



# 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> March 2026 commencing at 5.30pm.

### **MEETING AGENDA ATTACHED**

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Don Burnett', is written over a light blue horizontal line.

**Mr Don Burnett**  
**CHIEF EXECUTIVE OFFICER**

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

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



# Peppermint Grove

## *The Garden Shire*

### TABLE OF CONTENTS

ITEM	SUBJECT HEADING	PAGE
1	DECLARATION OF OFFICIAL OPENING .....	4
2.0	RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE.....	4
2.1	ATTENDANCE.....	4
2.2	APOLOGIES.....	5
2.3	LEAVES OF ABSENCE .....	5
2.4	NEW REQUEST FOR A LEAVE OF ABSENCE .....	5
3.0	DELEGATIONS AND PETITIONS.....	5
4.0	PUBLIC QUESTION TIME .....	5
4.1	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE FROM A PREVIOUS MEETING .....	6
4.2	QUESTIONS FROM MEMBERS OF THE PUBLIC.....	6
5.0	DECLARATIONS OF INTEREST .....	6
5.1	FINANCIAL INTEREST.....	6
5.2	PROXIMITY INTEREST.....	6
5.3	IMPARTIALITY INTEREST .....	6
5.4	INTEREST THAT MAY CAUSE A CONFLICT .....	6
5.5	STATEMENT OF GIFTS AND HOSPITALITY.....	6
6.0	ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION).....	6
7.0	CONFIRMATION OF MINUTES .....	6

<b>8.0 OFFICERS REPORTS .....</b>	<b>7</b>
<b>8.1 LIST OF ACCOUNTS PAID – .....</b>	<b>7</b>
<b>8.2 FINANCIAL STATEMENTS FOR THE PERIOD ENDING .....</b>	<b>7</b>
<b>8.3 MID YEAR BUDGET REVIEW 2025-26.....</b>	<b>8</b>
<b>8.4 MATTERS FOR INFORMATION AND NOTING .....</b>	<b>11</b>
<b>9. COMMITTEE REPORTS .....</b>	<b>14</b>
<b>10. NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL .....</b>	<b>14</b>
<b>11. MOTIONS ON NOTICE.....</b>	<b>14</b>
<b>12. CONFIDENTIAL ITEMS OF BUSINESS .....</b>	<b>14</b>
<b>13 CLOSURE OF MEETING .....</b>	<b>14</b>



# Peppermint Grove

*The Garden Shire*

## 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 read 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 K Farley SC
Deputy Shire President	Cr P Dawkins
Elected Member	Cr J Mahony
Elected Member	Cr P Macintosh
Elected Member	Cr E Bond
Elected Member	Cr C Hohnen
Elected Member	Cr D Singleton
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 McBride

**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 24<sup>th</sup> February 2026 be confirmed as a true and accurate record.**

**8.0 OFFICERS REPORTS**

**8.1 List of Accounts Paid – February 2026**

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

**8.2 Financial Statements for the period ending 28 February 2026**

Due to the early closing of the agenda, the financial statements for the 28<sup>th</sup> February 2026 will be presented at the Ordinary Council meeting scheduled for the 24<sup>th</sup> March 2026.

**8.3 Mid Year Budget Review – 2025-26**

<b>Attachment No</b>	<b>Details</b>
<b>Attachment</b>	<b>8.3 2025/26 Budget Review - <a href="#">2025-26-Budget-Review-Template-V1-0.pdf</a></b>

Voting Requirement : Absolute Majority  
 Subject Index : 2025/26 Financial Management  
 Responsible Officer: J.Clapham, Manager of Corporate and Community Services  
 Approved by: D. Burnett, Chief Executive Officer

**PURPOSE OF REPORT**

To consider and adopt a revised budget for the 2025/26 Financial year.

**SUMMARY AND KEY ISSUES**

- The 2024/25 annual budget review builds upon the adopted budget in the current financial year.
- The review has resulted in an increase of \$39,957 in the estimated surplus, taking it from \$76,673 to \$116,630.
- Various capital projects not going ahead this year.

**CONSULTATION**

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

**BACKGROUND**

Staff have revised the income and expenditure of the 2025/26 amended budget to provide for amendments that will reflect the amounts estimated at 30 June 2026.

Details of the changes are included on page 2 of the 2025/26 Budget Review Report.

**STRATEGIC IMPLICATIONS**

There are no strategic implications evident at this time.

**POLICY IMPLICATIONS**

There are no significant policy implications evident at this time.

**STATUTORY IMPLICATIONS**

*Regulation 33A of the Local Government (Financial Management) Regulations 1996* requires:

1. Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
2. Consideration and review is to be given to a local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.

### **FINANCIAL IMPLICATIONS**

The proposed variations to the 2025/26 budget are included in the attached Budget Review Report.

