



Peppermint Grove
The Garden Shire

AGENDA

Agenda Briefing Forum Meeting
Tuesday, 12 August 2025



Shire of Peppermint Grove

NOTICE OF MEETING

Dear Councillor

It is advised that the **Agenda Briefing Forum Meeting** will be held in the Council Chamber at the Shire of Peppermint Grove, 1 Leake Street, Peppermint Grove, at 12th August 2025 commencing at 5:30 PM.

MEETING AGENDA ATTACHED

Yours faithfully

A handwritten signature in black ink, appearing to read 'Donald Burnett'.

Donald Burnett
CHIEF EXECUTIVE OFFICER

9th August 2025

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1 DECLARATION OF OFFICIAL OPENING

At [type time here](#), 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 [enter name](#).

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 (Presiding Member)	Cr K Farley SC
Deputy Shire President	Cr P Dawkins
Elected Member	Cr E Bond
Elected Member	Cr C Hohnen
Elected Member	Cr P Macintosh
Elected Member	Cr D Jackson
Elected Member	Cr J Mahony

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

Gallery [Enter Number](#) Members of the Public
 [Enter Number](#) Members of the Press

2.2 APOLOGIES

Nil

2.3 LEAVES OF ABSENCE

Nil

- 2.4 NEW REQUEST FOR A LEAVE OF ABSENCE**
- 2.1 QUESTIONS FROM MEMBERS OF THE PUBLIC**
- 3 DECLARATIONS OF INTEREST – FINANCIAL, PROXIMITY, IMPARTIALITY**
- 4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**
- 5 CONFIRMATION OF THE MINUTES**

Moved:

Seconded:

That the minutes of the Ordinary Council Meeting of the Shire of Peppermint Grove held in the Council Chambers on 22 July 2025 be confirmed as a true and accurate record.

6 OFFICERS REPORTS

6.1 LIST OF ACCOUNTS PAID - 31 JULY 2025

Attachment Details:	Nil
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

Due to the early closing of the agenda, the list of accounts for 31st July 2025 will be presented at the Ordinary Council Meeting scheduled for 26th August 2025.

SUMMARY AND KEY ISSUES

[Type here](#)

BACKGROUND

[Type here](#)

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

There were no statutory implications evident at this time.

FINANCIAL IMPLICATIONS

There were no financial implications evident at this time.

OFFICER COMMENTS

[Type here](#)

OFFICER RECOMMENDATION/S

That Council [Type here](#)

1. That Council [Type here](#)

6.2 FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31 JULY 2025

Attachment Details:	Nil
Voting Requirement:	Simple Majority
Subject Index:	Financial Statements July 2025
Disclosure of Interest:	Nil
Author:	Jeremy Clapham, Manager Corporate and Community Services
Responsible Officer:	Donald Burnett, Chief Executive Officer

PURPOSE OF REPORT

Due to the early closing of the agenda, the financial statements for 31st July 2025 will be presented at the Ordinary Council Meeting scheduled for 26th August 2025.

SUMMARY AND KEY ISSUES

[Type here](#)

BACKGROUND

[Type here](#)

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

There were no statutory implications evident at this time.

FINANCIAL IMPLICATIONS

There were no financial implications evident at this time.

OFFICER COMMENTS

[Type here](#)

OFFICER RECOMMENDATION/S

That Council [Type here](#)

1. That Council [Type here](#)

6.3 BAY VIEW TERRACE AND KEANE STREET PARKING

Attachment Details:	Nil
Voting Requirement:	Simple Majority
Subject Index:	Request for Quote
Disclosure of Interest:	Nil
Author:	Donald Burnett, Chief Executive Officer
Responsible Officer:	Donald Burnett, Chief Executive Officer

PURPOSE OF REPORT

This Request for Quote is for this report are being assessed and will be presented to the 26th August 2025 Council meeting.

SUMMARY AND KEY ISSUES

[Type here](#)

BACKGROUND

[Type here](#)

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

There were no statutory implications evident at this time.

FINANCIAL IMPLICATIONS

There were no financial implications evident at this time.

OFFICER COMMENTS

[Type here](#)

OFFICER RECOMMENDATION/S

That Council [Type here](#)

1. That Council [Type here](#)

6.4 MATTERS FOR INFORMATION

Attachment Details:	Nil
Voting Requirement:	Simple Majority
Subject Index:	Matters for Information July 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.

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.

Building Applications Determined July 2025

Application Number	Location	Description	Decision
BA2025/00020	Tenancy 1A, 460-476 Stirling Highway (Cottesloe Central)	Occupancy Permit for 2 Tenancies created under BA2025/00013	Approved
BA2025/00017	44 Keane Street	Single House, Retaining Walls and Boundary Fencing	Approved
BA2025/00018	30A Johnston Street	Boundary Fencing	Approved
BA2025/00019	44 View Street	Boundary Wall	Approved
BA2025/00021	Tenancy 1D, 460-476 Stirling Highway (Cottesloe Central)	Shop Fit Out (Scoop Wholefoods)	Approved
BA2025/00009	147A Forrest Street	Alterations and Additions to a Single House	Approved

Development Applications Determined July 2025

Application Number	Location	Description	Discretion Sought	Decision
DA2025/00010	33 Keane Street	Alterations and Additions to Single House and Boundary Fencing	Lot Boundary Setback, Vehicular Access, and Dividing Fence Height	Approved under Section 257C (P&D Act)

Infringements Issued July 2025

Location	Breach	Amount
Leake Street	Parking Contrary to Signs or Limitations	\$50
Leake Street	Parking Contrary to Signs or Limitations	\$50

Library Statistics for July 2025

Library Stats	July 2025	July 2024	June 2023
Loans	21,908	22,986	22,441
New Borrowers Registered	103	116	305

Recycling Recovery

TYD Product Tonnes

2024-2025 Veolia Statistics

TONNAGES

MONTH	YEAR	FOGO TONNAGES	WASTE TONNAGES	RECYCLING TONNAGES
JULY	2024	18.92	39.89	16.11
AUGUST	2024	22.28	38.21	11.41
SEPTEMBER	2024	22.76	39.45	11.33
OCTOBER	2024	33.30	46.70	11.92
NOVEMBER	2024	23.58	41.36	11.97
DECEMBER	2024	22.72	43.47	16.55
JANUARY	2025	23.04	48.33	19.20
FEBRUARY	2025	23.86	41.61	12.03
MARCH	2025	21.90	42.72	11.78
APRIL	2025	33.12	46.49	10.68
MAY	2025	23.66	38.09	10.49
JUNE	2025	26.80	39.98	11.53
ANNUAL TOTAL TONNAGES		295.94	506.30	155.00

CONSULTATION

No consultation was 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

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 above tables across a number of areas of the Shire's operations.

OFFICER RECOMMENDATION/S

That Council receives the information in this report.

7 NEW BUSINESS INTRODUCED BY DECISION OF COUNCIL

8 CONFIDENTIAL ITEMS OF BUSINESS

Nil

9 CLOSURE OF MEETING

At [type time here](#), there being no further business the meeting closed.