



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Special Meeting of Council

MINUTES

Thursday 23 October 2025



PUBLIC NOTICE

NOTICE OF A SPECIAL MEETING OF COUNCIL

Pursuant to *Section 5.25(1)(g) of the Local Government Act 1995* and *Regulation 12(3) of the Local Government (Administration) Regulations 1996*, Public Notice is hereby given that:

A Special Meeting of Council will be held on Thursday, 23 October 2025 at 2:00 pm in the Shire of Perenjori Council Chambers, 56 Fowler Street Perenjori.

The purpose of the Special Meeting is to:

1. Swear in the newly elected Councillors;
2. Elect a Shire President and Deputy Shire President;
3. Determine and appoint Committee members; and
4. Nominate members to the Development Assessment Panel, for appointment by the Minister for Planning, effective from 26 January 2026.

Members of the public are welcome to attend.

Clinton Strugnell

CHIEF EXECUTIVE OFFICER

Date: 8 October 2025

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Council Roles

Advocacy:

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

Executive/Strategic:

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

Legislative:

Includes adopting local laws, town planning schemes and policies.

Review:

When Council reviews decisions made by Officers.

Quasi-Judicial:

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

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

Disclaimer

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

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

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

Shire of Perenjori

Minutes for the Shire of Perenjori Special Meeting of Council held on Thursday, 23 October 2025, at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620.

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

The Chief Executive Officer declared the meeting open at 2.00pm and welcomed those in attendance.

In accordance with r.14I of the *Local Government (Administration) Regulations 1996*, the 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 Chief Executive Officer read the opening prayer and acknowledgement of Pioneers.

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 Les Hepworth Cr Roger Dring
Staff:	Clinton Strugnell (Chief Executive Officer) Nola Comerford (Manager Corporate and Community Services) Marty Noordhof (Manager Infrastructure Services) Ally Bryant (Finance Manager)
Distinguished Visitors:	Nil
Members of The Public:	Paddy King
Leave of Absence:	Nil
Apologies:	Nil

5. Swearing in of Newly Elected Councillors

5.1 DECLARATIONS

In accordance with 2.29 of the *Local Government Act 1995* and Regulation 13 of the *Local Government (Constitution) Regulations 1998* newly elected Councillors are required to make a prescribed declaration before taking office.

The following Elected Council Members read aloud and signed the declaration of the Office of Councillor for the Shire of Perenjori as required under Section 2.29 of the *Local Government Act 1995*:

Cr Dakota Curtin declared into office as a Councillor for a four (4) year term expiring October 2029.

Cr Les Hepworth declared into office as a Councillor for a four (4) year term expiring October 2029.

Cr Roger Dring declared into office as a Councillor for a four (4) year term expiring October 2029.

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6. Election of Shire President

A form for the nomination of a Councillor for the office of Shire President for a two (2) year term will be issued with this agenda. Nominations are to be lodged in writing, indicating consent of the nominee, prior to, or at the meeting.

The Local Government Act 1995 (Sections 2.11 to 2.15 and Schedules 2.3 and 4.1) outlines procedures for the election process for the Shire President and therefore, will be conducted by the CEO in accordance with the following procedure:

- The election for the Shire President is conducted by the Chief Executive Officer. The CEO will advise receipt of written nominations for the office of Shire President.
- The CEO will invite any further nominations then declare the nomination period closed.
- If a Councillor is nominated by another Councillor, the Chief Executive Officer is NOT to accept the nomination unless the nominee has advised the Chief Executive Officer orally or in writing that he or she is willing to be nominated for the office.
- Councillors will vote on the matter by secret ballot. Those who have been nominated are entitled to cast a vote.
- Votes will be counted and the successful candidate with the highest number of votes will be declared elected.
- If there is an equality of votes, the meeting is adjourned for a period of not more than 7 days. During the 7-day period up until the adjourned meeting resumes, existing candidates may withdraw their nominations or new nominations can be made. Upon resumption of the adjourned meeting, Councillors vote for a second time and the successful candidate with the highest number of votes will be declared elected. If upon the second count there is still an equality of votes, the Chief Executive Officer is to draw lots to ascertain the successful candidate.

Nomination for Office of Shire President:

Name: Cr Sutherland

Acceptance: YES

Declaration of Result:

Cr Sutherland was elected to the role of Shire President for the Shire of Perenjori for a term of (2) two years, expiring at the October 2027 Ordinary Election.

