



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 8th September commencing at 5:30pm. The agenda for the Ordinary Council Meeting is attached.

Yours Faithfully,

Mr Jeremy Clapham

A/CHIEF EXECUTIVE OFFICER

3rd September 2026



Peppermint Grove
The Garden Shire

ORDINARY COUNCIL MEETING

To be held:

05:30pm Tuesday 22nd

September 2026

Shire of Peppermint Grove

1 Leake Street

Peppermint Grove WA 6011



Peppermint Grove

The Garden Shire

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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 P Macintosh
Elected Member	Cr C Hohnen
Elected Member	Cr D Singleton
Acting Chief Executive Officer	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

Elected Member

Elected Member

Chief Executive Officer

Cr E Bond

Cr J Mahony

Mr D Burnett

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 25th August 2026 be confirmed as a true and accurate record.

8.0 OFFICERS REPORTS**8.1 LIST OF ACCOUNTS PAID PERIOD ENDING 31ST AUGUST 2026**

Due to the early closing of the agenda, the list of accounts for August 2026 will be presented at the Ordinary Council meeting scheduled for the 22nd September 2026.

8.2 FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31ST AUGUST 2026

Due to the early closing of the agenda, the financial statements for August 2026 will be presented at the Ordinary Council meeting scheduled for the 22nd September 2026.

8.3 PEPPERMINT GROVE TENNIS CLUB LIQUOR LICENSE**ATTACHMENTS DETAILS**

<u>Attachment Number</u>	<u>Details</u>
Attachment 1	260820 Letter to Shire.pdf
Attachment 2	260820 Service Area.pdf
Attachment 3	260820 Harm Minimisation Plan.pdf

Voting Requirement : Simple
Subject Index : Peppermint Grove Tennis Club
Disclosure of Interest : Nil
Author : Don Burnett, Chief Executive Officer
Responsible Officer : Don Burnett, Chief Executive Officer

PURPOSE OF REPORT

To consider Council approval for the Peppermint Grove Tennis Club's (the Club) request to sell alcohol under a Restricted Cub Liquor License (the License.)

SUMMARY AND KEY ISSUES

The Club have requested the Council approve under the lease with the Shire, to consume and sell alcohol under a License issued by Department of Local Government, Sport and Cultural Industries (Department).

The license applicable to the Club is the Club Restricted License.

BACKGROUND

The Club leases a portion Reserve 7802, lot 160 Bay View Terrace for tennis courts and clubhouse.

The Club is seeking to diversify its revenue and provide a better social amenity for members by selling alcohol to members and guests under a club restricted license.

Clause 12 of the lease with Council requires the Club to get approval from Council to consume alcohol and the Club is not to make an application for a license or permit under the Liquor Control Act with first obtaining written consent from the Shire.

Should a license be granted, Clause 13 requires the Club to comply with the Harm Minimisation Policy of the Department, and the Club is to develop and impellent a Management Plan.

Attached is the Clubs submission and Management plan.

CONSULTATION

There has been no specific consultation undertaken on the matter, other than Club representatives addressing a Council Concept forum.

STRATEGIC IMPLICATIONS

There are no specific strategic implications with this matter.

POLICY IMPLICATIONS

There is no policy implication with this matter.

STATUTORY IMPLICATIONS

In order to sell alcohol, the Club is required to obtain a Club restricted license from the Department. The Department will require confirmation that the under Sections 39 and 40 of the Liquor Licensing Act, that the sale of alcohol can be a permitted use on this lot, which it is.

The Club will need approval from the Shire, under Clause 12 of its lease with the Shire to consume and sell alcohol.

FINANCIAL IMPLICATIONS

There are no financial implication with this matter.

ENVIRONMENTAL IMPLICATIONS

There are no direct environmental implications with this report.

SOCIAL IMPLICATIONS

Council may require consultation with neighbours regarding noise and amenity issues in close proximity along Bay View Terrace and Keane Street, however the officer's recommendation requires the Club to provide contact details to adjoining residents of contact details of officers of the Club to deal with issues affecting residents.

OFFICER COMMENT

The internal public building capacity of the clubhouse has been assessed at 50, with a further 50 outside, including the verandah and grassed area shown on the plan. A liquor license would need to mirror these numbers. Assessment of the clubhouse shows it requires some work to bring it up to standard to sell alcohol. The current standard of the kitchen would limit the preparation of food.

In itself, the issue a Club Restricted license would not normally be an issue to a local government, as the license conditions are usually quite strong in preventing any anti-social behaviour emanating from the licensed premises. The difference with this application is the proximity of the adjoining properties, with noise being the main concern. The Club is fully aware of the potential conflict that may arise and have addressed this in their Harm Minimisation Plan.

The Plan limits music up until 10.00pm and alcohol sales limited to organised club activities.

Council may make a condition that the approval under the lease will be reviewed should there be community concerns raised regarding noise or other amenity issues with the license that have not been resolved to Council's satisfaction.

