



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

MINUTES

Thursday 24 September 2026



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday, 24 September 2026 in the Shire of Perenjori Council Chambers, Perenjori WA 6620, commencing at 3.00 pm.

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

Clinton Strugnell

CHIEF EXECUTIVE OFFICER

Date: 27 August 2026

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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 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

Agenda for the Shire of Perenjori Ordinary Meeting of Council to be held on Thursday, 24 September 2026 in the Shire of Perenjori Council Chambers, Perenjori WA 6620, commencing at 3.00 pm.

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

The Shire President to declare the meeting open and welcome those in attendance.

In accordance with r.14I 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 (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 to 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 Leslie Hepworth

Staff:

Clinton Strugnell (Chief Executive Officer)
Marty Noordhof (Manager Infrastructure Services)
Bobbie Van Rensburg (Executive Assistant)
Dominica Curtin (Finance Officer – Minute Assistant)

Distinguished Visitors:

Nil

Members of The Public:

Nil

Leave of Absence:

Cr Roger Dring

Apologies:

Nola Comerford (Manager Corporate and Community Services)
Ally Bryant (Finance Manager)

5. Public Question Time:

5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE:

Nil

5.2 QUESTIONS WITHOUT NOTICE:

Nil

6. Applications for Leave of Absence:

6.1 APPLICATION/S FOR LEAVE OF ABSENCE:

Nil

7. Confirmation of Minutes of Previous Meetings:

**7.1 ORDINARY COUNCIL MEETING HELD ON 27 AUGUST 2026
COUNCIL DECISION**

Council Resolution Number: 240926.1

Moved: Cr Campbell

Seconded: Cr Bradford

That the Minutes of the Ordinary Meeting of Council held on 27 August 2026, be confirmed as true and correct subject to no corrections.

Motion put and carried: 6/0

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

Against: Nil

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**7.2 AUDIT RISK & IMPROVEMENT MEETING HELD ON 27 AUGUST 2026
COUNCIL DECISION**

Council Resolution Number: 240926.2

Moved: Cr Curtin

Seconded: Cr Fraser

That the Minutes of the Audit, Risk & Improvement Committee meeting held on 27 August 2026, be confirmed as true and correct subject to no corrections.

Motion put and carried: 6/0

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

Against: Nil

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8. Announcements by Presiding Member Without Discussion:

The Shire President acknowledged the recipients of the National Bushfire Service Medals awarded earlier in the day.

9. Petitions/Deputations/Presentations:

Nil

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

In accordance with section 5.23(2) of the *Local Government Act 1995*, the meeting was closed to members of the public at 3.50pm to consider confidential items:

- 16.2 RFT02-2026-2027 DISPOSAL OF (LOT 344) 12 JOHN STREET - PERENJORI
- 16.3 PERENJORI SUPERMARKET – BUSINESS PLAN
- 16.4 RFT01-2026.27 – SUPPLY AND DELIVERY OF 16-18 TONNE LOADER WITH ATTACHMENTS

As the matters contain confidential information relating to sections 5.23(2)(b), and 5.23 (4) (c) (i) of the *Local Government Act 1995*

11. Declaration of Interest:

Nil

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

12. Finance:

12.1 MONTHLY FINANCIAL REPORT – JULY 2026

Applicant:	Shire of Perenjori
File:	ADM 0082
Date:	24 September 2026
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Clinton Strugnell - Chief Executive Officer
Attachments:	12.1.1 Monthly Statement of Financial Activity for July 2026

Summary

This item recommends that Council receives the Financial Activity Statements for the periods ending 31 July 2026.

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 2026-27 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 2025-26 financial statements is \$3,782,014. As previously advised, this surplus is notionally deceiving as the State Government transferred 80% of its 2026-27 financial assistance grants (totalling \$2.654m) to the Shire in June 2026.

Operating revenue YTD is \$223,753 over budget by \$76,328

Operating expenditure YTD is \$883,527 over budget by \$536

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

COUNCIL DECISION

Council Resolution Number: 240926.3

Moved: Cr Bradford

Seconded: Cr Hepworth

That the Monthly Financial Report to 31 July 2026 as attached be received.

Motion put and carried: 6/0

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

Against: Nil

[Next Item](#)

12.2 MONTHLY FINANCIAL REPORT – AUGUST 2026

Applicant:	Shire of Perenjori
File:	ADM 0082
Date:	24 September 2026
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Clinton Strugnell - Chief Executive Officer
Attachments:	12.2.1 Monthly Statement of Financial Activity for August 2026

Summary

This item recommends that Council receives the Financial Activity Statements for the periods ending 31 August 2026.

