



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

MINUTES

Thursday 18 December 2025



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday, 18 December 2025 in the Shire of Perenjori Council Chambers, Perenjori WA 6620, commencing at 3.00 pm.

A handwritten signature in black ink, appearing to read 'C. Strugnell', is positioned above the printed name.

Clinton Strugnell

CHIEF EXECUTIVE OFFICER

Date: 12 December 2025

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Council Roles

Advocacy:

When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.

Executive/Strategic:

The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Legislative:

Includes adopting local laws, town planning schemes and policies.

Review:

When Council reviews decisions made by Officers.

Quasi-Judicial:

When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Disclaimer

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

Shire of Perenjori

Minutes for the Shire of Perenjori Ordinary Meeting of Council held on Thursday, 18 December 2025, at the Shire of Perenjori Council Chambers, Perenjori WA 6620.

1. Declaration of Opening/Acknowledgement of Traditional Custodians/Audio Recording:

The Shire President declared the meeting open at 3.03pm and welcomed those in attendance.

In accordance with r.141 of the *Local Government (Administration) Regulations 1996*, this meeting was recorded and made publicly available on the Shire's website, with publication of meeting minutes.

Acknowledgement of Traditional Custodians: -

As per the Shire of Perenjori Policy (N° 1021) we wish to acknowledge the traditional owners of the land upon which the Shire of Perenjori is situated and to demonstrate respect for the original custodians.

I respectfully acknowledge the past and present traditional owners of the land on which we are meeting, the Badimia people. It is a privilege to be standing on Badimia country.

2. Opening Prayer/Acknowledgement of Pioneers:

The Shire President read the opening prayer.

Acknowledgement of Pioneers;

I acknowledge the pioneers who settled this country, developed the land and turned it into the productive country we know today.

3. Disclaimer Reading:

As printed.

4. Record of Attendance/Apologies/Leave of Absence:

4.1 ATTENDANCE:

Elected Members:	Cr Jude Sutherland (Shire President) Cr Daniel Bradford (Deputy Shire President) Cr Andrew Fraser Cr Brian Campbell Cr Dakota Curtin Cr Roger Dring
Staff:	Clinton Strugnell (Chief Executive Officer) Nola Comerford (Manager Corporate and Community Services) Marty Noordhof (Manager Infrastructure Services) Bobbie Van Rensburg (Executive Assistant)
Distinguished Visitors:	Nil
Members of The Public:	Nil
Leave of Absence:	Cr Leslie Hepworth
Apologies:	Ally Bryant (Finance Manager)

5. Public Question Time:

5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE:

Nil

5.2 QUESTIONS WITHOUT NOTICE:

Nil

6. Applications for Leave of Absence:

6.1 APPLICATION/S FOR LEAVE OF ABSENCE:

Nil

7. Confirmation of Minutes of Previous Meetings:

7.1 ORDINARY COUNCIL MEETING HELD ON 27 NOVEMBER 2025

COUNCIL DECISION

Council Resolution Number: 181225.5

Moved: Cr Fraser

Seconded: Cr Curtin

That the Minutes of the Ordinary Meeting of Council held on 27 November 2025, be confirmed as true and correct subject to no corrections.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Dring, Cr Campbell, Cr Bradford

Against: Nil

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7.2 AUDIT RISK & IMPROVEMENT MEETING HELD ON 18 DECEMBER 2025

COUNCIL DECISION

Council Resolution Number: 181225.6

Moved: Cr Campbell

Seconded: Cr Bradford

That the Minutes of the Audit, Risk & Improvement Committee meeting held on 18 December 2025, be confirmed as true and correct subject to no corrections.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Dring, Cr Campbell, Cr Bradford

Against: Nil

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8. Announcements by Presiding Member Without Discussion:

Nil

9. Petitions/Deputations/Presentations:

Nil

10. Announcements of Matters for Which Meeting May Be Closed: Confidential Reports Items 16.

11. Declaration of Interest:

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

12. Finance:

12.1 MONTHLY FINANCIAL REPORT – 30 NOVEMBER 2025

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	18 December 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	12.1.1 - Monthly Statement of Financial Activity for 30 November 2025

Summary

This item recommends that Council receives the Financial Activity Statements for the periods ending 30 November 2025.