OFFICER RECOMMENDATION– ITEM NO 8.3

That Council, subject to the Peppermint Grove Tennis Club being granted a Club Restricted License under the Liquor Control Act 1988;

- 1. grants approval to the Peppermint Grove Tennis Club for the sale and consumption of alcohol accordance with clause 12 of the lease with Council.**
- 2. Subject to the approved hours being;**
 - a. Monday – Wednesday, 6.00pm to 11.00pm**
 - b. Thursday, 6.00pm to midnight**
 - c. Friday 4.00pm to midnight**
 - d. Saturday, 12 noon to midnight**
 - e. Sunday, 12 noon to 9.00pm**
- 3. advises the Club that this approval may be reviewed if community concerns about noise or amenity are not resolved to Council's satisfaction.**
- 4. Requires the Club to provide contact details of responsible officers to property owners opposite the Club's leased area along Bay View Terrace and Keane Street.**

8.4 POLICY MANUAL REVIEW 2026

<u>Attachment Number</u>	<u>Details</u>
Attachment 1	Policy Manual 2026: Policy Manual 2026 for Council.pdf
Attachment 2	Policy Manual 2024: Policy Manual Index 2024.docx

Voting Requirement : Simple Majority
Subject Index : Policy Manual Review
Disclosure of Interest : Nil
Author : Allana West, Records and Executive Officer
Responsible Officer : Don Burnett, Chief Executive Officer

PURPOSE OF REPORT

This report considers the review of the Shire's Policy manual. Amendments have been submitted to Council for adoption. Any changes to current policies have been highlighted within the report for easy identification.

SUMMARY AND KEY ISSUES

The Shire's Policy manual provides guidance to elected members, staff and the community on how the Shire manages specific aspects of its operations. Policies with significant changes are attached.

BACKGROUND

The Shire's Policy Manual was last reviewed in July 2024 and in accordance with the adopted practice, is to be reviewed at least every two years. This regular review ensures that the policy manual remains current and aligned with any changes in regulations, practices or organisational needs.

CONSULTATION

Community consultation was not sought on the administration, governance or infrastructure policy amendments.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time for any of the proposed policy changes.

POLICY IMPLICATIONS

The review of the Policy Manual ensures that the Shire's policies and practices remain current and relevant.

STATUTORY IMPLICATIONS

There are no special statutory requirements in respect of these matters.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time for any of the proposed policy changes.

COMMENT

Proposed amendments to the Shire of Peppermint Grove Policy Manual relate to:

- 1.3 Policy and Delegation Review

- 2.4 Work Health and Safety Policy
- 2.5 Complaints Policy

- 3.2 Payment of Accounts
- 3.6 Staff Superannuation Policy
- 3.7 Investment Policy
- 3.10 Investment Policy

- 4.2 Bulk Waste 'Verge Valet' collection service

New Policies for adoption:

- 1.14 Privacy and Information Sharing Policy
- 1.15 Information Breach Response Policy
- 2.8 Purchasing and Tendering (replaces previous Policy 2.8)

No other changes, aside from grammatical and formatting, have been made to the existing Shire Policy Manual (refer attachment 2).

New Policies

1.14 Privacy and Information Sharing; and

1.15 Information Breach Response Policy:

- Due to the new Privacy and Information Sharing Laws (PRIS) being introduced to Western Australia from July 1st 2026 two new policies (Policies 1.14 and 1.15) have

been created to adhere to the new requirements. These policies may be updated and amended over time in order to stay compliant with the appropriate laws.

2.8 Purchasing and Tendering Policy

- The existing Purchasing and Tendering Policy has been revoked and replaced with a policy aligned to the WALGA Purchasing Policy template. Some amendments within the policy have been highlighted to incorporate a more succinct approach to purchasing and tendering. The purpose of the policy has also been updated to reflect the changes within. There are also some noted changes made to Authorising officers and authorisation limits as well as amendments and additions such as the use of AI tools and WHS in procurement practises.

Governance Policy

1.3 Policy and Delegations Review

- The policy has been updated to reflect legislative requirements

Administration Policies

2.4 Work Health and Safety Policy

- Has been amended and updated to incorporate a more comprehensive policy to represent the Shire's dedication to Work Health and Safety

2.5 Complaints Policy

- Has been updated to reflect a higher and more effective level of service when handling complaints. The complaints handling process has been made clearer and more reflective of the current service environment.