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 2026-27 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 2025-26 financial statements is \$3,782,014. As previously advised, this surplus is notionally deceiving as the State Government transferred 80% of its 2026-27 financial assistance grants (totalling \$2.654m) to the Shire in June 2026.

Operating revenue YTD is \$4,943,596 over budget by \$133,694

Operating expenditure YTD is \$1,277,952 under budget by \$157,236

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

COUNCIL DECISION

Council Resolution Number: 240926.4

Moved: Cr Bradford

Seconded: Cr Curtin

That the Monthly Financial Report to 31 August 2026 as attached be received.

Motion put and carried: 6/0

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

Against: Nil

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12.3 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2026

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	24 September 2026
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Gypsie Douglas – Finance Officer
Responsible Officer:	Ally Bryant – Finance Manager
Attachments:	12.3.1 – Accounts for Payment August 2026 12.3.2 – Corporate Credit Card Breakdown and Statement

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 31st August 2026

Municipal Account	
EFT 20365 – 20442	\$262,114.76
Direct Debits DD15955 – DD15976	\$141,742.47
Corporate MasterCard	\$6,495.35
Bank Fees	\$379.86
Total	\$410,732.44

Totalling **\$410,732.44** from *Municipal* for the month ending **31st August 2026**.

COUNCIL DECISION

Council Resolution Number: 240926.5

Moved: Cr Fraser

Seconded: Cr Hepworth

That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$410,732.44 (Four hundred and ten thousand, seven hundred and thirty-two dollars and forty-four cents) be accepted.

Motion put and carried: 6/0

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

Against: Nil

[Next Item](#)

13. Community Development and Services:

Nil

14. Infrastructure Services:

Nil

15. Governance:

15.1 ADOPTION OF COMPLIANCE AUDIT RETURN 1 JANUARY 2025 – 31 DECEMBER 2025

Applicant:	Shire of Perenjori
File:	ADM 0540
Report Date:	24 September 2026
Disclosure of Interest:	
Voting Requirements:	Simple Majority
Author:	Bobbie Van Rensburg – Executive Assistant
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	15.1.1 – Compliance Audit Return 2025

Summary

This report presents the 2025 Compliance Audit Return (CAR) for review and adoption, in preparation of submission to the Department of Local Government.

Background

In accordance with section 7.13(1) of the *Local Government Act 1995* and regulation 14 of the *Local Government (Audit) Regulations 1996*, the Shire is required to carry out a compliance audit for the period 1 January 2025 to 31 December 2025 and prepare a Compliance Audit Return (CAR) in a form approved by the Minister.

The 2025 CAR is provided to the Shire by the Department of Local Government, Industry Regulation and Safety (the Department) and the areas of compliance are restricted to those considered high risk.

The CAR is required to be reviewed by the Audit Committee then presented to Council for adoption. The CAR must be adopted, signed and provided to the Department by the 30th September 2026.

The Local Government Act 1995 and Local Government Audit Regulations 1996 require that a Local Government completes an annual Compliance Audit. The Compliance Audit is a self-compliance audit comprising a range of questions to determine if the Local Government has complied with its legislated obligations.

The 2025 Compliance Audit process is being overseen by the Local Government Inspectors Office and is required to be adopted by Council and submitted no later than 30th September 2026.

The Audit Risk & Improvement Committee has received the 2025 Compliance Audit and confirms that the 2025 Compliance Audit does not identify any instances of non-compliance and recommends that the Council adopt the 2025 Compliance Audit as per the Audit Committee Resolution below.

AUDIT COMMITTEE DECISION

Audit Committee Resolution Number: 270826.3

Moved: Cr Campbell

Seconded: Cr Sutherland

That the Audit Risk and Improvement Committee

- 1. Receive the 2025 Compliance Audit.**
- 2. Confirm that the 2025 Compliance Audit does not identify any instances of non-compliance.**
- 3. Recommend that the Council adopt the 2025 Compliance Audit.**

Motion put and carried 5/0

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

Against: Nil

Statutory Environment

Section 7.13(1) of the *Local Government Act 1995*
Local Government (Audit) Regulations 1996 r. 14

Financial Implications

Nil

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

Following the internal review of the 2025 Compliance Audit Return, there were no non-compliance areas identified.