Background

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires local governments to prepare a Monthly Statement of Financial Activity.

Recent changes to the Regulations require a focus on reporting and variance analysis by nature and type rather than by program. The Shire's reports have historically been prepared by both nature and type and program with the variance analysis done by program. All reports for 2025-26 to date have been prepared by both nature and type and program, but with the variance analysis being done by nature and type in compliance with the revised Regulations.

Statutory Environment

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires local governments to prepare a Monthly Statement of Financial Activity.

Policy Implications

Nil

Consultation

Nil

Financial Implications

Shown in the attached data.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.
Strategic Objectives

4.6. The organisation, assets and finances of the Shire are managed responsibly

Officer Comment

The opening surplus for the year after the Audit finalisation of the 2024-25 financial statements is \$3,010,531. As previously advised, this surplus is notionally deceiving as the State Government transferred 50% of its 2025-26 financial assistance grants (totalling \$1.570m) to the Shire in June 2025.

Operating revenue YTD is \$5,711,537 over budget by \$71,363

Operating expenditure YTD is \$5,013,877 under budget by \$277,697

Key variances between the YTD budget and actuals are explained in the attached report on pages 2-3.

It is to be noted that the June financials are not yet completed as depreciation, allocations and accruals have not yet been finalised for the end of financial year. June financials remain open until the finalisation of the year end audit.

COUNCIL DECISION

Council Resolution Number: 181225.7

Moved: Cr Fraser Seconded: Cr Bradford

That the Monthly Financial Report to 30 November 2025 as attached be received.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Dring, Cr Campbell, Cr Bradford

Against: Nil

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12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2025

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	18 December 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Gypsie Douglas – Finance Officer
Responsible Officer:	Ally Bryant – Finance Manager
Attachments:	12.2.1 – Accounts for Payment November 2025 12.2.2 – Corporate Credit Card Statement & Breakdown

Summary

Council is presented the list of payments made from the Municipal, Trust and Reserve Accounts under delegation since the last Ordinary Council Meeting.

Background

Council delegates authority to the Chief Executive Officer annually:

To make payments from Trust, Reserve and Municipal Fund;

- To purchase goods and services to a value of not more than \$250,000;

Legal Compliance

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

R12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub-regulation (1) or (2) is to be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Policy Implications

Nil

Council Policy Compliance

Payments are checked to ensure compliance with Council's Purchasing Policy Number 4007 – Procurement Policy.

Financial Implications

All payments are made in accordance with the adopted annual budget.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.6. The organisation, assets and finances of the Shire are managed responsibly.

Consultation

Clinton Strugnell – Chief Executive Officer

Ally Bryant – Finance Manager

Officer Comment

Accounts paid for the month ending 30 November 2025

Municipal Account	
EFT 19383 – 19534	\$560,457.30
Direct Debits	\$217,581.27
Cheques	\$0.00
Corporate MasterCard	\$5,141.38
Bank Fees	\$469.40
Total	\$783,649.35

Trust Account – Mt Gibson Public Benefit Funds	
EFT – Transfer to another account (Close Term Deposit)	\$0.00
Cheques	\$0.00
Bank Fees	\$0.00
Total	\$0.00

Totalling **\$783,649.35** from *Municipal* and *Trust Accounts* for the month ending **30 November 2025**.

COUNCIL DECISION

Council Resolution Number: 181225.8	
Moved: Cr Bradford	Seconded: Cr Campbell
That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$783,649.35 (Seven hundred and eighty-three thousand, six hundred and forty-nine dollars and thirty-five cents) be accepted.	
Motion put and carried 6/0	
For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell	
Against: Nil	

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12.3 AMENDMENT TO FEES & CHARGES – NORTH ROAD UNITS

Applicant:	Shire of Perenjori
File:	ADM 0559, ADM 0560, ADM 0561
Date:	18 December 2025
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	Nil

Summary

Council is requested to consider adopting amended Fees & Charges for housing units located at 71 North Rd, Perenjori.

