



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

MINUTES

Thursday 23 October 2025



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday, 23 October 2025 in the Shire of Perenjori Council Chambers, Perenjori WA 6620, commencing at 3.00 pm.



Clinton Strugnell

CHIEF EXECUTIVE OFFICER

Date: 17 October 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 23 October 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 3.00pm 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 Cr Les Hepworth
Staff:	Clinton Strugnell (Chief Executive Officer) Nola Comerford (Manager Corporate and Community Services) Marty Noordhof (Manager Infrastructure Services)
Distinguished Visitors:	Nil
Members of The Public:	Paddy King
Leave of Absence:	Nil
Apologies:	Nil

5. Public Question Time:

5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE:

Nil

5.2 QUESTIONS WITHOUT NOTICE:

Paddy King, on behalf of the Tourism & Museum Committee, thanked the Shire for work conducted in renovating the Museum, in particular Marty Noordhof and his team.

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 25 SEPTEMBER 2025

COUNCIL DECISION

Council Resolution Number: 231025.3

Moved: Cr Bradford

Seconded: Cr Campbell

That the Minutes of the Ordinary Meeting of Council held on 25 September 2025, be confirmed as true and correct, subject to no corrections.

Motion put and carried 7/0

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

Against: Nil

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8. Announcements by Presiding Member Without Discussion:

The Presiding Member thanked outgoing Councillors, Dael Sparkman and Colin Bryant, and welcomed new Elected Members, Cr Dakota Curtin, Cr Roger Dring and Cr Les Hepworth.

9. Petitions/Deputations/Presentations:

Nil

10. Announcements of Matters for Which Meeting May Be Closed:

Nil

11. Declaration of Interest:

Item 12.3 – 10 Year Budget – Sporting Clubs Infrastructure - Interest in Common (Impartiality)

12. Finance:

12.1 MONTHLY FINANCIAL REPORT – 30 SEPTEMBER 2025

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	23 October 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	12.1 - Monthly Statement of Financial Activity for September 2025

Summary

This item recommends that Council receives the Financial Activity Statements for the periods ending 30 September 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 prior to the 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 \$4,931,295 over budget by \$9,493

Operating expenditure YTD is \$1,595,683, under budget by \$371,784

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: 231025.4

Moved: Cr Campbell

Seconded: Cr Hepworth

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

Motion put and carried 7/0

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

Against: Nil

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

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	23 October 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 September 2025 12.2.1 – 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 September 2025

Municipal Account	
EFT 19298 – 19382	\$533,178.15
Direct Debits	\$119,809.65
Cheques	\$0.00
Corporate MasterCard	\$7,780.77
Bank Fees	\$1,270.94
Total	\$662,039.51

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 **\$662,039.51** from *Municipal* and *Trust Accounts* for the month ending **30 September 2025**.

PROCEDURAL MOTION

Council Resolution Number: 231025.5

Moved: Cr Sutherland Seconded: Cr Campbell

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.06 pm to allow for open discussion of Item 12.2.

Motion put and carried 7/0

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

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 231025.6

Moved: Cr Campbell Seconded: Cr Hepworth

That Council resume Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.09pm.

Motion put and carried 7/0

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

Against: Nil

COUNCIL DECISION

Council Resolution Number: 231025.7

Moved: Cr Dring Seconded: Cr Hepworth

That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$662,039.51 (Six hundred and sixty-two thousand, and thirty-nine dollars and fifty-one cents) be accepted.

Motion put and carried 7/0

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

Against: Nil

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12.3 10 YEAR BUDGET – SPORTING CLUB INFRASTRUCTURE

Applicant:	Shire of Perenjori
File:	Nil
Date:	23 October 2025
Disclosure of Interest:	Interest in Common (Impartiality) – All Councillors
Voting Requirements:	Simple majority
Author:	Clinton Strugnell – Chief Executive Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	Nil

Summary

The purpose of this item is to:

- Seek Council endorsement for the establishing of long-term sporting club infrastructure budget
- Seek Council endorsement for the clubs/ facilities to be included
- Agree to defer any decision on matching club funding until the draft budget is complete

Background

Council has indicated through the Chief Executive Officers KPI's the desire to have an increased level of forward planning in relation to the funding of sporting club infrastructure.

