



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

MINUTES

Thursday 24 July 2025



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday 24 July 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 'Paul Anderson'.

Paul Anderson

CHIEF EXECUTIVE OFFICER

Date: 18 July 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 24 July 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 and welcomed those in attendance at 3.03pm.

In accordance with r.141 of the *Local Government (Administration) Regulations 1996*, this meeting will be 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 (Nº 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 BY ELECTRONIC MEANS:

PROCEDURAL MOTION

Council Resolution Number: 240725.1

Moved: Cr Bradford Seconded: Cr Bryant

That Council, in accordance with regulation 14c of the *Local Government (Administration) Regulations 1996* approve Councillor Fraser to attend the 24 July 2025 Ordinary Meeting of Council by electronic means.

Motion put and carried by Absolute Majority 6/0

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

Against: Nil

4.2 ATTENDANCE:

Members:	Cr Jude Sutherland (President) Cr Les Hepworth (Deputy President) Cr Daniel Bradford Cr Colin Bryant Cr Andrew Fraser (Electronic Means) Cr Brian Campbell Cr Dael Sparkman
Staff:	Paul Anderson (Chief Executive Officer) Ally Bryant (Finance Manager) Marty Noordhof (Manager Infrastructure Services) Chloe Heard (Finance Officer)
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:

Nil

6. Applications for Leave of Absence:

6.1 APPLICATION/S FOR LEAVE OF ABSENCE:

COUNCIL DECISION

Council Resolution Number: 240725.2

Moved: Cr Hepworth Seconded: Cr Sparkman

That Cr Bryant be granted leave of absence for the meeting of 28 August 2025.

Motion put and carried 7/0

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

Against: Nil

7. Confirmation of Minutes of Previous Meetings:

7.1 ORDINARY COUNCIL MEETING HELD ON 19 JUNE 2025

COUNCIL DECISION

Council Resolution Number: 240725.3

Moved: Cr Bryant Seconded: Cr Campbell

That the Minutes of the Ordinary Meeting of Council held on 19 June 2025, be confirmed as true and correct subject to no corrections.

Motion put and carried 7/0

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

Against: Nil

8. Announcements by Presiding Member Without Discussion:

The Shire President congratulated Chief Executive Officer, Paul Anderson on receiving the Eminent Service Award at the 2025 WALGA Local Government Awards.

9. Petitions/Deputations/Presentations:

Nil

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

Nil

11. Declaration of Interest:

11.1 INTEREST – CR BRADFORD, ITEM 12.4

Cr Bradford declared an impartiality interest in item 12.4 Request for Financial Support – Carnamah/Perenjori Football Club Junior Goals due to impartiality. Cr Bradford left the room at 3.09pm and did not partake in the discussion or voting of the item. Cr Bradford returned to the room at 3.15pm.

12. Finance:

12.1 MONTHLY FINANCIAL REPORT – 30 JUNE 2025

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	24 July 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	12.1.1 - Monthly Statement of Financial Activity for 30 June 2025

Summary

This item recommends that Council receives the Financial Activity Statements for the periods ending 30 June 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 2024-25 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 audited opening surplus for the 2024-25 financial year is \$3,170,411. As previously advised, this surplus is notionally deceiving as the State Government transferred 85% of its 2024-25 financial assistance grants (totalling \$2.496m) to the Shire in June 2024.

Operating revenue YTD is \$9,116,231 over YTD budget by \$1,783,157.

Operating expenditure YTD is \$12,220,845 under YTD budget by \$1,516,815.

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: 240725.4

Moved: Cr Bradford **Seconded: Cr Bryant**

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

Motion put and carried 7/0

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

Against: Nil

[Next Item](#)

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

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	24 July 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 30 June 2025 12.2.2 - Corporate Credit Card Statement & Breakdown (NAB)

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;

Statutory Environment

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

Paul Anderson – Chief Executive Officer

Ally Bryant – Finance Manager

Officer Comment

Accounts paid for the month ending 30 June 2025

Municipal Account	
EFT 19025 - 19124	\$518,691.53
Direct Debits	\$79,842.05
Cheques	\$0.00
Corporate MasterCard	\$2,367.80
Bank Fees	\$ 100.29
Total	\$601,001.67

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 **\$601,001.67** from *Municipal* and *Trust Accounts* for the month ending **30 June 2025**.

COUNCIL DECISION

Council Resolution Number: 240725.5

Moved: Cr Hepworth Seconded: Cr Bradford

That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$601,001.67 (Six hundred and one thousand, and one dollar and sixty seven cents) be accepted.

Motion put and carried 7/0

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

Against: Nil

[Next Item](#)

12.3 ENTERPRISE RESOURCES PLANNING (ERP) SOFTWARE PROPOSAL

Applicant:	Shire of Perenjori
File:	ADM 0380
Date:	24 July 2025
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	Nil

Summary

For Council to consider proposals for an Enterprise Resources Planning (ERP) suite and ongoing annual licence fees.