Background

Saltbush Contracting currently utilise a Council-owned accommodation unit on the North Road for management, which is administered through the Perenjori Caravan Park. The haulage company was originally allocated Unit 3 but relocated to Unit 1 to allow renovation works to proceed. Following completion of these works, Saltbush is continuing to reside in Unit 1 and has requested a short-term lease of the renovated unit to provide accommodation for two of their truck drivers.

In the 2025/26 Fees & Charges Schedule, Unit 3 is listed in the Caravan Park fees at \$689 (six hundred and eighty nine dollars) per week. This fee includes weekly servicing by the cleaning crew.

Also listed in the Fees & Charges Schedule are weekly housing rental fees of \$228 (two hundred and twenty eight dollars) for Unit 1 and Unit 2.

Now that Saltbush are renting two of the three units, it is recommended to apply both of the weekly rental fees for all three units in the Fees & Charges Schedule to enable them to be rented either through the Caravan Park which would include a weekly cleaning service or rented privately and administered through the Shire's Administration Office.

Statutory Environment

Local Government Act 1995

2.7. Role of council

(1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

Policy Implications

Nil

Consultation

Clinton Strugnell – Chief Executive Officer

Ally Bryant – Finance Manager

Gage Adams – Caravan Park Manager

Financial Implications

An increase in Caravan Park income through rental fees for 3/71 North Road.

Strategic Community Plan

Goal 3: A diverse economy, with flourishing businesses offering a suite of trades, services and retail offerings.

3.1. Opportunities are maximised to promote economic growth and local development.

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.6. The organisation, assets and finances of the Shire are managed responsibly.

Officer Comment

Fees and Charges are endorsed by Council within the annual budget each financial year. However, subsequent to the fees and charges being adopted, haulage contractor, Saltbush Contracting, have been required to relocate to allow for renovations, and have also requested the lease of another unit on a temporary basis.

Given that these three units are adjacent to the Caravan Park and therefore convenient to lease to contractors on request for either temporary or a permanent basis, it is recommended that the weekly rental fee of \$689 be applied to all units. It is also recommended that a weekly housing rental fee of \$228 be applied to all units in the event of renting to a private individual.

PROCEDURAL MOTION

Council Resolution Number: 181225.9

Moved: Cr Bradford

Seconded: Cr Fraser

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.08pm to allow for open discussion of Item 12.3.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 181225.10

Moved: Cr Bradford

Seconded: Cr Fraser

That Council resume Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.10 pm.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

COUNCIL DECISION

Council Resolution Number: 181225.11

Moved: Cr Dring

Seconded: Cr Fraser

That Council:

- 1. Endorse a weekly rental fee of \$689 (six hundred and eighty-nine dollars) for accommodation units located at 71 North Road, Perenjori, where rented as a component of the Perenjori Caravan Park.**
- 2. Endorse a weekly private rental fee of \$228 (two hundred and twenty-eight dollars) for accommodation units located at 71 North Road, Perenjori, where rented to private individuals and administered through the Shire's Administration Office.**
- 3. Requests the Chief Executive Officer to give local public notice of a new Fee and Charge for the 2025/26 financial year.**

Motion put and carried 6/0 by Absolute Majority

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

13. Community Development and Services:

13.1 QUARTERLY REPORT – COUNCIL PLAN

Applicant:	Shire of Perenjori
File:	ADM 0618
Date:	18 December 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	13.1.1 – Quarterly Report – Council Plan

Summary

For Council to consider endorsement of the Strategic Community Plan/Corporate Business Plan (Council Plan) quarterly report.

Background

Council reviewed the Strategic Community Plan and Corporate Business Plan (Council Plan) at the June 2025 Ordinary Council Meeting.