At present the funding of sporting clubs is ad hoc and is generally initiated by the club requesting funding support the year prior to the project being delivered. A structured 10-year sporting club infrastructure budget will provide the following advantages:

- Allow Council to forward plan its commitment to sporting clubs
- Ensure that clubs have a clear understanding of when their project is scheduled to be funded
- Ensure that clubs have ample time to arrange their own financial contribution to the project
- Allow staff a longer time to explore external grant funding opportunities

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Adim Hajat – Community Development Officer

Financial Implications

The 10-year Sporting Club Infrastructure Budget will be incorporated into future Shire of Perenjori Budgets.

Strategic Community Plan

Goal 1: An inclusive community and a great place to live for all ages and stages of life

1.1. The community is active and has access to a range of sport and recreation facilities

Officer Comment

The purpose of establishing this budget is to ensure the community has access to good quality and well-maintained sporting club infrastructure. The budget will include:

- Club infrastructure i.e. lights, bowling greens, major equipment, building infrastructure
- Perenjori Latham Sports Clubs – major renovations and fit outs, plant, building extensions
- Sporting club projects that deliver co-location and facility sharing

The budgets will preclude:

- Consumables
- Sporting equipment
- Minor equipment
- Projects that duplicate facilities

It is proposed that the following clubs be consulted and included in the process:

- Latham Sports Club (includes golf and bowls)
- Perenjori Sports Club
- Perenjori Bowls Club
- Perenjori Golf Club
- Perenjori Pistol Club
- Perenjori Netball Club
- Perenjori Hockey Club
- Perenjori / Carnamah Football Club (includes junior football)

The process for preparing the 10 Year Budget is proposed to be:

- Each club will be written to inviting them to submit their requirements over a ten-year period, including a cost estimate and an indication of what resources the Club has to contribute to the project.
- Staff to review club submissions and meet with clubs to clarify if required
- Staff to review project costings and seek quotes where required
- Staff to allocate projects into budget – return to Council for review

Given the timing of commencing this process it is anticipated that a draft of the budget would not be returned to Council until early in 2026.

Council does not have a formal position in relation to what level of contribution should be made by each club towards their project. The most recent project undertaken by the Latham Sports Club to replace their bowling green involved a club contribution of approximately 30% of the total project cost.

At this point in time it is suggested Council defer consideration of this issue until the draft budget is prepared and some consultation has been undertaken with clubs.

PROCEDURAL MOTION

Council Resolution Number: 231025.8

Moved: Cr Hepworth Seconded: Cr Fraser

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.10 pm to allow for open discussion of Item 12.3.

Motion put and carried 7/0

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

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 231025.9

Moved: Cr Campbell Seconded: Cr Curtin

That Council resume Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.21 pm.

Motion put and carried 7/0

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

Against: Nil

COUNCIL DECISION

Council Resolution Number: 231025.10

Moved: Cr Campbell

Seconded: Cr Bradford

That Council:

- 1. Establish a 10 Year Sporting Club Infrastructure Budget.**
- 2. Invite the following clubs to make submission to the draft budget:**
 - Latham Sports Club**
 - Perenjori Sports Club**
 - Perenjori Bowls Club**
 - Perenjori Golf Club**
 - Perenjori Pistol Club**
 - Perenjori Netball Club**
 - Perenjori Hockey Club**
 - Perenjori / Carnamah Football Club**
- 3. Consider the issue of “club contribution” when the draft budget becomes available.**

Motion put and carried 7/0

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

Against: Nil

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13. Community Development and Services:

13.1 TOWNSCAPE COMMITTEE MEETING UPDATES

Applicant:	Shire of Perenjori
File:	ADM 0083
Report Date:	23 October 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Adim Hajat – Community Development Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	13.1.1 – Unconfirmed Townscape Committee Meeting Minutes 9 October 2025 13.1.2 – Project 3 – Aboriginal Interpretive Space Concept Design 13.1.3 – FLOW Consultant Engineers Quotation 13.1.4 – Townscape Projects 3 Cost Breakdown 2025

Summary

The Perenjori Townscape Committee seeks Council's endorsement of the following items discussed and progressed at the Committee meeting held on Thursday, 9 October 2025:

1. Unconfirmed Meeting Minutes

Endorse the unconfirmed minutes of the Perenjori Townscape Committee meeting held on 9 October 2025.