COUNCIL DECISION

Council Resolution Number: 240926.6

Moved: Cr Fraser

Seconded: Cr Curtin

That Council:

- 1. Adopts the Compliance Audit Return for the period 1 January 2025 to 31 December 2025, as attached.**
- 2. Authorise the President and Chief Executive Officer to sign and submit the Compliance Audit Return to the Department of Local Government, Industry Regulation and Safety by 30 September 2026**

Motion put and carried by Absolute Majority: 6/0

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

Against: Nil

[Next Item](#)

15.2 POLICY 4018 – INVESTMENT OF SURPLUS FUNDS

Applicant:	Shire of Perenjori
File:	ADM0540, ADM0311
Date:	24 September 2026
Disclosure of Interest:	
Voting Requirements:	Simple majority
Author:	Clinton Strugnell – Chief Executive Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	15.2.1 Draft Policy – 4018- Investment of Surplus Funds

Summary

The purpose of this item is for Council to adopt a policy for the investment of surplus funds

Background

During the recent Regulation 17 and Financial Management Review it was identified that the Shire does not have an investment of surplus funds policy to guide decisions on how surplus funds should be invested.

In the normal course of a local governments operations there will be periods where the local government holds more cash than is required to meet its operational and capital requirements. This occurs at the start of a financial year when the majority of rates and financial assistance grants are received but the local government has not incurred significant operational or capital expense.

A local government may also hold reserve account funds for future projects or liabilities, and this provides an opportunity to invest these funds outside of the standard trading account with a view to generating a higher return.

The Local Government Financial Management Regulations 1996 provides some framework as to how a local government can invest funds, however those regulations are broad and it is prudent for a local government to provide greater guidance via policy.

Statutory Environment

Financial Management Regulations 1996

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

(1) In this regulation —

authorised institution means —

(a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or

(b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;

foreign currency means a currency except the currency of Australia.

(2) When investing money under section 6.14(1), a local government may not do any of the following —

(a) deposit with an institution except an authorised institution;

(b) deposit for a fixed term of more than 3 years;

(c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;

(d) invest in bonds with a term to maturity of more than 3 years;

(e) invest in a foreign currency.

Policy Implications

Nil

Consultation

Financial Implications

The recommended policy is designed to place the security of Shires investments as the highest priority and the return on investment as the secondary objective.

Strategic Community Plan

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

Officer Comment

The proposed policy is based on a conservative approach to investing where security of the investment is the highest priority and return on investment is secondary.

PROCEDURAL MOTION

Council Resolution Number: 240926.7

Moved: Cr Campbell

Seconded: Cr Fraser

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.07pm to allow for open discussion of Item 15.2.

Motion put and carried: 6/0

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

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 240926.8

Moved: Cr Campbell

Seconded: Cr Bradford

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

Motion put and carried: 6/0

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

Against: Nil

COUNCIL DECISION

Council Resolution Number: 240926. 9

Moved: Cr Bradford

Seconded: Cr Hepworth

That Council adopt Policy 4018 – Investment of Surplus Funds.

Motion put and carried: 6/0

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

Against: Nil

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15.3 STATUS REPORT OF COUNCIL DECISIONS – AUGUST 2026

Applicant:	Shire of Perenjori
File:	Nil
Date:	24 September 2026
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Bobbie Van Rensburg – Executive Assistant
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	15.2.1 Status Report 2025 15.2.2 Status Report 2026

Summary

For Council to note the Status Report of Council Decisions for the month of August 2026.

Background

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

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

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Clinton Strugnell – Chief Executive Officer

Nola Comerford – Manager Corporate Community Services

Ally Bryant – Finance Officer

Maarten Noordhof – Manager Infrastructure Services

Financial Implications

Nil

Strategic Community Plan

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

Strategic Objectives

4.1. The community is well-informed and engaged

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

Officer Comment

The attached Status Report includes all outstanding Council resolutions for 2025/26 to date. Moving forward, completed items will remain on the report for one additional month before being removed.

COUNCIL DECISION

Council Resolution Number: 240926. 10

Moved: Cr Campbell

Seconded: Cr Curtin

That Council note the Status Report of Council Decisions for the month of August 2026.

Motion put and carried: 6/0

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

Against: Nil

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15.4 CHRISTMAS ADMINISTRATION CLOSURE & COUNCIL AND STAFF FUNCTION 2026/27

Applicant:	Shire of Perenjori
File:	ADM0729
Date:	24 September 2026
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Bobbie Van Rensburg – Executive Assistant
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 2026/27 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 2026/27 holiday period.