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to have a plan for the future of the district, and under the Local Government (Administration) Regulations 1996, all local governments are required to have adopted two key documents – a Strategic Community Plan and a Corporate Business Plan. Together these documents drive the development of the local government's budget.

The Integrated Planning and Reporting Framework and Operational Guidelines (2016) issued by the Department of Local Government, Sport and Cultural Industries (DLGSC), which guide the Strategic Community Plan and Corporate Business Plan process, require that regular monitoring and reporting of these plans are undertaken. Quarterly updates form part of this key reporting process.

Statutory Environment

Local Government Act 1995 s5.56:

5.56 Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

(3) A local government is to review the current strategic community plan for its district at least once every 4 years.

Policy Implications

Nil

Consultation

Clinton Strugnell – Chief Executive Officer

Marty Noordhof – Manager Infrastructure Services

Ally Bryant – Finance Manager

Adim Hajat – Community Development Officer

Financial Implications

The cost of projects and actions contained within the Quarterly Report are as per the Annual Budget 2025/26.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.6. The organisation, assets and finances of the Shire are managed responsibly.

Officer Comment

The Quarterly Report is designed to provide information on the progress and milestones of key goals in the Council Plan 2022-2032.

COUNCIL DECISION

Council Resolution Number: 181225.12

Moved: Cr Curtin

Seconded: Cr Bradford

That Council receives the achievements against the actions in the Quarterly Council Plan for the period ending 31 December 2025.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

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14. Infrastructure Services:

14.1 ADVERTISEMENT OF RFQ01-2025.26 – KERBSIDE GENERAL WASTE COLLECTION SERVICES

Applicant:	Shire of Perenjori
File:	ADM
Date:	18 December 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Bianca Plug – Governance Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	14.1.1 - RFQ01-2025.26 Kerbside General Waste Collection Services

Summary

The purpose of this report is to seek Council approval to proceed with the public advertisement of Request for Quote (RFQ01-2025.26) for Kerbside General Waste Collection Services.

Background

The Shire's current waste collection contract is due to expire in January 2026, and a new contract is required to ensure the continued provision of kerbside general waste collection services across the townsites of Perenjori and Latham. This Request for Quotation (RFQ) seeks suitably qualified contractors to provide consistent, reliable, and environmentally compliant waste collection and disposal services for residential, commercial, and public areas within the Shire.

The Shire provides weekly kerbside general waste collection for approximately:

- 130 residential premises.
- 88 commercial and industrial premises; and
- 12 public bins located throughout townsites and public areas.

Collected waste is transported to the Perenjori Landfill.

Statutory Environment

Local Government Act 1995

Local Government (Functions and General) Regulations 1996 – Part 4 (Division 2 – Quotations for Goods and Services)

Consultation

Clinton Strugnell – Chief Executive Officer

Marty Noordhof – Manager Infrastructure Services

Financial Implications

Funding for waste collection services has been provided for within the 2025-26 Annual Budget

Strategic Community Plan

Goal 2: Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed

2.5. Waste management services are provided efficiently and sustainably

Officer Comment

The proposed RFQ documentation outlines the following service requirements:

- Weekly kerbside collection and disposal of general waste across residential, commercial, and public locations;
- Compliance with all environmental and occupational health regulations;
- Provision of enclosed collection vehicles and appropriate labour, plant, and materials;
- Monthly reporting and invoicing to the Shire; and
- Minimum insurance coverage of \$20 million public liability and valid workers' compensation.

The RFQ provides for two possible variations from the Shires current kerbside contract. The first possible variation is that the RFQ requires two kerbside costs to be lodged. A price for all kerbside waste to be disposed

at the Perenjori Waste Facility is required, as well as a price for all kerbside waste to be disposed at a location determined by the contractor outside of the Shire of Perenjori.

The second possible variation is that the RFQ requires the provision of a cost to supply and collect business and community cardboard bins and dispose of that cardboard outside of the Shire.

