



# Peppermint Grove

## *The Garden Shire*

### **NOTICE OF MEETING**

Dear Councillor,

It is advised that the **Agenda Briefing Forum** will be held in the Council Chamber at the Shire of Peppermint Grove, 1 Leake Street, Peppermint Grove, on 10<sup>th</sup> February 2026 commencing at 5.30pm.

### **MEETING AGENDA ATTACHED**

Yours faithfully,

**Mr Donovan Norgard**  
**ACTING CHIEF EXECUTIVE OFFICER**

**5<sup>th</sup> February 2026**

**Date:** Tuesday, 10th February 2026  
**Time:** 5.30 pm  
**Location:** Council Chamber at the Shire of Peppermint Grove  
1 Leake Street Peppermint Grove



# Peppermint Grove

## *The Garden Shire*

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**1 DECLARATION OF OFFICIAL OPENING**

At \_\_\_\_ pm, the Presiding Member 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 ready aloud by Councillor \_\_\_\_\_.

Members of the Public present at the Council meeting need to be aware that the meeting is recorded and any of their presentations will be recorded and published on the Shire's website.

**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.*

**2.0 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE****2.1 ATTENDANCE**

Shire President	Cr Karen Farley SC
Elected Member	Cr J Mahony
Elected Member	Cr P Macintosh
Elected Member	Cr E Bond
Elected Member	Cr C Hohnen
Deputy Shire President	Cr P Dawkins

Chief Executive Officer	Mr D Burnett
Manager Corporate and Community Services	Mr J Clapham
Manager Development Services	Mr J Gajic
Manager Infrastructure Services	Mr Donovan Norgard

**Gallery**..... Members of the Public  
Members of the Press

**2.2 APOLOGIES****2.3 LEAVES OF ABSENCE****2.4 NEW REQUEST FOR A LEAVE OF ABSENCE****3.0 DELEGATIONS AND PETITIONS****4.0 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**

**5.0 DECLARATIONS OF INTEREST**

**5.1 FINANCIAL INTEREST**

**5.2 PROXIMITY INTEREST**

**5.3 IMPARTIALITY INTEREST**

**5.4 INTEREST THAT MAY CAUSE A CONFLICT**

**5.5 STATEMENT OF GIFTS AND HOSPITALITY**

**6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

**7.0 CONFIRMATION OF MINUTES**

**OFFICER RECOMMENDATION– ITEM NO 7.1**

**Moved:**

**Seconded:**

That the minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 16<sup>th</sup> December 2025 be confirmed as a true and accurate record.

**8.0 OFFICERS REPORTS****8.1 List of Accounts Paid – 31 December 2025****ATTACHMENT DETAILS**

Attachment No	Description
Attachments	<b>Accounts Paid – December 2025 - <a href="#">Credit Cards - Dec 25.pdf</a></b> <b>Credit Card Expenses – December 2025 - <a href="#">Payment Details - December 2025.pdf</a></b>

Voting Requirement	:	Simple Majority
Subject Index	:	Financial Management
Disclosure of Interest	:	Nil
Responsible Officer	:	Jeremy Clapham, Manager Corporate and Community Services
Authorising Officer	:	Donovan Norgard, Acting 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 December 2025.

- Office of the Auditor General – audit fee 2024/25 \$45,208.90
- DFES (Department of Fire and Emergency Services) – ESL 2<sup>nd</sup> quarter \$136,886.10
- Aware super - \$20,505.95
- Aware super - \$20,212.48
- WMRC – waste services \$53,788.52
- WA Treasury Corporation – loan payment \$41,700.34

**Background**

The Attachment lists detail all payments made in December 2025 and credit card transactions for December 2025 (paid in November 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	EFT00106 – EFT00110	\$499,433.45
Direct Debits	DD00115 – DD00123	\$53,882.28
BPAY	BPAY009	\$47.70
Credit Cards – November 2025	CC00018	\$8,345.68
Payroll		\$121,107.00
Bank charges		\$412.70
<b>TOTAL</b>		<b>\$683,228.81</b>

### **Consultation**

There was no consultation undertaken.

### **Strategic Implications**

There were no strategic implications evident at this time.

### **Policy Implications**

There were no policy implications evident at this time.

### **Statutory Implications**

### **Financial Implications**

The payments processed by the Shire relate to expenditure approved in the 2025/26 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– ITEM NO 8.1**

**That Council receive the list of payment of accounts by electronic funds transfers, direct debit, BPAY and credit cards for the month of December 2025, totalling \$683,228.81.**

**8.2 Financial Statements for the period ending 31 December 2025****ATTACHMENT DETAILS**

Attachment No	Description
Attachments	<b>Monthly financial Report for the period ended 31 December 2025 -</b> <a href="#"><u>Monthly Financial Report December 2025.pdf</u></a>

Voting Requirement	:	Simple Majority
Subject Index	:	Financial Statements for the Period ended 31 December 2025
Disclosure of Interest	:	Nil
Responsible Officer	:	Jeremy Clapham, Manager Corporate and Community Services
Authorising Officer	:	Donovan Norgard, Acting Chief Executive Officer

**Purpose of Report**

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

**Summary and Key Issues**

The surplus at 31 December 2025 is \$3,016,278, which is \$458,986 more than budgeted for. The main reasons for this variance are: underspend in operating expenditure of \$230,514, more income than budgeted of \$136,212, underspend in capital expenditure of \$161,428 and a lower than forecasted opening surplus in the amount of \$89,562.