2. Project 3 – Aboriginal Interpretive Space: New Concept Design

Endorse the updated concept design for the Aboriginal Interpretive Space, which includes minor alterations such as mulching for ground cover, placement of rocks along the drainage bank to create a defined creek bed, and accessibility features.

3. Reallocation of Townscape Budget 2025/26

Approve the reallocation of the existing \$40,000 Townscape budget from:

- \$20,000 – Street Verge Planting
- \$20,000 – Railways Station Improvements

To:

- Project 3 - Aboriginal Interpretive Space
- Project 5 - CBH Timeline Project

4. Pursuit of Additional External Funding

Support the Committee's intention to seek additional funding through external agencies, including but not limited to:

- Gunduwa Regional Conservation Association
- CBH Grassroots Community Fund

These actions will enable the Townscape Committee to progress the prioritised Project 3 – Aboriginal Interpretive Space and Project 5 – CBH Timeline, with a target completion date by the end of the 2025/26 financial year.

Background

Perenjori Townscape Committee Update

At the most recent meeting, the Townscape Committee resolved to prioritise Project 3 – Aboriginal Interpretive Space and Project 5 – CBH Timeline, aiming to finalise both projects by the end of the financial year.

Project 3 – Aboriginal Interpretive Space

Ground works have accelerated in recent months. A latest concept drawing has been developed, outlining:

- Pathways
- Yarning circle position

-
- Shelter
 - Car park
 - Creek bed
 - Plantings of local flora

The concept has been shared with a local Badimia elder for cultural advice and endorsement from traditional owners. The committee is exploring external funding options, including an application through the Gunduwa Regional Conservation Association.

Project 5 – CBH Timeline

The railway sleepers have been received, donated by Arc Infrastructure. The committee has obtained a quote from an engineer to prepare detailed specifications for:

- Securing the sleepers to the ground
- Planned extensions to the installation

The committee is exploring external funding options, including an application through the CBH Grassroots Community Funding Program.

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Clinton Strugnell – Chief Executive Officer
Nola Comerford – Manager Corporate & Community Services
Marty Noordhof – Manager Infrastructure Services
Robin Spencer – Townscape Committee member
Andrew Fraser – Townscape Committee member
Dael Sparkman – Townscape Committee member
Les Hepworth - Townscape Committee member
Jessica Cole - Townscape Committee member
Tara Bradford - Townscape Committee member
Delys Fraser – Badimia Elder

Financial Implications

Council has allocated \$40,000 in the 2024/25 Annual Budget for Townscape Project Expenses, currently distributed as follows:

- \$20,000 – Street Verge Planting
- \$20,000 – Railway Station Improvements

Following the recent resolution of the Townscape Committee to prioritise Project 3 – Aboriginal Interpretive Space and Project 5 – CBH Timeline, the Committee is requesting Council's approval to reallocate the \$40,000 existing budget to align with these priorities:

- Project 3 – Aboriginal Interpretive Space
- Project 5 – CBH Timeline

To supplement the budget and support the completion of these projects within the financial year, the responsible officer is preparing applications for external funding through:

- Gunduwa Regional Conservation Association, and
- CBH Grassroots Community Funding Program

The Committee is committed to delivering both projects by the end of the 2025/26 financial year, contingent on approval of the budget reallocation and successful acquisition of additional funding.

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.

2.4. Local Aboriginal and non-Aboriginal stories, structures and places of interest are acknowledged, preserved and promoted as appropriate.

2.7 Parks, gardens, street trees and reserves are appropriately managed according to their need and use.

Officer Comment

Given the extensive planning required for various Townscape initiatives, the Townscape Committee has elected to prioritise Project 3 – Aboriginal Interpretive Space and Project 5 – CBH Timeline.

At the Townscape Committee Meeting held on 9 October, members reviewed and discussed the new concept drawing for the Aboriginal Interpretive Space. The Committee acknowledged the importance of meaningful engagement with the Badimia people, recognised as the traditional owners of the Perenjori area, and noted that their input will be essential in shaping the final design and implementation.

