Peppermint Grove
The Garden Shire

AGENDA BRIEFING FORUM

To be held:

05:30pm Tuesday

10th November 2026

Shire of Peppermint Grove

1 Leake Street

Peppermint Grove WA 6011

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 Tuesday 10th November 2026 commencing at 5:30pm. The proposed agenda for the Ordinary Council Meeting scheduled for 24th November 2026 is attached.

Yours Faithfully,



Mr Don Burnett

CHIEF EXECUTIVE OFFICER

5th November 2026

Peppermint Grove
The Garden Shire

1.0 DECLARATION OF OFFICIAL OPENING 3
2.0 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE 3
2.1 ATTENDANCE 3
2.3 LEAVES OF ABSENCE 4
2.4 NEW REQUEST FOR A LEAVE OF ABSENCE 4
3.0 DELEGATIONS AND PETITIONS 4
4.0 PUBLIC QUESTION TIME 4
4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE FROM A PREVIOUS MEETING 5
4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC 5
5.0 DECLARATIONS OF INTEREST 5
5.1 FINANCIAL INTEREST 5
5.2 PROXIMITY INTEREST 5
5.3 IMPARTIALITY INTEREST 5
5.4 INTEREST THAT MAY CAUSE A CONFLICT 5
5.5 STATEMENT OF GIFTS AND HOSPITALITY 5
6.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) 5
7.0 CONFIRMATION OF MINUTES 5
8.0 OFFICERS REPORTS 6
8.1 LIST OF ACCOUNTS PAID – OCTOBER 2026 6
8.2 FINANCIAL STATEMENTS FOR THE PERIOD ENDING – OCTOBER 2026 6
8.3 PEPPERMINT GROVE TENNIS CLUB LIQUOR LICENSE 6
8.4 COUNCIL MEETING SCHEDULE 2027 7
8.5. MATTERS FOR INFORMATION AND NOTING 9
9.0 COMMITTEE REPORTS 12
10.0 NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL 12
11.0 MOTIONS ON NOTICE 12
12.0 CONFIDENTIAL ITEMS OF BUSINESS 12
13.0 CLOSURE OF MEETING 12

1.0 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 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.
The Agenda;
Question to Council; and
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

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 27th October 2026 be confirmed as a true and accurate record.

8.0 OFFICERS REPORTS

8.1 LIST OF ACCOUNTS PAID – OCTOBER 2026

Due to the early closing of the agenda, the list of accounts for October 2026 will be presented at the Ordinary Council meeting scheduled for the 24th November 2026

8.2 FINANCIAL STATEMENTS FOR THE PERIOD ENDING – OCTOBER 2026

Due to the early closing of the agenda, the financial statements for October 2026 will be presented at the Ordinary Council meeting scheduled for the 24th November 2026.

8.3 PEPPERMINT GROVE TENNIS CLUB LIQUOR LICENSE

This report was referred back to the CEO to address issues raised at the 22 September Council meeting. The report will be updated and presented to the 24th of November Council meeting.

8.4 COUNCIL MEETING SCHEDULE 2027

ATTACHMENTS DETAILS

Attachment Number	Details
Nil	

Voting Requirement	:	Simple Majority
Subject Index	:	Council Meeting dates 2027
Disclosure of Interest	:	Nil
Author	:	Allana West, Records and Executive Officer
Responsible Officer	:	Don Burnett, Chief Executive Officer

PURPOSE OF REPORT

The purpose of this report is to adopt the meeting dates for the Agenda Briefing Forum and Ordinary Council Meetings for 2027.

BACKGROUND

Legislation requires that Council provide public notice of the date and times of it's meetings to allow for public participation and attendance.

SUMMARY AND KEY ISSUES

Notification of planned Council meeting dates for 2027.

CONSULTATION

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

STRATEGIC IMPLICATIONS

There are no specific strategic implications in respect to this matter.

POLICY IMPLICATIONS

There are no policy implications in respect to this matter.

STATUTORY IMPLICATIONS

The *Local Government Act 1995*, Part 5, Division 2, s5.3

FINANCIAL IMPLICATIONS

There are financial implications in respect to this matter.

OFFICER COMMENT

The proposed dates for Council meetings are provided in the table below. These dates indicate that Agenda Briefing Forums will take place on the second Tuesday of each month and Ordinary Council Meetings will be held on the fourth Tuesday of each month. However, there are a few exceptions:

- In January, Council is in recess.
- In October, due to the Council elections on 16th October 2027, both the Agenda Briefing Forum and the Ordinary Council Meeting will be held one week earlier than usual.
- The Ordinary Council Meeting in December 2027 will be held on the Second Tuesday of the month to accommodate the Christmas holidays.

Additionally, a Special Council Meeting will be scheduled for Tuesday 19th October 2027 to swear in newly elected members.

