421,515)	232,610	4.11%	
Non cash amounts excluded from operating activities	450,350	421,322	448,825	27,503	6.53%	
Amount attributable to operating activities	101,731	506,246	711,611	205,365	40.57%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	49,162	49,162	173	(48,989)	(99.65%)	▼
Proceeds from disposal of assets	78,000	40,000	43,636	3,636	9.09%	
	127,162	89,162	43,809	(45,353)	(50.87%)	
Outflows from investing activities						
Right of use assets recognised	0	0	(28,863)	(28,863)	0.00%	
Payments for property, plant and equipment	(469,500)	(139,500)	(93,736)	45,764	32.81%	▲
Payments for construction of infrastructure	(677,000)	(677,000)	(167,833)	509,167	75.21%	▲
	(1,146,500)	(816,500)	(290,432)	526,068	64.43%	
Amount attributable to investing activities	(1,019,338)	(727,338)	(246,623)	480,715	66.09%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Leases liabilities recognised	0	0	28,863	28,863	0.00%	
Transfer from reserves	693,000	0	0	0	0.00%	
	693,000	0	28,863	28,863	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	0	0	(13,528)	(13,528)	0.00%	
Repayment of borrowings	(38,886)	(20,455)	(20,455)	0	0.00%	
Transfer to reserves	(373,862)	0	0	0	0.00%	
	(412,748)	(20,455)	(33,983)	(13,528)	(66.14%)	
Amount attributable to financing activities	280,252	(20,455)	(5,120)	15,335	74.97%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	717,673	717,673	717,673	0	0.00%	
Amount attributable to operating activities	101,731	506,246	711,611	205,365	40.57%	▲
Amount attributable to investing activities	(1,019,338)	(727,338)	(246,623)	480,715	66.09%	▲
Amount attributable to financing activities	280,252	(20,455)	(5,120)	15,335	74.97%	▲
Surplus or deficit after imposition of general rates	80,318	476,126	1,177,541	701,415	147.32%	▲

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 31 MAY 2025**

	Actual 30 June 2024	Actual as at 31 May 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,051,898	3,449,839
Trade and other receivables	368,520	304,102
TOTAL CURRENT ASSETS	3,420,418	3,753,941
NON-CURRENT ASSETS		
Trade and other receivables	98,195	98,195
Other financial assets	20,793	19,905
Investment in associate	130,973	130,975
Property, plant and equipment	16,060,683	15,914,591
Infrastructure	16,885,553	16,801,644
Right-of-use assets	0	28,863
TOTAL NON-CURRENT ASSETS	33,196,197	32,994,173
TOTAL ASSETS	36,616,615	36,748,114
CURRENT LIABILITIES		
Trade and other payables	533,341	411,569
Other liabilities	29,786	29,786
Lease liabilities	3,343	1,596
Borrowings	41,615	41,615
Employee related provisions	176,247	171,674
TOTAL CURRENT LIABILITIES	784,332	656,240
NON-CURRENT LIABILITIES		
Lease liabilities	6,007	23,089
Borrowings	574,192	553,737
Employee related provisions	11,372	11,372
TOTAL NON-CURRENT LIABILITIES	591,571	588,198
TOTAL LIABILITIES	1,375,903	1,244,438
NET ASSETS	35,240,712	35,503,676
EQUITY		
Retained surplus	9,673,727	9,936,691
Reserve accounts	2,125,604	2,125,604
Revaluation surplus	23,441,381	23,441,381
TOTAL EQUITY	35,240,712	35,503,676

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 31 MAY 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 11 June 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
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

**SHIRE OF PEPPERMINT GROVE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025**

2 NET CURRENT ASSETS INFORMATION

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

Current assets

Cash and cash equivalents
Trade and other receivables
Other financial assets

Less: current liabilities

Trade and other payables
Other liabilities
Lease liabilities
Borrowings
Employee related provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

Note	Amended Budget Opening 1 July 2024 \$	Actual as at 30 June 2024 \$	Actual as at 31 May 2025 \$
	2,245,319	3,051,898	3,449,839
	400,000	368,520	304,102
	20,389	0	0
	2,665,708	3,420,418	3,753,941
	(370,000)	(533,341)	(411,569)
	(29,786)	(29,786)	(29,786)
	(11,785)	(3,343)	(1,596)
	(38,885)	(41,615)	(41,615)
	(180,000)	(176,247)	(171,674)
	(630,456)	(784,332)	(656,240)
	2,035,252	2,636,086	3,097,701
2(b)	(1,954,934)	(1,918,413)	(1,920,160)
	80,318	717,673	1,177,541

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts

Add: Current liabilities not expected to be cleared at the end of the year

- Current portion of lease liabilities

- Current portion of borrowings

- Current portion of employee benefit provisions held in reserve

Total adjustments to net current assets

	Amended Budget Estimates 30 June 2025 \$	YTD Budget Estimates 31 May 2025 \$	YTD Actual 31 May 2025 \$
--	--	---	------------------------------------

	(2,125,604)	(2,125,604)	(2,125,604)
	11,785	3,343	1,596
	38,885	41,615	41,615
	120,000	162,233	162,233
2(a)	(1,954,934)	(1,918,413)	(1,920,160)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals

Less: Fair value adjustments to financial assets at amortised cost

Add: Depreciation

Total non-cash amounts excluded from operating activities

	Amended Budget Estimates 30 June 2025 \$	YTD Budget Estimates 31 May 2025 \$	YTD Actual 31 May 2025 \$
	(18,000)	(8,000)	(10,994)
	0	0	888
	468,350	429,322	458,931
	450,350	421,322	448,825

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.

AASB 101.10(e) **SHIRE OF PEPPERMINT GROVE**
AASB 101.51 **NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**
AASB 101.112 **FOR THE PERIOD ENDED 31 MAY 2025**

FM Reg 34 (2)(b) **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 2024-25 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Interest revenue	(92,393)	(41.99%)	▼
Interest on Term Deposit will only be received in June			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(48,989)	(99.65%)	▼
Part of LRCI grant not yet received and the remaining amount showing in Contract Liabilities rather than income due to capital project (Playground Equipment) not yet complete			
Outflows from investing activities			
Payments for property, plant and equipment	45,764	32.81%	▲
Timing. See Note 5 for further details.			
Payments for construction of infrastructure	509,167	75.21%	▲
Timing. See Note 5 for further details.			
Surplus or deficit after imposition of general rates	701,415	147.32%	▲

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 31 MAY 2025**

1 KEY INFORMATION

Funding Surplus or Deficit Components

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Funding surplus / (deficit)				
Opening	\$0.72 M	\$0.72 M	\$0.72 M	\$0.00 M
Closing	\$0.08 M	\$0.48 M	\$1.18 M	\$0.70 M

Refer to Statement of Financial Activity

Cash and cash equivalents \$3.45 M % of total Unrestricted Cash \$1.29 M 37.5% Restricted Cash \$2.16 M 62.5% Refer to 3 - Cash and Financial Assets	Payables \$0.41 M % Outstanding Trade Payables \$0.18 M 0 to 30 Days 68.4% Over 30 Days 31.6% Over 90 Days 0.0% Refer to 8 - Payables	Receivables \$0.25 M % Collected Rates Receivable \$0.05 M 98.6% Trade Receivable \$0.25 M % Outstanding Over 30 Days 99.5% Over 90 Days 0.0% Refer to 7 - Receivables
--	---	--

Key Operating Activities

Amount attributable to operating activities Amended Budget YTD Budget (a) YTD Actual (b) Var. \$ (b)-(a) \$0.10 M \$0.51 M \$0.71 M \$0.21 M Refer to Statement of Financial Activity	Rates Revenue YTD Actual \$3.66 M % Variance YTD Budget \$3.65 M 0.4% Refer to 12 - Grants and Contributions	Grants and Contributions YTD Actual \$1.37 M % Variance YTD Budget \$1.37 M 0.1% 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) (\$1.02 M) (\$0.73 M) (\$0.25 M) \$0.48 M Refer to Statement of Financial Activity	Proceeds on sale YTD Actual \$0.04 M % Amended Budget \$0.08 M (44.1%) Refer to 6 - Disposal of Assets	Asset Acquisition YTD Actual \$0.17 M % Spent Amended Budget \$0.68 M (75.2%) Refer to 5 - Capital Acquisitions	Capital Grants YTD Actual \$0.00 M % Received Amended Budget \$0.05 M (99.6%) Refer to 5 - Capital Acquisitions
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Key Financing Activities

Amount attributable to financing activities Amended Budget YTD Budget (a) YTD Actual (b) Var. \$ (b)-(a) \$0.28 M (\$0.02 M) (\$0.01 M) \$0.02 M Refer to Statement of Financial Activity	Borrowings Principal repayments (\$0.02 M) Interest expense (\$0.02 M) Principal due \$0.60 M Refer to 9 - Borrowings	Reserves Reserves balance \$2.13 M Net Movement \$0.00 M Refer to 4 - Cash Reserves	Lease Liability Principal repayments (\$0.01 M) Interest expense (\$0.00 M) Principal due \$0.02 M Refer to Note 10 - Lease Liabilities
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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 31 MAY 2025

2 KEY INFORMATION - GRAPHICAL



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 31 MAY 2025

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Restricted	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Fund	Cash and cash equivalents	1,294,449	2,155,390	3,449,839		NAB	4.15%	N/A
Total		1,294,449	2,155,390	3,449,839	0			
Comprising								
Cash and cash equivalents		1,294,449	2,155,390	3,449,839	0			
		1,294,449	2,155,390	3,449,839	0			

KEY INFORMATION

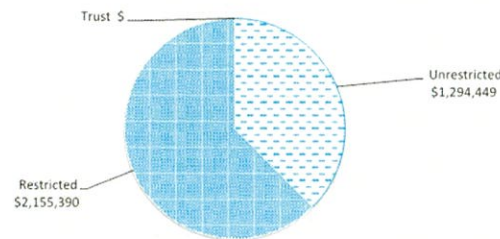
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 7 - Other assets.



**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 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 & Drainage Reserve	620,243	154,000	(250,000)	524,243	620,243			620,243
Library Projects Reserve	25,579	2,500		28,079	25,579			25,579
Staff Leave Reserve	210,835	37,800		248,635	210,836			210,836
Building & Infrastructure Reserve	962,576	148,562	(443,000)	668,138	962,576			962,576
Plant Replacement Reserve	132,031	5,000		137,031	132,031			132,031
IT Reserve	26,170	1,000		27,170	26,169			26,169
Public Art Reserve	22,023	1,000		23,023	22,023			22,023
Legal Costs Reserve	21,617	1,000		22,617	21,617			21,617
Investment Reserve	104,530	23,000		127,530	104,530			104,530
	2,125,604	373,862	(693,000)	1,806,466	2,125,604	0	0	2,125,604

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	3,000	3,000	6,319	3,319
Buildings - specialised	370,000	40,000	35,100	(4,900)
Plant and equipment	96,500	96,500	52,317	(44,183)
Acquisition of property, plant and equipment	469,500	139,500	93,736	(45,764)
Right of use assets - Plant and Equipment	0	0	28,863	28,863
Acquisition of right of use assets	0	0	28,863	28,863
Infrastructure - roads	32,000	32,000		(32,000)
Infrastructure - footpaths	30,000	30,000	30,889	889
Infrastructure - drainage	30,000	30,000		(30,000)
Infrastructure - parks & ovals	432,000	432,000	7,021	(424,979)
Infrastructure - other	153,000	153,000	129,923	(23,077)
Acquisition of infrastructure	677,000	677,000	167,833	(509,167)
Total of PPE and Infrastructure.	1,146,500	816,500	261,569	(554,931)
Total capital acquisitions	1,146,500	816,500	290,432	(554,931)
Capital Acquisitions Funded By:				
Capital grants and contributions	49,162	49,162	173	(48,989)
Lease liabilities	0	0	28,863	28,863
Other (disposals & C/Fwd)	78,000	40,000	43,636	3,636
Reserve accounts				
Road & Drainage Reserve	250,000		0	0
Building & Infrastructure Reserve	443,000		0	0
Contribution - operations	326,338	727,338	217,760	(509,578)
Capital funding total	1,146,500	816,500	290,432	(526,068)

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.

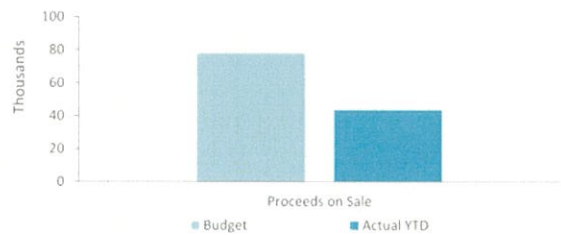
Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent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

SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

OPERATING ACTIVITIES

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									
	Plant and equipment - vehicle	30,000	40,000	10,000	0	32,642	43,636	10,994	0
	Plant and equipment - vehicle	30,000	38,000	8,000	0			0	0
		60,000	78,000	18,000	0	32,642	43,636	10,994	0



**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2024	31 May 2025
	\$	\$
Opening arrears previous year	19,144	57,725
Levied this year	3,644,566	3,658,787
Less - collections to date	(3,605,985)	(3,664,870)
Net rates collectable	57,725	51,642
% Collected	98.4%	98.6%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	1,113	0	217,824	1	218,938
Percentage	0.0%	0.5%	0.0%	99.5%	0.0%	
Balance per trial balance						
Trade receivables						218,938
GST receivable						27,727
Leases receivable						5,795
Total receivables general outstanding						252,460

Amounts shown above include GST (where applicable)

KEY INFORMATION

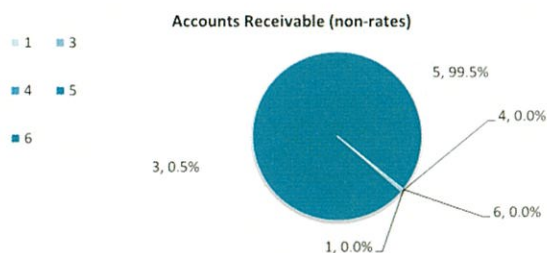
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 31 MAY 2025**

OPERATING ACTIVITIES

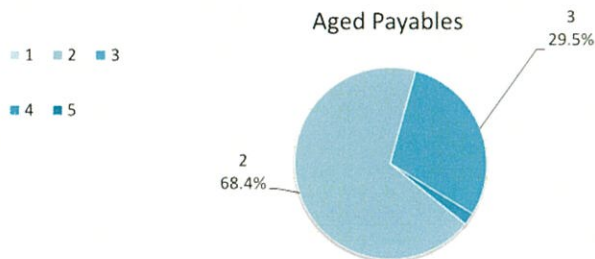
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	123,485	53,208	3,737	0	180,430
Percentage	0.0%	68.4%	29.5%	2.1%	0.0%	
Balance per trial balance						
Sundry creditors						180,430
ATO liabilities						314
Other payables						190,154
Other payables [describe]						40,671
Total payables general outstanding						411,569

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 31 MAY 2025

FINANCING ACTIVITIES

9 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Library/Community centre	41	615,807			(20,455)	(38,886)	595,352	576,921	(23,424)	(50,643)
Total		615,807	0	0	(20,455)	(38,886)	595,352	576,921	(23,424)	(50,643)
Current borrowings		41,615					41,615			
Non-current borrowings		574,192					553,737			
		615,807					595,352			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

The City 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.

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

FINANCING ACTIVITIES

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars		New Leases			Principal Repayments		Principal Outstanding		Interest Repayments		
		Lease No.	1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$		\$		\$	\$	\$	\$
Photocopiers	Old		9,350			(9,350)		0	9,350		
Photocopiers	New			28,863		(4,178)		24,685	0	(1,346)	(1,400)
Total			9,350	28,863	0	(13,528)	0	24,685	9,350	(1,346)	(1,400)
Current lease liabilities			3,343					1,596			
Non-current lease liabilities			6,007					23,089			
			9,350					24,685			

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.

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

OPERATING ACTIVITIES

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		29,786	0			29,786
Total other liabilities		29,786	0	0	0	29,786
Employee Related Provisions						
Provision for annual leave		109,234	0			109,234
Provision for long service leave		67,013	0		(4,573)	62,440
Total Provisions		176,247	0	0	(4,573)	171,674
Total other current liabilities		206,033	0	0	(4,573)	201,460

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

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.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2024	Liability	Liability	31 May 2025	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Grants and subsidies								
Grove Contributions				0		1,364,250	1,337,724	1,337,724
Grants Commission - General				0		6,000	6,000	6,643
Grants Commission - Roads				0		3,000	3,000	2,367
MRWA - Direct Grant				0		7,000	7,000	6,715
Infant Health				0		14,200	13,000	14,613
	0	0	0	0	0	1,394,450	1,366,724	1,368,062

SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

INVESTING ACTIVITIES

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	YTD	YTD Revenue
	1 July 2024			31 May 2025	31 May 2025	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
LRCI 4	29,786			29,786		49,162	49,162	173
	29,786	0	0	29,786	0	49,162	49,162	173

SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

14 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

Amended Budget Revenue	YTD Budget	YTD Revenue Actual
\$	\$	\$
0	0	130,975
		130,975

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.

