



# Peppermint Grove

## *The Garden Shire*

### MINUTES

### Special Council Meeting

### Tuesday, 21<sup>st</sup> October 2025

Date: Tuesday, 21 October 2025  
Time: 5.30PM  
Location: Council Chamber at the Shire of Peppermint Grove  
1 Leake Street  
Peppermint Grove



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### TABLE OF CONTENTS

ITEM	SUBJECT HEADING	PAGE
1	DECLARATION OF OFFICE BY NEWLY ELECTED MEMBERS .....	3
2	DECLARATION OF OFFICIAL OPENING .....	3
3.	RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE .....	3
4.0	ELECTION OF SHIRE PRESIDENT .....	4
4.1	NOMINATION OF SHIRE PRESIDENT.....	4
4.2	SWEARING IN OF SHIRE PRESIDENT .....	4
4.3	ACKNOWLEDGMENT OF COUNTRY.....	4
4.4	PUBLIC QUESTION TIME .....	4
5.0	ELECTION OF DEPUTY SHIRE PRESIDENT.....	5
5.1	NOMINATION OF DEPUTY SHIRE PRESIDENT .....	5
5.2	SWEARING IN OF DEPUTY SHIRE PRESIDENT.....	5
6.0	COMMITTEE REPRESENTATIVES/APPOINTMENT OF COMMITTEES .....	6
7.0	CEO MANAGEMENT/GOVERNANCE/POLICY .....	11
7.1	2026 COUNCIL MEETING SCHEDULE .....	11
8.	CLOSURE .....	13



# Peppermint Grove

## *The Garden Shire*

### SPECIAL COUNCIL MEETING MINUTES

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## 1 DECLARATION OF OFFICE BY NEWLY ELECTED MEMBERS

Officiated by the A/Chief Executive Officer, Jeremy Clapham.

Swearing in of newly elected Councillors.

I, Karen Farley SC of 51 Leake Street Peppermint Grove, having been elected to the office of Councillor of the Shire of Peppermint Grove declare that I take the office upon myself and will duly, faithfully, honestly and with integrity fulfill the duties of the office for the people in the district according to the best of my judgement and ability and will observe the Code of Conduct adopted by the Shire of Peppermint Grove under section 5.104 of the *Local Government Act 1995*.

I, Charles Hohnen of 43 Bedford Avenue Subiaco, having been elected to the office of Councillor of the Shire of Peppermint Grove declare that I take the office upon myself and will duly, faithfully, honestly and with integrity fulfill the duties of the office for the people in the district according to the best of my judgement and ability and will observe the Code of Conduct adopted by the Shire of Peppermint Grove under section 5.104 of the *Local Government Act 1995*.

I, Patrick Dawkins of 3 Hurstford Close Peppermint Grove, having been elected to the office of Councillor of the Shire of Peppermint Grove declare that I take the office upon myself and will duly, faithfully, honestly and with integrity fulfill the duties of the office for the people in the district according to the best of my judgement and ability and will observe the Code of Conduct adopted by the Shire of Peppermint Grove under section 5.104 of the *Local Government Act 1995*.

## 2 DECLARATION OF OFFICIAL OPENING

At 5.32pm, the A/Chief Executive Officer declared the meeting open and requested the recording of attendance and apologies.

## 3. RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

### 3.1 ATTENDANCE

Elected Member	Cr Farley SC
Elected Member	Cr Dawkins
Elected Member	Cr Macintosh
Elected Member	Cr Hohnen
Elected Member	Cr Bond
Elected Member	Cr Mahony

A/Chief Executive Officer  
Manager Development Services

Mr Jeremy Clapham  
Mr J Gajic

### **3.2 APOLOGIES**

Chief Executive Officer

Mr Don Burnett

Gallery      Ms Rachel Thomas, Freeman of the Shire of Peppermint Grove  
                 Nil Members of the Public  
                 Nil Members of the Press

### **4.0 ELECTION OF SHIRE PRESIDENT**

Councillors were to submit nominations in writing to the A/Chief Executive Officer. A Councillor nominated by another Councillor was to advise the A/Chief Executive Officer, either orally or in writing, that they are willing to be nominated.

#### **4.1 NOMINATION OF SHIRE PRESIDENT**

The A/Chief Executive Officer Jeremy Clapham received two nominations for Cr Farley for the position of the Shire President, who was elected unopposed.

#### **4.2 SWEARING IN OF SHIRE PRESIDENT**

The A/Chief Executive Officer officiated the following swearing in of the Shire President.

I, Karen Farley of 51 Leake Street Peppermint Grove having been elected to the office of President of the Shire of Peppermint Grove declare that I take the office upon myself and will duly, faithfully, honestly and with integrity fulfill the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the Code of Conduct adopted by the Shire of Peppermint Grove under section 5.104 of the *Local Government Act 1995*.

The Shire President assumed the chair and Presided over the meeting.

