



Peppermint Grove

The Garden Shire

ORDINARY COUNCIL MEETING

MINUTES

14TH OCTOBER 2025

Date: Tuesday, 14th October 2025
Time: 5.30PM
Location: Council Chamber at the Shire of Peppermint Grove
1 Leake Street
Peppermint Grove



Peppermint Grove

The Garden Shire

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Peppermint Grove *The Garden Shire*

ORDINARY COUNCIL MEETING AGENDA

1 DECLARATION OF OFFICIAL OPENING

At 5.30pm, 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 Jackson.

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
Deputy Shire President
Elected Member
Elected Member
Elected Member
Elected Member

Cr Karen Farley SC
Cr P Dawkins
Cr P Macintosh
Cr E Bond
Cr C Hohnen
Cr D Jackson

A/Chief Executive Officer
Manager Development Services

Mr J Clapham
Mr J Gajic

Gallery..... Nil Members of the Public
Nil Members of the Press

2.2 APOLOGIES

Chief Executive Officer
Elected Member

Mr D Burnett
Cr J Mahony

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)

The Shire President thanked Cr Jackson for his service and wished him well. He was presented with his name plaque and a bottle of wine. Cr Jackson in turn thanked Council.

7.0 CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION– ITEM NO 7.1

Moved: Cr Hohnen

Seconded: Cr Dawkins

That the minutes of the Ordinary Council Meeting, of the Shire of Peppermint Grove held in the Council Chambers on 23rd September 2025 be confirmed as a true and accurate record.

Carried 6/0

For: Councillors' Karen Farley SC, Patrick Dawkins, Doug Jackson, Charles Hohnen, Emerald Bond, Peter Macintosh.

Against: Nil

8.0 OFFICERS REPORTS

8.1 MANAGER DEVELOPMENT SERVICES

Nil

8.2 MANAGER INFRASTRUCTURE SERVICES

Nil

8.3 MANAGER CORPORATE AND COMMUNITY SERVICES

8.3.1 List of Accounts Paid –September 2025

ATTACHMENT DETAILS

Attachment No	Description
Attachments	Accounts Paid – September 2025 - Payment Details - September 2025.pdf Credit Card Expenses – September 2025 - Credit Card Statements - September 2025.pdf

Voting Requirement	: Simple Majority
Subject Index	: Financial Management
Disclosure of Interest	: Nil
Responsible Officer	: Jeremy Clapham, A/Chief Executive Officer

Purpose of Report

The purpose of this report is to advise the details of all credit card expenses, electronic funds payments, direct debits and BPAY since the last report.

Summary and Key Issues

The following payments in excess of \$20,000 were paid in September 2025:

- Superchoice – superannuation \$20,994.15
- Open System Technologies (OST) – ICT related services \$41,703.02
- ATO – BAS \$45,148.26
- Superchoice - \$20,483.11
- Veolia – waste services \$40,575.87
- Playmaster – shade sails for playground - \$22,954.80

Background

The Attachment lists detail all payments made in September 2025 and credit card transactions for September 2025 (paid in August 2025). The following summarises credit card payments, electronic fund transfers, direct debits and BPAY included in the list presented for information.

PAYMENT TYPE	NUMBER SERIES	AMOUNT
EFT	EFT000089 - EFT000093	\$375,598.64
Direct Debits	DD00098 - DD00101	\$11,085.26
Payroll		\$120,849.57
Bank fees		\$2,112.08
Credit Cards – September 2025	CC00015	\$8,819.00
TOTAL		\$518,464.55

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

Accounts are paid during the month in accordance with Delegation 2 "Payments from the Municipal Fund." Power to delegate to the CEO is contained in Section 5.42 of the Local Government Act 1995.

Financial Implications

The payments processed by the Shire relate to expenditure approved in the 2025/26 Adopted Budget.

Officer Comments

The list of Accounts paid are provided to Council for information purposes and in accordance with the delegation to the CEO.

OFFICER RECOMMENDATION– ITEM NO 8.3.1

Moved: Cr Bond

Seconded: Cr Hohnen

That Council receive the list of payment of accounts by electronic funds transfers, direct debit, BPAY and credit cards for the month of September 2025, totalling \$518,464.55.

Carried 6/0

For: Councillors' Karen Farley SC, Patrick Dawkins, Doug Jackson, Charles Hohnen, Emerald Bond, Peter Macintosh.

Against: Nil

8.3.2 Financial Statements for the period ending September 2025

ATTACHMENT DETAILS

Attachment No	Description
Attachments	Monthly financial Report for the period ended 30 September 2025 - Monthly Financial Report September 2025.pdf

Voting Requirement	: Simple Majority
Subject Index	: Financial Statements for the Period ended 30 September 2025
Disclosure of Interest	: Nil
Responsible Officer	: Jeremy Clapham, Acting Chief Executive Officer

Purpose of Report

To receive the monthly financial statements for the period ended 30 September 2025.

Summary and Key Issues

The opening surplus is \$528,946, which is \$89,563 less than estimated at the time that the budget was compiled. This can be further adjusted during the final process. The actual surplus at 30 September 2025 is \$3,593,053, which is \$170,369 more than budgeted for.

Background

The Monthly Financial Statements are prepared in accordance with the requirements of the *Local Government Act 1995* and Local Government (Financial Management) Regulations 1996. Monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 30 September 2025.

Consultation

There was no consultation undertaken.

Strategic Implications

Objectives within the Governance section of the Strategic Community Plan.

Policy Implications

Shire of Peppermint Grove Financial Management Policies and Investment Policy.