**SHIRE OF PEPPERMINT GROVE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

15 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						2,239
Memorial Wall - capital project	Sept 24 OCM	Capital expenses			(80,000)	(77,761)
Digital Parking Sign - completion of capital project	Sept 24 OCM	Capital expenses			(13,000)	(90,761)
Transfer from Building and Infrastructure Reserve	Sept 24 OCM	Capital revenue		93,000		2,239
Contingency for Playground equipment	Oct 24 OCM	Capital expenses			(50,000)	(47,761)
Transfer from Infrastructure Reserve	Oct 24 OCM	Capital revenue		50,000		2,239
Building licence fees increased	Feb 25 OCM	Operating revenue		35,000		37,239
Other library income - increased for insurance claim	Feb 25 OCM	Operating revenue		5,000		42,239
Other minor income - income from memorial plaques	Feb 25 OCM			6,000		48,239
Lease rental - rent correction for Freshwaters	Feb 25 OCM			10,000		58,239
Development application fees increased	Feb 25 OCM			40,000		98,239
Financial assistance grants - not expecting prepayment	Feb 25 OCM				(41,000)	57,239
Financial assistance grants - not expecting prepayment	Feb 25 OCM				(23,000)	34,239
Infant Health Centre - correction of reimbursements	Feb 25 OCM			13,000		47,239
Grove Library capital contributions - projects not proceeding	Feb 25 OCM				(94,906)	(47,667)
Municipal fund interest - more interest expected	Feb 25 OCM			25,000		(22,667)
Salaries - adjustment required	Feb 25 OCM				(50,000)	(72,667)
Staff allowances - adjustment required	Feb 25 OCM				(500)	(73,167)
WHS expenses - savings expected	Feb 25 OCM			5,000		(68,167)
External audit - as advised by OAG	Feb 25 OCM				(15,000)	(83,167)
Office equipment printing expenses - savings expected	Feb 25 OCM			5,000		(78,167)
Bank charges - underbudgeted	Feb 25 OCM				(8,000)	(86,167)
Office equipment maintenance - bal trans to other account	Feb 25 OCM			12,000		(74,167)
IT operations - funds needed for various projects	Feb 25 OCM				(50,000)	(124,167)
Legal expenses - funds needed for planning matters	Feb 25 OCM				(50,000)	(174,167)
Contract drainage maintenance - savings expected	Feb 25 OCM			30,000		(144,167)
Manners Hill Park maintenance - savings expected	Feb 25 OCM			15,000		(129,167)
Admin gardens maintenance - savings expected	Feb 25 OCM			10,000		(119,167)
Minor plant and tools - savings expected	Feb 25 OCM			20,000		(99,167)
Row maintenance - savings expected	Feb 25 OCM			10,000		(89,167)
Tree retention - savings expected	Feb 25 OCM			15,000		(74,167)
Street tree contractor - more tree planting and maintenance	Feb 25 OCM				(50,000)	(124,167)
Verge valet service - fee increase	Feb 25 OCM				(6,000)	(130,167)
Jetty maintenance - minor maintenance	Feb 25 OCM				(1,100)	(131,267)
Library and café maintenance - increased costs	Feb 25 OCM				(25,000)	(156,267)
Community centre building maintenance - aircon repairs	Feb 25 OCM				(3,000)	(159,267)
Infant Health Centre - aircon repairs	Feb 25 OCM				(4,000)	(163,267)
Heritage grant scheme - reduced applications	Feb 25 OCM			6,500		(156,767)
Lease interest - new photocopiers	Feb 25 OCM				(1,400)	(158,167)
Capital projects cancelled or carried forward to 25-26	Feb 25 OCM			1,943,500		1,785,333
Proceeds on sale of assets no longer proceeding	Feb 25 OCM				(2,000,000)	(214,667)
Proceeds from self supporting loan not proceeding	Feb 25 OCM				(200,000)	(414,667)
Payment for self supporting loan not proceeding	Feb 25 OCM			200,000		(214,667)
Proceeds from new borrowings not proceeding	Feb 25 OCM			1,700,000		1,485,333
Repayment of borrowings not proceeding	Feb 25 OCM				(1,700,000)	(214,667)
Transfer to Investment Reserve not proceeding	Feb 25 OCM			400,000		185,333
Variance in opening surplus due to auditors adjustments	Feb 25 OCM				(104,074)	81,259
Interest on loan for Johnston St sump not proceeding	April 25 OCM			19,059		100,318
Additional funds required for Library Maintenance	April 25 OCM				(20,000)	80,318
Variance between Adopted Budget and Budget Review				4,668,059	(4,589,980)	78,079

8.3 PRESBYTERIAN LADIES COLLEGE - ROAD MURAL

Attachment Details:	1. Artist's Mural
Voting Requirement:	Simple Majority
Subject Index:	PLC
Disclosure of Interest:	Nil
Author:	Jennifer Court, Projects and Policy Officer
Responsible Officer:	Donald Burnett, Chief Executive Officer

PURPOSE OF REPORT

Presbyterian Ladies College (PLC) have request Council approval to paint Indigenous based artwork on View Street, in the area connecting the junior and senior schools.

SUMMARY AND KEY ISSUES

- PLC wish to paint an Indigenous artwork mural on View Street.
- The artwork would be created by students with Noongar leaders providing assistance.
- View Street is under control and management of the Shire.

BACKGROUND

PLC have requested approval to paint an indigenous mural on View Street at the crossing point connecting the junior and senior schools. This will be an indigenous artwork mural developed by the students with assistance for Noongar leaders.

The location of the mural will be on View Street, with is under the control and management of the Shire as a local road.

CONSULTATION

PLC has undertaken its own internal consultation.

STRATEGIC IMPLICATIONS

There are no strategic implications arising from this report.

POLICY IMPLICATIONS

There were no policy implications evident at this time.

STATUTORY IMPLICATIONS

Main roads WA have conditions relating to paintings on roads and PLC will be required ot adhere to these conditions.

Subject to approval, it is proposed that painting takes place on the PLC open day in October, when the street is already closed to traffic. Any other date would require a compliant road closure plan.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report. All costs associated with the project will be met by PLC.

OFFICER COMMENTS

Council can issue an approval for the installation of the mural, however there are number of issues in relation to meeting Main Roads requirements and ongoing management and maintenance issues.

Main Roads specify a certain type of paint and conditions on where the mural can be placed, i.e. not close to traffic lights, not near a zebra crossing, not depicting a 3D image etc. Based on the information provided so far, the mural would be compliant with Main Roads conditions.

From a Shire perspective, ongoing maintenance and the long-term issues of either repainting or painting over/removal needs to be addressed. Any painted surface has a defined lifespan, and more so with a mural on a trafficable road surface.

PLC will be required to provide a management plan for the ongoing maintenance of the mural and plan to either repaint it or paint it out when the Shire determines it has reached the end of its useful life as artwork.

OFFICER RECOMMENDATION / COUNCIL DECISION

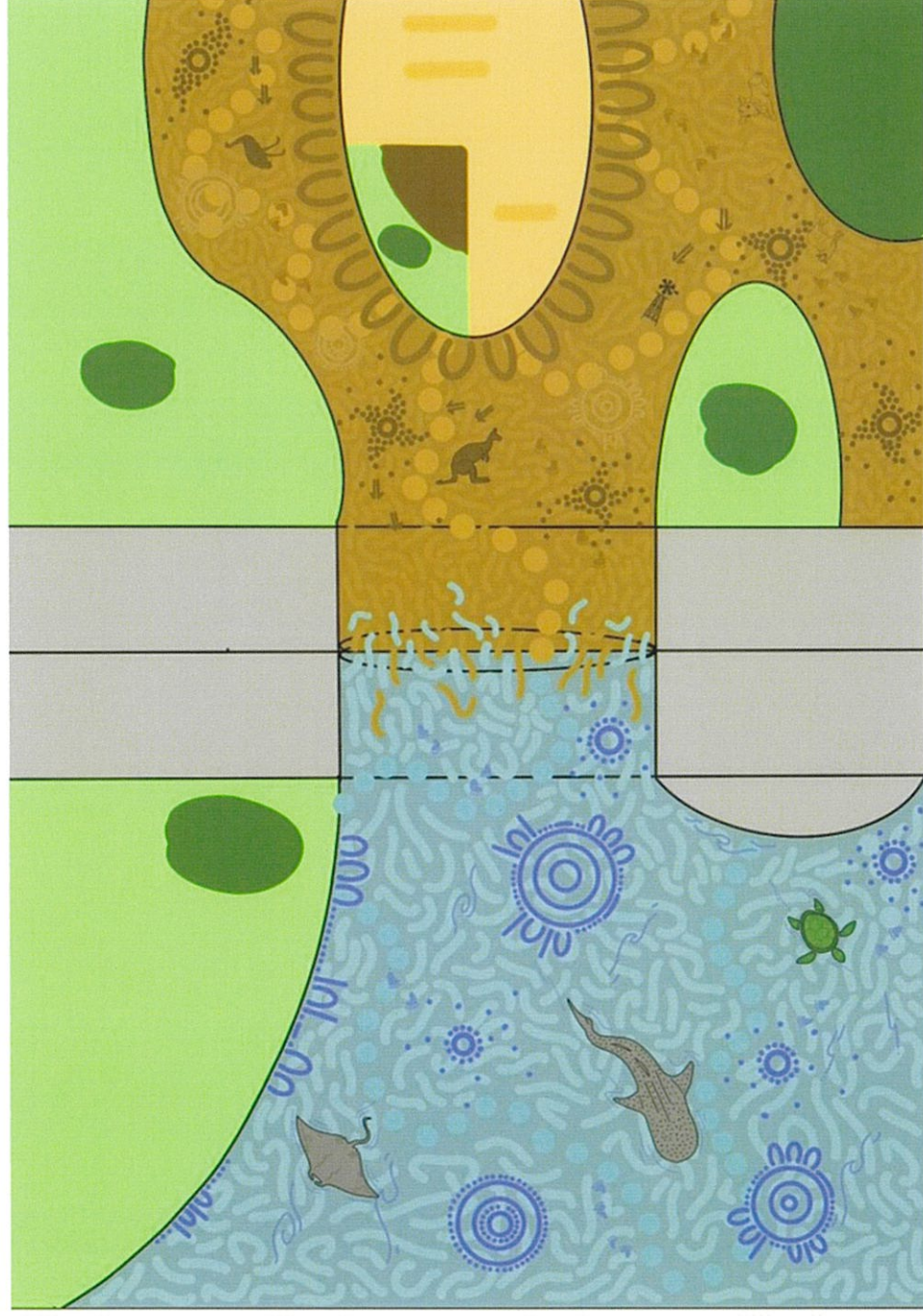
Moved: Cr Patrick Dawkins
Seconded: Cr Douglas Jackson

That Council approve the installation of a mural on View street connecting the junior and senior schools, subject to an installation and ongoing management plan being submitted to the Shire CEO's satisfaction, with both plans to address Main Roads requirements and an ongoing maintenance/replacement plan.

In Favour: Crs Karen Farley SC, Patrick Dawkins, Emerald Bond, Charles Hohnen and Douglas Jackson

Against: Nil

CARRIED 5/0



8.4 DELEGATIONS REGISTER

Attachment Details:	1. Delegations Register
Voting Requirement:	Absolute Majority
Subject Index:	Review of Delegations Register
Disclosure of Interest:	Nil
Author:	Jennifer Court, Projects and Policy Officer
Responsible Officer:	Donald Burnett, Chief Executive Officer

PURPOSE OF REPORT

The purpose of this report is to review the Shire's Delegation Register.

SUMMARY AND KEY ISSUES

The Delegations Register contains all delegations made to the Chief Executive Officer. The Shire's delegations to the Chief Executive Officer are required to be reviewed at least once in a financial year and the delegations were last reviewed in May 2024.

BACKGROUND

The delegations to the Chief Executive Officer are made to ensure that the effective and efficient management of the Shire is maintained and contains limits on the types of decisions that can be made under the Delegation.

CONSULTATION

There has been no consultation undertaken in respect of this matter.

STRATEGIC IMPLICATIONS

There were no strategic implications evident at this time.

Policy Implications There were no policy implications evident at this time.

STATUTORY IMPLICATIONS References to legislation have been updated in the Delegations Register that relate to the following acts:

- *Public Sector Management Act 1995*
- *The Public Sector Health Act 2016*
- *The Health Act*
- *The Food Act 2008*

There were no statutory implications evident at this time.

FINANCIAL IMPLICATIONS

There were no financial implications evident at this time.

OFFICER COMMENTS

The Delegation's Register is a key governance tool for the Shire, supporting accountability, operational efficiency, risk management and alignments with strategic objectives. Regular reviews are essential to ensure its continued relevance and effectiveness.

The review has:

1. Updated the presentation of information in the Delegations Register against the following criteria where applicable:
 - Delegation
 - Head of power
 - Delegator
 - Express power or duty delegated
 - Function
 - Delegates
 - Conditions on this delegation
 - Express power to sub delegates
2. Reviewed the existing delegation register to be inclusive of additional legislative clauses in some instance.

There are no significant changes to the Delegation Register proposed in this review. A further review will take place in 2025/26 to consider any further amendments.

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved: Cr Douglas Jackson

Seconded: Cr Charles Hohnen

That Council adopt the amended Delegation Register.

In Favour: Crs Karen Farley SC, Patrick Dawkins, Emerald Bond, Charles Hohnen and Douglas Jackson

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY



Peppermint Grove
The Garden Shire

Delegated Authority Register

June 2025

Introduction

This document records the Shire of Peppermint Grove's delegations. Certain legislation allows Council to delegate powers to committees, the Chief Executive Officer (CEO), employees or other individuals to manage routine matters efficiently.

Purpose

Local governments are assigned various functions by legislation. Where allowed, these functions can be delegated to qualified individuals to support informed decision-making and effective governance.

Council oversees overall governance, while the CEO handles daily operations and staff management. Given the volume of tasks, delegation is a practical and lawful way to ensure timely decisions within legislative limits.

Under the *Local Government Act 1995*, the CEO can delegate powers to employees in writing, subject to conditions. A formal Delegation Register must be maintained and reviewed annually, recording when, how, and to whom powers were exercised, including any non-employee parties affected.

The register includes delegations from Council to the CEO.

The Distinction between a 'delegation', 'Acting through' and an 'authorised person'

A Delegation

Is the process prescribed in legislation for assigning authority to exercise an express power or duty from the delegate to another person or entity (the delegate).

Certain legislation confers power directly on a person, examples include:

- The *Local Government Act 1995* lists statutory officers including the Shire President, CEO and Returning Officer.
- The *Public Health Act 2016* assigns duties to the Environmental Health Officers.
- The *Building Act 2011* assigns duties to Building Surveyors.
- And the *Local Government Act 1995*, *Cat Act 2011*, and *Graffiti Vandalism Act 2016* also allow a local government CEO to delegate any powers or duties assigned to their office.

Acting through another person

Employees don't always need formal delegations to perform tasks for local government. Some functions can be carried out under the principle of "acting through another person," meaning the employee acts under the direction of someone with decision-making authority.

Under Section 5.16(4) and Section 5.45(2) of the *Local Government Act 1995*, both the local government and the CEO may act through others. The key difference is that delegation involves transferring decision-making authority, while acting through someone does not — it simply involves task execution under instruction. For example, an employee processing a payment on behalf of an authorised supervisor is not a delegate but is acting through someone with authority. There must be a clear, auditable link to the authorised officer, typically via:

- Internal policy,
- Approved order with payment instruction,
- Workflow systems with defined authority levels.

Robust financial systems ensure audit controls clearly distinguish between the person initiating a task and the one authorising it.

Authorised persons

Authorised persons are granted specific powers under an act, regulation, or local law to carry out functions such as issuing infringements, conducting inquiries, entering properties, issuing notices or enforcing legal provisions.

In accordance with section 9.10 (2) of the Act the CEO may appoint or authorise a person for the purpose of 1 or more of the following laws:

- *Local Government Act 1995*;
- *Caravan Parks and Camping grounds Act 1995*,
- *Cat Act 2011*
- *Cemeteries Act 1986*
- *Control of Vehicles (off road Areas) Act 1978*
- *Dog Act 1976*.

Once appointed, an authorised person is responsible for carrying out the powers and duties assigned to them under the law. These responsibilities may be defined or limited by an Act, Regulation, or their certificate of authorisation. An authorised person cannot delegate these powers or duties to someone else.

The power to appoint an authorised officer may reside with the council or the CEO, depending on the legislation.

The Interpretation Act 1984

Section 59 of the *Interpretation Act 1984* outlines the principles of delegation:

- Delegation must be expressly permitted by the written law.
- The specific power or duty being delegated must be identified within that law.

- Delegation cannot occur if the law prohibits it or if it exceeds any legal conditions or limits.
- The power to delegate cannot be delegated.
- Delegations must be in writing and formally communicated to the delegate.

A delegate may refer a decision back to the delegator, and the delegator retains the right to make decisions directly, even after delegation.

Delegation by office or by name

Section 53 of the *Interpretation Act 1984* outlines how appointments can be made under written laws. This provision allows for appointments to be made:

By Name: Specifically naming an individual

By Officer: Referring to the position or title, thereby designating the current or future holder of that office.

Legislation and Related Documentation

Western Australian legislation referred to in this Delegate Authority Register can be accessed online at the State Law Publisher's website, <http://www.legislation.wa.gov.au>

The Department of Local Government, Sport and Cultural Industries, Operational Guideline 17: Delegations, Authorisations and Acting Through.

Definitions

Delegator refers to the individual or body to whom a power or duty is assigned to under legislation.

Express Power to Delegate is a specific power granted by legislation that enables a person or body to transfer the exercise of power or the performance of a duty to another individual or entity.

Function means the **power** or duty that can be assigned to another party through delegation.