**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 December 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**

The surplus at 31 December 2025 is \$3,016,278, which is \$458,986 more than budgeted for.

**Officer Comments**

The opening surplus is \$528,946 (confirmed after completion of the 2024-25 audit), which is \$89,562 less than estimated at the time that the budget was complied, and \$448,628 more than budgeted for.

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

Fund	Purpose	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest for the year
Corporate Cheque Account	Municipal Funds	\$2,390,667	Ongoing	Ongoing	N/A	3.65%	\$100,000
Term Deposit	Reserve Funds	\$2,148,466	27/10/2025	24/06/2026	276	4.10%	\$88,000

**OFFICER RECOMMENDATION– ITEM NO 8.2**

**That Council receives the monthly financial statements for the period ended 31 December 2025.**

**8.3 List of Accounts Paid – January 2026**

Due to the early closing of the agenda, the list of accounts for January 2026 will be presented at the Ordinary Council meeting scheduled for the 24<sup>th</sup> of February 2026.

**8.4 Financial Statements for the period ending 31 January 2026**

Due to the early closing of the agenda, the financial statements for the 31<sup>st</sup> January 2026 will be presented at the Ordinary Council meeting scheduled for the 24<sup>th</sup> February 2026.

**8.5 Overview – Station Precincts**

A report on the Station Precincts and related effects will be presented at the Ordinary Council meeting scheduled for the 24<sup>th</sup> of February 2026.

## 8.6 Matters for Information and Noting

**ATTACHMENT DETAILS**

Attachment	Description
<b>Attachment 1</b>	<a href="#"><b>Building/Planning/ Library Statistics and Infringements Issued - Development Services Statistics December 2025 and January 2026.pdf</b></a>
<b>Attachment 2</b>	<a href="#"><b>Recycling recovery statistics - Recycling recovery statistics - Dec 2025.pdf</b></a>

: Simple Majority

Voting Requirement

Subject Index : Matters for Information December 2025 and January 2026

Disclosure of Interest : Nil

Author : Jeremy Clapham, Manager Corporate and Community Services

Responsible Officer : Mr Donovan Norgard, Acting 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.

The 'Matters of Information' report will be presented at each Council meeting and will provide an update on a number of areas of the Shire's operations and provide information and correspondence of interest to elected members.

**BACKGROUND**

It is intended that the following information is provided on a regular basis, either monthly or quarterly, noting some of this data is still to be collected in a presentable format

- Seal register (when the Shire seal has been applied)
- Development applications determined including amendments and deemed-to-comply checks
- Building permits determined including demolition permits, occupancy permits and time extensions
- Miscellaneous approvals including new food premise registrations, stallholder and trader permits, environmental health approval to construct, extend or alter a public building, and applications approved under the heritage grant scheme
- Subdivisions and amalgamations approved by the Western Australian Planning Commission
- Local laws parking and dog infringements
- Library statistics

## **SUMMARY AND KEY ISSUES**

The following reports are presented to Council in the following tables:

- Building Applications Determined
- Development Applications Determined
- Miscellaneous Approvals
- Infringements Issued
- Library Statistics
- Recycling.

## **CONSULTATION**

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

## **STRATEGIC IMPLICATIONS**

There are no strategic implications in respect to this matter.

## **POLICY IMPLICATIONS**

There are no policy implications in respect to this matter.

## **STATUTORY IMPLICATIONS**

There are no statutory implications in respect to this matter.

## **FINANCIAL IMPLICATIONS**

There are financial implications in respect to this matter.

## **OFFICER COMMENT**

That Council notes the updates outlined in the attachments across a number of areas of the Shire's operations. Additionally, the Shire Common Seal was used to sign a Form 6A, which was in regard to the Shire resolution of 22 July 2025 to advertise the Local Planning Scheme 4: Draft Local Planning Scheme Amendment No 4 – Short Stay Rental Accommodation (STRA).

## **OFFICER RECOMMENDATIONS – ITEM 8.6**

**That Council receives the information in this report.**

**9. COMMITTEE REPORTS**

**10. NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL**

**11. MOTIONS ON NOTICE**

(Automatically sent back to administration for consideration at the next Council meeting)

**12. CONFIDENTIAL ITEMS OF BUSINESS**

**13 CLOSURE OF MEETING**

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