



Peppermint Grove

The Garden Shire

AGENDA BRIEFING FORUM

To be held:
05:30pm Tuesday
9th June 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 9th June 2026 commencing at 5:30pm.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Don Burnett', is written over a light grey rectangular background.

Mr Don Burnett

CHIEF EXECUTIVE OFFICER

4th June 2026



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 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 May 26th 2026 be confirmed as a true and accurate record.

8.0 OFFICERS REPORTS

8.1 LIST OF ACCOUNTS PAID MAY 2026

Due to the early closing of the agenda, the list of accounts for May 2026 will be presented at the Ordinary Council meeting scheduled for June 23rd 2026.

8.2 FINANCIAL STATEMENTS FOR THE PERIOD ENDING – MAY 2026

Due to the early closing of the agenda, the financial statements for May 2026 will be presented at the Ordinary Council meeting scheduled for June 23rd 2026.

8.3 BUDGET 2026/2027

Adoption of 2026/27 budget

Following the final budget workshop by elected members on 9 June, the 2026/27 budget in statutory format will be presented to the 23 June 2026 Council meeting.

8.4 DELEGATED AUTHORITY REGISTER

ATTACHMENTS DETAILS

<u>Attachment Number</u>	<u>Details</u>
Attachment 1	Delegated Authority Register 2026: Delegated Authority Register June 2026 Final.pdf - see attachments

Voting Requirement	:	Absolute Majority
Subject Index	:	Review of Delegated Authority Register
Disclosure of Interest	:	Nil
Author	:	Allana West, Records and Executive Officer
Responsible Officer	:	Don Burnett, Chief Executive Officer

PURPOSE OF REPORT

The Delegated Authority Register contains all delegations made to the Chief Executive Officer. The Shire's delegations to the Chief Executive Officer are required to be reviewed at least once in a financial year and the delegations were last reviewed in June 2025.

BACKGROUND

The delegations to the Chief Executive Officer are made to ensure that the effective and efficient management of the Shire is maintained and contains limits on the types of decisions that can be made under delegation.

CONSULTATION

There has been no external consultation undertaken in respect of 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. Changes made to the Delegations Register were minor of nature and had no policy implications.

STATUTORY IMPLICATIONS

There were no statutory implications evident at this time. References to legislation have been updated in the Delegated Authority Register that relate to the following acts:

- Public Sector Management Act 1995
- The Public Sector Health Act 2016
- The Health Act
- The Food Act 2008

FINANCIAL IMPLICATIONS

There are financial implications in respect to this matter.

OFFICER COMMENT

The Delegated Authority Register is a key governance tool for the Shire, supporting accountability, operational efficiency, risk management and alignments with strategic objectives. Regular reviews are essential to ensure its continued relevance and effectiveness.

The review has:

1. Updated the presentation of information in the Delegated Authority Register against the following criteria where applicable:

- Delegation
- Head of power
- Delegator
- Express power or duty delegated
- Function
- Delegates
- Conditions on this delegation
- Express power to sub delegates

2. The changes to the Delegated Authority Register proposed in this review are:

- Former Section 4.2 Building License Approvals Variation was removed due to being superfluous in that delegation Section 4.1 addresses the issuance of building permits and 5.1 addresses the issuance of development approvals.
- Section 6.0 Delegations made under the Liquor Control Act 1988. With this addition to the register a monthly list of all s39 and s40 certificates will be presented to council in Matters for Information and Noting

A further annual review will be taken in the 2026/27 Financial Year.

OFFICER RECOMMENDATION – ITEM NO 8.4

Moved:

Seconded:

That Council adopt the reviewed and amended Delegated Authority Register 2026

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

<u>Attachment Number</u>	<u>Details</u>
Attachment 1	Building/Planning/Library Statistics and Infringements Issued:
Attachment 2	<u>Library Group Management Meeting May 2026</u> Notes Library Management Group May 2026.pdf see attachment

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 May 2026

Application Number	Location	Description	Decision
BA2026/001011	44 Keane Street	Alterations to a Roof and Rooftop Service Deck	Approved
BA2026/001015	22 The Esplanade	Alterations and Additions to a Single House (Patio)	Approved
BA2026/001016	14 McNeil Street	Shade Sail	Approved
BA2026/001017	149 Forrest Street	Alterations and Additions to a Single House (Bathroom/Ensuite and Carport Conversion to Sunroom)	Approved
BA2026/001019	29 Hurstford Close	Pergola	Approved
BA2026/001020	Tenancy 39A, Cottesloe Central Shopping Centre 460-476 Stirling Highway	Office Fit Out	Approved

Planning Applications Determined May 2026

Application Number	Location	Description	Discretion Sought	Decision
DA2026/00003	31 Irvine Street	Single House and Ancillary Works (Street Fence, Removal of a Verge Tree)	Plot ratio, lot boundary setback, site works, street wall (pillar width), dividing fencing (height), sightlines, landscaping, and removal of a verge tree	Approved under s257C (Single House Development)
DA2026/00006	42 Johnston Street	Alterations and Additions to a Single House	Street setback, lot boundary setback, landscaping, and street walls and fences	Approved under s257C (Single House Development)
DA2026/00010	22 The Esplanade	Alterations and Additions to a Single House (Patio)	Nil	Approved under Delegation
DA2026/00009	41B Irvine Street	Alterations and Additions to a Single House	Street setback et. al	Approved under s257C (Single House Development)
DA2026/00011	19 Hurstford Close	Alterations to a Single House (Garage) and Street Wall	Street setback, garage door width	Approved under s257C (Single House Development)

DA2026/0001 2	14 McNeil Street	Shade Sail	Nil	Approved under Delegation
DA2024/0001 8	17 Keane Street	Third Amendment to a Single House Development (Alterations to a Basement)	Nil	Approved under Delegation

Miscellaneous Approvals and Matters May 2026

Location	Description	Decision
Tenancy 16 Cottesloe Central Shopping Centre, 460-476 Stirling Highway	Primetime Cottesloe Nails and Spa Skin Penetration Premise Registration	Approved
16 View Street	WAPC referral for Amalgamation of Two Lots	Unconditional Support
RFBYC – 1 Hobbs Place	DBCA referral for Replacement of Jetties D, E & F	Conditional Support
14 McNeil Street (PLC)	WAPC referral for Amalgamation of Five Lots	Unconditional Support

Infringements Issued and Compliance Matters May 2026

Location	Breach	Amount
494 Stirling Highway	Cancellation of Registration of Food Premise	N/A
McNeil Street	Stopping Within Continuous Yellow Lines	\$100

Library Statistics May 2026

Library Stats	May 2026	May 2025	May 2024
Loans	20,815	21,541	20,155
New Borrowers Registered	102	76	187

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

Moved:

Seconded:

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.