Peppermint Grove

The Garden Shire

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Peppermint Grove
The Garden Shire

1.0 Delegations made under the *Local Government Act 1995*

1.1 Appointment of Acting Chief Executive Officer

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	<i>Local Government Act 1995, s 5.42</i>
Express Power or Duty Delegated:	Power to appoint an Acting Chief Executive Officer under s 5.36 (1) (a).
Delegate:	Chief Executive Officer
Function:	Power to appoint an Acting Chief Executive Officer under s 5.36 (1) (a).
Conditions on this Delegation:	<ol style="list-style-type: none"> 1. The Chief Executive Officer will be delegated power to appoint an Acting Chief Executive Officer for periods of up to four (4) weeks. 2. The Chief Executive Officer will notify the Shire President and Councilors of all appointments under this delegation.
Express Power to Sub - Delegate:	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees.
Date adopted	

1.2 Payments from the Municipal Fund, and Trust Fund.

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	<i>Local Government Act 1995:</i> s 5.42 Delegation of some powers or duties to the CEO s 5.43 Limitations on delegation to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s 6.10 Financial Management Regulations <i>Local Government (Financial Management) Regulations 1996:</i> f.12(1) (a) Payments from municipal fund or trust fund, restrictions on making.
Delegate:	Chief Executive Officer
Function:	To exercise the powers and duties of the local government in accordance with regulation 12 of the local government (financial management) Regulations 1996 in relation to section 6.10 of the <i>Local Government Act 1995</i> . This enables the Chief Executive Officer to make payments from the Shires Municipal Fund and Trust Fund.
Conditions on this Delegation:	A list of all payments made from the Municipal Fund, and Trust Fund will be provided to Council on a monthly basis. Authority to make payments is subject to annual budget limitations and compliance with any applicable Council policies.
Express Power to Sub - Delegate:	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees.
Date adopted	

1.3 Appointment of Authorised Persons – Miscellaneous Provisions about Enforcement

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO.
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s. 9.10 Appointment of authorised persons to perform particular functions related to Miscellaneous Provisions about Enforcement (s9.11-9.23).
Delegate:	Chief Executive Officer
Function:	To exercise the powers and duties of the local government under Section 9.10 of the <i>Local Government Act 1995</i> to enable the Chief Executive to appoint authorised persons to perform particular functions related to Miscellaneous Provisions About Enforcement (s 9.11-9.23).
Conditions on this Delegation:	<ol style="list-style-type: none"> 1. The Chief Executive Officer will issue each person so authorised a certificate stating that the person is so authorised he person is to produce the certificate whenever required to do so by a person who has or is about to be affected by any exercise of authority by the authorised person. 2. The Chief Executive Officer will maintain a register of all authorised persons.
Express Power to Sub - Delegate:	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees.
Date adopted	

1.4 Disposal of Confiscated or Uncollected Goods

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	<i>Local Government Act 1995</i> s. 5.42 <i>Delegation of some powers or duties to the CEO</i> s 5.43 <i>Limitations on delegations to the CEO</i>
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> s.3.46 <i>Good may be withheld until costs paid</i> s. 3.47 Confiscated or uncollected goods, disposal of s. 3.58(2) & (3) <i>Disposing of Property.</i>
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s. 3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s 3.47. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods s3.48.
Conditions on this Delegation:	<ol style="list-style-type: none"> 1. Disposal will be subject to goods, including vehicles and watercraft, not being reported stolen. 2. A Register of all disposed goods to be maintained, including value of disposed goods.
Express Power to Sub - Delegate:	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees.
Date adopted	

1.4 Disposal of Confiscated or Uncollected Goods (continued)

Related Documents

3.47. *Disposing of confiscated or uncollected goods*

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

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

1.5 Appointment of Authorised Persons – Certain Provisions Relating to Land

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s 5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> s. 3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land]. s. 9.10 Appointment of authorised persons.
Delegate:	Chief Executive Officer
Function:	To exercise the powers and duties of the local government under Section 3.24 of the Local Government Act 1995 to enable the Chief Executive Officer to appoint authorised persons to undertake activities relating to certain provisions relating to Land, s.3.25 to 3.27.
Conditions on this Delegation:	1. The Chief Executive Officer will maintain a register of authorised persons.
Express Power to Sub - Delegate:	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees.
Date adopted	

1.6 Appointment of Authorised Persons – Power to Remove or Impound Goods

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	Local Government Act 1995 s. 5.42 Delegation of some powers or duties to the CEO s 5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995 s3.46 Goods may be withheld until costs paid s3.47 Confiscated or uncollected goods, disposal of s3.48 Impounding expense, recover of
Delegate:	Chief Executive Officer
Function:	To exercise the powers and duties of the local government under s3.39 of the <i>Local Government Act 1995</i> to enable the Chief Executive Officer to appoint authorised persons to 1.Authority to remove or impound goods as defined in s3.38. 2.Authorities refuse to allow goods impounded under s3.39 or 3.4A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s3.46]. 3.Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s3.43 [s3.47]. 4.Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [3.48].
Conditions on this Delegation:	1. The Chief Executive Officer will maintain a register of authorised persons.
Express Power to Sub - Delegate:	Nil
Date adopted	

1.7 Authorised Persons – Powers of entry

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	<i>Local Government Act 1995</i> s. 5.42 <i>Delegation of some powers or duties to the CEO</i> s 5.43 <i>Limitations on delegations to the CEO</i>
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s. 3.28 <i>When this Subdivision applies</i> s.3.31 (2) General procedures for entering property s.3.32 <i>Notice of entry</i> s.3.33 Entry under warrant s.3.34 <i>Entry in an emergency</i> s.3.36 <i>Opening fences</i>
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. To exercise the powers and duties of the local government under s3.31(2) of the Local Government Act 1995 to enable the Chief Executive Officer to appoint authorised persons to seek and execute an entry warrant or to otherwise enter property to perform any function of the local government under the Act as detailed in subdivision 3 – Powers of Entry. 2. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 3. Authority to give notice of entry [s.3.32] 4. Authority to seek and execute an entry under warrant [s3.33] 5. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 6. Authority to give notice and effect entry by opening a fence [s.3.36]
Conditions on this Delegation:	Delegated authority under s. 3.34(1) and (3) may only be used where there is imminent or substantial risk to public safety or property.
Express Power to Sub - Delegate:	Coordinator Ranger services
Date adopted	

1.8 Investment of Surplus Funds

Delegator:	Shire of Peppermint Grove Council
Delegation	Power to invest and manage investments
Head of Power	Delegations made under the <i>Local Government Act 1995</i> :
Express Power to Delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> : s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> : R19 Investments, control procedures for
Function:	To exercise the powers and duties of the local government under Section 6.14 of the <i>Local Government Act 1996</i> to enable the Chief Executive Officer to invest surplus funds.
Delegates	CEO
Conditions	All investment activity must comply with the Financial Management Regulation 19C. Chief Executive Officer has: 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose (s6.14(1)). 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments (FM r 19). a) All investment activity must comply with the Financial Management Regulation 19C. b) A report detailing the investment portfolio's performance, exposures and changes since the last report, is to be provided as part of the Monthly Financial Reports. c) Procedures are to be systematically documented and retained in accordance with the Record Keeping plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.

	d) Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years (Audit r.17)
Date Adopted	

1.9 Agreement as to Payment of Rates and Service Charges

Delegator:	Shire of Peppermint Grove Council
Delegation	Agreement to pay rates and service charges
Head of Power	Delegations made under the <i>Local Government Act 1995</i> : s.6.49
Express Power to Delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	The Chief Executive Officer is delegated the power to make an agreement with a person for payment of rates and service charges, subject to Section 6.49 <i>Local Government Act 1995</i> .
Function:	A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person for payment of rates and service charges.
Delegates	Chief Executive Officer
Conditions	Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished by the next following 30 June.
Date Adopted	

1.10 Authority to Write Off Monies (Not Rates or Service Charges)

Delegator:	Shire of Peppermint Grove Council
Delegation	Authority to write off monies (Not Rates or Service Charges)
Head of Power	Delegations made under the Local Government Act 1995:
Express Power to Delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: s.6.12 (1) s.5.42
Function:	1. Authority to defer, grant discounts, waive or write off debts [s.6.12]
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. The Chief Executive Officer is authorised to exercise this delegation subject to the maximum amount of any write off being \$500. 2. This delegation includes the write off of fines and penalties that have been imposed by the court that are considered unrecoverable. 3. The Chief Executive Officer shall report to the Audit, Risk and Governance Committee at least six monthly on the exercise of this delegation.
Date Adopted	

1.11 Recovery of rates or service charges

Delegator:	Shire of Peppermint Grove Council
Head of Power	Delegations made under the <i>Local Government Act 1995</i> :
Express Power to Delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> : s.6.56 Rates or service charges recoverable in court.
Function:	If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the cost of proceedings, if any, for that recovery in a court of competent jurisdiction. Rates or service charges due by the same person to the local government may be included in one writ, summons or other process.
Delegates	CEO
Conditions	Nil
Date Adopted	

1.12 Authority to Write Off Rates and Service Changes

Delegator:	Shire of Peppermint Grove Council
Head of Power	Delegations made under the <i>Local Government Act 1995</i> :
Express Power to Delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> : s.6.12(1)(c) Power to defer, grant discounts, waive or write off debts.
Function:	Authority to write off rates or service charges owed to the local government.
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer is authorised to exercise this delegation subject to the maximum amount of any write off being \$200. 2. The Chief Executive Officer shall report to the Audit and Risk Management Committee at least six monthly on the exercise of this delegation.
Date Adopted	

1.13 Enforcement of Local Laws

Delegator:	Shire of Peppermint Grove Council
Head of Power	Local Law
Express Power to Delegate:	<i>Local Government Act 1995</i> <i>s. 5.42 Delegation of some powers or duties to the CEO</i> <i>s 5.43 Limitations on delegations to the CEO</i>
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> <i>s. 3.18 and s 5.42 of the Local Government Act 1995</i> All powers under the Shire's local laws: <ul style="list-style-type: none"> • <i>Activities in Thoroughfares and Public Places and Trading Local Law 2021</i> • <i>Cats Local Law 2021</i> • <i>Dogs Local Law 2021</i> • <i>Fencing Local Law</i> • <i>Local Government Property Local Law 2021</i> • <i>Parking and Parking Facilities Local Law 2021</i> • <i>Penalty Units Local Law 2021</i> • <i>Waste Local Law 2021</i>
Delegate:	Chief Executive Officer
Function:	Authority to administer the Shire's local laws and to do all other things necessary or convenient to be done for, or in connection with, performing the functions of the Shire under the Shire's local laws, including relating to: <ul style="list-style-type: none"> • Permits • Enforcement framework • Recovery of costs and • Adding or changing parking restrictions.
Conditions on this Delegation:	Nil
Express Power to Sub - Delegate:	<i>Local Government Act 1995:</i> <i>s 5.44 CEO may delegate some powers and duties to other employee's.</i>
Date Adopted	

1.14 Authorising the Affixing of the Common Seal to Documents

Delegator:	Shire of Peppermint Grove Council
Head of Power	Local Government Act 1995
Express Power to Delegate:	<i>Local Government Act 1995</i> <i>s. 5.42 Delegation of some powers or duties to the CEO</i> <i>s 5.43 Limitations on delegations to the CEO</i>
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> <i>s2.5(2)</i>
Delegate:	Chief Executive Officer
Function:	To exercise the powers and duties of the local government under Section 2.5 (2) of the <i>Local Government Act 1995</i> to enable the Chief Executive Officer to affix the Common Seal to certain documents.
Conditions on this Delegation:	<p>The Chief Executive Officer will authorise the affixing of the Common Seal to a document that needs the Shire's Common Seal to be legally effective and that is in one or more of the following categories:</p> <ol style="list-style-type: none"> 1. Documents required satisfying conditions of sub-division and/or development approval. 2. Documents required to affect the transfer of land as part of a settlement transaction (sale and purchase). 3. Documents required to secure the repayment of a loan granted by the Shire, a loan granted to the Shire by a third party and/or to secure the pre-funding of infrastructure works by the Shire. 4. Documents required to affect the grant of leasehold interests in land either by the Shire to a third party, or by a third party to the Shire. 5. Documents required to affect the grant of a licence either by the Shire to a third party, or by a third party to the Shire. 6. Documents required to affect the subdivision of land, including the strata titling of land. 7. Documents which are capable of registration and/or lodgement at Landgate (WA Land Titles office). 8. Documents that are necessary or appropriate to enable the Chief Executive Officer to carry out his functions under any written law.
Express Power to Sub - Delegate:	Local Government Act 1995: s 5.44 CEO may delegate some powers and duties to other employee's.
Date Adopted	



Peppermint Grove
The Garden Shire

2.0 Delegations made under the *Food Act 2008*

2.1 Appointment of Authorised Persons

Delegator:	Shire of Peppermint Grove Council
Head of Power	Delegations made under the <i>Food Act 2008</i>
Express Power to Delegate	<p>To exercise the powers and duties of the <i>Food Act 2008</i></p> <p>s. 118 Functions of enforcement agencies and delegation</p> <p>(2)(b) Enforcement agency may delegate a function conferred on it</p> <p>(3) Delegation subject to conditions [s119] and guidelines adopted [s.120]</p> <p>(4) Sub-delegation permissible only if expressly provided in regulations</p>
Express power or duty delegated	<i>Food Act 2008:</i>
Delegate:	Chief Executive Officer
Function:	<p>Division 2 — Functions of enforcement agencies</p> <p>118. Functions of enforcement agencies and delegation</p> <p>(1) An enforcement agency has the functions in relation to the administration of this Act that are conferred or imposed on the agency by or under this Act or are delegated to the agency under this Act.</p> <p>(2) A function conferred or imposed on an enforcement agency may be delegated —</p> <p>(a) if the enforcement agency is the CEO — in accordance with section 117; or</p> <p>(b) if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations — subject to subsections (3) and (4), in accordance with the regulations.</p> <p>(3) Without limiting the Interpretation Act 1984 section 59, the performance by a delegate of an enforcement agency of a function delegated under subsection (2)(b) is subject to —</p> <p>(a) any condition or limitation imposed under section 119 on the performance by the enforcement agency of the function; and</p>

	<p>(b) any guidelines that the enforcement agency is required to adopt under section 120 in performing the function.</p> <p>(4) If —</p> <p>(a) regulations referred to in subsection (2)(b) expressly authorise a delegated function of an enforcement agency to be further delegated; and</p> <p>(b) the delegated function is further delegated to a person or body in accordance with those regulations, subsection (3) applies to the performance by the person or body of that function as if the function were performed and delegated as described in that subsection.</p>
Conditions on this Delegation:	<p>In accordance with Section.118 (3) of the <i>Food Act 2008</i> the Interpretation without limiting the Interpretation Act 1984 s.59 the performance by a delegate of an enforcement agency of a function delegated under subsection (2)(b) is subject to:</p> <p>(a) Any condition or limitation imposed under s. 119 on the performance by the enforcement agency of the function; and</p> <p>(b) And guidelines that the enforcement agency is required to adopt under s120 in performing the function.</p>
Express Power to Sub - Delegate:	
Statutory Framework	
Date Adopted	



Peppermint Grove
The Garden Shire

3.0 Delegations made under the *Public Health Act 2016*

3.1 Appointment of Authorised Persons – Public Health Act 2016

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	Delegations made under the Public Health Act 2016 s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	Public Health Act 2016 s.22 Reports by and about enforcement agencies s.24(1) and (3) Designation of authorised officers.
Delegated to:	Chief Executive Officer
Function:	<p>1. To exercise authority to the CEO to appoint or designate authorised officers under the provisions of Part 2 Division 2, Section 17 of the <i>Public Health Act 2016</i>. An appointee may be a person employed by the Shire under the <i>Local Government Act 1995</i> s5.36 or a person engaged by the Shire under a contract for services.</p> <p>2. Authority to designate a person or class of persons as authorised officer for the purposes of:</p> <ul style="list-style-type: none"> • The Public Health Act 2016 other specified Act. • Specified provisions of the Public Health Act 2016 or other specified Act. • Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul style="list-style-type: none"> • An environmental health officer or environmental health officers as a class. • A person who is not an environmental health officer or a class or persons who are not environmental health officers; or • A mixture of the two [s24(1) and (3)].
Conditions on this Delegation:	<p>a. Subject to each person so appointed being:</p> <ul style="list-style-type: none"> (i) Appropriately qualified and experienced [s.25(1)(a)]; and (ii) Issued with a certificate badge or identity card identifying the authorised officer [s.30 and s31]. <p>b. A Register (list) of authorised officers is to be maintained in accordance with s.27.</p>

3.2 Enforcement Agency Reports to the Chief Health Officer

Delegation from Council to CEO

Delegator:	Shire of Peppermint Grove Council
Head of Power to delegate:	Delegations made under the Public Health Act 2016 s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	Public Health Act 2016 s.22 Reports by and about enforcement agencies
Delegated to:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer of the Department of Health, the Local Government's report on the performance of this function under the Act and the performance of function by persons employed or engaged by the Shire of Peppermint Grove [s.22(1)]. 2. Authority to prepare and provide to the Chief Health Officer of the Department of Health, a report detailing any proceeding for an offence under this Act 's.22(2)).
Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s21(4)].