Under Section 2.29 of the *Local Government Act 1995* and before the Chief Executive Officer, Cr Sutherland read aloud and signed the declaration of the office of Shire President.

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7. Election of a Deputy Shire President

A form for the nomination of a Councillor for the office of Deputy Shire President for a two (2) year term will be issued with this agenda. Nominations are to be lodged in writing, indicating consent of the nominee, prior to, or at the meeting.

The Local Government Act 1995 (Sections 2.11 to 2.15 and Schedules 2.3 and 4.1) outlines procedures for the election process for the Deputy Shire President and therefore, will be conducted by the Shire President in accordance with the following procedure:

- The election for the Deputy Shire President is conducted by the Shire President. The Shire President will advise receipt of written nominations for the office of Deputy Shire President.
- The Shire President will invite any further nominations then declare the nomination period closed.
- If a Councillor is nominated by another Councillor, the Shire President is NOT to accept the nomination unless the nominee has advised the Shire President orally or in writing that he or she is willing to be nominated for the office.
- Councillors will vote on the matter by secret ballot. Those who have been nominated are entitled to cast a vote.
- Votes will be counted and the successful candidate with the highest number of votes will be declared elected.
- If there is an equality of votes, the meeting is adjourned for a period of not more than 7 days. During the 7-day period up until the adjourned meeting resumes, existing candidates may withdraw their nominations or new nominations can be made. Upon resumption of the adjourned meeting, Councillors vote for a second time and the successful candidate with the highest number of votes will be declared elected. If upon the second count there is still an equality of votes, the Shire President is to draw lots to ascertain the successful candidate.

Nomination for Office of Deputy Shire President:

Name: Cr Bradford

Acceptance: YES

Declaration of Result:

Cr Bradford was elected to the role of Deputy Shire President for the Shire of Perenjori for a term of (2) two years, expiring at the October 2027 Ordinary Election.

Under Section 2.29 of the *Local Government Act 1995* and before the Shire President, Cr Bradford read aloud and signed the declaration of the office of Deputy Shire President.

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8. Elected Member Seating Allocation

In accordance with the Shire of Perenjori Standing Orders 2015, at the first meeting of Council following an ordinary election, the Chief Executive Officer is to draw lots for the seating arrangement of Elected Members with seats allocated from east to west in the Council Chambers.

As per the Shire of Perenjori Standing Orders 2015, Council seating arrangements were determined by a ballot conducted by the Chief Executive Officer, resulting in the allocation of seats from east to west in the following order:

**Cr Sutherland
Cr Fraser
Cr Curtin
Cr Campbell
Cr Hepworth
Cr Bradford
Cr Dring**

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9. Public Question Time:

9.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE:

Nil

9.2 Questions Without Notice:

Nil

10. Declaration of Interest:

Nil

11. Governance

11.1 APPOINTMENT OF DELEGATES AND DEPUTY DELEGATES TO COMMITTEES

Applicant:	Shire of Perenjori
File:	Nil
Date:	23 October 2025
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Bianca Plug – Governance Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	11.1.1 – Elected Member Prospectus – Guide to becoming a Zone Delegate or WALGA State Councillor – 2025

Summary

This item seeks Council's consideration for the appointment of Councillor delegates to Committees of Council, and Councillor representatives to external groups and organisations for a two (2) year term.

Background

In accordance with Section 5.11 of the *Local Government Act 1995* (the Act), committee tenure expires every two years at the ordinary election. Therefore, it is timely for Council to consider the re-establishment, representatives and terms of reference of its committees at the first meeting following the elections.

At the Ordinary Council meeting held on 26 October 2023, Council appointed the following representatives:

Council Resolution Number: 261023.1

Moved: Cr Bryant Seconded: Cr Fraser

That, by Absolute Majority in accordance with Sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, Council appoints the following Councillors as representatives to the following Council committees and external organisations:

Standing Committee

Audit Committee	All Councillors
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Advisory Committees

Bush Fire Advisory Committee	Chief Executive Officer (or Delegate) Cr Brian Campbell (Delegate) Cr Daniel Bradford (Deputy Delegate) Cr Colin Bryant (Deputy Delegate)
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Perenjori Public Benefit Trust Panel	Cr Jude Sutherland (Delegate) Cr Dael Sparkman (Deputy Delegate)
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External/Occasional Committees/Organisation