Background

The Shire of Perenjori currently utilises corporate software, Synergy Soft, previously supplied by IT Vision and recently taken up by ReadyTech. The purpose of the change in software is that the current system has severe limitations in functionality and is scheduled for expiry by 2030, utilising the existing with nil upgrades.

The MCCS and Finance Manager have attended presentations of three separate ERP providers to ascertain the best ERP system in terms of value for money, functionality, customer support, and implementation plans.

Presentations and quotes were provided from the following providers:

- Council First
- Magiq Software
- ReadyTech

All three providers are included in the WALGA Preferred Supplier Directory and, as such, are exempt from the \$250,000 tender threshold as per Council Policy No. 4007 (*Clause 1.4.2*).

Statutory Environment

Local Government Act 1995

Policy Implications

Policy No. 4007 – Purchasing Policy

1.4.2 Table of Purchasing Thresholds and Practices

(1) Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1:	Existing Prequalified Supplier Panel or other Contract Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract. If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.
Priority 2:	Local Suppliers Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a priority, and those permanently located within surrounding Districts as the second priority. If no relevant local supplier is available, then a relevant WALGA PSA may be used.
Priority 3:	Tender Exempt - WALGA Preferred Supplier Arrangement (PSA) Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.

	<p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ol style="list-style-type: none"> i. Local supplier availability (that are not within the PSA); or, ii. Social procurement – preference to use Aboriginal business or Disability Enterprise. <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
Priority 4:	<p>Tender Exempt - WA State Government Common Use Arrangement (CUA)</p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt [<i>F&G Reg. 11(2)</i>] arrangement may be used.</p>
Priority 5:	<p>Other Tender Exempt arrangement [<i>F&G Reg. 11(2)</i>]</p> <p>Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.</p>
Priority 6:	<p>Other Suppliers</p> <p>Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.</p>

Consultation

Paul Anderson – Chief Executive Officer

Ally Bryant – Finance Manager

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.

Financial Implications

Council have budgeted \$75,000 over the past two financial years for implementation of payroll software through SynergySoft-adjacent program, Altus. However, due to supplier changeover from IT Vision to ReadyTech and the uncertainty of the future of SynergySoft and the software supply, purchase of this software was put on hold. Altus has since been discontinued. Council currently pays annual SynergySoft charges of \$47,000.

Of the total implementation budget of \$153,425, \$53,425 is required for the 2025/26 annual budget, with remaining payments scheduled for 2026/27 (\$70,000) and 2027/28 (\$30,000).

Following is the implementation pricing summary and proposed payment schedule:

- Annual Licence Fee
 - \$53,425 payable on commencement of migration
- Implementation fees
 - \$53,425 payable on commencement of migration
 - \$70,000 payable 1 July 2026
 - \$30,000 payable 1 July 2027

Council has anticipated 2024/25 closing IT reserves of \$310,405.

Officer Comment

The MCCS and Finance Manager undertook an assessment process to ascertain the best ERP provider to provide the best services for the Shire.

Presentations of software systems were delivered by the following suppliers, with the table below showing a comparison of inclusions in the software. It should be noted that Magiq Software are the only supplier with a full range of services. Council First and ReadyTech have modules or part modules that require delivery from other suppliers.

ERP REPLACEMENT COMPARISON		Council First	Comments	ReadyTech	Comments	Magiq	Comments
Annual Licence Fee		\$60,407.00	CPI annual increase	\$66,012.00	CPI + 1% annual increase	\$55,000.00	CPI annual increase
Records annual Licence Fee		\$15,120.00		\$18,000.00	Not avail via ReadyTech estimate via	\$0.00	Included in annual licence
Monthly Licence - approx calculated per user		\$27,960.00		\$0.00	Included in annual licence	\$0.00	Included in annual licence
Rates GIS Mapping licence		\$2,400.00		not included	Not avail via ReadyTech require another supplier	\$0.00	Included in annual licence
Step2 Payroll submissions		Not included	Step2 Payroll Reporting require another provider	\$0.00	Included in annual licence	\$0.00	Included in annual licence
Implementation Charges		\$154,160.00		\$0.00		\$153,425.00	
Records Implementation		\$47,000.00		\$40,000.00	Not avail via ReadyTech estimate via another supplier	\$0.00	Included in above implementation charges
Rates Mapping implementation		\$0.00		not included	Not avail via ReadyTech require another supplier	\$0.00	Included in above implementation charges
Total Year 1		<u>\$307,047.00</u>		<u>\$124,012.00</u>		<u>\$208,425.00</u>	
Costs over 5 year period assuming 3% CPI							
1st Year		\$307,047.00		\$124,012.00		\$208,425.00	
2nd Year		\$109,063.00		\$87,372.00		\$56,650.00	
3rd Year		\$112,335.00		\$90,867.00		\$58,349.00	
4th Year		\$115,705.00		\$93,593.00		\$60,100.00	
5th Year		\$119,176.00		\$97,337.00		\$61,903.00	
		<u>\$763,326.00</u>		<u>\$493,181.00</u>		<u>\$445,427.00</u>	

*Council First and Magiq increase annually by CPI. Ready Tech CPI plus 1%

COUNCIL DECISION

Council Resolution Number: 240725.6

Moved: Cr Bryant

Seconded: Cr Hepworth

That Council:

1. Endorse the proposal from Magiq Software Limited for \$153,425 (one hundred and fifty three thousand, four hundred and twenty five dollars) ex GST, for the implementation of Magiq Software Enterprise Resources Planning (ERP) solution and ongoing annual licence fee of \$55,000 (fifty five thousand dollars) ex GST, subject to annual CPI adjustment.