These variations are aimed at extending the life of the Perenjori Waste Facility and addressing the high cost of the Shires current cardboard collection service.

The RFQ has been prepared in accordance with the relevant legislation and WALGA's recommended RFQ template. Following the close of submissions, responses will be evaluated against the approved compliance, qualitative, and price criteria to determine the most advantageous outcome to the Shire.

A subsequent report will be presented to Council for endorsement of the preferred contractor once the evaluation process has been completed.

PROCEDURAL MOTION

Council Resolution Number: 181225.13

Moved: Cr Campbell

Seconded: Cr Fraser

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.11pm to allow for open discussion of Item 14.1.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 181225.14

Moved: Cr Fraser

Seconded: Cr Campbell

That Council resume Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.16 pm.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

COUNCIL DECISION

Council Resolution Number: 181225.15

Moved: Cr Bradford

Seconded: Cr Curtin

That Council:

- 1. Approves the invitation of quotations for RFQ03-2025.26 Kerbside General Waste Collection Services in accordance with the *Local Government (Functions and General) Regulations 1996*;**

AND

- 2. Notes that a further report will be presented to Council upon completion of the evaluation process, seeking approval to award the contract.**

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

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15. Governance:

15.1 AUDIT FOR THE YEAR ENDED 30 JUNE 2025 – OFFICE OF THE AUDITOR GENERAL

Applicant:	Shire of Perenjori
File:	ADM 0339
Date:	18 December 2025
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	15.1.1 – Findings Identified During the Final Audit 30 June 2025
	15.1.2 – Closing Independent Auditor's Report 2025
	15.1.3 – Signed Financial Statements 30 June 2025
	15.1.4 – OAG Letter CEO
	15.1.5 – OAG Letter Shire President

Summary

This report presents the closing Audit Reports for the 2024/25 financial year from the Office of the Auditor General.

Background

Audits are conducted annually and are presented to the Audit Committee prior to consideration by Council.

The Audit Committee plays an important role in advising Council on the conduct of the audit to ensure the proper financial management of the organisation.

The administration has the opportunity to highlight any corrective action proposed to be taken to address any identified shortcomings, with the requirements to report to the Audit Committee with a recommendation to Council to acknowledge the report and the action taken to correct the matters raised and report to the Auditor General the actions implemented.

Statutory Environment

Local Government Act 1995

7.12A. Duties of local government with respect to audits

(4) A local government must –

- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
- (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

Financial Implications

Nil

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community

4.1. The community is well-informed and engaged

4.6. The organisation, assets and finances of the Shire are managed responsibly

Consultation

Clinton Strugnell – Chief Executive Officer

Ally Bryant – Finance Manager

Auditor General's Office

Nexia Australia

Officer Comment

The Audit has been completed and the findings identified in the Auditor's Management Letter.

The Auditor General's Report highlights 1 finding that has been identified in the Auditor's Management Letter.

The manner in which the administration plans to address the issue raised in the Auditor General's Report and the Auditor's Management Comment are in the attached Auditor's Management Letter.

COUNCIL DECISION

Council Resolution Number: 181225.16

Moved: Cr Fraser

Seconded: Cr Bradford

The Audit Committee recommends that Council:

- 1. Accepts the Auditor's Financial Report for the financial year ending 30 June 2025.**
- 2. Notes the finding identified in the Auditor's Management Letter and the Officers response to the issue raised.**
- 3. Notes the opinions expressed in the Independent Auditor's Report and the Officers responses to the issue raised.**
- 4. That a copy of the finalised Audit Committee Minutes be presented to the Minister and Auditor General.**

Motion put and carried 6/0 by Absolute Majority

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

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15.2 ACCEPTANCE AND ADOPTION OF ANNUAL REPORT – 2024/25

Applicant:	Shire of Perenjori
File:	ADM 0339
Date:	18 December 2025
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Bianca Plug – Governance Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	15.2.1 – Annual Report 2024/25

Summary

The Annual Report 2024/25 is attached for Council adoption.