Local Emergency Management Committee	Cr Jude Sutherland (Delegate) Cr Les Hepworth (Deputy Delegate)
Northern Country Zone	Chief Executive Officer (or Delegate) Cr Jude Sutherland (Delegate) Cr Les Hepworth (Deputy Delegate)
North Midland Sub-Regional Road Group	Cr Jude Sutherland (Delegate) Cr Andrew Fraser (Deputy Delegate)

Cr Les Hepworth (Deputy Delegate)

Community Committees

Perenjori Tourism Townscape Committee

Chief Executive Officer (or Delegate)

Cr Andrew Fraser (Delegate)

Cr Dael Sparkman (Delegate)

Cr Les Hepworth (Delegate)

That the Finance and Plant and works committee structure be disbanded.

Motion put and carried 7/0 by absolute majority

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

Against: Nil

At the Ordinary Council Meeting held on 25 July 2025, Council resolved the following in relation to the Perenjori Public Benefit Trust Panel, negating the need for Delegate representation:

Council Resolution Number: 250724.11

Moved: Cr Bryant

Seconded: Cr Fraser

That Council:

3. Resolve to utilise the remaining balance of the Mt Gibson Public Benefit Fund of \$251,889 (two hundred and fifty one thousand, eight hundred and eighty nine dollars) on future Council and community projects chosen by Council.

Motion put and carried 5/2

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

Against: Cr Hepworth, Cr Sutherland

Statutory Environment

Local Government Act 1995, Sections 5.8 – 5.11 sets out the provisions for forming committees and appointing members.

Elected Members should note that:

- Council may appoint Deputy Members to act when a committee member is absent. Council is to determine the order of seniority of Deputies if more than one is appointed. (Shire of Perenjori Local Law Standing Orders 2015)
- When staff members or non-elected members are appointed to committees they are entitled (and required) to exercise a vote. They are also included in any determination of whether a quorum exists.
- A Council Committee consists of a minimum of 3 members
- Tenure of all committee membership ceases at an Ordinary Election

The President and CEO have particular rights under S5.10 in relation to Council committees:

- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*

(a) *to be a member of the committee; or*

(b) *that a representative of the CEO be a member of the committee,*

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

The proposed process for the election for these positions is that Council and individual members agree by consensus, and that all appointments are moved as a single resolution at the end of discussion of this item.

Emergency Management Act 2005 Section 38 – requirement to establish a local emergency management committee.

Bush Fires Act 1954 Section 67 – “(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and coordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection”.

Policy Implications

Shire of Perenjori Standing Orders (Local Law) 2015

Consultation

Chief Executive Officer

Financial Implications

Nil

Strategic Community Plan

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

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

Officer Comment

All Council Committees have expired in accordance with Section 5.11 of the Local Government Act 1995, following the October 2025 Local Government Election. Council Committees must now be re-established, and members appointed in accordance with Sections 5.8, 5.9, 5.10 and 5.11 of the Act.

Councillors are advised of their entitlement to be a member of at least one Committee (Section 5.10(2)).

In the event that there are more nominations than positions on committees, an election to the committee will be undertaken by the Chief Executive Officer.

Committee Structure:

Standing Committees

To comply with Section 7.1A of the *Local Government Act 1995*, Council has one standing committee being the Audit Committee. The Audit Committee is a standing committee that the Council is required by legislation to have in place. Previously all Councillors have been elected to the Audit Committee.

The Council has the option to appoint all Council members or reduce the numbers. The Council also has the option to appoint external persons to the committee if it considers this will assist the committee in its deliberations.

Advisory Committees

Advisory committees are set up by Council and recommendations from these committees must be referred to the Council for endorsement.

The designated responsible officers have been named to clarify the current representation; however, Councillor appointments have been left blank for Council to consider at this meeting.