#### **4.3 ACKNOWLEDGMENT OF COUNTRY**

The Shire President made the following statement:

*As we commence the next two year of session of Council, the Shire of Peppermint Grove acknowledges the custodians of this land, the Whadjuk people of the Noongar nation and their elder's past, present and emerging. The Shire acknowledges and respects their continuing culture and the contribution they make to the life of this region.*

#### **4.4 PUBLIC QUESTION TIME**



The Presiding Member opened council for public question time by asking the gallery if there were any questions or deputation for council. The

- Agenda;
- Question to Council Forms; and
- Deputation Forms

were placed at the end of the Council Meeting table in front of the public gallery for the public as well as on the Shire Website.

There were no public members present, so the Presiding Member dispensed with Public Question Time.

#### **Rules for Council Meeting Public Question Time**

- 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.*
- During the Special Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.*
- Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.*
- 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.*
- 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.*

### **5.0 ELECTION OF DEPUTY SHIRE PRESIDENT**

#### **5.1 NOMINATION OF DEPUTY SHIRE PRESIDENT**

The Shire President called for nominations for the Deputy Shire President. One nomination was received, Cr Dawkins and he was elected unopposed.

#### **5.2 SWEARING IN OF DEPUTY SHIRE PRESIDENT**

The Shire President officiated on the swearing in of the Deputy President.

I, Patrick Dawkins of 3 Hurstford Close, Peppermint Grove having been elected to the Office of Deputy President of the Shire of Peppermint Grove declare that I take the office upon myself and will duly, faithfully, honestly and with integrity fulfill the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the Code of Conduct adopted by the Shire of Peppermint Grove under section 5.104 of the *Local Government Act 1995*.

## **6.0 COMMITTEE REPRESENTATIVES/APPOINTMENT OF COMMITTEES**

### **6.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE**

Meets at least twice a year. A chair is to be elected and appointed at the first meeting after the Special Council Meeting and an independent chair will need to be appointed once the new regulations have come into effect. The committee must have at least three members, inclusive of the presiding member.

#### **Required**

Three members (minimum)

#### **Current**

Cr J Mahony  
Cr C Hohnen  
Cr P Dawkins  
Cr P Macintosh

### **6.2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PANEL**

Meets annually to review the Chief Executive Officers' Performance.

#### **Required**

All Members

### **6.3 COTTESLOE, PEPPERMINT GROVE MOSMAN PARK LIBRARY WORKING GROUP**

Meets 3-4 times a year to review the strategic delivery of library services and adopt the library budget.

#### **Required**

One Member  
One Deputy

#### **Current**

Cr C Hohnen  
Cr Bond (Deputy)

### **6.4 JOINT DEVELOPMENT ASSESSMENT PANEL (JDAP)**

Meets as required to determine applications." Refer to following links

[DG-2025-2387 – Circular to LG CEOs – LG DAP Member Nominations.pdf](#)  
[DG-2025-2387 – Attachment 1 – LG DAP Member Nomination Form.pdf](#)  
[DG-2025-2387 – Attachment 2 – LG DAP Member – Nomination Form FAQ.pdf](#)  
[DG-2025-2387 – Attachment 3 – Local Government Contact List 2025.pdf](#)

**Required:**

2 Members  
2 Deputies

**Current:**

Cr P Dawkins  
Cr C Hohnen  
Cr P Macintosh (Deputy)  
Cr J Mahony (Deputy)

**6.5 WA LOCAL GOVERNMENT ASSOCIATION CENTRAL ZONE**

Meets five times a year to consider the WALGA agenda. Council can appoint both voting delegates and alternative delegates. Alternatives can attend zone meetings and vote only if the voting delegate is absent. Only Elected Members are permitted to be voting delegates at WALGA Zones and State Council. Refer to following links:

[FW Zone Delegate Appointments.msg](#)  
[Template Agenda item Zone Delegates – Central Metro \(ID 848530\).doc](#)

**Required**

One Member  
One Deputy

**Current**

Cr C Hohnen  
Cr K Farley SC

**6.6 WESTERN METROPOLITAN REGIONAL COUNCIL (WMRC)**

Meets every two months. This is a regional council to manage waste disposal.

**Required**

One Member  
One Deputy

**Current**

Cr P Macintosh  
Cr E Bond (Deputy)

**6.7 WESTERN SUBURBS ALLIANCE (WSA) FORMERLY KNOWN AS WESROC**

Meets annually for informal discussion and the Mayoral Meeting.

**Required**

Shire President

Deputy Shire President

**Current**

Cr K Farley SC

Cr P Dawkins

**6.8 COTTESLOE VILLAGE PRECINCT STRUCTURE PLAN STEERING GROUP (CVPSP).**

Group to guide the Precinct Structure Plan for the Shire of Peppermint Grove and the Town of Cottesloe.

**Required**

Two Members

**Current:**

Cr C Hohnen

Cr P Dawkins

**6.9 DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS (SWAN RIVER TRUST).**

One Member

**Current:**

Cr D Jackson

**6.10 METROPOLITAN REGIONAL ROAD GROUP (MRRG)**

Meets as required to determine MRRG funding for the western suburbs.

**Required**

One Member

**Current:**

Cr D Jackson

**6.11 RECONCILIATION ACTION PLAN (RAP)**

RAP Group to guide the development of the Reconciliation Action Plan for the Shire.