Financial Policies

3.2 Payment of Accounts

- Amendments to exemptions and signatories for payment of accounts

3.6 Staff Superannuation Policy

- Changes to the amount council will match for superannuation contributions from 6% to 5.5%

3.7 Investment Policy

- Request to change investing funds from 180 days to 365

3.10 Financial Hardship Policy

- Update of the policy to reflect current times and remove Covid references from 2020/21

Infrastructure Policy

4.2 Bulk Waste, Verge Valet Collection Service Policy

- Policy updated to include the introduction of Verge Valet bulk waste service

OFFICER RECOMMENDATION– ITEM NO 8.4

1. That Council Adopt the revised policy manual with changes to:

- **1.3 Policy and Delegation Review**
- **1.5 Complaints Policy**
- **2.4 Work Health and Safety policy**

- **3.2 Payment of Accounts**
- **3.6 Staff Superannuation Policy**
- **3.7 Investment Policy**
- **3.10 Investment Policy**

- **4.2 Bulk Waste ‘Verge Valet’ collection service**

2. And New policies:

- **1.14 Privacy and Information Sharing Policy**
- **1.15 Information Breach Response Policy**
- **2.8 Purchasing and Tendering (replaces previous Policy 2.8)**

8.5 MATTERS FOR INFORMATION AND NOTING**ATTACHMENTS DETAILS**

<u>Attachment Number</u>	<u>Details</u>
Attachment 1	Library Management Group August 2026: Library Management Group August 2026 Notes (002).pdf

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

Recycling Statistics and Website Statistics July 2026

Building Applications Determined August 2026

Application Number	Location	Description	Decision
BA2023/00024	45 Irvine Street	Time Extension – Alterations and Additions to a Single House, Swimming Pool and Ancillary Works	Approved
BA2026/001027	14a View Street	Retaining and Screen Walls	Approved
BA2026/001028	46 Keane Street	Single House and Ancillary Works	Approved
BA2026/001029	9 Hurstford Close	Demolition of a Carport and Partial Demolition of a Single House	Approved
BA2026/001030	Tenancy 16A 460-476 Stirling Highway	Occupancy Permit (CottesGlow Spa)	Approved

Planning Applications Determined August 2026

Application Number	Location	Description	Discretion Sought	Decision
DA2026/00014	52 The Esplanade	Boundary Wall (Right-of-Way)	Fencing Height	Approved Under Delegation
DA2026/00017	149 Forrest Street	Additions to a Single House (Kitchen)	Lot Boundary Setback	Approved under s257(c)
DA2026/00015	22 The Esplanade	Internal Alterations (Lift) and Additions (Laundry, Pergola) to a Single House	Nil	Approved Under Delegation
DA2026/00005 (Amendment no. 1)	46 Keane Street	Internal and External Alterations (Reconfiguration of Pool and Hard and Soft Landscaping, Minor Internal and External Dwelling Changes)	Nil	Approved under s257(c)
DA2026/00016	35 Irvine Street	Additions to a Single House (Patio)	Lot Boundary Setback, Siteworks & Visual Privacy	Approved under s257(c)

Subdivisions Determined by the WAPC August 2026

Application Number	Location	Description	Decision
WAPC 203356	Lots 55-59 McNeil Street (PLC)	Amalgamation of five lots	Approved

Miscellaneous Approvals and Matters August 2026

Location	Description	Decision
PLC – 14 McNeil Street	Public Event – PLC Garden Open Day 2026 (includes stallholder and trader permits)	Approved
Freshwater Bay Foreshore Boatshed no. 40 (Jetty no. 1378)	DBCA Development Application Referral Maintenance to Jetty Pylons	Conditional Support

Infringements Issued and Compliance Matters August 2026

Location	Breach	Amount
3A Keane Street	Penalty Infringement Notice Planning and Development Act	\$500
Butler Way	Stopping within Continuous Yellow Lines	\$100

Library Statistics August 2026

Library Stats	August 2026	August 2025	August 2024
Loans	20,142	21,522	21,766
New Borrowers Registered	105	101	133

Website Statistics July

The Grove Library	Total users: 2667	New Users: 2334
Peppermint Grove website	Total Users: 1646	New Users: 1557

Western Metropolitan Regional Council Updates

The following decisions from the WMRC Council meeting of 27 August 2026 can be noted:

- The annual review of delegations was undertaken. The register of delegations follows a recognised format and falls within the limits prescribed by the Act.
- A review of the performance of the CEO will be facilitated by Price Consulting Group.
- An Asset Management Policy was adopted, providing a clear framework for sustainable, evidence-based asset planning.
- A Tender was awarded for the installation of an additional waste compactor at the recycling centre. Importantly, this will allow the full retirement of the NCH Silo system, further improving safety, efficiency, scalability and statutory compliance.

Recycling Statistics July 2026



July 2026

PRODUCT	Product - Percentage	Product - Tonnes
AL CANS	0.39	0.06
MIXED PAPER	23.03	3.25
OCC - CARDBOARD	20.75	2.93
STEEL	2.90	0.41
GLASS	20.35	2.88
COLOURED HDPE	1.01	0.14
PET TRAY	1.31	0.19
PET	0.80	0.11
HDPE	1.26	0.18
PP	0.22	0.03
WASTE TO ENERGY		0.00
TOTAL RECOVERED	72.02	10.18
WASTE / CONTAMINATION	27.98	3.95
MONTHLY TOTAL	100.00	14.13

CONSULTATION

There has been no external 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 Council 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.