



Shire of  
Peppermint Grove

# **SPECIAL MEETING OF COUNCIL**

## **Minutes**

**HELD ON**

**TUESDAY 24<sup>th</sup> October 2023**

**AT**

**5.30PM**


 Shire of  
Peppermint Grove

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## Shire of Peppermint Grove

# SPECIAL MEETING OF COUNCIL

## 1. DECLARATION OF OFFICE BY NEWLY ELECTED MEMBERS

To be officiated by the Chief Executive Officer, Don Burnett.

Swearing in of newly elected Councillors.

I, Peter Macintosh of 16 Irvine 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, Emerald Bond of 148 Forrest 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, Jessamy Mahony of 19 View 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*.

## 2. DECLARATION OF OFFICIAL OPENING

At 5.30pm, the 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 (Presiding Member)	Cr K Farley
Elected Member	Cr C Hohnen
Elected Member	Cr P Dawkins
Elected Member	Cr P Macintosh
Elected Member	Cr D Jackson
Elected Member	Cr E Bond
Elected Member	Cr J Mahoney
Chief Executive Officer	Mr D Burnett
Manager Corporate & Community Services	Mr J Clapham
Manager of Infrastructure	Mr D Norgard
Manager Development Services	Mr J Gajic

<b>Gallery</b>	<b>7</b>	Members of the Public
<b>Gallery</b>	<b>0</b>	Members of the Press

### 3.2 APOLOGIES

### 4.0 ELECTION OF SHIRE PRESIDENT

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

### 4.1 NOMINATION OF SHIRE PRESIDENT

The Chief Executive Officer Don Burnett will call for nominations for the Shire President.

The Chief Executive Officer Don Burnet will call for an election if required.

Cr Farley was the only nomination and elected unopposed.

### 4.2 SWEARING IN OF NEW SHIRE PRESIDENT

The CEO will officiate the following swearing in of 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 will now assume the chair and Preside over the meeting.

### 4.3 ACKNOWLEDGMENT OF COUNTRY BY SHIRE PRESIDENT

*"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.

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**

- 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 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.

Two nominations were received , Cr Macintosh and Cr Dawkins. A ballot was held and Cr Dawkins was elected.

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

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

I Patrick Dawkins of 3 Hurtsford 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 GOVERNANCE COMMITTEE**

Meets at least twice a year. The charter was adopted at the Ordinary Council Meeting 24<sup>th</sup> September 2019.

#### **Required**

3 Members

#### **Current**

Cr R Thomas

Cr C Hohnen

Cr P Macintosh

Cr D Jackson

### **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**

1 Member

1 Deputy

#### **Current**

Cr K Farley

Cr D Horrex

### **6.4 DEVELOPMENT ASSESSMENT PANEL (DAP)**

Meets as required to determine applications submitted to the Joint Development Assessment Panel (JDAP).

#### **Required:**

2 Members

2 Deputy

**Current:**

Cr R Thomas  
Cr C Hohnen  
Cr P Macintosh (Deputy)  
CR K Farley (Deputy)

**6.5 WA LOCAL GOVERNMENT ASSOCIATION CENTRAL ZONE**

Meets every two months to consider the WALGA agenda.

**Required**

2 Members

**Current**

Cr C Hohnen  
Cr R Thomas  
Note: All Councillors can be alternate delegates and the CEO can be a voting delegate.

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

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

**Required**

1 Member  
1 Deputy

**Current**

Cr P Macintosh  
Cr P Dawkins (Deputy)

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

Meets as required for informal discussion.

**Required**

President  
Deputy President

**Current**

Cr R Thomas  
Cr C Hohnen

**6.8 COTTESLOE PRECINCT LOCAL AREA PLAN STEERING GROUP (ACTIVITY CENTRE).**

Group to guide the Town centre plan for the Shire of Peppermint Grove and the Town of Cottesloe.

**Required**  
2 Members

**Current:**  
Cr P Macintosh  
Cr P Dawkins

#### **6.9 REGIONAL ROAD GROUP (RRG)**

Meets annually to determine RRG funding for the western suburbs.

**Required**  
1 Member

**Current:**  
Cr D Jackson

#### **6.10 WESTERN SUBURBS WORKING GROUP (DEPARTMENT OF PLANNING LANDS AND HERITAGE)**

Meets as required to discuss transport corridor planning for the western suburbs.