AND

2. Authorise the Chief Executive Officer to sign an agreement with Magiq Software for Enterprise Resources Planning software implementation and subscription service.

Motion put and carried by Absolute Majority 7/0

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

Against: Nil

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Cr Bradford left the meeting at 3.09 pm.

Cr Bradford returned to the meeting at 3.15 pm.

12.4 REQUEST FOR FINANCIAL SUPPORT – CARNAMAH/PERENJORI FOOTBALL CLUB JUNIOR GOALS

Applicant:	Carnamah/Perenjori Football Club
File:	ADM 0638
Date:	24 July 2025
Disclosure of Interest:	Cr Bradford – Impartiality Interest
Voting Requirements:	Absolute Majority
Author:	Marty Noordhof – Manager Infrastructure Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	12.4.1 – Quote for Goal Posts 12.4.2 – Design Drawing of Goal Posts and Footings

Summary

This item seeks Council's consideration of a funding request from the Carnamah/Perenjori Football Club to replace the junior goal posts at Perenjori Oval following a recent safety incident.

Background

The Carnamah/Perenjori Football Club, on behalf of the Nippers Coach Daniel Bradford, has submitted a request for financial assistance to replace the existing nipper goal posts at the Perenjori Oval. The request follows a recent incident on 28 June 2025, during which a young nipper player was struck on the head by a falling goal post. While the injury was minor, the event has raised safety concerns regarding the stability and suitability of the current equipment.

Statutory Environment

Local Government Act 1995 (WA)

- *Section 2.7 – Role of the Council:* Includes responsibility for determining local government policies, including the allocation of financial resources to community initiatives and infrastructure.
- *Section 3.1 – General Function:* Empowers the local government to provide for the good governance of the district, which includes supporting community groups and ensuring the safety of public infrastructure.
- *Section 6.8 – Expenditure from Municipal Fund:* Requires that any expenditure not included in the adopted annual budget be authorised by absolute majority or be included in a budget amendment.

Occupational Safety and Health Act 1984 (WA) / Work Health and Safety Act 2020 (WA)

- Although the Football Club is the immediate operator, the Shire may share some responsibility in ensuring safe use of public spaces and facilities, including sportsgrounds. The incident involving the falling goal post raises considerations under duty of care principles.

Civil Liability Act 2002 (WA)

- Addresses the duty of care owed by occupiers of public land (including the Shire) and could be relevant in cases of injury resulting from unsafe or poorly maintained facilities.

Australian Standards (AS 4866.1 and AS 4866.2) – Playing Field Equipment - Football Goal Posts

- While not legislation, compliance with relevant Australian Standards for the design, installation, and maintenance of sporting equipment would be expected as part of a responsible risk management approach.

Policy Implications

Policy 1011 – Donations and Grants

Consultation

Adim Hajat - Community Development Officer

Ally Bryant- Finance Manager

Daniel Bradford – Nippers Coach

Tim McKenzie – Secretary Carnamah/Perenjori football Club

Financial Implications

This request represents unbudgeted expenditure for the 2025–2026 financial year. Should Council resolve to support the purchase of the new goal posts, either in full or in part, it is recommended that funds be sourced from the Youth Activities Account, given the direct benefit to junior sport and community youth engagement.

The cost of the Goal posts from Bardfield Engineering is \$4300 + GST, with installation NOT included. (See attached quote)

Strategic Community Plan

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

1.2. Community life is enhanced and nurtured with well supported clubs, community groups, and essential volunteer-based services

Officer Comment

The club proposes to upgrade to a new set of removable nipper goal posts, consistent with those used by other clubs in the North Midlands Football League (NMFL). These posts are designed to be safely inserted and removed on game days, reducing the risk of future incidents.

The club is seeking financial support from the Shire to assist with the purchase and installation of the new goal posts.

Considerations:

- Enhances player safety, particularly for young children
- Minimises risk of injury and potential liability
- Supports community sport and youth participation

PROCEDURAL MOTION

Council Resolution Number: 240725.7

Moved: Cr Sparkman Seconded: Cr Hepworth

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.09pm to allow for open discussion of Item 12.4.

Motion put and carried 6/0

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

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 240725.8

Moved: Cr Bryant Seconded: Cr Sparkman

That Council resume Standing Orders at 3.14pm.