Background

An Annual Report is required to be produced every year after the audit has been completed and upon receipt of the Audit Report.

The Annual Report is prepared in accordance with Section 5.53 of the Local Government Act, 1995 and includes:

- A report from the Shire President;
- A report from the CEO;
- The Annual Financial Report;
- The Auditor's Report;
- Disability Report;
- Complaints Report;
- Information on payments to employees;
- Information on statistics and other payments (in relation to Councillors);
- An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year;
- Freedom of Information Act 1992 – information as required;
- State Records Act 2000 – information in relation to record keeping systems; and
- National Competition Policy Report.

Advice has been received from the Financial Auditors advising that the Auditor's Report has been finalised.

Statutory Environment

Local Government Act, 1995.

Section 5.27(1) states: A general meeting of electors of a district is to be once every financial year.

Section 5.27(2) states: A general meeting is to be held on a day selected by the Local Government but not more than 56 days after the Local Government accepts the Annual Report for the previous financial year.

Section 5.29(1) states: The CEO is to convene an elector's meeting by giving –

(a) at least 14 days local public notice; and

(b) each council member at least 14 days' notice of the date, time, place and purpose of the meeting.

Acceptance of annual reports 5.54.

(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after the financial year.

(2) If the auditor's report is not available in time for the annual report to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than two months after the auditor's report becomes available.

Notice of annual reports 5.55.

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Policy Implications

Nil

Consultation

Clinton Strugnell – Chief Executive Officer

Jude Sutherland - Shire President

Ally Bryant - Finance Manager

Nola Comerford – Manager Corporate and Community Services

Marty Noordhof – Manager Infrastructure Services

Financial Implications

Nil

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community

4.1. The community is well-informed and engaged

4.6. The organisation, assets and finances of the Shire are managed responsibly

Officer Comment

The Annual Report provides the opportunity for the Shire to summarise to the community the achievements of the Local Government and provide the community with an opportunity to review the outcome of the annual audit.

It is to be noted that the Annual Electors Meeting is to be held on a day selected by the Local Government but not more than 56 days after the Local Government accepts the Annual Report for the previous financial year.

COUNCIL DECISION

Council Resolution Number: 181225.17

Moved: Cr Fraser

Seconded: Cr Dring

The Audit Committee recommends that Council:

- 1. Accept the 2024/25 Annual Report containing the Annual Financial Report and Auditor's Report and the Auditor's Report for the financial year ending 30 June 2025.**
- 2. Adopt the 2024/25 Annual Report, containing the Annual Financial Report and the Auditor's Report for the financial year ending 30 June 2025.**
- 3. Confirm the date for the Annual Electors Meeting to be held on Thursday, 12 February 2026, commencing at 5.00pm at the Perenjori Pavilion and authorise the statutory advertising.**

Motion put and carried 6/0 by Absolute Majority

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

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15.3 TERRA MINING ROAD USER & CONTRIBUTION AGREEMENT

Applicant:	Shire of Perenjori
File:	ADM 0901
Date:	18 December 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Clinton Strugnell – Chief Executive Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	15.3.1 – Terra Mining Request Letter 15.3.2 – Terra Mining Road User Agreement

Summary

For Council to consider a request for the extension of the Terra Mining Road User Agreement for a period of six months to June 30, 2026.

Background

In December 2023 the Shire of Perenjori entered into a 12-month Road User Agreement with Terra Mining to allow the carting of bulk magnetite iron ore from the Extension Hill mine site to the Perenjori townsite. The agreement provided for Terra Mining to use Wanarra East Road, Wanarra Road and Perenjori – Rothsay Road whilst meeting the associated maintenance costs of those roads.

At the time of entering into the initial agreement Terra Mining advised of their intent to secure access to the Perenjori rail siding and transport product via train from Perenjori to the Geraldton port. To date Terra Mining have not been able to secure access to the rail siding and have been transporting magnetite via truck to the Geraldton port under a Community Goods Vehicle License (CVGL) issued by the Minister for Transport.