The proposed closure will be from 12.00 pm Wednesday, 23 December 2026, re-opening at 8.00 am Monday, 4 January 2027.

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 2026 function be held at the Pavilion or the Perenjori Town Hall / rear of the Administration Office on Friday, 4 December 2026, 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 2026/27 Annual Budget allocations for Council functions.

Strategic Community Plan

Area 5: Investing in Council's Capacity – Our Leadership

Goal: Strengthen the Shire's position as an innovative and proactive local government providing an excellence in all areas of governance, management and leadership.

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: 240926.11

Moved: Cr Fraser

Seconded: Cr Hepworth

That Council:

- 1. Endorse the closure of the Shire Administration Office for the 2026/27 Christmas and New Year period from 12.00 pm Wednesday, 23 December 2026, re-opening 8.00 am Monday, 4 January 2027.**
- 2. Approve an end of year Christmas function for Councillors, staff and their immediate families, to be held at the Pavillion on Friday, 4 December 2026, commencing at 6.00 pm.**

Motion put and carried: 6/0

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

Against: Nil

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15.5 NORTHERN COUNTRY ZONE MINUTES – 17 AUGUST 2026

Applicant:	Shire of Perenjori
File:	Nil
Date:	24 September 2026
Disclosure of Interest:	
Voting Requirements:	Simple Majority
Author:	Bobbie Van Rensburg – Executive Assistant
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	15.5.1 Northern Country Zone Minutes – 17 August 2026

Summary

This item presents the minutes of the Northern Country Zone meeting held on 17 August 2026 at the Geraldton Civic Centre for Council to receive.

Background

Nil

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Community Plan

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

Officer Comment

The Zone meeting from August 2026 did not include any items requiring Councils consideration. Council should however note that the Zone passed the following resolution:

That the Zone:

- ***Establish a working group titled the LG Reform Working Group.***
- ***Appoint a minimum of six Zone delegates/representatives to the Working Group.***
- ***Direct the Working Group to draft initial Terms of Reference for consideration at the next Zone meeting, focusing on regional service delivery models, shared resources, and strategic alignment.***

Moved: President Cr Hellene McTaggart

Seconded: President Cr Elizabeth Sudlow

CARRIED

COUNCIL DECISION

Council Resolution Number: 240926.12

Moved: Cr Bradford

Seconded: Cr Hepworth

That Council receives the minutes of the Northern Country Zone Committee meeting held on 17 August 2026.

Motion put and carried: 6/0

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

Against: Nil

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15.6 RISK MANAGEMENT FRAMEWORK 2026

Applicant:	Shire of Perenjori
File:	ADM 0833
Date:	24 September 2026
Disclosure of Interest:	
Voting Requirements:	Simple Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	15.6.1 Risk Management Framework

Summary

Council is requested to consider and adopt the 2026 Risk Management Framework.

Background

The Shire's existing risk management arrangements require updating to reflect the current ISO 31000:2018 risk management standard. The proposed Framework has been developed as an organisation-wide document that integrates risk management into strategic, operational and project decision-making.

The Framework applies to Council members, employees, contractors and volunteers acting on behalf of the Shire. It replaces the previous governance framework based on AS/NZS ISO 31000:2009 and provides updated roles, responsibilities, risk assessment tools, reporting arrangements and escalation requirements.

Key elements of the proposed Framework include:

- Alignment with ISO 31000:2018 principles, framework and process;
- A three lines governance model for operational ownership, management oversight and independent assurance;
- Clear roles and responsibilities for Council, the Audit, Risk and Improvement Committee, the CEO, Management and work areas;
- Consequence and likelihood ratings, a risk matrix and risk acceptance criteria;
- A step-by-step risk management process, including communication, assessment, treatment, monitoring and reporting; and
- Standard risk themes and a Risk Profile template to support consistent application across work areas.

Statutory Environment

Local Government Act 1995

(International Organisational Standardisation) ISO 31000:2018

Local Government (Audit) Regulations 1996, Regulation 17. The CEO is required to review the appropriateness and effectiveness of the local government's systems and procedures in relation to financial management, legislative compliance and risk management at least once in every four financial years and report the results of each review to the Audit, Risk and Improvement Committee.

Policy Implications

Policy No. 1027 – Risk Management

Consultation

Clinton Strugnell – Chief Executive Officer

AMD Chartered Accountants & Advisors

Financial Implications

Nil

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 proposed Risk Management Framework provides a clear and consistent process that is intended to make risk management part of everyday planning, budgeting and service delivery. Adoption will provide a common language and assessment methodology across the organisation, clarify accountability and strengthen the quality of risk information available to Management, the Audit, Risk and Improvement Committee and Council.