Motion put and carried 6/0

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

Against: Nil

OFFICER RECOMMENDATION

That Council:

1. **Fully fund the request from the Carnamah/Perenjori Football Club for the purchase and assist with installation of goal posts as per the provided quote.**

OR

2. **Partially Fund the Request from the Carnamah/Perenjori Football Club with a __% contribution and assist with installation as per the attached quote.**

COUNCIL DECISION

Council Resolution Number: 240725.9

Moved: Cr Sparkman Seconded: Cr Bryant

That Council:

1. **Fully fund the request from the Carnamah/Perenjori Football Club for the purchase and assist with installation of goal posts as per the provided quote.**

Motion put and carried by Absolute Majority 6/0

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

Against: Nil

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13. Community Development and Services:

13.1 ACCEPTANCE OF THE COMMUNITY LETTER ON OPTIONS FOR LATHAM HALL

Applicant:	Shire of Perenjori
File:	ADM 0183
Date:	24 July 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Adim Hajat – Community Development Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	13.1.1 – Quote Alternative Ceilings Latham Hall

Summary

For Council to receive the letter concerning the options to retain Latham Hall from community members.

Background

A Latham Hall Community Survey was distributed, and the results were received at the Ordinary Meeting of Council on the 2 October 2024. The Council recommended that they invite community members to discuss Latham Hall which was held at the Latham Community Centre on the 13 February 2025. The responses at the community meeting were received and recorded.

Council advised that it postpone its decision to allow more members in the community to submit ideas and recommendations concerning Latham Hall.

A combined letter was recently received from Elaine King, Maureen MacManus and Kerry Foote on the 2 July 2025. A quote for the ceiling works from Alternative Ceilings from Wongan Hills was also received with the letter.

*Elaine King
P o Box 77,
Perenjori WA 6620*

*Shire of Perenjori
Post Office Box 22
Perenjori WA 6620.*

Dear Paul (CEO), Jude, and Councillors.

Re the Latham Hall.

I am against the Latham Hall being Demolished and would like some answers to why the hall has not been maintained so it is usable. Clearly

with the lack of maintenance, it will deteriorate. What have the building inspection committee been doing?

From the meeting in February, the report of \$75,000 was listed for maintenance to the hall, this was reported as transferred to another project. Was there an allowance made in the following years Budget to replace these funds so some funding is available (budgeted for) to carry out maintenance.

With the added cost of the maintenance required at present--

I/we would like to apply for the funds from The Mount Gibson Benefit Fund, held in the Shire for Community Projects be directed to Restore the Latham Hall to a usable condition, so when the need arises the Latham people can have a venue of size to use. Latham after all is part of the Perenjori Shire and deserve the same degree of services as other parts of the shire.

Thank you for considering this and thank you for your time.

Regards

*Elaine King
Maureen MacManus
Kerry Foote (Past Resident)*

Statutory Environment

Local Government Act 1995

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

Policy Implications

Nil

Consultation

Paul Anderson – Chief Executive Officer

Nola Comerford – Manager Corporate and Community Services

Financial Implications

The Mount Gibson Benefit Fund is no longer available.

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

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

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

4.5. People receive a high standard of customer service in their dealings with the Shire

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

Officer Comment

The sustained community consultation process demonstrates Council's approach to ensure that effective management and responsibility is achieved in an accountable manner that impacts on the future of Latham Hall.

COUNCIL DECISION

Council Resolution Number: 240725.10

Moved: Cr Hepworth Seconded: Cr Campbell

That Council:

1. Notes the combined letter and quote from Elaine King, Maureen MacManus and Kerry Foote received via email on the 2 July 2025 regarding options for Latham Hall; and
2. Advises that the information will be taken into consideration in Council's deliberation regarding the future of Latham Hall.

Motion put and carried 7/0

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

Against: Nil

[Next Item](#)

13.2 QUARTERLY REPORT – COUNCIL PLAN

Applicant:	Shire of Perenjori
File:	ADM 0618
Date:	24 July 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	13.2.1 – Quarterly Report – Council Plan

Summary

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

Background

Council adopted the Strategic Community Plan and Corporate Business Plan (Council Plan) at the August 2022 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

Paul Anderson – 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 2024/25.

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.

PROCEDURAL MOTION

Council Resolution Number: 240725.11

Moved: Cr Bradford Seconded: Cr Sparkman

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.16pm to allow for open discussion of Item 13.2.

Motion put and carried 7/0

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

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 240725.12

Moved: Cr Hepworth Seconded: Cr Bryant

That Council resume Standing Orders at 3.17pm.