Peppermint Grove
The Garden Shire

4.0 *Building Act 2011*

4.1 Building Permits, Demolition Permits, Occupancy Permits, Building Approval Certificates and Building Orders

Delegator:	Shire of Peppermint Grove Council
Delegation	Delegations made under the <i>Building Act 2011</i> for: <ul style="list-style-type: none"> • Building Permits • Demolition Permit Applications • Occupancy Permits (including extension of permit) • Building Approval Certificates (including extension of certificates (strata) • Make, serve and revoke building orders
Head of Power to delegate:	Delegations made under the <i>Building Act 2011</i>
Express Power to Delegate:	<i>Building Act 2011</i>
Express Power or Duty Delegated:	<i>Building Act 2011</i> S.20 & 22 Division 2 of Part 2 Division 1 & 2 of Part 4 Division 5 of Part 8
Delegated to:	Chief Executive Officer
Function:	To exercise the powers and duties of the Local Government under Section 127 of the <i>Building Act 2011</i> and to administer Sections 20,21,22,58,65,110,114 and 117 of the <i>Building Act 2011</i> to enable the Chief Executive Officer to impose conditions and sign. Issue or refuse building permit applications and demolition permit applications, occupancy permit (including extension of permit), building approval certificate (including extension of certificate), make, issue and evoke building orders.
Conditions on this Delegation:	CEO advises Elected Members when a building application is refused, or a building order is issued.
Express Power to Sub-Delegate:	<i>Building Act 2011</i> : S127 (6A) Delegation: special permit authorities and local government (powers of sub-delegation limited to CEO).
Date adopted	

4.2 Building Licence Approvals Variation

Delegator:	Shire of Peppermint Grove Council
Delegation	Building Licence Approvals
Head of Power to delegate:	Delegations made under the <i>Building Act 2011</i>
Express Power or Duty Delegated:	Delegations made under the <i>Building Act 2011</i> s.127
Delegated to:	Chief Executive Officer
Function:	To exercise the powers and duties of the local government under Section 127 of the <i>Building Act 2011</i> and to administer sections 20,21,22,58,65,110 and 117 of the <i>Building Act 2011</i> to enable the Manager of Development Services to approve Building Licenses.
Conditions on this Delegation:	<p>1.The Chief Executive Officer is authorised to approve building plans that have minor variations to the plans approved by Council during the development application process.</p> <p>Minor variations are those which do not adversely impact the streetscape or adversely impact the visual privacy or solar access of neighboring properties.</p> <p>2.The Chief Executive Officer to provide Elected Members with a monthly list of all approved Building Licenses, including any minor variations via the monthly Matters for information report in the OCM Agenda.</p>
Express Power to Sub-Delegate:	
Date adopted	

4.2 Building Licence Approvals Variation (continued)

Building Act 2011*Plans of Buildings to be approved by local government***127. Delegation: special permit authorities and local government**

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

4.3 Enforcement and Legal Proceedings (Swimming Pools)

Delegator:	Shire of Peppermint Grove Council
Delegation	Enforcement and Legal Proceedings (Swimming Pools)
Head of Power to delegate:	<i>Building Regulations 2012 and the Building Act 2011</i>
Express Power or Duty Delegated:	<i>Building Regulations 2012, s. 70</i> <i>Building Act 2011, s133</i>
Delegated to:	Chief Executive Officer
Function:	<p>Implement and enforcement and legal proceeding matters under Building Act 2011, Part 8; and Building Regulations 2012, Part 10 to enforce the requirements of the Building Regulations 2012 to require property owners to ensure that all private swimming and spa pools have a compliance barrier installed that restricts access by young children to the pool and its immediate surrounds.</p> <p>Delegated authority to enforce the requirements of the Building Regulations 2012 (Reg 50) to require property owner the to require property owners to ensure that all private swimming and spa pools have a compliant barrier installed that restricts access by young children to the pool and the immediate surrounds.</p>
Conditions on this Delegation:	
Date adopted	



Peppermint Grove
The Garden Shire

5.0 Planning and Development Act 2005

5.1 Development and Subdivision Applications

Delegator:	Shire of Peppermint Grove Council
Delegation	Town Planning
Head of Power to delegate:	Delegations made under the: <i>Planning and Development Act 2005, (Part 13)</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015 – Schedule 2, Part 10, Clause 82</i>
Express Power to Delegate:	<i>Planning and Development Act 2005 Part 13</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015 – Schedule 2, Part 10, Clause 82</i>
Express Power or Duty Delegated:	Authority to exercise all powers and discharge all duties
Delegated to:	Chief Executive Officer
Function:	Authority to exercise and discharge all duties under the Deemed Provisions (Schedule 2) of the Planning and Development (Local Planning Schemes) Regulations 2015, Local Planning Scheme No.4 and Local Planning Policies.
Conditions on this Delegation:	<ol style="list-style-type: none"> 1. Other than prescribed single house development for which the development approval function must be performed on or behalf of the local government by the local government CEO or an authorised employee any development application or amendment is to be referred to Council for determination if one or more Elected Member request such referral in writing to the Chief Executive Officer. 2. Other than prescribed single house development any development application or amendment is to be referred to Council for determination if requested in writing by the proponent; and 3. The Chief Executive Officer is to report to the Council on a monthly basis where the exercise of powers and functions related to this delegation has been undertaken.
Express Power to Sub-Delegate:	
Date adopted	

Statutory Framework

Guidelines

Delegated authority to approve development applications and retrospective development applications, to determine amendments development applications, and undertake administrative actions pertaining to sub division applications limited to the guidelines stipulated under this delegation

- 1) Approve development applications and determine amendments to development applications not otherwise exempt under Clause 61 of the Deemed Provisions for a single house, residential building, ancillary dwelling, grouped dwelling, multiple dwelling, or any associated ancillary or incidental development that:
 - a) Upon the conclusion of consultation no valid objection(s) have been received; and
 - b) Where the place is in the Shire Heritage List adopted under Clause 8 of the Deemed Provisions or is subject to a Notice to List, the development must not:
 - i. Alter the original fabric of the place, or
 - ii. Must be accompanied by a Heritage Impact Statement confirming that the original fabric of the place will not be significantly altered or adversely impacted.
- 2) Approve development applications and amendments to development applications for non-residential development that:
 - a) Is a 'P', 'I' or 'D' use in the zoning table;
 - b) Satisfies the provisions of Part 4 – General Development Requirements and Schedule 1 – Parking Standards contained in the Local Planning Scheme No. 4.
 - c) Upon the conclusion of consultation no valid objection(s) have been received; and
 - d) Where the place is in the Shire Heritage List adopted under Clause 8 of the Deemed Provisions or is subject to a Notice to List, the development must not alter the original fabric of the place, or be accompanied by a Heritage Impact Statement confirming that the original fabric of the place will not be significantly altered.

- 3) Approve development applications and amendments to development applications for a home business that upon the conclusion of consultation, no valid objection(s) have been received.
- 4) Approve retrospective applications in accordance with Clause 65 of the Deemed Provisions.
- 5) Respond to consultation for subdivision applications undertaken in accordance with Section 142 of the Planning and Development Act 2005 and clear local government subdivision conditions. and provided the limitations in guideline 1) or 2) have been satisfied.
- 6) Provide written advice or recommendations to determining authorities (e.g. DAP, WAPC, Development WA, SAT or the Minister) on a development or subdivision application provided the advice is consistent with local planning policy, the LPS 4 and Residential Design Codes.
- 7) Provide written advice to state government agencies and representative organisations (e.g. DoT, MRWA, DPLH, DMIRS, SWALSC) in response to requests for feedback on policy formation or related administrative matters.

Provide a partial refund of planning fees where an application is withdrawn in writing prior to determination and the fee received is not reflective of the work undertaken.

Notification

Where the Chief Executive Officer has received matters which may be dealt with under this delegation, a list of matter(s) pending action shall be circulated to Elected Members providing a minimum period of 72 hours within which that matter may be 'called-in' by any one member without a declarable interest for consideration by Council.

8.5 MATTERS FOR INFORMATION AND NOTING

Attachment Details:	1. Statistics
	2. Library Management Group Meeting Notes 2
	3. Recycling Recovery Statistics
Voting Requirement:	Simple Majority
Subject Index:	Matters for Information May 2025
Disclosure of Interest:	Nil
Author:	Jennifer Court, Projects and Policy Officer
Responsible Officer:	Donald Burnett, Chief Executive Officer

PURPOSE OF REPORT

The Shire of Peppermint Grove regularly receives and produces information for receipt by the Elected Members. The purpose of this item is to keep Elected Members informed on items for information received by the Shire and key statical information not otherwise captured elsewhere.

SUMMARY AND KEY ISSUES

The following information is presented to council:

- Building permits determined
- Development applications determined
- Infringements
- Library statistics
- Notes for the Library Management Group Meeting held on 13th May 2025

BACKGROUND

The 'matters of information' report will be presented at each council meeting.

It is intended that the following information is provided on a regular basis, either monthly or quarterly.

- Seal register (when the shire seal has been applied)
- Development applications determined including amendments, time extensions and deemed-to-comply checks
- Building permits determined including amendments and time extensions
- Demolition permits determined
- Local laws infringements (e.g. Parking and dogs)
- Library statistics

CONSULTATION

There has been no consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There were no strategic implications evident at this time.

POLICY IMPLICATIONS

There were no policy implications evident at this time.

STATUTORY IMPLICATIONS

There were no statutory implications evident at this time.

FINANCIAL IMPLICATIONS

There were no financial implications evident at this time.

OFFICER COMMENTS

That Council notes the updates outlined in the attached reports across a number of areas of the Shire's operations.

Notes from the may Library Management Group held on 13 May 2025 are attached.

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved: Cr Charles Hohnen

Seconded: Cr Patrick Dawkins

That Council receives the information in this report.

In Favour: Crs Karen Farley SC, Patrick Dawkins, Emerald Bond, Charles Hohnen and Douglas Jackson

Against: Nil

CARRIED 5/0

Matters for Information and Noting

Building Permits Determined May 2025

Application Number	Location	Description	Decision
BA2024/0051	146 Forrest Street	Main Structural Works (Stage 3 of 4) Alterations and Additions to a Single House, Ancillary Dwelling, Outbuildings, and a Swimming Pool	Approved
BA2025/00010	44 Keane Street	Swimming Pool (Stage 1 of 2) Associated with a Single House	Approved

Development Applications Determined May 2025

Application Number	Location	Description	Discretion Sought	Decision
DA2024/00016	44 Keane Street	Amendment to a Single House Development (Floor and Design Levels and Eastern Boundary Wall Lowered, Roof Pitch and Pool Dimensions Increased, Changes to Window Openings)	Nil	Approved under Section 257C (P&D Act)
DA2023/00016	52 The Esplanade	Second Amendment (Alterations to a Pool House and Driveway Gradient Changes)	Lot boundary setback	Approved under delegation
DA2024/00032	60 Leake Street	Alterations and Additions to a Single House, Street Fence/Wall and Ancillary Works	Lot boundary setback, vehicular access, minor structure	Approved under Section 257C (P&D Act)
DA2025/00009	147 Forrest Street	Additions to a Single House (Solar Collectors)	Nil	Approved under delegation

Library Statistics for May 2025

Library Stats	May 2025	May 2024	May 2023
Loans	21,541	20,155	20,428
Borrowers Registered	78	187	248

Matters for Information – Recycling Statistics**Recycling Recovery****February 2025**

PRODUCT	Product - Percentage	Product - Tonnes
AL CANS		
MIXED PAPER		
ONP		
OCC - CARDBOARD		
STEEL		
GLASS		
MIXED PLASTICS		
PET		
HDPE		
TOTAL RECOVERED		
WASTE / CONTAMINATION		
MONTHLY TOTAL	100.00	12.03

Library Management Group

13 May 2025



**NOTES FOR THE
LIBRARY MANAGEMENT GROUP
MEETING**

HELD ON

**Tuesday 13 May 2025
At 8.00 am
Shire of Peppermint Grove
Council Chambers.**

Library Management Group

13 May 2025

TOWN OF COTTESLOE - TOWN OF MOSMAN PARK - SHIRE OF PEPPERMINT GROVE**Table of Contents**

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Library Management Group

13 May 2025

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	Cr C (Chilla) Bulbeck (Cottesloe)
Shire of Peppermint Grove	Cr C (Charles) Hohnen
Town of Mosman Park	Deputy Mayor G (Georgie) Carey (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

Apologies:

Cr M (Melissa) Harkins (Cottesloe)
Mayor L (Lorraine) Young (Cottesloe)
Cr E (Emerald) Bond (Peppermint Grove)
Mayor P (Paul) Shaw (Mosman Park)

Library Management Group

13 May 2025

1. CONFIRMATION OF NOTES OF THE PREVIOUS MEETING (Attachment)

OFFICER RECOMMENDATION

That the Notes of the Library Management Group Meeting held on Tuesday 25th February 2025, be confirmed as a true and accurate record of proceedings.

Carried 3/0

2. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

3. FINANCIAL STATEMENTS TO 31 MARCH 2025 (Attachment)

The financial statements to 31 March 2025 are attached. There are no significant variations to budget, except for building maintenance and this was reported at the February meeting.

OFFICER RECOMMENDATION

That the financial statements to 31 March 2025 be received.

Carried 3/0

4. DRAFT LIBRARY BUDGET (Attachment)

Attached is the first draft of the 2025/26 Library budget. Please note that is most likely subject to fine turning and that the Shire has yet to formally consider the 25/26 budget. Increase from last year is around 1.2%

Main factors in change

1. Reduction in building maintenance costs as significant repairs undertaken in 2024/25 for the air conditioning.
2. Provision of \$20,000 to remove old film off Library windows was a one off in 2024/25
3. Provision in the budget for staff salary increase of 3.5%, subject to the endorsement of the new Enterprise Agreement.
4. Super Guarantee increasing by 0.5%
5. CAPEX allows for \$10,000 to undertake further research into replacing air conditioning system.

Library Management Group

13 May 2025

OFFICER RECOMMENDATION

That the draft 2025/26 budget is presented to member Councils for consideration.

Carried 3/0

6. UPCOMING LIBRARY EVENTS.

- **MAY**
 - **Art Exhibition:** North Cottesloe Primary School students present an exhibition of portraits of local trailblazers for the 2025 Heritage Festival.
- **JUNE**
 - **Concert: The Grove Classics - Winter Season:** The annual classical music events will be held in the Library Main Hall, every Sunday across the month.
 - **Exhibition:** A display of readings about and by refugees to help celebrate World refugee Day. The display has been developed by the Grandmothers for Refugees Curtin group
- **JULY**
 - **School Holiday Program:** A range of activities for kids of all ages, from "Snakes in the library" to clay and drawing workshops.
 - **Mind Buzz, Minecraft Camp:** A fun and educational Minecraft camp will be held in The Grove Community Centre during the School Holidays.

8. NEXT MEETING

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

Tuesday 12th August 2025

Followed by

Tuesday 11th November 2025

8. CLOSURE Meeting Closed 8.34 am

Recycling Recovery Statistics

Recycling Recovery		
April 2025		
PRODUCT	Product - Percentage	Product - Tonnes
AL CANS	0.50	0.05
MIXED PAPER	21.29	2.27
ONP	0.00	0.00
OCC - CARDBOARD	24.80	2.65
STEEL	1.91	0.20
GLASS	20.72	2.21
MIXED PLASTICS	1.87	0.20
PET	1.14	0.12
HDPE	1.43	0.15
TOTAL RECOVERED	73.66	7.87
WASTE / CONTAMINATION	26.34	2.81
MONTHLY TOTAL	100.00	10.68

8.6 APPOINTMENT OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER OF THE AUDIT AND RISK COMMITTEE

Attachment Details:	Nil
Voting Requirement:	Absolute Majority
Subject Index:	Financial Management Audit
Disclosure of Interest:	Nil
Author:	Jeremy Clapham, Manager Corporate and Community Services
Responsible Officer:	Donald Burnett, Chief Executive Officer

PURPOSE OF REPORT

Amendments to Section 5.12 of the Local Government Act 1995 require councils to appoint new committee presiding members and deputy presiding members by 1 July 2025.

SUMMARY AND KEY ISSUES

These appointments must be made by an absolute majority decision of the council from this point forward. This change was introduced to assist the local government sector in removing the need for the conducting of a secret preferential ballot at a committee meeting, and to give council's the role of deciding the leadership of council committees. There is currently no requirement for an independent presiding member to be appointed to an existing Audit Committee by 1 July 2025

BACKGROUND

Due to the amendments to Section 5.12 of the Local Government Act 1995 having already been passed by parliament, it has made it necessary to make these appointments, and then make these appointments again after the October 2025 local government election. The difference between these two appointments is that the appointment of independent members is not required by 1 July 2025, but is required in October 2025.

CONSULTATION

Advice provided by WALGA and Local Government Professionals WA was used in the preparation of this report.

STRATEGIC IMPLICATIONS

There were no strategic implications evident at this time.

POLICY IMPLICATIONS

Financial management and governance policies.

STATUTORY IMPLICATIONS

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

FINANCIAL IMPLICATIONS

There were no financial implications evident at this time.

OFFICER COMMENTS

The Audit and Risk Committee at the Shire of Peppermint Grove is currently presided over by Cr Patrick Dawkins and does not have a Deputy Presiding Member. It is now required that the appointment of a Presiding Member and a Deputy Presiding Member take place.

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved: Cr Charles Hohnen

Seconded: Cr Patrick Dawkins

That Council appoints Cr Patrick Dawkins as Presiding Member and Cr Douglas Jackson as Deputy Presiding Member of the Audit and Risk Committee at the Shire of Peppermint Grove.