The proposed concept drawing for the site includes key features that support accessibility and cultural connection:

- Pathways leading to the Yarning Circle, designed with compacted surfaces to ensure inclusivity and accessibility
- A visitor carpark
- A shelter for the visitors

Prior to the commencement of works, the Committee will notify surrounding property owners about the intended use of the currently vacant lot. To support the implementation of the project, the Committee is seeking assistance from the Shire to undertake the majority of ground works, including tasks such as:

- Stump removal
- Mulching
- General site preparation

Ongoing discussions between the Townscape Committee and the Shire's Executive Staff will ensure regular updates and collaboration as the project progresses.



Proposed new design and layout of the Aboriginal Interpretive Space located on the corner of Fowler Street and Oversby Road.

Aboriginal Interpretive Space (Project 3)

The concept design for the Aboriginal Interpretive Space has undergone minor additions and alterations. Key updates include:

- Mulching to be added as a ground cover, as well as around the base of the plantings to improve aesthetics and functionality.
- Rocks will be placed along one side of the drainage bank to create a more defined and effective creek bed, enhancing the natural features of the space. Whilst continuing to allow water flow when required.

These additions aim to enrich the space's design and increase accessibility and sustainability.

CBH Timeline (Project 5)

Project 5 has gained significant momentum, thanks to the generous donation of railway sleepers by Arc Infrastructure. A local builder is currently preparing the sleepers for installation.

To ensure the project meets engineering and safety standards, the Committee has appointed FLOW Consultant Engineers to undertake the following key tasks:

- Design the appropriate concrete footing size for each sleeper to ensure stability.
- Design a durable stainless steel connection stirrup to mount each sleeper securely to the concrete footing (above ground).
- Design a splice plate to join sleepers lengthwise, enabling longer lengths to be achieved as needed for the project.

All engineering drawings and specifications will comply with Australian design standards, and the final plans will be submitted to Council for approval.

The Committee has also discussed the plaque design for the CBH Timeline. The following steps have been proposed:

- Examples of plaque designs will be sourced, including options for size, font sizes, and material. These will be presented to the Committee for approval.
- It was noted that additional blank plaques should be ordered to accommodate future installations.

COUNCIL DECISION

Council Resolution Number: 231025.11

Moved: Cr Fraser

Seconded: Cr Dring

That Council:

- 1. Receives the unconfirmed Perenjori Townscape Committee Meeting Minutes held on Thursday 9 October 2025.**
- 2. Endorses Project 3 – Aboriginal Interpretive Space’s concept design which was tabled at the Perenjori Townscape Committee meeting held on 9 October 2025.**
- 3. Approves the reallocation of the Townscape budget 2025/26 to the following projects:**
 - \$40,000 towards Project 3 – Aboriginal Interpretive Space and;**
 - Project 5 – CBH Timeline.**
- 4. Endorses progression to seek additional funding for Projects 3 & 5 through Gunduwa Regional Conservation Association and CBH Grassroots Funding Program.**

Motion put and carried 7/0

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

Against: Nil

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13.2 WHEATBELT VET SERVICES – USE OF PERENJORI MASONIC LODGE

Applicant:	Shire of Perenjori
File:	Nil
Date:	23 October 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Clinton Strugnell – Chief Executive Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	Nil

Summary

The purpose of this item is to seek Council support for Wheatbelt Vet Services to conduct periodic clinics from the Perenjori Masonic Lodge.

Background

Wheatbelt Vet Services are a Wongan Hills based business that have been providing veterinary clinics in Perenjori for approximately 18 months. The clinics have been conducted from the old Pony Club building in the recreation precinct. Approximately 8-10 clinics are conducted per year, and they are a valuable service to the community.

Wheatbelt Vet Services have approached staff to request if an alternate location for their service would be available as the Pony Club building has no air-conditioning and delivering clinics in the summer months is challenging.

Staff have assessed several Shire owned buildings to determine their suitability and availability and established that the Masonic Lodge satisfies both criteria. The Lodge is currently used by the Perenjori Polices – Blue Light program which includes school holiday activities and after school activities.

Discussions have been held with OIC Brenton Uphill regarding sharing the facility and he is very supportive of the proposal and does not believe it will have any impact on their programs. Wheatbelt Vet Services conduct clinics for approximately 5 hours and will not leave any equipment or belongings in the building.

Statutory Environment

Nil

Policy Implications

Nil

Consultation

OIC Perenjori Police – Brenton Uphill
Wheatbelt Vet Services

Financial Implications

The Shire of Perenjori meets the cost of utilities for the Lodge.