The Road User Agreement has been subject to three further extensions and is due to expire on December 31, 2025.

At the Ordinary Meeting of Council held on 22 May 2025, the most recent extension was approved.

Moved: Bradford

Seconded: Campbell

That Council resolve to:

1. Approve the amendment to the existing Road User, Contribution and Upgrade Agreement to include the route to the Karara minesite and approve the extension to the agreement for a period of 6 months to 30 December 2025, to allow time for Terra Mining additional time to secure an arrangement with a rail provider.
2. Prior to authorising the use of RAV10 Quads on the proposed route to the Karara minesite, Terra Mining be required to commission an engineer's report to the Council's satisfaction on the roads suitability, capability and improvements to be undertaken, with any improvements and modifications being undertaken at Terra Mining's cost prior to the utilisation of RAV10 rated vehicles.

Motion put and carried 7/0

For: Cr Sutherland, Cr Hepworth, Cr Sparkman, Cr Bryant, Cr Bradford, Cr Fraser, Cr Campbell

Against: Nil

The most recent extension of the Road User Agreement included an amendment to add an additional route between Extension Hill and Karara mine sites. To date Terra Mining have not sought to meet the conditions required to upgrade the additional route to RAV10.

Statutory Environment

Main Roads Act 1930

Local Government Act 1995 – s3.57

Policy Implications

Nil

Consultation

Damian Lesque – Project Compliance Manager Terra Mining

Financial Implications

The current road agreement places the costs associated with maintaining the road to an acceptable standard with Terra Mining while they are operating and utilising the affected roads.

The current agreement also includes the provision for a community infrastructure fund contribution per tonne of product from the mining operations. As previously acknowledged by Terra mining, the community fund will not cease even if arrangement with a rail provider is met. Since the initial agreement in late 2023 more than \$210,000 has been contributed to the Community Infrastructure Reserve.

Strategic Community Plan

Goal 2: Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed.

2.6. Roads, footpaths and drainage are appropriately managed according to their need and use.

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.3. The Shire advocates and partners effectively on behalf of the community.

4.6. The organisation, assets and finances of the Shire are managed responsibly.

Officer Comment

The Terra Mining Road User Agreement has been effective in securing road maintenance funds from an extraordinary user of the road network as well as leveraging community infrastructure funding.

Whilst it is disappointing for the community that Terra Mining have not been able to gain access to the Perenjori rail siding and eliminate their truck movements on the Wubin- Mullewa Road, it is important to acknowledge that the use of the roads governed by this agreement are required irrespective of access to the rail siding.

PROCEDURAL MOTION

Council Resolution Number: 181225.18

Moved: Cr Campbell

Seconded: Cr Bradford

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.18 pm to allow for open discussion of Item 15.3.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 181225.19

Moved: Cr Fraser

Seconded: Cr Campbell

That Council resume Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.26pm.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

COUNCIL DECISION

Council Resolution: 181225.20

Moved: Cr Campbell

Seconded: Cr Bradford

That Council

- 1. Approve the extension of the Terra Mining Road User Agreement until June 30, 2026 AND;**
- 2. Confirm that prior to considering the approval of RAV10 Quads on the Karara Minesite route, Terra Mining is required to commission an engineer's report to the Councils satisfaction on the roads suitability, capability and improvements to be undertaken, with any improvements and modifications being undertaken at Terra Mining's cost.**

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

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15.4 STATUS REPORT OF COUNCIL DECISIONS – DECEMBER 2025

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	18 December 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Bianca Plug – Governance Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	15.4.1 – Status Report

Summary

For Council to note the Status Report of Council Decisions for the month of December 2025.

Background

The Status Report functions as an internal administrative tool used by Executive Staff to monitor the implementation and progress of Council's resolutions following each meeting.

To strengthen transparency and communication between Council, staff, and the community, the Status Report will be reinstated as a standing agenda item. Presenting the report formally to Council aligns with good governance principles and allows elected members to monitor the status of all outstanding actions.