OFFICER RECOMMENDATION– ITEM NO 8.4

That Council adopt the following meeting dates for 2027:

Agenda Briefing Forum Held on the 2nd Tuesday of each month at 5:30pm (exceptions: October and December when it will be held on the first Tuesday and in January when council is in recess)	**Ordinary Council Meetings** Held on the 4th Tuesday of each month at 5:30pm (exceptions: October and December when it's held on the 2nd Tuesday and January when Council is in recess). A special Council Meeting will be held on October 19th 2027 to swear in newly elected members
February 9th 2027	**February 23rd 2027**
March 9th 2027	**March 23rd 2027**
April 13th 2027	**April 27th 2027**
May 11th 2027	**May 25th 2027**
June 8th 2027	**June 22nd 2027**
July 13th 2027	**July 27th 2027**
August 10th 2027	**August 24th 2027**
September 14th 2027	**September 28h 2027**
October 5th 2027	**October 12th 2027 -Ordinary Council Meeting** **October 19th 2027 – Special Council Meeting**
November 9th 2027	**November 23rd 2027**
December 7th 2027	**December 14th 2027**

8.5. MATTERS FOR INFORMATION AND NOTING

ATTACHMENTS DETAILS

Attachment Number	Details
Attachment 1	**Building/Planning/Library Statistics and Infringements Issued:**
Attachment 2	

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 for the month of October 2026

Application Number	Location	Description	Decision
BA2026/001036	57 Keane Street	External Alterations to a Single House (Bathroom Window Replacement)	Approved
BA2026/001037	32 Johnston Street	Time Extension to BA2024/00044 for a Single House Development	Approved
BA2026/001038	161 Forrest Street	Partial Reconstruction of a Street Wall	Approved
BA2026/001039	9 Hurstford Close	Alterations and Additions to a Single House, Garage and Alfresco	Approved

Planning applications determined for the month of October 2026

Application Number	Location	Description	Discretion Sought	Decision
DA2026/00017	143 Forrest Street	Retrospective Internal Alterations	Nil	Approved Under Delegation
DA2026/00021	4 Harvey Street	Large Outbuilding (Store/Gym)	Lot Boundary Setback	Approved under s257(c)
DA2024/00018 (Amendment no. 4)	17 Keane Street	Attic	Nil	Approved Under Delegation

Infringements Issued and Compliance Matters October 2026

Location	Breach	Amount
The Esplanade	Penalty Infringement Notice – Failure to Comply with an Endorsed Construction Environmental Management Plan	$500
Irvine Street	Parking trailer/caravan on a thoroughfare	$100.00
Irvine Street	Stopping Within Continuous Yellow Lines	$100 (Withdrawn)
Irvine Street	Parking Contrary to Signs or Limitations	$50.00
Irvine Street	Parking Contrary to Signs or Limitations	$50.00
Irvine Street	Parked Contrary to Signs or Limitations	$50.00
Irvine Street	Parked Contrary to Signs or Limitations	$50.00

Library Statistics October 2026

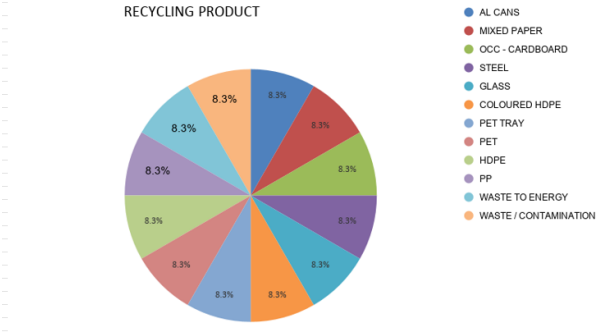
Library Stats	October 2026	October 2025	October 2024
Loans	20,502	21,353	21,789
New Borrowers Registered	101	116	97

Recycling Statistics September 2026

Recycling Recovery

September 2026

PRODUCT	Product - Percentage	Product - Tonnes
AL CANS	0.27	0.03
MIXED PAPER	24.37	2.49
OCC - CARDBOARD	20.98	2.14
STEEL	2.47	0.25
GLASS	15.21	1.55
COLOURED HDPE	0.51	0.05
PET TRAY	0.17	0.02
PET	1.85	0.19
HDPE	1.47	0.15
PP	1.02	0.10
WASTE TO ENERGY		0.00
TOTAL RECOVERED	68.32	6.98
WASTE / CONTAMINATION	31.68	3.23
MONTHLY TOTAL	**100.00**	**10.21**



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.

OFFICER RECOMMENDATION– ITEM NO 8.5

That councils receives the information in this report.

9.0 COMMITTEE REPORTS

10.0 NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL

11.0 MOTIONS ON NOTICE

12.0 CONFIDENTIAL ITEMS OF BUSINESS

13.0 CLOSURE OF MEETING

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