Motion put and carried 7/0

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

Against: Nil

COUNCIL DECISION

Council Resolution Number: 240725.13

Moved: Cr Hepworth Seconded: Cr Bradford

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

Motion put and carried 7/0

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

Against: Nil

[Next Item](#)

14. Governance:

14.1 HEAVY VEHICLE RAV APPLICATION – SALTBUSSH CONTRACTING MULLEWA-WUBIN RD

Applicant:	Main Roads WA on behalf of Saltbush Contracting
File:	ADM
Date:	24 July 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Marty Noordhof – Manager Infrastructure Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	Nil

Summary

This item seeks Councils' recommendation and provide input to Main Roads WA on an application received on behalf Saltbush Contracting wanting to operate Tri Drive AB triple and Tri Drive PBS A triple road trains on the section of Mullewa-Wubin Rd Between Perenjori-Rothsay Road and the Shire boundary to the North.

Background

Main Roads WA has received an application from Saltbush Contracting requesting to operate Tri Drive AB Triples (TD4.3) and PBS A Triple combinations (TD3B.3) on Mullewa-Wubin Road, from Perenjori-Rothsay Road to the northern Shire boundary.

As the proposed vehicles exceed the current mass and length of approved combinations, Main Roads has requested input from the Shire regarding potential impacts on road condition, safety, and community amenity before making a determination.

Statutory Environment

Main Roads Act 1930 (WA)

Road Traffic (Vehicles) Act 2012

Policy Implications

3007 – Policy for Assessing Applications to Operate Restricted Access Vehicles (RAV) on Shire of Perenjori Roads

Consultation

Paul Anderson – Chief Executive Officer

Heavy Vehicle Services – Main Roads WA

Financial Implications

Nil

Strategic Community Plan

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.

Officer Comment

An application has been submitted by Saltbush Contracting seeking approval to operate both Tri Drive AB Triples (C-Trains) and Short A Triple combinations through the Perenjori townsite on the Mullewa-Wubin Road.

The TD4.3 combination (below) is functionally similar to existing configurations currently in operation, with the primary variation being the use of a Tri Drive prime mover in place of the existing Tandem Drive. These combinations have an overall length of 36.5 metres and a gross vehicle mass of approximately 124 tonnes in a single steer configuration—an increase of approximately 6 tonnes over current combinations.



The PBS TD3B.3 combination (below) is significantly larger, with an overall length of 42 metres and a gross mass of 147.5 tonnes in a single steer configuration, representing an increase of 29.5 tonnes compared to current approved configurations.



These combinations are proposed to operate along routes that include the Perenjori townsite, and while the relevant Shire roads are already approved for both vehicle classes, the proposed increase in mass and length introduces several key considerations:

Considerations:

- Increased length and mass of vehicles travelling through the Perenjori townsite.
- Potential for a reduction in overall vehicle movements due to increased payload capacity.
- Likely increase in transverse forces at intersections Particularly the Mullewa-Wubin Road and Perenjori-Rothsay Road, during turning movements, which may accelerate pavement wear.

It is important to note that while this feedback forms part of the assessment process, the final decision to approve or decline the application rests with Main Roads Western Australia (MRWA) and may not necessarily align with the recommendation provided.

PROCEDURAL MOTION

Council Resolution Number: 240725.14

Moved: Cr Bradford Seconded: Cr Sparkman

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.18pm to allow for open discussion of Item 14.1.

Motion put and carried 7/0

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

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 240725.15

Moved: Cr Hepworth Seconded: Cr Sparkman

That Council resume Standing Orders at 3.33pm.

Motion put and carried 7/0

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

Against: Nil

OFFICER RECOMMENDATION

That Council:

1. **Support the application to operate BOTH combinations on the Mullewa-Wubin Rd through the Perenjori Townsite; and**

In addition, recommend a 40km/h speed limit through townsite as a condition on the RAV mapping tool for PBS vehicles.

OR

2. **Support ONLY the application to operate Tri Drive AB Triples and NOT the PBS Short A Triple combinations through the Perenjori Townsite; and**

In addition, recommend a 40km/h speed limit through townsite as a condition on the RAV mapping tool for PBS vehicles

OR

3. **Support and provide feedback on a preference of NEITHER option through the Perenjori Townsite. In addition, recommend a 40km/h speed limit through townsite as a condition on the RAV mapping tool for PBS vehicles.**

COUNCIL DECISION

Council Resolution Number: 240725.16

Moved: Cr Bryant Seconded: Cr Bradford

That Council:

1. **Support the application to operate BOTH combinations on the Mullewa-Wubin Rd through the Perenjori Townsite; and**

In addition, recommend a 40km/h speed limit through townsite as a condition on the RAV mapping tool for PBS vehicles.

Motion put and carried 7/0

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

Against: Nil

[Next Item](#)

14.2 FREEDOM OF INFORMATION STATEMENT 2025/26

Applicant:	Shire of Perenjori
File:	ADM 0228
Date:	24 July 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Bianca Plug – Governance Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	14.2.1 – Freedom of Information Statement 2025/26

Summary

This item seeks Council's endorsement of the proposed Freedom of Information Statement for the 2025/26 financial year as required under the *Freedom of Information Act 1992*.