The Lodge does not have a prescribed rental in the Shire of Perenjori – Schedule of Fees and Charges and it is recommended that no fee be charged in this instance.

Strategic Community Plan

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

Officer Comment

The Blue Light Program and the Wheatbelt Vet both offer important services to the community. Given the infrequency that each service will use the Lodge they will be able to share the building without impacting each other's services.

Wheatbelt Vet Services advertises its clinic dates 12 months in advance and it is intended that the Police will be consulted prior to setting these dates.

PROCEDURAL MOTION

Council Resolution Number: 231025.12

Moved: Cr Campbell Seconded: Cr Hepworth

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.22 pm to allow for open discussion of Item 13.2.

Motion put and carried 7/0

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

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 231025.13

Moved: Cr Bradford Seconded: Cr Curtin

That Council resume Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.23 pm.

Motion put and carried 7/0

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

Against:

COUNCIL DECISION

Council Resolution Number: 231025.14

Moved: Cr Bradford Seconded: Cr Campbell

That Council agrees to the Wheatbelt Vet Services use of the Perenjori Masonic Lodge, free of charge, on the basis that the service has no impact on the Blue Light Youth Program delivered by the Perenjori Police.

Motion put and carried 7/0

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

Against: Nil

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13.3 QUARTERLY REPORT – COUNCIL PLAN

Applicant:	Shire of Perenjori
File:	ADM0618
Date:	23 October 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:	13.3.1 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 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: 231025.15

Moved: Cr Dring Seconded: Cr Campbell

That Council receives the achievements against the actions in the Quarterly Council Plan for the period ending 30 September 2025.

Motion put and carried 7/0

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

Against: Nil

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14. Infrastructure Services:

14.1 ADVERTISEMENT OF 2025.26 CAPITAL ROAD WORKS REQUEST FOR TENDERS

Applicant:	Shire of Perenjori
File:	ADM 0082
Date:	23 October 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Marty Noordhof – Manager Infrastructure Services
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	14.1.1 - RFT01-2025.26 Sealed Pavement Repairs and Surface Works 14.1.2 – RFT02-2025.26 Rural Roads Reconstruction 2025-26

Summary

The purpose of this report is to seek Council approval to proceed with the public advertisement of two Requests for Tender (RFTs) for:

1. RFT01-2025.26 Pavement Repairs and Surfacing Works, and
2. Rural Roads Reconstruction 2025-26

As part of the approved 2025–26 Annual Budget, funding has been allocated for the reconstruction and resealing of various roads within the Shire. The scope of works exceeds the tender threshold set under the Local Government (Functions and General) Regulations 1996, requiring a formal tender process to be undertaken.

Statutory Environment

Local Government Act 1995

Local Government (Functions and General) Regulations 1996 – Part 4

Consultation

Clinton Strugnell – Chief Executive Officer

Joshua Kirk – Principal Greenfields Technical Services

Financial Implications

Funding for both projects has been allocated in the 2025–26 Budget under the Capital Works Program.

Strategic Community Plan

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

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

Officer Comment

The two proposed RFTs are as follows:

RFT01-2025.26 Pavement Repairs and Surfacing

This tender will cover general pavement repairs and resurfacing works within the Shire as per attachment one provided.

RFT02-2025.26 Rural Roads Reconstruction Works 2025-26

This tender will cover a more technical scope incorporating full reconstruction of a section of the Coorow Latham Rd and Bunjil Carnamah Rd as outlined in attachment two provided.

The preparation of tender documentation has been completed in accordance with the Local Government Act 1995 and associated regulations. Subject to Council approval, both RFTs will be advertised in accordance with statutory requirements by Public Tender on the 25 October 2025.

PROCEDURAL MOTION

Council Resolution Number: 231025.16

Moved: Cr Campbell Seconded: Cr Bradford

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.25 pm to allow for open discussion of Item 14.1.

Motion put and carried 7/0

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

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 231025.17

Moved: Cr Fraser Seconded: Cr Hepworth

That Council resume Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.29pm.

