



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

MINUTES

Thursday 28 August 2025



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday 28 August 2025 in the Shire of Perenjori Council Chambers, Perenjori WA 6620, commencing at 3.00 pm.

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

Clinton Strugnell

CHIEF EXECUTIVE OFFICER

Date: 22 August 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, 28 August 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 3.00pm.

In accordance with r.14I of the *Local Government (Administration) Regulations 1996*, this meeting was recorded and made publicly available on the Shire's website, with publication of meeting minutes.

Acknowledgement of Traditional Custodians: -

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

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

2. Opening Prayer/Acknowledgement of Pioneers:

The Shire President read the opening prayer.

Acknowledgement of Pioneers;

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

3. Disclaimer Reading:

As printed.

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

4.1 ATTENDANCE:

Elected Members:	Cr Jude Sutherland (President) Cr Les Hepworth (Deputy President) Cr Daniel Bradford Cr Andrew Fraser Cr Brian Campbell Cr Dael Sparkman
Staff:	Clinton Strugnell (Chief Executive Officer) Marty Noordhof (Manager Infrastructure Services) Chloe Heard (Finance Officer)
Distinguished Visitors:	Nil
Members of The Public:	Nil
Leave of Absence:	Cr Colin Bryant
Apologies:	Nil

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 24 JULY 2025

COUNCIL DECISION

Council Resolution Number: 280825.1

Moved: Cr Bradford

Seconded: Cr Fraser

That the Minutes of the Ordinary Meeting of Council held on 24 July 2025, be confirmed as true and correct subject to no corrections.

Motion put and carried 6/0

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

Against: Nil

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8. Announcements by Presiding Member Without Discussion:

The Shire President officially welcomed the new Chief Executive Officer, Clinton Strugnell and acknowledged the success and great outcome of the 2025 Perenjori Agricultural Show.

9. Petitions/Deputations/Presentations:

Nil

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

Nil

11. Declaration of Interest:

Nil

12. Finance:

12.1 MONTHLY FINANCIAL REPORT – 31 JULY 2025

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	28 August 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	12.1.1 - Monthly Statement of Financial Activity for 31 July 2025

Summary

This item recommends that Council receives the Financial Activity Statements for the periods ending 31 July 2025.

Background

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

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

Statutory Environment

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

Policy Implications

Nil

Consultation

Nil

Financial Implications

Shown in the attached data.

Strategic Community Plan

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

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

Officer Comment

The opening surplus for the year prior to the finalisation of the 2024-25 financial statements is \$3,020,677. As previously advised, this surplus is notionally deceiving as the State Government transferred 50% of its 2025-26 financial assistance grants (totalling \$1.570m) to the Shire in June 2025.

The 2025-26 general rates will be raised in August 2025 and the income recognised in August Reports

Operating revenue YTD is \$455,604 over budget by \$285,567

Operating expenditure YTD is \$695,347, under budget by \$574,682

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: 280825.2

Moved: Cr Fraser Seconded: Cr Hepworth

That the Monthly Financial Report to 31 July 2025 as attached be received.

Motion put and carried 6/0

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

Against: Nil

[Next Item](#)

12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2025

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	28 August 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 July 2025 12.2.2 – 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 31 July 2025

Municipal Account	
EFT 19025 - 19124	\$899,253.46
Direct Debits	\$84,884.26
Cheques	\$0.00
Corporate MasterCard	\$3,549.28
Bank Fees	\$210.33
Total	\$987,897.33

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 **\$987,897.33** from *Municipal* and *Trust Accounts* for the month ending **31 July 2025**.

COUNCIL DECISION

Council Resolution Number: 280825.3

Moved: Cr Sparkman

Seconded: Cr Bradford

That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$987,897.33 (Nine hundred and eighty seven thousand, eight hundred and ninety seven dollars and thirty three cents) be accepted.

Motion put and carried 6/0

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

Against: Nil

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13. Governance:

13.1 POLICY NO. 1029 PRIVACY AND RESPONSIBLE INFORMATION SHARING

Applicant:	Shire of Perenjori
File:	ADM 0082
Date:	28 August 2025
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	13.1.1 Draft Policy No. 1029 – Privacy and Responsible Information Sharing

Summary

For Council to consider adoption of a Privacy and Responsible Information Sharing Policy.

Background

On 6 December 2024, the Privacy and Responsible Information Sharing Act 2024 (PRIS Act) received Royal Assent, establishing a framework for protecting personal information and promoting responsible information sharing among public entities in Western Australia. The Act introduces privacy obligations and responsible information sharing principles that apply to public entities, including local government authorities and their contracted service providers.

The intent of this policy is to ensure the Shire complies with the PRIS Act by providing clear guidelines for managing personal and sensitive information. It aims to protect individuals' privacy, promote responsible information sharing, and ensure transparency in data-handling practices, in line with PRIS Information Privacy Principle 5: Openness and Transparency.

This policy reflects the Shire's commitment to upholding privacy obligations and reassuring individuals of its dedication to safeguarding sensitive information while fostering trust with the community and stakeholders.

Statutory Environment

Privacy and Responsible Information Sharing Act 2024 of Western Australia

Policy Implications

The recommendation proposes a new policy.

Consultation

Clinton Strugnell – Chief Executive Officer
Bianca Plug – Governance Officer

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 Privacy and Responsible Information Sharing Council Policy has been developed in line with Key Action 8 of the PRIS Readiness Checklist (Develop and publish a Privacy Policy).

In doing so, the policy provides the framework for enhancing privacy protection of personal information and clarifies how the Shire, along with broader Western Australian Government departments, collects, stores, uses, and discloses personal information. This also ensures that the Shire fulfils its obligations under the PRIS Act, promoting transparency, accountability, and responsible data management practices.

COUNCIL DECISION

Council Resolution Number: 280825.4

Moved: Cr Fraser Seconded: Cr Campbell

That Council, in accordance with the *Privacy and Responsible Information Sharing Act 2024*, adopt the Privacy and Responsible Information Sharing Policy as attached.

Motion put and carried 6/0

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

Against: Nil

15. Confidential Reports:

Nil

16. Ordering the Common Seal:

Nil

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:

Nil

21. Closure of Meeting:

The Shire President declared the meeting closed at 3.06 pm.

22. Next Meeting:

The Shire President advised that the next Ordinary Meeting of Council will be held on Thursday, 25 September 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 28 August 2025.

Signed: _____

Shire President

Date: _____

25/9/25