Background

Under Section 96(1) of the *Freedom of Information Act 1992*, the Shire of Perenjori is required to annually update and publish a current Freedom of Information (FOI) Statement.

The Information Statement is required to contain:

- The Agency's Mission Statement
- Details of legislation administered
- Details of the agency structure
- Details of decision-making functions
- Opportunities for public participation in the formulation of policy and performance of agency functions
- Documents held by the agency
- The operation of FOI in the agency

A copy of the FOI Statement must be published on the Shire's website and made available in hard copy at the Shire administration building. A copy must also be forwarded to the Office of the Information Commissioner as soon as practicable.

Statutory Environment

Freedom of Information Act 1992, Section 96 (1)

Policy Implications

Policy 1018 – Freedom of Information

Consultation

Paul Anderson – Chief Executive Officer

Financial Implications

Nil

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community
4.2. The Shire listens to and works closely with the community and its decision-making is transparent and accountable

Officer Comment

The 2025/26 Freedom of Information Statement has been prepared in accordance with the *Freedom of Information Act 1992* and reflects current organisational and legislative details.

During the 2024/25 reporting period, the Shire of Perenjori received one valid Freedom of Information application. The application was processed in accordance with the *Freedom of Information Act 1992*.

COUNCIL DECISION

Council Resolution Number: 240725.17

Moved: Cr Sparkman Seconded: Cr Hepworth

That Council:

- 1. Endorses the 2025/26 Freedom of Information Statement; and**
- 2. Authorises the Chief Executive Officer to submit the FOI statement to the Office of the Information Commissioner.**

Motion put and carried 7/0

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

Against: Nil

[Next Item](#)

14.3 ANNUAL APPOINTMENT OF BUSH FIRE OFFICERS & FIREBREAK NOTICE 2025-26

Applicant:	Shire of Perenjori
File:	ADM 0070
Date:	24 July 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Bianca Plug – Governance Officer
Responsible Officer:	Paul Anderson - Chief Executive Officer
Attachments:	14.3.1 – Shire of Perenjori Fire Break Notice 2025-26

Summary

The purpose of this report is for Council to appoint the Shire of Perenjori Bush Fire Control Officers and endorse the Shire of Perenjori Section 33 Fire Break Notice for 2025-26.

Background

The Shire of Perenjori appoints Bush Fire Control Officers on an annual basis to ensure adequate resources are available throughout the year.

The 2025-26 Fire Break Notice is sent out to all landholders within the Shire of Perenjori, advising of the fire break requirements including burning periods, and contact details of Fire Control Officers.

This item recommends that the following individuals be endorsed:

POSITION	NAME
Chief Bush Fire Control Officer	Jason King
Deputy Chief Bush Fire Control Officer	Phil Page
Fire Control Officers & Permit Issuing Officers	Phil Page Jason King Brian Campbell Chief Executive Officer Maarten Noordhof (MIS) Rick Ryan (CESM)

Statutory Environment

Section 38 (1) of the *Bush Fires Act 1954* states as follows

A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.

(h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is "extreme" or "very high", and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush. (i) This subsection does not authorise the burning of bush during the prohibited burning times or within the defined area during a bush fire emergency period.

Local government may require occupier of land to plough or clear fire-break

(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;
- (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,
and the notice may require the owner or occupier to do so —
- (c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
- (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.

Policy Implications

Delegation 4001 – Firebreak Order, Variation To

Delegation 4002 – Burning of Roadsides

Consultation

Rick Ryan - CESM

Jason King – CBFCO

Paul Anderson - CEO

Financial Implications

Nil

Strategic Community Plan

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

1.9. Emergency management and associated community liaison and education activities are undertaken to protect the community and minimise harm from disasters

Officer Comment

Perenjori does not have a fire weather officer as this is a Government Gazetted position. The purpose of a Fire Weather Officer is to validate fire permits if the weather/FDI is lower than what has been predicted by BOM.

The CBFCO, CESM or the CEO has the role of instigating a Harvest & Vehicle Movement Ban; the CBFCO & CESM will monitor the weather and review with the other FCOs. If there is a need to impose a HVMB the Shire will be advised to send out a notice to impose a HVMB.

Paul Anderson will serve as Chief Executive Officer until 31 July 2025. From 4 August 2025, Clinton Strugnell will commence as CEO. As this role includes functions as a Fire Control Officer and Permit Issuing Officer, these responsibilities will continue with the incoming CEO. Appropriate induction will be provided, coordinated by the CESM.

COUNCIL DECISION

Council Resolution Number: 240725.18

Moved: Cr Bradford Seconded: Cr Hepworth

That Council:

1. Pursuant to Section 38 of the *Bush Fires Act 1954* appoint the following persons as Bush Fire Control Officers for the 2025-26 season:
 - Chief Bush Fire Control Officer: Jason King
 - Deputy Chief Bush Fire Control Officer: Phil Page
 - Fire Control Officers & Permit Issuing Officers:
 - Phil Page
 - Jason King
 - Brian Campbell
 - Chief Executive Officer
 - Maarten Noordhof (MIS)
 - Rick Ryan (CESM)
2. Endorse the Shire of Perenjori Section 33 Fire Break Notice 2025-26 as attached.