In Favour: Crs Karen Farley SC, Patrick Dawkins, Emerald Bond, Charles Hohnen and Douglas Jackson

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

8.7 STATUTORY BUDGET 2025/26, BUDGET AMENDMENT FOR 2024/25 AND CONTRACT EXTENSION

Attachment Details:	1. 2025-26 Statutory Budget
Voting Requirement:	Absolute Majority
Subject Index:	Budget
Disclosure of Interest:	Nil
Author:	Jeremy Clapham, Manager Corporate and Community Services
Responsible Officer:	Donald Burnett, Chief Executive Officer

PURPOSE OF REPORT

To consider and adopt the Shire’s budget for the 2025/26 financial year, together with supporting schedules, including the imposition of rates and minimum payments, setting of elected members fees, the adoption of fees and charges and other consequential matters arising from the budget papers. There is also a budget amendment to the Reserves for 2024/25 and a contract extension for waste services.

SUMMARY AND KEY ISSUES

- The 2025/26 budget recommends an increase of rates levied of 2.0%.
- Capital expenditure of \$2.925m.
- A short-term loan of \$1.5m for the development of the lot at 24 Johnston Street.
- Sale of assets of \$2.076m including the sale of lot 24 Johnston Street.
- Change in net transfer from reserves of \$140,000 for 2024/25.
- Contract extension for waste services.

BACKGROUND

The Statement of Financial Activity shows total revenue required from property rates of \$3.856m based on a rate increase of 2.0%.

Council has been able to keep the rate increases in recent years to a minimum, with the increases for previous years as follows;

2018/19	1.55%
2019/20	1.0%
2020/21	0.0%
2021/22	1.7%
2022/23	2.0%
2023/24	2.9%
2024/25	2.5%

The average rate increase since 2018/19, including the 2025/26, is 1.7%

CONSULTATION

Consultation was undertaken through workshops with Councillors and Senior staff.

STRATEGIC IMPLICATIONS

The budget recognises the objectives and strategies of the Shire's Community Strategic Plan and Corporate Business Plan.

POLICY IMPLICATIONS

The budget is based on the principles contained within the current Community Plan and Corporate Business Plan.

Statutory Implications Division 5 and 6 of the Local Government Act 1995 refer to the setting of budgets and raising of rates and charges. The Local Government (Financial Management Regulations 1996 details the form and content of the budget. The 2025/26 budget as presented is considered to meet statutory requirements.

Section 5.63 (1) (b) of the Local Government Act 1995 exempts Councillors from having to declare financial interests, e.g. Councillor's fees and superannuation, when determining the annual budget. Financial Implications Specific financial implications are itemised in the 2025/26 budget as attached for adoption. The budget amendment for 2024/25 results in an increase in the projected surplus of \$140k.

OFFICER COMMENTS

The 2025/26 budget continues to deliver on key strategies identified by the community as part of the Community Strategic Plan and maintains a high level of service across all programs while ensuring an ongoing focus on renewing all asset classes at sustainable levels.

The following information is provided highlighting the key considerations in developing the 2025/26 budget.

Opening balance as at 1 July 2025

For the purposes of estimating an opening balance as at 1 July 2025, an amount of \$618K is estimated as the surplus carried forward (amended slightly from the figure of \$592k presented at the Agenda Briefing Forum on 10 June 2025). This still could change pending end of year transactions. The surplus is significantly over the projected surplus mainly due to under expenditure in the Capital Expenditure Program (CAPEX) and certain operational areas.

Most of the savings are from CAPEX projects carried over into 2025/26 or from projects deleted. The majority of other savings are from operational expenditure across a number of areas.

The final figure closing balance amount is subject to audit and any material variation will be addressed in the 2025/26 mid-year budget review.

Local Government Cost Index

WALGA provides local government with the cost index for local government, which expands on CPI, it includes construction costs etc not in the CPI figure. The Perth March 2025 annual CPI was 2.8% and the WALGA 25/26 projected cost index is 3.6%.

Rates Modelling

The rate modelling in the draft shows rates income of \$3.856m based on a 2.0% increase on the rates raised for properties in comparison to last year. The minimum rate, based on an increase of 2% would be \$1,560. The budget does not include any discount or incentives for early payment.

Waste changes

The budget has a decrease in costs for general waste (red lid bins) disposal due to a reduction in tonnage as FOGO bins are receiving kitchen waste. FOGO costs will go up due to additional tonnage and weekly collection.

It is also anticipated that there will be a number of second household bins that may be returned due to the additional FOGO service and the Shire maintaining the 240lt weekly red bin service. The reduction on the second bins in circulation will be reflected in a corresponding adjustment to the revenue for these services.

The current contract for the waste collection service expires on 31 December, the option for the Shire to extend it for a further 3 years. It is recommended that the contract extension option is exercised.

Salary costs

There is a new Staff Enterprise Agreement, for 3 years, effective from 1 July 2025. The budget makes provision for a 3.5% increase for staff based on the agreement from 1 July. No new positions are incorporated in the draft budget. Superannuation costs will increase by 0.5% from 11.5% to 12.0% in accordance with the superannuation guarantee.

Library Contributions

The net operating cost of running the Grove library is met by the three member councils of the Towns of Mosman Park and Cottesloe and the Shire. The draft library budget was presented at the last Library Management Committee meeting and will be taken to the two other member Council's for noting. The level of contribution is based on census population data. The net operating shortfall for 25/26 for the library, history unit and community centre, excluding CAPEX, is \$1,480,000, with the Town of Mosman Park contributing \$ 724,000 (24/25 \$715,000), Cottesloe \$629,000 (24/25 \$622,000) and the Shire \$126,000 (24/25 \$132,000).

The budget makes provision for an extension of the subsidy for West Coast Community Centre (WCC) to reflect some of the issues still affecting this group due to COVID. The current MOU requires WCC to pay an annual fee of \$10,600. It is proposed that this fee is still levied, but is donated back to WCC. This method of accounting better highlights the support being provided by the member Councils. This proposal has been presented through the Library Management Group (LMG) and the LMG is supportive.

The library CAPEX budget is for works linked to the Asset Management Plan (AMP) and other improvements. Total library CAPEX is \$78,000. Each member is also required to make their own provision for the building replacement in accordance with the AMP.

Overheads and Activity Based Costing

The Shire does not allocate overheads to jobs, i.e., corporate services costs to Manners Hill Park etc. These costs would be internal charges and have no impact on the budget bottom line. The only overhead charge applied is 5% of Shire corporate management costs to the library.

Loans

The draft shows new loans of \$1.7m. The \$200,000 for the possible Tennis Club project was included in the previous budgets and was not called upon and will again be in the 25/26 budget, with the Club still working through this project. The loan costs for the Tennis Club self-supporting loan are met by

the Tennis Club. The funding of the Tennis Club loan is still subject to a business case from the Club being endorsed by Council.

The draft will also include a \$1.5m short-term loan/utilisation of overdraft to meet the costs of converting the Johnston Street sump from a drainage sump to a freehold lot for sale. This project is still subject to Council adopting a business case for the project to proceed.

Reserve funds

The balance of the reserve funds as at 30 June 2025 is projected to be \$2.15m. This balance includes the transfer to Plant Reserve of \$50,000 from the sale of a vehicle and an additional transfer to the Legal Cost Reserve (see below for budget amendment).

Transfers into the reserves during the 2025/26 year will be \$789,000, which is made up of the following,

- \$106,000 Interest on Reserve fund investments.
- \$113,000 to the Road Reserve in accordance with the AMP
- \$70,000 to the Infrastructure/ Building Reserve in accordance with the AMP
- \$400,000 the Investment Reserve being net proceeds pending the sale of the Johnston Street lot)
- \$100,000 Transfer to the Investment Reserve

Transfers out of reserve accounts total \$485,000;

- \$250,000 Road and Drainage reserve for verge parking Bay View/Keane.
- \$50,000 Building and Infrastructure reserve, to complete the Keanes point playground replacement.
- \$185,000 for The Esplanade and Leake Street roadworks.

The total projected reserve fund balance as of 30 June 2026 is \$2.45m. At June 2016 the reserve fund balances totalled \$492,000.

Capital Works program (CAPEX)

The CAPEX program is now linked to the asset renewal requirements as identified in the AMP. The CAPEX schedule is broken to asset classes of Property, Plant & Equipment, Transport and Recreation. New capital projects are also included, however these projects are at Council's discretion whether they proceed or not.

The total CAPEX program for 25/26 is \$2.925m with the most significant projects being;

CAPEX – major items

DBCA foreshore works	\$100,000 (management plan yet to be formalised and presented to Council) 50/50 grant and municipal funds.
Parking Bay View and Keane	\$330,000 budgeted. \$250,000 reserve and \$80,000 municipal funds.
The Esplanade roadworks	\$247,000, grant \$117,000, \$130,000 Reserve.
Leake Street roadworks	\$224,000, grant \$150,000, \$74,000 Reserve.
Entry statements – Garden Shire	\$40,000, all municipal funds.
Johnston street sump conversion	\$1,600,000 (Loan/overdraft \$1,500,00)

The AMP also has a schedule showing amounts that should be transferred on an annual basis that will be required to meet future renewal costs. The reserve fund transfer is to ensure the Shire has the funds to meet the costs when these larger renewal costs are due. The total scheduled to be transferred to reserve funds is \$183,000 .

Elected members Sitting Fees.

Council has a policy for sitting fees and the Presidents and Deputy Presidents allowances to be linked at 95% of the Salaries and Allowances Tribunals (SAT) maximum rate for band 4 local governments. SAT increased the sitting fees and allowance by 3.5% effective from 1 July 2025. The budget also makes provision for an ICT reimbursement of \$1,242 per year per Councillor for those Councillor who use their personal device for Shire business, and 12% superannuation guarantee to be paid on sitting fees and allowances.

Fees and Charges Schedule

It is proposed to introduce several new charges and amend the charges for additional bins to reflect the costs of introducing FOGO.

- Additional bin charges for general bins reduced from \$325.10 to \$286.00 to reflect a reduction in tonnage collected.
- For FOGO additional bins the charge has increased from \$197.00 to \$209.00 to reflect the additional tonnage.
- Recycling additional bins with reduce from \$280.00 to \$254.00 to reflect recalculation on cost recovery.
- New fee for Shire license plates, first set by online auction, thereafter \$440 per set.
- A number of minor charges for the library have been deleted.

Depreciation

Depreciation is a non-cash item and is an internal cost allocation.

Projected Balance (Surplus) 30 June 2026

Based on the draft as presented, the 30 June 2026 closing balance (surplus) is anticipated to be \$76,672 (slightly different from the figure of \$59,840 as presented at the Agenda Briefing Forum on 10 June 2025), based on a 2% rate increase.

Budget Amendment 2024/25

- Transfer from reserves:
 - \$250,000 no longer transferred from Road & Drainage Reserve due to Parking Keane St/Bay View Terrace no longer going ahead in 2024/25.
- Transfer to reserves:
 - \$50,000 transferred to Plant Replacement Reserve for the proceeds on sale of Ford Ranger.
 - \$60,000 transferred to Legal Costs Reserve for planning related matters.

Contract Extension

The contract for waste services with Veolia expires on 31 December 2205. There is a clause in the current contract for an extension of 3 years which would take effect from 1 January 2026.

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved: Cr Douglas Jackson

Seconded: Cr Patrick Dawkins

That Council adopts the following:

- **BUDGET 2025/26**

PART A – MUNICIPAL FUND BUDGET FOR 2025/26

Pursuant to the provisions of Section 6.2 of the Local Government Act 199 and Part 3 of the Local Government (Financial Management) Regulations 1996, Council adopts the 2025/26 Shire of Peppermint Grove Budget as contained in Attachment One.

PART B - GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council, pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates and minimum payments on Gross Rental Values:

1.1 General Rate

- Residential (GRV) 7.89611 cents in the dollar
- Commercial (GRV) 7.89611 cents in the dollar
- Clubs (GRV) 7.89611 cents in the dollar

1.2 Minimum Payments

- Residential (GRV) \$1,560
- Commercial (GRV) \$1,560

2. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64 (2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment of rates and charges in full by instalments (assuming date of issue is 24 July 2025):

- | | |
|--|-------------------|
| • Payment in full or first instalments | 29th August 2025 |
| • Second of four instalments | 31st October 2025 |
| • Third of four instalments | 16th January 2026 |
| • Last of four instalments | 20th March 2026 |

3. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge of \$15.00 per instalment.
4. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest charge where ratepayer elects to pay rates and charges by instalments of 6%.
5. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, Council does adopt a 6%

interest charge where payment of rates and charges is in arrears including overdue instalment payments.

- 6 Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts a special arrangements administration fee of \$45 with respect to outstanding rates and charges and authorises the Chief Executive Officer to enter into such special arrangements.
- 7 Pursuant to Section 6.45 of the Local Government Act 1995 Council adopts the Schedule of Fees and Charges inclusive of the 2025/26 budget included in attachment one.
- 8 Pursuant to Regulation 34 (5) of the Local Government (Financial Management) Regulations 1996 the level for reporting material variances in monthly statements of financial activity shall be 10% or \$10,000, whichever is the greater.
- 9 Delegate to the CEO the disposal of assets to a maximum value of \$50,000.
- 10 Pursuant to Section 6.11 of the Local Government Act, Council adopts the transfers to Reserves as included in the 2025/26 Annual Budget.
- 11 Pursuant to 6.20 of the Local Government Act, Council to raise loan funds/utilise overdraft facility included in the budget for the following purposes: -
 - (a) Self-Supporting Loan- Tennis Club \$200,000- over a term to be determined by the Club at the current interest rate.
 - (b) Johnston Street Drainage - \$1,500,000- over a 1 to 2 year period at the current interest rate.
- 12 Pursuant to 6.26 of the Local Government Act, Council notes the non rateable properties at:
 - Church Manse, 30A Johnston Street
 - Church, 16A Keane Street
 - Church, 2 McNeil Street and 430 Stirling Hwy
 - Presbyterian Ladies College, 10 View Street
 - Cottesloe Primary School, 530 Stirling Hwy
 - PLC Rowing Facility/Scouts WA. Lot 4448, Johnston Street,

PART C – COUNCIL MEMBERS FEES AND ALLOWANCES FOR 2025/26

In accordance with Section 59 of the Local Government Act 1995, and regulation 30 of the Local Government (Administration) Regulations 1996, Council adopts the following annual fees for payment of elected members attendance fees:

- Shire President - \$20,786
- Councillors - \$10,118 per Councillor

In accordance with Section 5.98(5) of the Local Government Act 1995, Regulation 33 of the Local Government (Financial Management) Regulations 1996 and Part 7.2(1) of the Determination for Local Government Elected Members pursuant to Section 7B of the Salaries and Allowances Act 1975, the annual allowance for the Shire President be set at \$21,347 and the annual allowance for the Deputy President be set at \$5,336.

An ICT reimbursement in the amount of \$1,242 per year per Councillor is to be paid to each Councillor who uses their own device for Council business.

In accordance with Section 5.99B to 5.99E of the Local Government Act 1995, Council adopts to pay superannuation on the Council Members Fees and Allowances at the rate of 12%.

- **BUDGET AMENDMENT**

That Council approves the budget amendment in regard to the transfer to reserves in the amount of \$110,000 and the transfer from reserves in the amount of \$250,000.

- **CONTRACT EXTENSION**

That Council notes the incorrect date in the Contract Extension section, this date should be 31 December 2025.

That Council authorises the CEO to negotiate a contract extension of 3 years with Veolia for waste collection services with effect from 1 January 2026 on the existing terms and conditions of the existing contract.

In Favour: Crs Karen Farley SC, Patrick Dawkins, Emerald Bond, Charles Hohnen and Douglas Jackson

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

SHIRE OF PEPPERMINT GROVE
ANNUAL BUDGET
FOR THE YEAR ENDED 30 JUNE 2026
LOCAL GOVERNMENT ACT 1995
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The Shire of Peppermint Grove a Class 4 local government conducts the operations of a local government with the following community vision:

A Shire valued for it's heritage, sense of community and natural ambience.