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Clinton Strugnell – Chief Executive Officer
Nola Comerford – Manager Corporate Community Services
Ally Bryant – Finance Officer
Maarten Noordhof – Manager Infrastructure Services

Financial Implications

Nil

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community
Strategic Objectives

4.1. The community is well-informed and engaged

4.2. The Shire listens to and works closely with the community and its decision-making is transparent and accountable

Officer Comment

The attached Status Report includes all outstanding Council resolutions for 2025 to date. Moving forward, completed items will remain on the report for one additional month before being removed.

PROCEDURAL MOTION

Council Resolution Number: 181225.21

Moved: Cr Bradford

Seconded: Cr Campbell

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.27pm to allow for open discussion of Item 15.4.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 181225.22

Moved: Cr Bradford

Seconded: Cr Fraser

That Council resume Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3:35 pm.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

COUNCIL DECISION

Council Resolution Number: 181225.23

Moved: Cr Dring

Seconded: Cr Bradford

That Council note the Status Report of Council Decisions for the month of December 2025.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

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16. Confidential Reports:

16.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS

PROCEDURAL MOTION

Council Resolution: 181225.24

Moved: Cr Fraser

Seconded: Cr Campbell

That Council, in accordance with section 5.23(2) of the *Local Government Act 1995*, accept that the meeting be closed to members of the public at 3.35pm to consider confidential item 16.2 Sale of Shire Houses as this matter contains confidential information relating to section 5.23(2)(c) and (e) of the *Local Government Act 1995*.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

16.2 **CONFIDENTIAL ITEM** – SALE OF SHIRE HOUSES

Applicant:	Shire of Perenjori
File:	A754, A721, A735
Date:	18 December 2025
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Adim Hajat – Community Development Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	16.2.1 – Letters of Intent to Purchase 16.2.2 – Valuation Property Report for 50 Russell Street, 59 Russell Street & 19 Hesford Street

PROCEDURAL MOTION

Council Resolution Number: 181225.25

Moved: Cr Campbell

Seconded: Cr Fraser

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.36pm to allow for open discussion of Item 16.2.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 181225.26

Moved: Cr Bradford

Seconded: Cr Fraser

That Council resume Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3:45pm.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

COUNCIL DECISION

Council Resolution Number: 181225.27

Moved: Cr Dring

Seconded: Cr Fraser

That Council

- 1. Instruct the Chief Executive Officer to make the following counteroffers in relation to the sale of Shire houses:**
 - 19 Hesford Street \$210,000**
 - 59 Russell Street \$220,000**
 - 50 Russell Street \$225,000**
- 2. Instruct the Chief Executive Officer that if any counteroffer is accepted advertising requirements in accordance with Local Government Act 1995 s3.58(3) for the disposal of property are to be undertaken.**
- 3. Resolve that in the event counteroffers are declined, the property be withdrawn from sale and the tenants, be thanked for their interest.**

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

16.3 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS

PROCEDURAL MOTION

Council Resolution: 181225.28

Moved: Cr Bradford

Seconded: Cr Dring

That Council return to standing orders and re-open the meeting to the public.

Motion put and carried 6/0

For: Cr Sutherland, Cr Fraser, Cr Curtin, Cr Bradford, Cr Dring, Cr Campbell

Against: Nil

17. Ordering the Common Seal:

Nil

18. Reports of Committees and Members:

Nil

19. Motions of Which Previous Notice Has Been Given:

Nil

20. Notice of Motions:

Nil

21. New Business of an Urgent Nature Admitted by Council:

Nil

22. Closure of Meeting:

The Shire President thanked members for attending and declared the meeting closed at 3.47pm.

23. Next Meeting:

The Shire President advised that the next Ordinary Meeting of Council will be held on Thursday, 26 February 2026 in the Shire of Perenjori Council Chambers, 56 Fowler St, Perenjori WA 6620, commencing at 3.00 pm.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 18 December 2025.

Signed: _____

Shire President

Date: _____