Motion put and carried 7/0

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

Against: Nil

15. Confidential Reports:

Nil

16. Ordering the Common Seal:

Document	Organisation	Purpose	Date
Road User, Contribution and Upgrade Agreement – Terra Mining Pty Ltd	Shire of Perenjori & Terra Mining Pty Ltd	Road User, Contribution and Upgrade Agreement	13 June 2025
Amendment 1 Shire of Perenjori Local Planning Scheme No 3	Shire of Perenjori & TPI Planning	Local Planning Policy No 1 – Tree Farms	27 June 2025

17. Reports of Committees and Members:

Nil

18. Motions of Which Previous Notice Has Been Given:

Nil

19. Notice of Motions:

Nil

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

PROCEDURAL MOTION

Council Resolution Number: 240725.19

Moved: Cr Bryant Seconded: Cr Sparkman

That Council accepts late Items 20.1 Adoption of 2025/2026 Statutory Budget and 20.2 Interim Audit Management Letter 2024-25 Financial Year for consideration.

Motion put and carried 7/0

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

Against: Nil

20.1 LATE ITEM - ADOPTION OF 2025/2026 STATUTORY BUDGET

Applicant:	Shire of Perenjori
File:	ADM 0339
Date:	24 July 2025
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	20.1.1 - Draft 2025/2026 Annual Budget including Fees and Charges 20.1.1 - Budget Information Booklet

Summary

The 2025/2026 Draft Annual Budget for the year ending June 2026 is prepared with intention to deliver on strategies adopted by Council.

This document is submitted to Council for formal consideration and adoption.

Background

A final draft of the 2025/26 Annual Budget has been prepared for consideration based on the principles contained within the Community Strategic Plan and Corporate Business Plan.

Further information previously provided to Council and considered for the budget include:

- Fees & Charges Schedule
- Plant Replacement Program
- Roads Program
- Capital Expenditure
- Councillor Payments

Major projects that have been included in the capital works program include:

Project	Amount \$	Strategic Plan Outcomes Addressed
<i>Strategy: An inclusive community and a great place to live for all ages and stages of life</i>		
Latham Bowls Club Green replacement	128,918	1.1
Pavilion upgrades Lottery West Grant	72,500	1.1
Swimming Pool liner and bowl repairs	500,000	1.1
<i>Strategy: Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed.</i>		
Implement road program in accordance with Council's adopted Plans and budget process	3,030,447	2.6
Upgrade of Latham Tip	50,000	2.2
Installation of niche wall at Latham Cemetery	15,000	2.8
Upgrade of radio broadcasting equipment	60,000	2.3
<i>Strategy: A diverse economy, with flourishing businesses offering a suite of trades, services and retail offerings</i>		
Supermarket	175,275	3.1
Housing renovations	122,000	3.2
Complete construction of 3x2 house	300,000	3.1
<i>Strategy: A strong and diverse Council working closely with the proactive and involved community</i>		
Installation of EPR Finance software	53,425	4.6
Renewal of Shire Plant and Equipment	834,360	4.6

Statutory Environment

The Annual Budget has been prepared in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. It also complies with relevant Australian Accounting Standards.

Pursuant to Section 6.2 of the *Local Government Act 1995*, the Budget for the Municipal Fund must be prepared and adopted by an absolute majority of Council by 31 August each year.

Section 5.63 (1)(b) *The Local Government Act 1995* specifically excludes the need for Elected Members to "Declare a Financial Interest" in imposing a rate, charge or fee. The Section reads as follows: "5.63(1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter – (b) an interest arising from the imposition of any rate, charge or fee by the local government". Additionally, the declaration provisions of the Act do not apply to Council business reimbursements or to Members sitting fees. Any other interest, be it Financial, Proximity or Impartiality must be declared.

Divisions 5 and 6 *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The 2024/25 Draft Annual Budget as presented is considered to meet statutory requirements.

Regulation 34(5) *Local Government (Financial Management) Regulations 1996* requires each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS (Australian Accounting Standards), to be used in statements of financial activity for reporting material variances.

Policy Implications

The following Council Policy applies:

- Policy 4003 – Managing Council Budgets

Consultation

Elected Members

Paul Anderson, Chief Executive Officer

Marty Noordhof, Manager Infrastructure Services

Nola Comerford, Manager Corporate & Community Services

Finance team, Shire of Perenjori

Financial Implications

The Annual Budget determines how funds will be allocated for the forthcoming financial year.