**SHIRE OF PEPPERMINT GROVE
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2026**

	Note	2025/26 Budget	2024/25 Actual	2024/25 Budget
Revenue		\$	\$	\$
Rates	2(a)	3,856,665	3,766,652	3,754,655
Grants, subsidies and contributions		1,511,866	1,452,288	1,589,518
Fees and charges	13	380,991	415,526	309,055
Interest revenue	10(a)	235,919	230,000	206,000
Other revenue		4,600	4,320	4,000
		5,990,041	5,868,786	5,863,228
Expenses				
Employee costs		(2,744,146)	(2,527,925)	(2,544,750)
Materials and contracts		(2,483,096)	(2,394,065)	(2,553,591)
Utility charges		(114,550)	(113,950)	(127,395)
Depreciation	6	(468,350)	(468,350)	(468,350)
Finance costs	10(c)	(69,010)	(49,250)	(69,702)
Insurance		(103,000)	(96,200)	(131,950)
Other expenditure		(162,208)	(109,300)	(123,600)
		(6,144,360)	(5,759,040)	(6,019,338)
		(154,319)	109,746	(156,110)
Capital grants, subsidies and contributions		342,248	0	0
Profit on asset disposals	5	416,000	10,994	418,000
		758,248	10,994	418,000
Net result for the period		603,929	120,740	261,890
Total other comprehensive income for the period		0	0	0
Total comprehensive income for the period		603,929	120,740	261,890

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

**SHIRE OF PEPPERMINT GROVE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2026**

		2025/26	2024/25	2024/25
	Note	Budget	Actual	Budget
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts		\$	\$	\$
Rates		3,856,665	3,784,277	3,754,655
Grants, subsidies and contributions		1,511,866	1,686,483	1,589,518
Fees and charges		380,991	415,526	309,055
Interest revenue		235,919	230,000	206,000
Other revenue		4,600	4,320	4,000
		5,990,041	6,120,606	5,863,228
Payments				
Employee costs		(2,744,146)	(2,519,172)	(2,544,750)
Materials and contracts		(2,483,096)	(2,447,306)	(2,553,591)
Utility charges		(114,550)	(113,950)	(127,395)
Finance costs		(69,010)	(49,250)	(69,702)
Insurance paid		(103,000)	(96,200)	(131,950)
Other expenditure		(162,208)	(109,300)	(123,600)
		(5,676,010)	(5,335,178)	(5,550,988)
Net cash provided by operating activities	4	314,031	785,428	312,240
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for financial assets at amortised cost - self supporting loans		(200,000)	0	(200,000)
Payments for purchase of property, plant & equipment	5(a)	(2,122,000)	(97,890)	(2,293,000)
Payments for construction of infrastructure	5(b)	(794,019)	(593,133)	(654,000)
Capital grants, subsidies and contributions		342,248	0	0
Proceeds from sale of property, plant and equipment	5(a)	2,076,000	93,636	2,078,000
Proceeds on financial assets at amortised cost - self supporting loans	7(a)	200,000	0	200,000
Net cash (used in) investing activities		(497,771)	(597,387)	(869,000)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	7(a)	(1,738,886)	(41,615)	(1,738,886)
Payments for principal portion of lease liabilities	8	(15,000)	(15,397)	0
Proceeds from new borrowings	7(a)	1,700,000	0	1,700,000
Net cash (used in) financing activities		(53,886)	(57,012)	(38,886)
Net increase (decrease) in cash held		(237,626)	131,029	(595,646)
Cash at beginning of year		3,182,927	3,051,898	2,786,062
Cash and cash equivalents at the end of the year	4	2,945,301	3,182,927	2,190,416

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

**SHIRE OF PEPPERMINT GROVE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2026**

OPERATING ACTIVITIES

Revenue from operating activities

Note	2025/26 Budget	2024/25 Actual	2024/25 Budget
	\$	\$	\$
General rates	3,745,905	3,658,022	3,646,025
Rates excluding general rates	110,760	108,630	108,630
Grants, subsidies and contributions	1,511,866	1,452,288	1,589,518
Fees and charges	380,991	415,526	309,055
Interest revenue	235,919	230,000	206,000
Other revenue	4,600	4,320	4,000
Profit on asset disposals	416,000	10,994	418,000
	6,406,041	5,879,780	6,281,228

Expenditure from operating activities

Employee costs	(2,744,146)	(2,527,925)	(2,544,750)
Materials and contracts	(2,483,096)	(2,394,065)	(2,553,591)
Utility charges	(114,550)	(113,950)	(127,395)
Depreciation	(468,350)	(468,350)	(468,350)
Finance costs	(69,010)	(49,250)	(69,702)
Insurance	(103,000)	(96,200)	(131,950)
Other expenditure	(162,208)	(109,300)	(123,600)
	(6,144,360)	(5,759,040)	(6,019,338)

Non cash amounts excluded from operating activities

3(c)	52,350	457,356	50,350
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Amount attributable to operating activities

	314,031	578,096	312,240
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INVESTING ACTIVITIES

Inflows from investing activities

Capital grants, subsidies and contributions	342,248	0	0
Proceeds from disposal of property, plant and equipment	2,076,000	93,636	2,078,000
Proceeds from financial assets at amortised cost - self supporting loans	200,000	0	200,000
	2,618,248	93,636	2,278,000

Outflows from investing activities

Right of use assets received - non cash	(12,310)	(47,107)	0
Acquisition of property, plant and equipment	(2,122,000)	(97,890)	(2,293,000)
Acquisition of infrastructure	(794,019)	(593,133)	(654,000)
Payments for financial assets at amortised cost - self supporting loans	(200,000)	0	(200,000)
	(3,128,329)	(738,130)	(3,147,000)

Non-cash amounts excluded from investing activities

3(d)	12,310	47,107	0
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Amount attributable to investing activities

	(497,771)	(597,387)	(869,000)
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FINANCING ACTIVITIES

Inflows from financing activities

Proceeds from new borrowings	1,700,000	0	1,700,000
Proceeds from new leases - non cash	12,310	47,107	0
Transfers from reserve accounts	484,771	443,000	550,000
	2,197,081	490,107	2,250,000

Outflows from financing activities

Repayment of borrowings	(1,738,886)	(41,615)	(1,738,886)
Payments for principal portion of lease liabilities	(15,000)	(15,397)	0
Transfers to reserve accounts	(788,981)	(465,862)	(773,862)
	(2,542,867)	(522,874)	(2,512,748)

Non-cash amounts excluded from financing activities

3(e)	(12,310)	(47,107)	0
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Amount attributable to financing activities

	(358,096)	(79,874)	(262,748)
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MOVEMENT IN SURPLUS OR DEFICIT

Surplus at the start of the financial year

3	618,508	717,673	821,746
Amount attributable to operating activities	314,031	578,096	312,240
Amount attributable to investing activities	(497,771)	(597,387)	(869,000)
Amount attributable to financing activities	(358,096)	(79,874)	(262,748)
	76,672	618,508	2,238

Surplus/(deficit) remaining after the imposition of general rates

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

**SHIRE OF PEPPERMINT GROVE
FOR THE YEAR ENDED 30 JUNE 2026
INDEX OF NOTES TO THE BUDGET**

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**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

1. BASIS OF PREPARATION

The annual budget of the Shire of Peppermint Grove which is a Class 4 local government is a forward looking document and 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 annual budget 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 *Leases* which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual budget 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 annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 11 to the annual budget.

2024/25 actual balances

Balances shown in this budget as 2024/25 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Rounding off figures

All figures shown in this statement are rounded to the nearest dollar.

Statement of Cashflows

Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

Initial application of accounting standards

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- AASB 2020-1 Amendments to Australian Accounting Standards
 - Classification of Liabilities as Current or Non-current
- AASB 2022-5 Amendments to Australian Accounting Standards
 - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards
 - Non-current Liabilities with Covenants
- AASB 2023-1 Amendments to Australian Accounting Standards
 - Supplier Finance Arrangements
- AASB 2023-3 Amendments to Australian Accounting Standards
 - Disclosure of Non-current Liabilities with Covenants: Tier 2
- AASB 2024-1 Amendments to Australian Accounting Standards
 - Supplier Finance Arrangements: Tier 2 Disclosures

It is not expected these standards will have an impact on the annual budget.

- AASB 2022-10 Amendments to Australian Accounting Standards
 - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities, became mandatory during the budget year. Amendments to AASB 13 *Fair Value Measurement* impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of *Local Government (Financial Management) Regulations 1996*. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes. No material impact is expected in relation to the 2025-26 statutory budget.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
 - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2024-4b Amendments to Australian Accounting Standards
 - Effective Date of Amendments to AASB 10 and AASB 128 [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-9 Amendments to Australian Accounting Standards
 - Insurance Contracts in the Public Sector
- AASB 2023-5 Amendments to Australian Accounting Standards
 - Lack of Exchangeability
- AASB 18 (FP) Presentation and Disclosure in Financial Statements
 - (Appendix D) [for for-profit entities]
- AASB 18 (NFP/super) Presentation and Disclosure in Financial Statements
 - (Appendix D) [for not-for-profit and superannuation entities]
- AASB 2024-2 Amendments to Australian Accounting Standards
 - Classification and Measurement of Financial Instruments
- AASB 2024-3 Amendments to Australian Accounting Standards
 - Standards – Annual Improvements Volume 11

It is not expected these standards will have an impact on the annual budget.

Critical accounting estimates and judgements

The preparation of the annual budget 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 that are 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
- Expected credit losses on financial assets
- Assets held for sale
- Impairment losses of non-financial assets
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

2. RATES AND SERVICE CHARGES

(a) Rating Information

Rate Description	Basis of valuation	Rate in dollar	Number of properties	Rateable value*	2025/26 Budgeted rate revenue	2025/26 Budgeted interim rates	2025/26 Budgeted total revenue	2024/25 Actual total revenue	2024/25 Budget total revenue
(i) General rates									
General rates	Gross rental valuation	0.07896	589	47,439,883	3,745,905		3,745,905	3,658,022	3,646,025
Total general rates			589	47,439,883	3,745,905	0	3,745,905	3,658,022	3,646,025
(ii) Minimum payment									
General rates	Gross rental valuation	Minimum \$	71	1,049,158	110,760		110,760	108,630	108,630
Total minimum payments			71	1,049,158	110,760	0	110,760	108,630	108,630
Total general rates and minimum payments			660	48,489,041	3,856,665	0	3,856,665	3,766,652	3,754,655
Instalment plan charges							6,000	6,156	7,200
Instalment plan interest							20,000	19,694	18,000
Late payment of rate or service charge interest							10,000	9,359	6,700
							36,000	35,209	31,900

The Shire did not raise specified area rates for the year ended 30th June 2026.

*Rateable Value at time of adopting budget.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV).

The general rates detailed for the 2025/26 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum payments have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

2. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan		Instalment plan		Unpaid rates	
		admin charge	interest rate	admin charge	interest rate	interest rate	
		\$	%		%		%
Option one							
Single full payment	29/08/2025	0	6.0%			6.0%	
Option two							
First instalment	29/08/2025	15	6.0%			6.0%	
Second instalment	31/10/2025	15	6.0%			6.0%	
Option three							
First instalment	29/08/2025	15	6.0%			6.0%	
Second instalment	31/10/2025	15	6.0%			6.0%	
Third instalment	16/01/2026	15	6.0%			6.0%	
Fourth instalment	20/03/2026	15	6.0%			6.0%	

SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

2. RATES AND SERVICE CHARGES (CONTINUED)

(c) Service Charges

The Shire did not raise service charges for the year ended 30th June 2026.

(d) Waivers or concessions

The Shire does not anticipate any waivers or concessions for the year ended 30th June 2026.

SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

3. NET CURRENT ASSETS

(a) Composition of estimated net current assets

Current assets

Cash and cash equivalents
 Financial assets
 Receivables
 Non-current assets held for sale

Less: current liabilities

Trade and other payables
 Capital grant/contribution liability
 Lease liabilities
 Long term borrowings
 Employee provisions

Net current assets

Less: Total adjustments to net current assets

Net current assets used in the Statement of Financial Activity

Note	2025/26 Budget 30 June 2026	2024/25 Actual 30 June 2025	2024/25 Budget 30 June 2025
	\$	\$	\$
4	2,945,301	3,182,927	2,190,416
	0	0	20,389
	95,795	95,795	542,279
	0	0	
	3,041,096	3,278,722	2,753,084
	(450,000)	(450,000)	(370,000)
	(29,786)	(29,786)	(29,786)
8	(12,310)	(15,000)	(11,785)
7	(2,729)	(41,615)	
	(185,000)	(185,000)	(180,000)
	(679,825)	(721,401)	(591,571)
	2,361,271	2,557,321	2,161,513
3(b)	(2,284,599)	(1,938,813)	(2,159,275)
	76,672	618,508	2,238

(b) 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.

Adjustments to net current assets

Less: Cash - reserve accounts
 Add: Current liabilities not expected to be cleared at end of year
 - Current portion of borrowings
 - Current portion of lease liabilities
 - Current portion of employee benefit provisions held in reserve

Total adjustments to net current assets

9	(2,452,676)	(2,148,466)	(2,171,060)
	2,729	41,615	0
	12,310	15,000	11,785
	153,038	153,038	
	(2,284,599)	(1,938,813)	(2,159,275)

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

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(c) Non-cash amounts excluded from operating activities

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

Adjustments to operating activities

Less: Profit on asset disposals
 Add: Depreciation

Non cash amounts excluded from operating activities

Note	2025/26 Budget 30 June 2026	2024/25 Actual 30 June 2025	2024/25 Budget 30 June 2025
	\$	\$	\$
5	(416,000)	(10,994)	(418,000)
6	468,350	468,350	468,350
	52,350	457,356	50,350

(d) Non-cash amounts excluded from investing activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to investing activities

Right of use assets recognised

Non cash amounts excluded from investing activities

Note	2025/26 Budget 30 June 2026	2024/25 Actual 30 June 2025	2024/25 Budget 30 June 2025
	\$	\$	\$
5(c)	12,310	47,107	0
	12,310	47,107	0

(e) Non-cash amounts excluded from financing activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to financing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to financing activities

Less: Lease liability recognised

Non cash amounts excluded from financing activities

Note	2025/26 Budget 30 June 2026	2024/25 Actual 30 June 2025	2024/25 Budget 30 June 2025
	\$	\$	\$
8	(12,310)	(47,107)	0
	(12,310)	(47,107)	0

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

3. NET CURRENT ASSETS

(f) MATERIAL ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

INVENTORIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SUPERANNUATION

The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

INVENTORY - LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Inventory - land held for resale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CONTRACT LIABILITIES

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

TRADE AND OTHER RECEIVABLES

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

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade 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.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

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 BENEFITS

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 determination of the net current asset position.

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

Other long-term employee benefits

Long-term employee benefits provisions 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
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

4. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2025/26 Budget	2024/25 Actual	2024/25 Budget
	\$	\$	\$
Cash at bank and on hand	797,301	1,034,927	19,356
Term deposits	2,148,000	2,148,000	2,171,060
Total cash and cash equivalents	2,945,301	3,182,927	2,190,416
Held as			
- Unrestricted cash and cash equivalents	462,839	1,004,675	19,356
- Restricted cash and cash equivalents	2,482,462	2,178,252	2,171,060
3(a)	2,945,301	3,182,927	2,190,416
Restrictions			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	2,482,462	2,178,252	2,171,060
	2,482,462	2,178,252	2,171,060
The assets are restricted as a result of the specified purposes associated with the liabilities below:			
Reserve accounts	2,452,676	2,148,466	2,171,060
Unspent capital grants, subsidies and contribution liabilities	29,786	29,786	
	2,482,462	2,178,252	2,171,060
Reconciliation of net cash provided by operating activities to net result			
Net result	603,929	120,740	261,890
Depreciation	6 468,350	468,350	468,350
(Profit)/loss on sale of asset	5 (416,000)	(10,994)	(418,000)
(Increase)/decrease in receivables	0	251,820	
Increase/(decrease) in payables	0	(53,241)	
Increase/(decrease) in employee provisions	0	8,753	
Capital grants, subsidies and contributions	(342,248)	0	
Net cash from operating activities	314,031	785,428	312,240

MATERIAL ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

FINANCIAL ASSETS AT AMORTISED COST

The Shire 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.

SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

5. PROPERTY, PLANT AND EQUIPMENT

The following assets are budgeted to be acquired and/or disposed of during the year.

	2025/26 Budget					2024/25 Actual					2024/25 Budget				
	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit		Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit		Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	
(a) Property, Plant and Equipment															
Land - freehold land	1,600,000	(1,600,000)	2,000,000	400,000		6,319					1,600,000	(1,600,000)	2,000,000	400,000	
Buildings - Specialised	404,000					39,254					596,500				
Furniture and equipment	8,000														
Plant and equipment	110,000	(60,000)	76,000	16,000		52,317	(82,642)	93,636	10,994		96,500	(60,000)	78,000	18,000	
Total	2,122,000	(1,660,000)	2,076,000	416,000		97,890	(82,642)	93,636	10,994		2,293,000	(1,660,000)	2,078,000	418,000	
(b) Infrastructure															
Infrastructure - roads	504,019					12,000					32,000				
Infrastructure - footpaths	30,000					30,889					20,000				
Infrastructure - drainage	20,000										30,000				
Infrastructure - parks and ovals	90,000					420,321					397,000				
Other infrastructure - Other	150,000					129,923					175,000				
Total	794,019	0	0	0		593,133	0	0	0		654,000	0	0	0	
(c) Right of Use Assets															
Right of use - plant and equipment	12,310					47,107					0	0	0	0	
Total	12,310	0	0	0		47,107	0	0	0		0	0	0	0	
	2,928,329	(1,660,000)	2,076,000	416,000		738,130	(82,642)	93,636	10,994		2,947,000	(1,660,000)	2,078,000	418,000	

MATERIAL ACCOUNTING POLICIES

RECOGNITION OF ASSETS

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.

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

6. DEPRECIATION

By Class

Buildings - specialised
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - footpaths
Infrastructure - drainage
Infrastructure - parks and ovals
Other infrastructure - Other

By Program

Other property and services

2025/26 Budget	2024/25 Actual	2024/25 Budget
\$	\$	\$
132,000	132,000	132,000
4,350	4,350	4,350
56,000	56,000	56,000
168,000	168,000	168,000
40,000	40,000	40,000
12,000	12,000	12,000
45,000	45,000	45,000
11,000	11,000	11,000
468,350	468,350	468,350
468,350	468,350	468,350
468,350	468,350	468,350

MATERIAL ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - specialised
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - footpaths
Infrastructure - drainage
Infrastructure - parks and ovals
Other infrastructure - Other

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

7. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	2025/26			2025/26			2025/26			2024/25			2024/25			2024/25			2024/25		
				Budget	Principal	Interest	Budget	Principal	Repayments	Budget	Principal	Repayments	Actual	Principal	Repayments	Actual	Principal	Repayments	Budget	Principal	Repayments	Budget	Principal	Repayments
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
	42	Library/Community Centre	6.9%	574,192	0	(43,500)	535,306	615,807	(43,500)	574,192	(47,500)	574,192	(47,500)	615,807	0	(138,886)	576,921	(50,642)	576,921	(50,642)	576,921	(50,642)		
	43	WATC	4.0%	574,192	1,500,000	(1,500,000)	535,306	615,807	(1,500,000)	574,192	(1,500,000)	574,192	(1,500,000)	615,807	1,500,000	(1,538,886)	576,921	(89,702)	576,921	(89,702)	576,921	(89,702)		
	41	WATC	4.0%	0	200,000	(200,000)	0	0	0	0	0	0	0	0	200,000	(200,000)	0	0	0	0	0	0		
				574,192	1,700,000	(1,738,886)	535,306	615,807	(62,500)	574,192	(47,500)	574,192	(47,500)	615,807	1,700,000	(1,738,886)	576,921	(69,702)	576,921	(69,702)	576,921	(69,702)		

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.
The self supporting loan(s) repayment will be fully reimbursed.