Motion put and carried 7/0

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

Against: Nil

COUNCIL DECISION

Council Resolution Number: 231025.18

Moved: Cr Bradford Seconded: Cr Campbell

That Council:

- 1. Approves the advertising of the following Requests for Tender:**
 - RFT 01-2025: Pavement Repairs and Surfacing Works**
 - RFT 02-2025: Rural Roads Reconstruction Works**
- 2. Notes that a further report will be presented to Council upon completion of the evaluation process, seeking approval to award the contracts.**

Motion put and carried 7/0

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

Against: Nil

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15. Governance:

15.1 CHRISTMAS ADMINISTRATION CLOSURE & COUNCIL AND STAFF FUNCTION 2025/26

Applicant:	Shire of Perenjori
File:	ADM0729
Date:	23 October 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Bianca Plug – Governance Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	Nil

Summary

This report seeks Council's endorsement for the closure of the Shire Administration Office during the 2025/26 Christmas and New Year period, and for the annual end-of-year function for Councillors, staff, and their immediate families.

Background

The Shire has traditionally closed the Administration Office between Christmas and New Year, as this period experiences minimal public demand and provides an opportunity for staff to take leave. It is proposed that Council continue this practice for the 2025/26 holiday period.

The proposed closure will be from 4.00 pm Friday, 19 December 2025, re-opening at 8.00 am Monday, 5 January 2026.

Public notice of the closure will be provided, with emergency contact details made available should any urgent matter arise. Staff are required to take annual leave or RDOs during this period, unless alternative arrangements are approved by their supervisor.

Council has also traditionally hosted an end-of-year Christmas function to recognise and celebrate the contribution of Councillors and staff. It is proposed that the 2025 function be held at the Perenjori Town Hall / rear of the Administration Office on Friday, 5 December 2025, commencing at 6.00 pm.

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Clinton Strugnell – Chief Executive Officer
Nola Comerford – Manager Corporate Community Services
Adim Hajat – Community Development Officer

Financial Implications

Funds for the Christmas function are included in the 2025/26 Annual Budget allocations for Council functions.

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

Officer Comment

The annual administration Christmas/New Year stand-down is appropriate given there is not a high volume of counter or telephone enquiries, and where there is no particular need to have the administration building open at what is considered a quiet time of the year.

The annual Christmas function continues to play an important role in promoting staff morale, acknowledging the year's achievements, and fostering positive relationships between Councillors, staff and their families. When selecting the function date, other community events and functions scheduled in Perenjori during December were considered to avoid overlap and ensure the best possible attendance.

COUNCIL DECISION

Council Resolution Number: 231025.19

Moved: Cr Hepworth

Seconded: Cr Campbell

That Council:

- 1. Endorse the closure of the Shire Administration Office for the 2025/26 Christmas and New Year period from 4.00 pm Friday, 19 December 2025, re-opening 8.00 am Monday, 5 January 2026.**
- 2. Approve an end of year Christmas function for Councillors, staff and their immediate families, to be held at the Perenjori Town Hall / rear of the Administration Office on Friday, 5 December 2025, commencing at 6.00 pm.**

Motion put and carried 7/0

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

Against: Nil

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15.2 STATUS REPORT OF COUNCIL DECISIONS – OCTOBER 2025

Applicant:	Shire of Perenjori
File:	Nil
Date:	23 October 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Bianca Plug – Governance Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	15.2.1 - Status Report

Summary

For Council to note the Status Report of Council Decisions for the month of October 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

Reinstating the Status Report as a standing agenda item aligns with standard practice across local governments and supports continuous improvement in Council reporting and communication.

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.

COUNCIL DECISION

Council Resolution Number: 231025.20

Moved: Cr Fraser

Seconded: Cr Bradford

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

Motion put and carried 7/0

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

Against: Nil

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16. Confidential Reports:

Nil

17. Ordering the Common Seal:

Document	Organisation	Purpose	Date
Right of Entry & Consent to Security	Perenjori WA Pty Ltd	Lease and Operation of a Supermarket	July 2025
Local Planning Scheme No. 3 Amendment No. 2	Shire of Perenjori	Short Term Rental Accommodation Scheme Amendment	October 2025

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 those in attendance and declared the meeting closed at 3.35pm.

23. Next Meeting:

The Shire President advised that the next Ordinary Meeting of Council will be held on Thursday, 27 November 2025 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 23 October 2025.

Signed: _____

Shire President

Date: _____

27/11/25