A summary of key financial data is:

- Opening surplus of \$3.020 million
- Operating revenue of \$7.457 million
- Operating expenditure of \$12.134 million
- Non-operating grants of \$2.523 million
- Capital Expenditure program of \$5.589 million
- Net transfers from Reserves of \$53,744 thousand after transferring in \$0.045 million for interest received

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 budget includes rate revenue increase of 4% for the 2025/26 financial year. It should be noted that whilst the total rates raised will increase by 4% there has also been a reduction in the discount for early payment of rates from the 7.5% to 5%. Individual property results may vary as a result of changes to valuations. The Nett yield will also vary dependent upon the take-up of the discount offered by Council for early payment of rates.

There has been one change to the adopted draft Fees and Charges with the addition of a fee to hire the sign board. This fee is to be \$132 per day or \$99 per day for 5 days or more.

The *Local Government Act 1995* requires that the Annual Budget is prepared and adopted no later than 31 August each financial year.

COUNCIL DECISION

Council Resolution Number: 240725.20

Moved: Cr Bryant Seconded: Cr Hepworth

That Council resolves to:

1. Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, Council adopts the attached Municipal Fund Budget for the Shire of Perenjori for the 2025/26 financial year, which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Cash Flows
- Statement of Financial Activity
- Notes to and Forming Part of the Budget
- Transfers to and from Reserves Account

2. Adopt the following differential general and minimum rates in accordance with Sections 6.32, 6.33 and 6.35 of the Act:

Rates Category	Minimum Rate	Rate in the \$	Proposed Yield
UV Rural	442	1.0646	\$ 2,442,415
UV Mining	442	28.009	\$ 876,785
GRV Townsites	442	7.9231	\$ 130,935
GRV Mining	442	11.154	\$ 316,658
UV Exploration	442	21.1055	\$ 71,704
TOTAL YIELD			\$ 3,838,497

3. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, adopt the following due dates for the payment in full by instalments:

Option 1 – Pay in Full and Obtain Discount

Due Date Friday 3 October 2025

Option 2 – Pay in Full

Due Date Friday 3 October 2025

Option 3 – Pay in Four Instalments

1st Instalment Due **Friday 3 October 2025**

2nd Instalment Due **Wednesday 3 December 2025**

3rd Instalment Due **Tuesday 3 February 2026**

4th Instalment Due **Wednesday 8 April 2026**

4. Pursuant to Section 6.51(1) of the *Local Government Act 1995*, adopt an interest rate of 7% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
5. Pursuant to section 6.46 of the *Local Government Act 1995*, Council offers a discount of 5% where the minimum levy does not apply. Ratepayers must pay their rates in full, including arrears, waste and service charges, on or before 3 October 2025 to be eligible for this discount.
6. Pursuant to section 6.16 of the *Local Government Act 1995*, Council adopts the Fees & Charges Schedule 25/26.
7. Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the Local Government (Administration) Regulations 1996, Council endorses the individual annual fees for Elected Members adopted 19 June 2025.
8. In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, the level to be used in statements of financial activity in 2025-26 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

Motion put and carried by Absolute Majority 7/0

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

Against: Nil

[Next Item](#)

20.2 LATE ITEM - INTERIM AUDIT MANAGEMENT LETTER 2024-25 FINANCIAL YEAR

Applicant:	Shire of Perenjori
File:	ADM 0339
Date:	24 July 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	20.2.1 - Interim Audit Management Letter 20.2.2 - Interim Audit Findings

Summary

The Interim Audit is presented to Council for consideration.

Background

Nexia Perth, on behalf of the Office of the Auditor General (OAG), recently undertook the interim audit for the year ending 30 June 2025.

During the interim audit a number of systems and controls were tested that the Auditor relies on for the audit process.

During the course of the audit, they noted one finding that needed to be brought to the attention of the Shire which is presented in the attached documents.

Statutory Environment

Local Government Act, 1995.

Policy Implications

Nil

Consultation

Paul Anderson – Chief Executive Officer

Michael Fay – Director Nexia Perth

Steven Hoar - OAG

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 one finding raised by the Auditors is as follows:

- Credit card purchase request form not authorised by two authorising officers.

Recommendation to reduce risk: Management should ensure that the Shire's use of credit card policy and purchasing processes are strictly adhered to

The finding was of a minor nature and has no potential impact on the audit opinion

Management Actions – As soon as management was advised of the finding a new form and process was developed with clear concise instructions for staff to follow so as to prevent this error occurring again.

The results of the interim audit overall were very pleasing and continues the shires excellent results from prior years.

COUNCIL DECISION

Council Resolution Number: 240725.21

Moved: Cr Bradford Seconded: Cr Hepworth

That Council note the finding raised in the Interim Audit Management Letter and endorse the recommendations by the administration to address the issue raised and to reduce the risk.

Motion put and carried 7/0

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

Against: Nil

21. Closure of Meeting:

The Shire President declared the meeting closed at 3.37pm.

22. Next Meeting:

The Shire President advised that the next Ordinary Meeting of Council will be held on Thursday, 28 August 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 24 July 2025.

Signed: D. Hobson

Shire President

Date: 28/08/25