COUNCIL DECISION

Council Resolution Number: 231025.1

Moved: Cr Campbell

Seconded: Cr Fraser

That Council, in accordance with Sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, appoints by absolute majority the following Elected Members as representatives to the following committees and external organisations:

Standing Committee

Audit Committee

All Elected Members

Advisory Committees

Bush Fire Advisory Committee

Chief Executive Officer (or Delegate)
Cr Campbell (Delegate)
Cr Dring (Deputy Delegate)
Cr Bradford (Deputy Delegate)

External/Occasional Committees/Organisation

Local Emergency Management Committee

Cr Sutherland (Delegate)
Cr Curtin (Deputy Delegate)

Northern Country Zone

Chief Executive Officer (or Delegate)
Cr Sutherland (Delegate)
Cr Bradford (Deputy Delegate)

North Midland Sub-Regional Road Group

Cr Dring (Delegate)
Cr Fraser (Deputy Delegate)

Wildflower Country

Clinton Strugnell, CEO (Delegate)
Cr Sutherland (Deputy Delegate)

Community Committees

Perenjori Tourism Townscape Committee

Chief Executive Officer (or Delegate)
Cr Hepworth (Delegate)
Cr Fraser (Delegate)
Cr Curtin (Delegate)

Motion put and carried 7/0 by Absolute Majority

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

Against: Nil

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11.2 DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT MEMBER

Applicant:	Shire of Perenjori
File:	ADM 0474
Date:	23 October 2025
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Bianca Plug – Governance Officer
Responsible Officer:	Clinton Strugnell – Chief Executive Officer
Attachments:	Nil

Summary

Following the local election and the change in Shire of Perenjori Elected Members, the Development Assessment Panel (DAP) delegates are required to be nominated by Council.

Background

As a key component of planning reform in Western Australia, Development Assessment Panels (DAPs) are intended to enhance planning expertise in decision-making by improving the balance between technical advice and local knowledge.

Council is to nominate two members and two alternative members to the Development Assessment Panel, for appointment by the Minister for Planning, for a term of two years, effective from 26 January 2026.

Representation of local interests is a core feature of the DAP system, and all local governments are required to provide nominations for DAP members to the DAP Secretariat following the October 2025 elections. This ensures that appointments are finalised in time for the next term commencing 26 January 2026, and that local interests remain adequately represented in future DAP determinations.

At the Ordinary Council meeting held on 26 October 2023, Council appointed the following DAP representatives:

Council Resolution Number: 261023.2

Moved: Cr Sparkman

Seconded: Cr Bryant

That the following Councillors be appointed as representatives for the Development Assessment Panel, and the relevant nomination form be completed and submitted to the Development Assessment Panel's Secretariat.

Local Government Member 1:

Cr Les Hepworth

Local Government Member 2:

Cr Daniel Bradford

Local Government Alternate Member 1:

Cr Andrew Fraser

Local Government Alternate Member 2:

Cr Dael Sparkman

Motion put and carried 7/0

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

Against: Nil

Statutory Environment

Planning and Development (Development Assessment Panels) Regulations 2011 (Reg. 24)

Policy Implications

Nil

Consultation

Clinton Strugnell - Chief Executive Officer

Financial Implications

Nil

Strategic Community Plan

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

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

Officer Comment

Under the current Development Assessment Panel (DAP) framework, applications for development with an estimated value of \$10 million or more are required to be determined by a DAP. Applicants for developments valued between \$2 million and \$10 million may also opt to have their application determined by a DAP rather than the local government.

While it is uncommon for the Shire of Perenjori to receive development applications of a value that would trigger assessment by a Development Assessment Panel (DAP), the Planning and Development (Development Assessment Panels) Regulations 2011 require all local governments to nominate two local members and two alternate members for appointment by the Minister for Planning. These members may be called upon to participate in DAP determinations for developments within the district if required.

COUNCIL DECISION

Council Resolution Number: 231025.2

Moved: Cr Dring

Seconded: Cr Bradford

That Council:

- 1. Endorse the following Elected Members to be appointed as representatives for the Development Assessment Panel, for a two year term, effective from 26 January 2026**

Local Government Member 1: Cr Fraser

Local Government Member 2: Cr Campbell

Local Government Alternate Member 1: Cr Bradford

Local Government Alternate Member 2: Cr Hepworth

AND

- 2. Authorise the administration to arrange relevant nomination forms to be completed and submitted to the Development Assessment Panel's Secretariat.**

Motion put and carried 7/0 by Absolute Majority

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

Against: Nil

12. Closure of Meeting:

The Shire President thanked those in attendance and declared the meeting closed at 2.22pm.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 23 October 2025.

Signed: 
Shire President

Date: 27/11/25