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

7. BORROWINGS

(b) New borrowings - 2025/26

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges	Amount used budget	Balance unspent
				%	\$	\$	\$	\$
Johnston St drainage	WATC	Debenture	1	4.0%	1,500,000	19,000	1,500,000	0
Tennis Club	WATC	Debenture	1	4.0%	200,000	0	200,000	0
					1,700,000	19,000	1,700,000	0

(c) Unspent borrowings

The Shire had no unspent borrowing funds as at 30th June 2025 nor is it expected to have unspent borrowing funds as at 30th June 2026.

(d) Credit Facilities

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	\$	\$	\$
Undrawn borrowing facilities			
credit standby arrangements			
Bank overdraft limit	200,000	200,000	200,000
Bank overdraft at balance date	0	0	0
Credit card limit	50,000	50,000	50,000
Credit card balance at balance date	0	0	0
Total amount of credit unused	250,000	250,000	250,000
Loan facilities			
Loan facilities in use at balance date	535,306	574,192	576,921

MATERIAL ACCOUNTING POLICIES

BORROWING COSTS

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.

Borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

8. LEASE LIABILITIES

Purpose	Number	Institution	Rate	Term	1 July 2025		30 June 2026		Repayments		1 July 2024		Leases		30 June 2025		repayments		1 July 2024		Leases		repayments		30 June 2025		repayments	
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Photocopiers	1	Fuifilm	6.0%	60		0	0	0	0	0	0	9,350	0	9,350	0	9,350	0	0	0	0	0	0	0	0	0	0	0	0
Photocopiers	2	Fuifilm	10.0%	60		24,685	0	0	24,685	0	0	28,863	0	28,863	0	28,863	0	24,685	0	0	0	0	0	0	0	0	0	0
Phones	3	Fuifilm	6.0%	36		16,375	0	0	11,375	3,000	0	18,244	0	18,244	0	18,244	0	16,375	0	0	0	0	0	0	0	0	0	0
ICT equipment	4	IICT	10.0%	48					5,000																			
						12,310	12,310	10,000	2,310	3,510																		
						41,060	12,310	(15,000)	38,370	(6,510)		9,350	47,107	15,397	41,060	(1,750)												

MATERIAL ACCOUNTING POLICIES

LEASES

At the inception of a contract, the Shire assesses whether the contract is, or contains, 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 a lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease. If that rate can be readily determined, the Shire uses its incremental borrowing rate.

LEASE LIABILITIES

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

9. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement

	2025/26			2024/25			Actual			2024/25			Budget		
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council															
(a) Leave reserve	248,635	12,258		260,893	210,835	37,800		248,635	219,931	37,800		257,731			
(b) Plant reserve	187,031	9,221		196,252	132,031	55,000		187,031	131,997	5,000		136,997			
(c) Infrastructure Building reserve	688,138	146,001	(300,000)	514,139	962,576	148,562	(443,000)	668,138	550,343	148,562	(300,000)	398,905			
(d) Information Technology reserve	27,170	1,339		28,509	26,170	1,000		27,170	26,175	1,000		27,175			
(e) Arts and Culture reserve	23,023	1,135		24,158	22,023	1,000		23,023	17,644	1,000		18,644			
(f) Legal costs reserve	82,617	4,073		86,690	21,617	61,000		82,617	21,619	1,000		22,619			
(g) Roads and drainage reserve	774,243	108,170	(184,771)	697,642	620,243	154,000		774,243	658,109	154,000	(250,000)	562,109			
(h) Library infrastructure reserve	28,079	1,384		29,463	25,579	2,500		28,079	15,570	2,500		18,070			
(i) Investment reserve	109,530	505,400		614,930	104,530	5,000		109,530	305,810	423,000		728,810			
	2,148,466	788,981	(484,771)	2,452,676	2,125,604	465,862	(443,000)	2,148,466	1,947,198	773,862	(550,000)	2,171,060			

(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
Restricted by council		
(a) Leave reserve	On going	To fund Annual & Long Service Leave entitlements
(b) Plant reserve	On going	To fund replacement and upgrading of Council vehicles and plant
(c) Infrastructure Building reserve	On going	To fund replacement and upgrading of recreational infrastructure & Municipal Buildings
(d) Information Technology reserve	On going	To fund upgrading and replacement of Council's Information & Technology assets
(e) Arts and Culture reserve	On going	To fund the purchase of Public Art
(f) Legal costs reserve	On going	To provide for future general expenses including building and planning actions
(g) Roads and drainage reserve	On going	To fund renewal and expansion of Roads and Drainage system
(h) Library infrastructure reserve	On going	To fund the Shire's portion of Capital items at the Grove Library and/or Community Centre
(i) Investment reserve	On going	To fund the implementation of an investment portfolio

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

10. OTHER INFORMATION

The net result includes as revenues

(a) Interest earnings

Investments	205,919	200,947	181,300
Other interest revenue	30,000	29,053	24,700
	235,919	230,000	206,000

The net result includes as expenses

(b) Auditors remuneration

Audit services	42,500	42,300	27,500
	42,500	42,300	27,500

(c) Interest expenses (finance costs)

Borrowings (refer Note 7(a))	62,500	47,500	69,702
Interest on lease liabilities (refer Note 8)	6,510	1,750	0
	69,010	49,250	69,702

SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

11. COUNCIL MEMBERS REMUNERATION

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	\$	\$	\$
President's			
President's allowance	21,347	16,764	17,500
Meeting attendance fees	20,786	19,754	20,000
ICT expenses	1,242	1,242	1,200
Superannuation contribution payments	5,056	0	0
	48,431	37,760	38,700
Deputy President's			
Deputy President's allowance	5,336	4,192	4,500
Meeting attendance fees	10,118	10,122	10,000
ICT expenses	1,242	1,242	1,200
Superannuation contribution payments	1,854	0	0
	18,550	15,556	15,700
Council member 1			
Meeting attendance fees	10,118	10,122	10,000
ICT expenses	1,242	1,242	1,200
Superannuation contribution payments	1,214	0	0
	12,574	11,364	11,200
Council member 2			
Meeting attendance fees	10,118	10,122	10,000
ICT expenses	1,242	1,242	1,200
Superannuation contribution payments	1,214	0	0
	12,574	11,364	11,200
Council member 3			
Meeting attendance fees	10,118	10,122	10,000
ICT expenses	1,242	1,242	1,200
Superannuation contribution payments	1,214	0	0
	12,574	11,364	11,200
Council member 4			
Meeting attendance fees	10,118	10,122	10,000
ICT expenses	1,242	1,242	1,200
Superannuation contribution payments	1,214	0	0
	12,574	11,364	10,000
Council member 5			
Meeting attendance fees	10,118	10,122	10,000
Superannuation contribution payments	1,214	0	0
	11,332	10,122	10,000
Total Council Member Remuneration	128,610	108,894	108,000
President's allowance	21,347	16,764	17,500
Deputy President's allowance	5,336	4,192	4,500
Meeting attendance fees	81,494	80,486	80,000
ICT expenses	7,452	7,452	6,000
Superannuation contribution payments	12,981	0	0
	128,610	108,894	108,000

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

12. REVENUE AND EXPENDITURE

(a) Revenue and Expenditure Classification

REVENUES

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered.

Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

All amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water. Exclude rubbish removal charges which should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Gain on the disposal of assets including gains on the disposal of long-term investments.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Note AASB 119 *Employee Benefits* provides a definition of employee benefits which should be considered.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

Local governments may wish to disclose more detail such as contract services, consultancy, information technology and rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water.

Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expenses raised on all classes of assets.

FINANCE COSTS

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

12. REVENUE AND EXPENDITURE

(b) Revenue Recognition

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of Revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	On landing/departure event
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Output method based on goods

**SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

13. FEES AND CHARGES

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	\$	\$	\$
By Program:			
Governance	8,000	9,000	2,000
General purpose funding	15,000	16,976	12,600
Law, order, public safety	12,000	14,800	9,300
Health	8,000	10,450	8,250
Community amenities	130,000	146,500	158,795
Recreation and culture	50,000	54,600	94,640
Transport			5,250
Economic services	157,991	163,200	18,220
	380,991	415,526	309,055

The subsequent pages detail the fees and charges proposed to be imposed by the local government.

SHIRE OF PEPPERMINT GROVE
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

14. FEES AND CHARGES (If GST is applicable, amount includes GST)

Fee Description	Statutory Fee	Legislation	GST	Fee 2024/25	Fee 2025/26
Administration					
Rat/Property Enquiry Fee	No	Local Government Act	No	\$150.00	\$150.00
Special Payment Arrangements	Yes	Local Government Act	No	\$45.00	\$45.00
Rate Instalment Fee	Yes	Local Government Act	No	\$15.00	\$15.00
Debt recovery fees	No	None	Yes	N/A	Cost recovery
Peppermint Grove book	No	None	Yes	N/A	\$25.00
Governance					
FOI - Applications	Yes	FOIA 1992	No	\$30.00	\$30.00
Charge for time taken dealing with application (per hour or pro rata for a part of an hour)	Yes	FOIA 1992	No	\$30.00	\$30.00
Law, Order, Public Safety					
Cat Registration Fees and Charges					
Eligible Pensioners - 50% of fee	Yes	Cat Regulations 2012	No	\$20.00	\$20.00
Sterilised Cat - 1 year	Yes	Cat Regulations 2012	No	\$10.00	\$10.00
Sterilised Cat - If application is made after 31st of May until next 31st of October - 1 year	Yes	Cat Regulations 2012	No	\$42.50	\$42.50
Sterilised Cat - 3 years	Yes	Cat Regulations 2012	No	\$100.00	\$100.00
Sterilised Cat - Lifetime Registration	Yes	Cat Regulations 2012	No	N/A	Cost recovery
Cat Haven Shenton Park - Daily impounding fee (payable directly to Cat Haven)	No	Local Government Act 1995	N/A	N/A	Cost recovery
Dog Registration Fees and Charges					
Eligible Pensioners - 50% of fee for dogs (other than a dangerous dog)	Yes	Dog Regulations 2013	No	\$20.00	\$20.00
Sterilised Dog - 1 year	Yes	Dog Regulations 2013	No	\$10.00	\$10.00
Sterilised Dog - If application is made after 31st of May until next 31st of October - 1 year	Yes	Dog Regulations 2013	No	\$42.50	\$42.50
Sterilised Dog - 3 years	Yes	Dog Regulations 2013	No	\$100.00	\$100.00
Sterilised Dog - Lifetime Registration	Yes	Dog Regulations 2013	No	No Charge	No charge
Guide Dogs	Yes	Local Government Act 1995	No	\$50.00	\$50.00
Unsterilised Dog - 1 year	Yes	Dog Regulations 2013	No	\$25.00	\$25.00
Unsterilised Dog - If application is made after 31st of May until next 31st of October - 1 year	Yes	Dog Regulations 2013	No	\$120.00	\$120.00
Unsterilised Dog - 3 years	Yes	Dog Regulations 2013	No	\$250.00	\$250.00
Unsterilised Dog - Lifetime Registration	Yes	Dog Regulations 2013	No	\$250.00	\$250.00

Fee Description	Statutory Fee	Legislation	GST	Fee 2024/25	Fee 2025/26
Dog Refuge Home Shenton Park - Daily impounding fee (payable directly to Dog Refuge Home)	No	Local Government Act 1995	N/A	N/A	Cost recovery
Abandoned Vehicles					
Vehicle Impounding Fees	No	Local Government Act 1995	No	\$250 plus towing costs \$50.00	\$250 plus towing costs \$50.00
Vehicle impound fee per day thereafter	No	Local Government Act 1995	No		
Environmental Health Services, Public Events and Trading					
Inspection and Re-inspection Fee (where not otherwise referenced)		Local Government Act 1995	Yes	N/A	\$120.00
Annual Food Premise Inspection Fee					
High Risk - Primary Classification (includes quarterly routine inspections)	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$720.00	\$720.00
High Risk - Additional Classification (includes quarterly routine inspections)	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$480.00	\$480.00
Medium Risk - Primary Classification (includes bi-annual routine inspections)	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$480.00	\$480.00
Medium Risk - Additional Classification (includes bi-annual routine inspections)	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$240.00	\$240.00
Low Risk - Primary Classification (includes annual routine inspection)	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$240.00	\$240.00
Low Risk - Additional Classification (includes annual routine inspection)	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$120.00	\$120.00
Very Low Risk	Yes	Food Regulations 2009 & Local Government Act 1995	No	Nil	Nil
Miscellaneous Food Premises Services					
Construction and Establishment of Food Premises (includes Initial Inspection & One-off Registration Fee)	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$180.00	\$180.00
Food Premise Registration Transfer Fee	Yes	Food Regulations 2009 & Local Government Act 1995	Yes	\$120.00	\$120.00
Issuance of Improvement Notice (includes Initial Inspection Fee)	Yes	Food Regulations 2009 & Local Government Act 1995	Yes	\$180.00	\$180.00
Food Safety Program Verification - Assessment and Inspection	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$480.00	\$480.00
Conduct an Outdoor Eating Area - Application Fee	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$180.00	\$180.00
Conduct an Outdoor Eating Area - Renewal Fee	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$120.00	\$120.00
Conduct an Outdoor Eating Area - Transfer Fee	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$120.00	\$120.00
Conduct an Outdoor Eating Area - Annual Fee	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$180.00	\$180.00
Settlement Agent - Written Report	Yes	Food Regulations 2009 & Local Government Act 1995	No	\$120.00	\$120.00
Public Buildings, Events and Activities					
Outdoor Event Application (Includes Initial Inspection)	Yes	Health (Public Buildings) Regulations 1992	No	\$240.00	\$240.00
Certificate of Approval (Includes Initial Inspection)	Yes	Health (Miscellaneous Provisions) Act 1911	No	\$240.00	\$240.00

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Fee Description	Statutory Fee	Legislation	GST	Fee 2024/25	Fee 2025/26
Outdoor Event or Public Building Reinspection Fee	Yes	Health (Public Buildings) Regulations 1992	No	\$120.00	\$120.00
Skin Penetration Premise Application Fee (Includes Initial Inspection)	Yes	Health (Public Buildings) Regulations 1992	No	\$180.00	\$180.00
Skin Penetration Premise Reinspection Fee	Yes	Health (Public Buildings) Regulations 1992	No	\$120.00	\$120.00
Maximum Occupancy Review/Certificate	Yes	Health (Public Buildings) Regulations 1992	No	\$120.00	\$120.00
Nightworks Permit Applications - Includes Assessment of Noise Management Plans and Traffic Management Plans (as applicable). NB: Noise monitoring and public notification (as applicable) at the applicant's cost or, if undertaken by the Shire at full cost recovery	Yes	Health (Public Buildings) Regulations 1992	No	\$295.00	\$295.00
Swimming Pool Water Testing and Reporting (per collection)	Yes	Health Act (Public Buildings) Regulations 1992/Local Government Act 1995	No	\$120	\$180 + courier costs
Section 39 (Certificate of Local Health Authority)	Yes	Liquor Control Act 1988	No	\$120.00	\$73.00
Section 39 (Certificate of Local Health Authority) Inspection Fee	Yes	Liquor Control Act 1988	No	N/A	\$180.00
Traders Permit/Holder's Permit					
Not For Profit or Charitable Organisations	No	Activities in Throughfares and Public Places Local Law	No	Nil	Nil
Issuing Fee	No	Activities in Throughfares and Public Places Local Law	No	\$100.00	\$100.00
Daily Fee (or part thereof)	No	Activities in Throughfares and Public Places Local Law	No	\$50.00	\$50.00
Weekly Fee (or part thereof)	No	Activities in Throughfares and Public Places Local Law	No	\$200.00	\$200.00
Monthly Fee (or part thereof)	No	Activities in Throughfares and Public Places Local Law	No	\$400.00	\$400.00
Annual Fee	No	Activities in Throughfares and Public Places Local Law	No	\$900.00	\$900.00
Community Amenities					
Refuse collection - additional weekly 240L MGB					
Additional Domestic Red Lid MWS	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$325.10	\$286.00
Commercial Red Lid MWS	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$325.10	\$286.00
Non Rateable Properties Red Lid	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$325.10	\$286.00
Non Rateable Properties Yellow Lid	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$280.00	\$254.00
Non Rateable Properties Green Lid	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	197.00	209.00
Additional Domestic Yellow Lid	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$280.00	\$254.00
Additional Domestic Green Lid (FOGO)	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$197.00	\$209.00
Additional Commercial Yellow Lid	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$280.00	\$254.00
Freshwater View memorial Plaque (supply and install)	No	Waste Avoidance and Resource Recovery Act 2007 - s.67 and s.68.	No	\$400.00	\$400.00
FOGO kitchen caddy	No	LG Act 1995	Yes	\$15.00	\$15.00

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Fee Description	Statutory Fee	Legislation	GST	Fee 2024/25	Fee 2025/26
FOGO compostable liners - 1 roll	No	LG Act 1995	Yes	\$5.00	\$5.00
Shire number plates - initial release	No	LG Act 1995	Yes	N/A	On line auction
Shire number plates - ongoing sales, per set	No	LG Act 1995	Yes	N/A	\$440.00
Planning and Building Services					
Determination of a Standard Development Application (Where the Development Has Not Commenced or Been Carrier Out) Based on the Cost of Development					
A) Not More than \$50,000	Yes	Planning and Development Regulations 2009	No	\$147	\$147
B) More than \$50,000 but not more than \$500,000	Yes	Planning and Development Regulations 2009	No	0.32% of the estimated cost of development, \$1,700 plus every \$1 in excess of \$500,000	0.32% of the estimated cost of development, \$1,700 plus every \$1 in excess of \$500,000
C) More than \$500,000 but not more than \$2.5 million	Yes	Planning and Development Regulations 2009	No	0.257% for every \$1 in excess of \$500,000 \$7,161 plus every \$1 in excess of \$2.5 million	0.257% for every \$1 in excess of \$500,000 \$7,161 plus every \$1 in excess of \$2.5 million
D) More than \$2.5 million but not more than \$5 million	Yes	Planning and Development Regulations 2009	No	\$12,633 plus 0.123% for every \$1 in excess of \$5 million	\$12,633 plus 0.123% for every \$1 in excess of \$5 million
E) More than \$5 million but not more than \$21.5 million	Yes	Planning and Development Regulations 2009	No	\$34,196	\$34,196
F) More than \$21.5 million	Yes	Planning and Development Regulations 2009	No	The fee for a standard development application plus by way of penalty, twice that fee	The fee for a standard development application plus by way of penalty, twice that fee
Determining a Retrospective Development Application Based on the Cost of Development	Yes	Planning and Development Regulations 2009	No	N/A	N/A
Local Government Town Planning Fees in Addition to DAP Fees (Determination of a Development Application by DAP)					
A) Not More than \$50,000	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	\$147	\$147
B) More than \$50,000 but not more than \$500,000	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	0.32% of the estimated cost of development, of development.	0.32% of the estimated cost of development, of development.