The original 2025/26 budget forecast a surplus at 30 June 2026 of 76,673. The proposed net variations totalling \$39,957 have increased the estimated closing surplus to \$116,630.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

### **SOCIAL IMPLICATIONS**

There are no social implications at this time.

### **OFFICER COMMENT**

The following is a summary of the major changes:

- Revenue from operating activities decreases by \$341,591. Main changes are;
  - \$20,000 - increase in interim rates
  - \$90,000 – increase in sundry revenue licences plate revenue and legal fees
  - \$37,100 – decrease in Federal Assistance Grants - not predicted to be prepaid
  - \$17,381 – decrease in Library contributions from the Town's of Mosman Park and Cottesloe due to Library capital projects not proceeding – decking project and design of entrance protection
  - \$416,000 – decrease in profit on sale of assets – sale of sump and replacement of vehicles. Please note: this amount does not affect the surplus as it is not cash related
- Expenditure from operating activities decreases by \$35,000. This is mainly due to:
  - \$20,000 – decrease in legal fees
  - \$32,000 – decrease in consulting fees
  - \$16,000 – increase in advertising and printing costs
  - \$20,000 – increase in foreshore reserve costs – beach renourishment
  - \$40,000 – decrease in street tree contractor services, path repairs and admin garden expenses
  - \$65,000 – decrease in town planning scheme expenses
  - \$52,000 – increase in waste services, due to realignment of services
  - \$13,000 – increase in heritage grants
- Capital expenditure (with related reserve transfers) decreases by \$1,632,865:
  - \$477,268 – roadwork projects estimated to cost more than originally budgeted for

- \$1,536,000 - Johnston St sump project not proceeding this financial year
- \$100,000 – Foreshore Works not proceeding this financial year (The Shire’s portion of the project that is partly funded by a grant from DBCA)
- \$300,000 – Parking bay project not proceeding
- \$110,000 – vehicle replacement not going ahead
  
- Proceeds from new loans decreases by \$1,700,000:
  - \$1,500,000 – loan no longer required this financial year for purchase of Johnston St sump
  - \$200,000 – self supporting loan for Tennis Club no longer required this financial year. Depending on the requirements of the Tennis Club, this loan may be required in 2026/27.

The surplus at the beginning of the financial year is also less than originally budgeted for by \$89,562, due to year end and audit adjustments and has been factored into the projections.

**OFFICER RECOMMENDATION/S – ITEM No. 8.3**

**That Council adopts the revised 2025/26 financial year budget which replaces the Adopted Budget.**

8.4 Matters for Information and Noting

**ATTACHMENT DETAILS**

Attachment	Description
Attachment 1	<b>Building/Planning/ Library Statistics and Infringements Issued - <a href="#">Development Services Statistics February 2026.pdf</a></b>
Attachment 2	<b>Library Management Group Meeting Notes February 2026 <a href="#">Library Management Group Meeting Notes February 2026.pdf</a></b>

Voting Requirement : Simple Majority  
 Subject Index : Matters for Information  
 Disclosure of Interest : Nil  
 Author : Allana West, Records and Executive Officer  
 Responsible Officer : Don 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.

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

**Building Applications Determined February 2026**

Application Number	Location	Description	Decision
BA2025/00034	6 The Esplanade	Forward Works for a Single House (Retaining Walls, Piling and Fencing)	Approved
BA2026/00001	28 The Esplanade	Partial Demolition of a Single House (Stage One of Building Works)	Approved
BA2026/00002	42A View Street	Retaining Wall and ROW Fencing	Withdrawn

**Development Applications Determined February 2026**

Application Number	Location	Description	Discretion Sought	Decision
DA2025/00024	9 View Street	Alterations and Additions to a Single House, Swimming Pool, Fencing and Ancillary Works	Visual privacy	Approved under Delegation
DA2026/00001	42A View Street	Retaining Wall and ROW Fencing	Fence height	Withdrawn
DA2026/00002	127 Forrest Street	Demolition and Replacement of a Large Outbuilding (Garden Shed)	Lot boundary setback	Approved under Delegation

**Infringement Issued February 2026**

Location	Breach	Amount
Leake Street	Stopping within Continuous Yellow Lines (Obstructing a Driveway)	\$100
Johnston Street	Obstructing a Path or Driveway	\$100

**Library Statistics February 2026**

Library Stats	Feb-26	Feb-25	Feb-24
Loans	17,599	19,958	20,001
Borrowers Registered	87	103	271

**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 8.4**

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

**9. COMMITTEE REPORTS**

The Audit, Risk and Improvement Committee meeting will be held on March 10<sup>th</sup> 2026. Recommendations from this meeting will be presented to council at the Ordinary Council Meeting to be held on March 24<sup>th</sup> 2026.

**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.