Following adoption, implementation will include incorporating Risk Assessments into Council Meeting Agenda Items.

COUNCIL DECISION

Council Resolution Number: 240926.13

Moved: Cr Campbell

Seconded: Cr Fraser

That Council adopts the Perenjori Risk Management Framework 2026.

Motion put and carried: 6/0

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

Against: Ni

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16. Confidential Reports:

16.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS

PROCEDURAL MOTION

Council Resolution Number: 240926.14

Moved: Cr Campbell

Seconded: Cr Hepworth

That Council, in accordance with section 5.23(2) of the *Local Government Act 1995*, accept that the meeting be closed to members of the public at 3.13pm to consider confidential items:

16.2 RFT02-2026-2027 DISPOSAL OF (LOT 344) 12 JOHN STREET - PERENJORI

16.3 PERENJORI SUPERMARKET – BUSINESS PLAN

16.4 RFT01-2026.27 – SUPPLY AND DELIVERY OF 16-18 TONNE LOADER WITH ATTACHMENTS

As the matters contain confidential information relating to sections 5.23(2)(a), (c) and (e) of the *Local Government Act 1995*.

Motion put and carried: 6/0

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

Against: Nil

16.2 **CONFIDENTIAL ITEM** RFT02-2026-2027 DISPOSAL OF (LOT 344) 12 JOHN STREET - PERENJORI

COUNCIL DECISION

Council Resolution Number: 240926.15

Moved: Cr Campbell

Seconded: Cr Hepworth

That Council accepts the Officer's recommendation as contained in the confidential report:

16.2 RFT02-2026-2027 DISPOSAL OF (LOT 344) 12 JOHN STREET - PERENJORI

Motion put and carried: 6/0

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

Against: Nil

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16.3 **CONFIDENTIAL ITEM** PERENJORI SUPERMARKET – BUSINESS PLAN

COUNCIL DECISION

Council Resolution Number: 240926.16

Moved: Cr Fraser

Seconded: Cr Curtin

That Council accepts the Officer's recommendation as contained in the confidential report:

16.3 **CONFIDENTIAL ITEM PERENJORI SUPERMARKET – BUSINESS PLAN**

Motion put and carried: 6/0

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

Against: Nil

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- 16.4 **CONFIDENTIAL ITEM** – RFT01-2026.27 SUPPLY AND DELIVERY OF 16-18 TONNE LOADER WITH ATTACHMENTS

PROCEDURAL MOTION

Council Resolution Number: 240926.17

Moved: Cr Bradford

Seconded: Cr Fraser

That Council suspend Standing Orders, *Clause 9.5 Limitation on number of speeches*, at 3.15pm to allow for open discussion of Confidential Item 16.4.

Motion put and carried: 6/0

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

Against: Nil

PROCEDURAL MOTION

Council Resolution Number: 240926.18

Moved: Cr Curtin

Seconded: Cr Bradford

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

Motion put and carried: 6/0

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

Against: Nil

COUNCIL DECISION

Council Resolution Number: 240926. 19

Moved: Cr Hepworth

Seconded: Cr Curtin

That Council accepts the Officer's recommendation as contained in the confidential report:

16.4 RFT01-2026.27 – SUPPLY AND DELIVERY OF 16-18 TONNE LOADER WITH ATTACHMENTS

Motion put and carried: 6/0

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

Against: Nil

- 16.5 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS

PROCEDURAL MOTION

Council Resolution Number: 240926. 20

Moved: Cr Curtin

Seconded: Cr Campbell

That Council return to standing orders and re-open the meeting to the public at 3.21pm.

Motion put and carried: 6/0

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

Against: Nil

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17. Ordering the Common Seal:

Nil

18. Reports of Committees and Members:

Nil

19. Motions of Which Previous Notice Has Been Given:

Nil

20. Notice of Motions:

Nil

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

22. Closure of Meeting:

The Shire President thanked those in attendance and declared the meeting closed at 3.22pm
the Shire President to declare the meeting closed.

23. Next Meeting:

The Shire President advised that the next Ordinary Meeting of Council will be held on Thursday, 22 October 2026 in the Shire of Perenjori Council Chambers, 56 Fowler St, Perenjori WA 6620, commencing at 3.00 pm.