**Required**

Two Members

**Current:**

Cr Farley SC

Cr D Jackson



**OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved: Cr Dawkins**

**Seconded: Cr Hohnen**

**That Council confirm the committee and external group representation as follows:**

**1      AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Cr Dawkins (Member)**  
**Cr Mahony (Member)**  
**Cr Macintosh (Member)**  
**Cr Hohnen (Member)**

**2      CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PANEL**

**All Members**

**3      COTTESLOE, PEPPERMINT GROVE MOSMAN PARK COMBINED LIBRARY WORKING GROUP**

**Cr Hohnen (Member)**  
**Cr Bond (Deputy)**

**4      JOINT DEVELOPMENT ASSESSMENT PANEL (JDAP)**

**Cr Dawkins (Member)**  
**Cr Hohnen (Member)**  
**Cr Macintosh (Deputy)**  
**Cr Mahony (Deputy)**

**5      WA LOCAL GOVERNMENT ASSOCIATION CENTRAL ZONE**

**Cr Hohnen (Member)**  
**Cr Farley (Member)**

**6.      WESTERN METROPOLITAN REGIONAL COUNCIL (WMRC)**

**Cr Macintosh (Member)**  
**Cr Bond (Deputy)**

**7.      WESTERN SUBURBS ALLIANCE (WSA)**

**Cr Farley (President)**  
**Cr Dawkins (Deputy President)**

**8      COTTESLOE VILLAGE PRECINT STRUCTURE PLAN STEERING GROUP (CVPSP)**

**Cr Hohnen (Member)**

**Cr Dawkins (Member)**

**9 DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS (SWAN RIVER TRUST)**

**Cr Dawkins (Member)**

**10 METROPOLITAN REGIONAL ROAD GROUP (MRRG)**

**Cr Mahony (Member)**

**11 RECONCILIATION ACTION PLAN (RAP)**

**Cr Farley (Member)**

**Cr Bond (Member)**

**CARRIED 6/0**

**For: Councillors' Karen Farley SC, Patrick Dawkins, Charles Hohnen, Emerald Bond, Peter Macintosh, and Jessamy Mahony.**

**Against: Nil.**

**7.0 CEO Management/Governance/Policy****7.1 2026 Council Meeting Schedule**

<b>ATTACHMENT DETAILS</b>	Nil
<b>Voting Requirement</b>	Simple Majority
<b>Subject Index</b>	Council Meeting Dates
<b>Disclosure of Interest</b>	Nil
<b>Responsible Officer</b>	Jennifer Court, Projects and Policy Officer
<b>Authorising Officer</b>	Jeremy Clapham, A/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 2026.

**SUMMARY AND KEY ISSUES**

Notification of planned Council meeting dates for 2026.

**BACKGROUND**

Legislation requires that Council provide public notice of their date and times of its meetings to allow for public participation and attendance.

**CONSULTATION**

Consultation was not undertaken.

**STRATEGIC IMPLICATIONS**

There are no strategic implications evident at this time.

**POLICY IMPLICATIONS**

There are no policy implications evident at this time.

**STATUTORY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications evident at this time.

**OFFICER COMMENTS**

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 couple of exceptions:

- In January, Council is in recess.
- The Ordinary Council Meeting in December 2026, will be held on the third Tuesday of the month to accommodate the Christmas holidays.

**OFFICER RECOMMENDATION/ COUNCIL DECISION ITEM NO 7.1****Moved: Cr Bond****Seconded: Cr Mahony****That Council adopt the following meeting dates for 2026:**

<b>Agenda Briefing Forum</b>	<b>Ordinary Council Meetings</b>
Held on the 2 <sup>nd</sup> Tuesday of each month at 5.30pm, excluding January when Council is in recess.	Held on the 4 <sup>th</sup> Tuesday of each month at 5.30pm, except in December – 3 <sup>rd</sup> Tuesday, and January when Council is in recess.
10 <sup>th</sup> February 2026	24 <sup>th</sup> February 2026
10 <sup>th</sup> March 2026	24 <sup>th</sup> March 2026
14 <sup>th</sup> April 2026	28 <sup>th</sup> April 2026
12 <sup>th</sup> May 2026	26 <sup>th</sup> May 2026
9 <sup>th</sup> June 2026	23 <sup>rd</sup> June 2026
14 <sup>th</sup> July 2026	28 <sup>th</sup> July 2026
11 <sup>th</sup> August 2026	25 <sup>th</sup> August 2026
8 <sup>th</sup> September 2026	22 <sup>nd</sup> September 2026
13 <sup>th</sup> October 2026	27 <sup>th</sup> October 2026
10 <sup>th</sup> November 2026	24 <sup>th</sup> November 2026
8 <sup>th</sup> December 2026	15 <sup>th</sup> December 2026

**CARRIED****6/0**

**For: Councillors' Karen Farley SC, Patrick Dawkins, Charles Hohnen, Emerald Bond, Peter Macintosh, and Jessamy Mahony.**

**Against: Nil.**



**8. Closure**

At 5,48pm, the meeting closed.

Confirmed by Joe Fuley this 25<sup>th</sup> day of November 2025.

**PRESIDING MEMBER**