Fee Description	Statutory Fee	Legislation	GST	Fee 2024/25	Fee 2025/26
C) More than \$500,000 but not more than \$2.5 million	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	\$1,700 plus 0.257% for every \$1 in excess of \$500,000	\$1,700 plus 0.257% for every \$1 in excess of \$500,000
D) More than \$2.5 million but not more than \$5 million	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	\$7,161 plus 0.206% for every \$1 in excess of \$2.5 million	\$7,161 plus 0.206% for every \$1 in excess of \$2.5 million
E) More than \$5 million but not more than \$21.5 million	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	\$12,633 plus 0.123% for every \$1 in excess of \$5 million	\$12,633 plus 0.123% for every \$1 in excess of \$5 million
F) More than \$21.5 million	Yes	Planning and Development (Development Assessment Panels) Amendment Regulations (No. 2) 2021.	No	\$34,196.00	\$34,196.00
DAP Development Application Fees					
A) Less than \$2 million	Yes	DAP Amendment Regulations 2017	No	\$5,603.00	\$5,603.00
B) \$2 million but less than \$7 million	Yes	DAP Amendment Regulations 2017	No	\$8,650.00	\$8,650.00
C) \$7 million but less than \$10 million	Yes	DAP Amendment Regulations 2017	No	\$9,411.00	\$9,411.00
D) \$10 million but less than \$12.5 million	Yes	DAP Amendment Regulations 2017	No	\$9,680.00	\$9,680.00
E) \$12.5 million but less than \$15 million	Yes	DAP Amendment Regulations 2017	No	\$9,948.00	\$9,948.00
F) \$15 million but less than \$17.5 million	Yes	DAP Amendment Regulations 2017	No	\$10,218.00	\$10,218.00
G) \$17.5 million but less than \$20 million	Yes	DAP Amendment Regulations 2017	No	\$10,486.00	\$10,486.00
G) \$20 million or more	Yes	DAP Amendment Regulations 2017	No	\$10,486.00	\$10,486.00
Miscellaneous Planning Services					
Application for a Minor Amendment or Cancellation of Development Approval	Yes	Planning and Development Regulations 2009	No	\$295.00	\$295.00
Determining and Application for a Change of Use or for an Alteration or Extension or Change of a Non-conforming Use to which a Construction Value Does Not Apply Where the Change or the Alteration, Extension or Change Has Not Commenced or Been Carried Out	Yes	Planning and Development Regulations 2009	No	\$295.00	\$295.00
Determining and Application for a Retrospective Change of Use or for an Alteration or Extension or Change of a Non-conforming Use to which a Construction Value Does Not Apply Where the Change or the Alteration, Extension or Change Has Commenced or Been Carried Out	Yes	Planning and Development Regulations 2009	No	\$885.00	\$885.00
Home Business - Initial Application	Yes	Planning and Development Act 2005	No	\$222.00	\$222.00
Home Business - Retrospective Application (Occupation Commenced)	Yes	Planning and Development Act 2005	No	\$666.00	\$666.00
Home Business - Renewal per annum	Yes	Planning and Development Local Planning Schemes) Regulations 2015, Schedule 2, Clause 61A	No	\$73.00	\$73.00
Deemed to Comply Check	Yes	Planning and Development Regulations 2009	No	\$295.00	\$295.00
Planning Scheme Amendments - Upfront Fee on a Cost Recovery Basis					
Basic Scheme Amendment	Yes	Planning and Development Regulations 2009	Yes	\$7,167.62	\$7,167.62
Standard Scheme Amendment	Yes	Planning and Development Regulations 2009	Yes	\$8,471.50	\$8,471.50

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Fee Description	Statutory Fee	Legislation	GST	Fee 2024/25	Fee 2025/26
Complex Scheme Amendment	Yes	Planning and Development Regulations 2009	Yes	\$11,367.32	\$11,367.32
Structure Plan Endorsements or Amendments - Upfront Fee on a Cost Recovery Basis					
Initial Application	No	Planning and Development Regulations 2009, Schedule 4	No	\$3,500.00	\$3,500.00
Amendment	No	Planning and Development Regulations 2009, Schedule 4	No	\$2,500.00	\$2,500.00
Withdrawal of Caveat - Administration Fee	No	Local Government Act 1995	Yes	\$385.00	\$411.00
Subdivision Clearance Fee					
Not more than 5 lots	Yes	Planning and Development Regulations 2009	No	\$73.00	\$73.00
More than 5 lots but not more than 195 lots					
Subdivision Re-inspection Fee - where a subdivider has lodged a clearance request or has advised that subdivision works are complete, but following inspection the works are incomplete and subsequent re-inspection is required.	Yes	Planning and Development Regulations 2009	No	\$365 for the first 5 lots, then \$35 per additional lot	\$73 per lot for the first 5 lots then \$35 per lot
Built Strata Clearance Fee					
A) 1 to 5 lots - \$656 plus \$65 per lot *	Yes	Local Government Act 1995	No	\$150.00	\$150.00
B) Between 6 and 100 lots - Charge for first 5 lots \$981.00, then \$43.50 per additional lot *	Yes	Strata Title (General) Regulations 2019, Schedule 6	No	Refer *	Refer *
Miscellaneous Services					
Search Fee Building Permit/Development Approval and Plans - Single House	No	Local Government Act 1995	Yes	\$100.00	\$100.00
Search Fee Building Permit/Development Approval and Plans - Commercial/Dwelling within a Complex of more than Three Units	No	Local Government Act 1995	Yes	\$150.00	\$150.00
Building Permit Statistical Information - Fee per hour (minimum one hour)	No	Local Government Act 1995	Yes	\$73.00	\$73.00
Issue of Zoning Certificate	Yes	Planning and Development Regulations 2009	Yes	\$73.00	\$73.00
Reply to a Property Settlement Questionnaire	Yes	Planning and Development Regulations 2009	No	\$73.00	\$73.00
Provision of Written Planning Advice or Copies of Planning Decision Documents or Home Indemnity Insurance	Yes	Planning and Development Regulations 2009/ Local Government Act 1995	No	\$73.00	\$73.00
Liquor License - Section 40 Certificate of Local Planning Authority	Yes	Liquor Control Act 1988	No	\$120.00	\$240.00
Gaming Permit - Section 55 Certificate of Local Planning Authority	Yes	Gaming and Wagering Commission Act 1987	No	\$240.00	\$120.00
Community Consultation					
A) Up to 10 Letters	No	Local Government Act 1995	No	Nil	Nil
B) Between 11 - 50 Letters	No	Local Government Act 1995	No	\$100.00	\$100.00
C) Between 51 - 100 Letters	No	Local Government Act 1995	No	\$200.00	\$200.00
D) Over 100 - \$2.50 per Letter	No	Local Government Act 1995	No	\$2.50	\$2.50
Public Newspaper Notice	No	Local Government Act 1995	Yes	Actual Cost + \$73	Actual Cost + \$73

Fee Description	Statutory Fee	Legislation	GST	Fee 2024/25	Fee 2025/26
Local Government Building Permit Fees (excludes BSL & BCITF fees)					
Certified Application for a Building Permit (Class 1 or 10 Building or Incidental Structure)	Yes	Building Act 2011	No	0.19% value of works. Minimum \$110	0.19% value of works. Minimum \$110
Certified Application for a Building Permit (Class 2 - 9 Building or Incidental Structure)	Yes	Building Act 2011	No	0.09% value of works. Minimum \$110	0.09% value of works. Minimum \$110
Uncertified Application for a Building Permit (Class 1a or 10 only)	Yes	Building Act 2011	No	N/A	0.32% value of works. Minimum \$110
Application for a Building Approval Certificate (Retrospective Building Works)	Yes	Building Act 2011	No	0.38% value of works. Minimum \$110	0.38% value of works. Minimum \$110
Demolition Permit - Whole or Part of a Residential Building (Class 1 or 10)	Yes	Building Act 2011	No	\$110.00	\$110.00
Demolition Permit - Whole or Part of a Commercial, Industrial or Public Building (Class 2 - 9)	Yes	Building Act 2011	No	\$110	\$110 for each storey of the building
Application for an Occupancy Permit (Where Unauthorised Works Have Not Been Done)	Yes	Building Act 2011	No	\$110.00	\$110.00
Application for Occupancy Permit (Retrospective Building Works)	Yes	Building Act 2011	No	0.18% value of works. Minimum \$110	0.18% value of works. Minimum \$110
Application to Extend the Time of an Occupancy Permit or Building Approval Certificate	Yes	Building Act 2011	No	\$110.00	\$110.00
Swimming Pool Barriers					
Annual Swimming Pool Inspection Fee	Yes	Building Regulations 2012	No	\$63.15	\$78.00
Swimming Pool Barrier Inspection or Reinspection Fee - upon request	Yes	Building Regulations 2012	No	\$240.00	\$312.00
Recreation and Culture					
Parks and Foreshore					
Manners Hill Pavilion - Hire. (Shire of Peppermint Grove residents only - includes electricity) per hour - Minimum of 5 hours	No	Local Government Act 1995	Yes	\$50.00	\$50/hour
Manners Hill Pavilion - Bond (Shire of Peppermint Grove residents only)	No	Local Government Act 1995	No	\$550.00	\$550.00
Manners Hill Pavilion - Hire. (Non-Shire of Peppermint Grove residents - includes electricity) per hour - Minimum of 5 hours	No	Local Government Act 1995	Yes	\$100.00	\$100/hour
Manners Hill Park for Clubs/Commercial (including pavilion)	No	Local Government Act 1995	No	\$1000 per day plus Pavilion hire	\$1000 per day
Manners Hill Pavilion - Bond - Clubs and Commercial	No	Local Government Act 1995	No	\$1,000.00	\$1,000.00
Foreshore Dinghy Storage - Per Mooring Bay Annual	No	Local Government Act 1995	Yes	\$215.00	\$215.00
Foreshore Dinghy Storage - Per Mooring Bay Monthly which also incurs an annual administration fee of \$50.00	No	Local Government Act 1995	Yes	\$20. plus \$50 annual administration fee	\$20. plus \$50 annual administration fee
Foreshore Dinghy impound fee per vessel	No	Local Government Act 1995	Yes	\$110.00	\$110.00

Fee Description	Statutory Fee	Legislation	GST	Fee 2024/25	Fee 2025/26
Library and Community facilities					
Library – Lost and Damaged Books - per book	No	Local Government Act 1995	Yes	Depreciated chart value \$0.20	Depreciated chart value \$0.20
Library – Photocopying & Printing - Black and White - per page	No	Local Government Act 1995	Yes	\$0.50	\$0.50
Library – Photocopying & Printing - Colour - per page	No	Local Government Act 1995	Yes	\$5.50	\$5.50
Library - Replacement Cards & Sundry Income - per card	No	Local Government Act 1995	Yes	\$30.00	\$30.00
Library - Local History - Reproduction of photos-Commercial handling fee - per image	No	Local Government Act 1995	Yes	Cost recovery \$12.00	Cost recovery \$12.00
Library - Sale of Books - per book	No	Local Government Act 1995	Yes	Cost recovery \$10.00	Cost recovery \$10.00
Library - Pod Room - per hour	No	Local Government Act 1995	Yes	\$5.50	\$5.50
Library - Events	No	Local Government Act 1995	Yes	\$4.00	\$4.00
Colour printing - photographic - per image	No	Local Government Act 1995	Yes	\$25.00	\$25.00
Sale of USB	No	Local Government Act 1995	Yes	\$300.00	\$300.00
Ear buds	No	Local Government Act 1995	Yes	\$25.00	\$25.00
Library Flax Room - per hour	No	Local Government Act 1995	Yes	\$25.00	\$25.00
Community Centre - All other hirers (Monday to Sunday 8am - 6pm) - per day	No	Local Government Act 1995	Yes	\$125.00	\$125.00
Community Centre - Local NFP community groups. Day 8.30am - 10.30pm - per hour	No	Local Government Act 1997	Yes	CEO discretion	CEO discretion
Community Centre - Local NFP community groups. Day 8.30 - 6pm - per day	No	Local Government Act 1995	Yes	CEO discretion	CEO discretion
Community Centre - Cancellation Fee. Where more than 24 hours' notice. At discretion of CEO	No	Local Government Act 1995	Yes	\$25.00	\$25.00
Community Centre - Cancellation Fee. Where less than 24 hours notice. At discretion of CEO	No	Local Government Act 1995	Yes	\$125.00	\$125.00
Community Centre - Local Community Groups. Day 8.30am to 10.30pm (80% of a groups members must live in Mosman Park, Cottesloe or Peppermint Grove) - per hour	No	Local Government Act 1995	Yes	\$60.00	\$60.00
Community Centre - Local Community Groups. Day 8.30am to 6pm (80% of a groups members must live in Mosman Park, Cottesloe or Peppermint Grove) - per day	No	Local Government Act 1995	Yes	\$300.00	\$300.00
Community Centre - All Other Hirers. Day 8.30am to 10pm - per hour	No	Local Government Act 1995	Yes	As per Lease Agreement	As per Lease Agreement
Community Centre - All Other Hirers. Day 8.30am to 6pm - per day	No	Local Government Act 1995	Yes	As per Agreement	As per Agreement
Café Rental	No	Local Government Act 1995	Yes		
Bus Shelter rental	No	Local Government Act 1995	Yes		
Transport					
Parking Fines - Final Demand Letter as per amended regulations	No	Local Government Act 1995	Yes	\$25.30	\$25.30
Economic Services					
Demolition/Construction bond					
Incidental Works	No	Local Government Act 1995	No	Nil	Nil
Minor Works	No	Local Government Act 1995	No	\$1,000.00	\$1,000.00
Standard Works	No	Local Government Act 1995	No	\$2,500.00	\$2,500.00
Significant Works	No	Local Government Act 1995	No	\$5,000.00	\$5,000.00
Complex Works - As determined by CEO	No	Local Government Act 1995	No	CEO	CEO
Road Verge Footpath Reinstatement	No	Local Government Act 1997	No	Actual Cost plus 20%	Actual Cost plus 20%

9 COMMITTEE REPORTS

Nil

10 NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL

11 CONFIDENTIAL ITEMS OF BUSINESS

11.1 CEO Performance Review

This matter is considered to be confidential under Section 5.23(2) - (a) of the *Local Government Act*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved: Cr Charles Hohnen

Seconded: Cr Douglas Jackson

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

In Favour: Crs Karen Farley SC, Patrick Dawkins, Emerald Bond, Charles Hohnen and Douglas Jackson

Against: Nil

CARRIED 5/0

The doors were closed at 5:58pm and staff left at 6:00pm.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved: Cr Charles Hohnen

Seconded: Cr Patrick Dawkins

That Council:

1. Note that the CEO's performance has been deemed as Very Good.
2. Adopts the Key Performance targets for 2025/26 as contained in this report.
3. Approves the CEO's package to increase to the top of Band 4 as per the Salaries and Allowance Tribunal determination, noting the specific arrangements for leave purchase.

In Favour: Crs Karen Farley SC, Patrick Dawkins, Emerald Bond, Charles Hohnen and Douglas Jackson

Against: Nil

CARRIED 5/0

Moved: Cr Charles Hohnen
Seconded: Cr Douglas Jackson

That Council moves out of Closed Council into Open Council at 6:05pm

In Favour: Crs Karen Farley SC, Patrick Dawkins, Emerald Bond, Charles Hohnen and Douglas Jackson

Against: Nil

CARRIED 5/0

12 CLOSURE OF MEETING

At 6.06pm, there being no further business the meeting closed.

Confirmed by Kate Fahn this 22nd day of July 2025
PRESIDING MEMBER