Statutory Implications

Local Government (Financial Management) Regulations 1996.

Financial Implications

The surplus for the year ended 30 June 2025 is \$528,946, subject to further adjustments by the auditors. The surplus at 30 September 2025 is \$3,593,053.

Officer Comments

The opening surplus is \$528,946, which is \$89,563 less than estimated at the time that the budget was compiled. This can be further adjusted during the final process. The actual surplus at 30 September 2025 is \$3,593,053, which is \$170,369 more than budgeted for.

Investment of Municipal and Reserve Funds - as at 30 September 2025:

Fund	Purpose	Balance at end of month	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest for the year
Corporate Cheque Account	Municipal Funds	\$2,690,983	Ongoing	Ongoing	N/A	4.15%	\$100,000
Term Deposit	Reserve Funds	\$2,148,466	27/6/25	27/10/25	276	4.25%	\$80,000

OFFICER RECOMMENDATION– ITEM NO 8.3.2

Moved: Cr Jackson

Seconded: Cr Dawkins

That Council receives the monthly financial statements for the period ended 30 September 2025.

Carried 6/0

For: Councillors' Karen Farley SC, Patrick Dawkins, Doug Jackson, Charles Hohnen, Emerald Bond, Peter Macintosh.

Against: Nil

8.4 CEO MANAGEMENT/GOVERNANCE/POLICY**MANAGEMENT/GOVERNANCE/POLICY****8.4.1 Matters for Information and Noting****ATTACHMENT DETAILS**

Attachment	Description
Attachment 1	Library Management Group
Voting Requirement	: Simple Majority
Subject Index	: Matters for Information October 2025
Disclosure of Interest	: Nil
Author	: Jennifer Court, Projects and Policy Officer
Responsible Officer	: Jeremy Clapham, Acting 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
- Library Management Group Meeting Notes 12th August 2025.

Building Applications Determined September 2025

Application Number	Location	Description	Decision
BA2025/00024	33 Keane Street	Demolition, Street Wall and Alterations and Additions to a Single House	Approved
BA2025/00025	Cottesloe Central, 460-476 Stirling Highway	Installation of New Security Gate and modified Woolworths Check Out Facility	Approved
BA2025/00026	33 Keane Street	(Retrospective) Dividing Fence	Approved

Planning Applications Determined September 2025

Application Number	Location	Description	Discretion Sought	Decision
DA2025/00013	6 The Esplanade	Single House and Ancillary Works (Fencing, Retaining Walls, Siteworks)	Plot ratio, Lot boundary setback, building configuration (basement not entirely underground), street fencing, visitor bay dimensions, crossover width, sightlines and verge treatment (pedestrian path)	Approved under S257(C) of the Planning and Development Act
DA2025/00014	54 Johnston Street	Single House and Ancillary Works	Secondary street setback, lot boundary setback, siteworks, garage door and crossover width, street fencing and minor structure height	Approved under S257(C) of the Planning and Development Act

Miscellaneous Approvals September 2025

Location	Description	Decision
460-476 Stirling Highway (Cottesloe Central)	Amendment to WAPC development approval 19-500012-2 for Illuminated Signage	Minimum dwell time reduced to 60 seconds

Infringements Issued September 2025

Location	Breach	Amount
Johnston Street	Obstructing a driveway	\$100

Library Statistics for September 2025

Library Stats	September 2025	September 2024	September 2023
Loans	18,863	20,506	19,032
Borrowers Registered	107	94	269

Recycling Statistics



August 2025

PRODUCT	Product - Percentage	Product - Tonnes
AL CANS	0.40	0.05
MIXED PAPER	25.37	2.89
ONP	0.00	0.00
OCC - CARDBOARD	22.29	2.54
STEEL	2.88	0.33
GLASS	19.38	2.21
MIXED PLASTICS	1.93	0.22
PET	1.74	0.20
HDPE	1.40	0.16
TOTAL RECOVERED	75.39	8.58
WASTE / CONTAMINATION	24.61	2.80
MONTHLY TOTAL	100.00	11.38

OFFICER COMMENT

That Council notes the updates outlined in the reports across several areas of the Shire's operations.

In addition to these, attached are the Library Management Group notes for the meeting held on 12th August 2025, refer link: [Library Management Group August 2025 Notes.pdf](#)

A capital budget allocation has been approved for the acquisition of community hire pods at Grove Library. Following a review of cost and functionality, two smaller pods (accommodating 4–6 and 2–4 people respectively) have been ordered in place of a single larger pod. This approach has resulted in a reduced overall cost compared to the original quotation.

Upcoming Programs and Events at Grove Library include:

- Swan Canoe Club Exhibition: 3–15 August
- Children's Book Week Celebrations: 18–22 August
- Annual Winter Book Sale: 25 August – 4 September
- Launch of Cookbook Book Club: Commencing 3 September
- Decentralised Art Gallery Group Exhibition: 7–20 September

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 RECOMMENDATIONS – ITEM 8.4.1

Moved: Cr Macintosh

Seconded: Cr Bond

That Council receives the information in this report.

Carried 6/0

For: Councillors' Karen Farley SC, Patrick Dawkins, Doug Jackson, Charles Hohnen, Emerald Bond, Peter Macintosh.

Against: Nil

9 COMMITTEE REPORTS

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 5.48pm, there being no further business the meeting closed.

Confirmed by 25th this November day of 2025 2025.

PRESIDING MEMBER

A handwritten signature in black ink, appearing to read 'Kae Fala', is written over the 'PRESIDING MEMBER' text.