**Required:**  
1 Member  
1 Deputy

**Current:**  
Cr P Dawkins  
Cr P Macintosh

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

**Required**  
1 Member

**Current:**  
Cr D Jackson

### **OFFICER RECOMMENDATION**

**Moved: Cr Macintosh**

**Seconded: Cr Hohnen**

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

#### **1 AUDIT, RISK AND GOVERNANCE COMMITTEE**

Cr Mahony  
Cr Hohnen



Cr Dawkin  
Cr Macintosh

**2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PANEL**

All Members

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

Cr Hohnen  
Cr Bond (Deputy)

**4. DEVELOPMENT ASSESSMENT PANEL (DAP)**

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

**5. WA LOCAL GOVERNMENT ASSOCIATION CENTRAL ZONE**

Cr Hohnen  
Cr Farley

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

Cr Macintosh  
Cr Bond (Deputy)

**7. WESTERN SUBURBS ALLIANCE (WSA) FORMERLY KNOWN AS WESROC**

Cr Farley (President)  
Cr Dawkins (Deputy President)

**8. COTTESLOE PRECINCT LOCAL AREA PLAN STEERING GROUP (ACTIVITY CENTRE)**

Cr Hohnen  
Cr Dawkins

**9. REGIONAL ROAD GROUP (RRG)**

Cr Jackson

**10. WESTERN SUBURBS WORKING GROUP (DEPARTMENT OF PLANNING LANDS AND HERITAGE)**

Cr Dawkins

Cr Macintosh (Deputy)

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

Cr Jackson

**12. RECONCILIATION ACTION PLAN**

Cr Farley  
Cr Jackson

**CARRIED 7/0**

## 7 OFFICER REPORT

### 7.1 Council Meeting Dates for 2024

#### ATTACHMENT DETAILS

Attachment No	Description
Nil	

Voting Requirement	Simple Majority
Subject Index	Council Meeting Dates
Disclosure of Interest	: Nil
Responsible Officer	: Chief Executive Officer

#### PURPOSE OF REPORT

The purpose of this report is to adopt the meeting dates for the Agenda Briefing Forums and Ordinary Council Meetings for 2024.

#### SUMMARY AND KEY ISSUES

Notification of planned Council meeting dates for 2024.

#### BACKGROUND

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

#### CONSULTATION

There are no specific Strategic Implications in respect to this matter.

#### STRATEGIC IMPLICATIONS

There are no specific Strategic Implications in respect to this matter.

#### SOCIAL IMPLICATIONS

There are no specific Social Implications in respect to this matter.

#### POLICY IMPLICATIONS

There are no specific Policy Implications in respect to this matter.



## STATUTORY IMPLICATIONS

There are no specific Statutory Implications in respect to this matter.

## FINANCIAL IMPLICATIONS

There are no specific Strategic Implications in respect to this matter.

## ENVIRONMENTAL IMPLICATIONS

There are no specific Environmental Implications in respect to this matter.

## OFFICER COMMENT

Councils Agenda Briefing Forum will be held on the second Tuesday of every month and Ordinary Council are to be held on the fourth Tuesday.

There is no meeting in January 2024.

The December 2024 Ordinary Council Meeting is to be held on the third Tuesday, 17<sup>th</sup> December, so that the minutes are completed prior to the Christmas holiday period.

## 7.1 OFFICER RECOMMENDATION

Moved: Cr Jackson

Seconded: Cr Dawkins

That Council, adopt the following meeting dates for 2024.

Agenda Briefing Forum 2 <sup>nd</sup> Tuesday of every month at 5.30pm (except in January when Council is in recess).	Ordinary Meeting of Council 4 <sup>th</sup> Tuesday of every month's at 5.30pm (except in December – 3 <sup>rd</sup> Tuesday and January when Council is in recess).
13 <sup>th</sup> February 2024	27 <sup>th</sup> February 2024
12 <sup>th</sup> March 2024	26 <sup>th</sup> March 2024
9 <sup>th</sup> April 2024	23 <sup>rd</sup> April 2024
14 <sup>th</sup> May 2024	21 <sup>st</sup> May 2024
11 <sup>th</sup> June 2024	25 <sup>th</sup> June 2024
9 <sup>th</sup> July 2024	23 <sup>rd</sup> July 2024
13 <sup>th</sup> August 2024	20 <sup>th</sup> August 2024
10 <sup>th</sup> September 2024	24 <sup>th</sup> September 2024
8 <sup>th</sup> October 2024	22 <sup>nd</sup> October 2024
12 <sup>th</sup> November 2024	26 <sup>th</sup> November 2024
11 <sup>th</sup> December 2024	17 <sup>th</sup> December 2024

CARRIED 7/0

## 8. CLOSURE

At 5.55pm, there being no further business the meeting closed.

Confirmed by Kate Folan <sup>28<sup>th</sup></sup> this day of November 2023

PRESIDING MEMBER

