



Peppermint Grove

The Garden Shire

NOTICE OF MEETING

Dear Councillor

It is advised that a **Special Meeting of Council** will be held in the Council Chambers at the Shire of Peppermint Grove, 1 Leake Street, Peppermint Grove, on **Tuesday 21st October 2025** commencing at 5.30pm.

MEETING AGENDA ATTACHED

Yours faithfully

Mr Jeremy Clapham
A/CHIEF EXECUTIVE OFFICER

16th October 2025

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Peppermint Grove

The Garden Shire

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Peppermint Grove *The Garden Shire*

SPECIAL COUNCIL MEETING AGENDA

1 DECLARATION OF OFFICE BY NEWLY ELECTED MEMBERS

To be officiated by the A/Chief Executive Officer, Jeremy Clapham.

Swearing in of newly elected Councillors where they will be asked to read the following:

I _____ of _____ having been elected to the office 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*.'

Councillor Karen Farley SC

Councillor Charles Hohnen

Councillor Patrick Dawkins

2. DECLARATION OF OFFICIAL OPENING

At ____pm, 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	Mr Jeremy Clapham
Manager Development Services	Mr J Gajic

3.2 APOLOGY

Chief Executive Officer

Mr Don Burnett

Gallery

___ Member of the Public

___ Members of the Press

4.0 ELECTION OF SHIRE PRESIDENT

4.1 NOMINATION OF SHIRE PRESIDENT

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

The A/Chief Executive Officer Jeremy Clapham will call for nominations for the Shire President

The A/Chief Executive Officer Jeremy Clapham will call for an election if required.

4.2 SWEARING IN OF SHIRE PRESIDENT

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

I _____ of _____ 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 will now assume the chair and Preside over the meeting.

4.3 ACKNOWLEDGMENT OF COUNTRY

“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 will open 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

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 Website.

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 Special 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.*

5.0 ELECTION OF DEPUTY SHIRE PRESIDENT

5.1 NOMINATION OF DEPUTY SHIRE PRESIDENT

The Shire President will call for nominations for the Deputy Shire President.

The Shire President will call for an election if required.

The Shire President will officiate the following swearing in of the Deputy President.

I _____ of _____ 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 by Council 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 C Hohnen

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 RECONCILAITON 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

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

1 AUDIT, RISK AND IMPROVEMENT COMMITTEE

Cr _____ (Chair)

Cr _____ (Member)

Cr _____ (Member)

2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PANEL

All Members

3 COTTESLOE, PEPPERMINT GROVE MOSMAN PARK COMBINED LIBRARY WORKING GROUP

Cr _____ (Member)

Cr _____ (Deputy)

4 JOINT DEVELOPMENT ASSESSMENT PANEL (JDAP)

Cr _____ (Member)

Cr _____ (Member)

Cr _____ (Deputy)

Cr _____ (Deputy)

5 WA LOCAL GOVERNMENT ASSOCIATION CENTRAL ZONE

Cr _____ (Member)

Cr _____ (Member)

6. WESTERN METROPOLITAN REGIONAL COUNCIL (WMRC)

Cr _____ (Member)

Cr _____ (Deputy)

7. WESTERN SUBURBS ALLIANCE (WSA)

Cr _____ (President)

Cr _____ (Deputy President)

8 COTTESLOE VILLAGE PRECINT STRUCTURE PLAN STEERING GROUP (CVPSP)

Cr _____ (Member)

Cr _____ (Member)

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

Cr _____ (Member)

10 METROPOLITAN REGIONAL ROAD GROUP (MRRG)

Cr _____ (Member)

11 RECONCILIATION ACTION PLAN (RAP)

Cr _____ (Member)

Cr _____ (Member)

7.0 CEO Management/Governance/Policy

7.1 2026 Council Meeting Schedule

ATTACHMENT DETAILS	Nil
Voting Requirement	Simple Majority
Subject Index	Council Meeting Dates
Disclosure of Interest	Nil
Responsible Officer	Jennifer Court, Projects and Policy Officer
Authorising Officer	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– ITEM NO 7.1

That Council adopt the following meeting dates for 2026:

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

8. Closure

At ____pm, the meeting closed.