

13 June 2025



24-26 Richmond St  
Nyabing WA 6341  
Ph: (08) 9829 1051  
Fax: (08) 9829 1083

Email: [admin@kent.wa.gov.au](mailto:admin@kent.wa.gov.au)  
Website: [www.kent.wa.gov.au](http://www.kent.wa.gov.au)

Dear President and Councillors,

## **NOTICE PAPER AND AGENDA – ORDINARY COUNCIL MEETING – 18 JUNE 2025**

Please be advised that an Ordinary meeting of the Council of the Shire of Kent is to be held on

**Wednesday 18 June 2025  
in the Council Chambers,  
Nyabing**

|  |         |
|--|---------|
| Lunch  | 12:30pm |
| Briefing Session (including Budget Workshop) to commence | 1pm     |
| Ordinary Council Meeting to commence                     | 6pm     |

### **Open Council Meetings – Procedures**

1. All Council meetings are open to the public, except for matters raised by Council under “confidential items”.
2. Members of the public may ask a question at an Ordinary Council Meeting under “public question time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the Shire.

Yours faithfully,

**CHRISTIE SMITH  
CHIEF EXECUTIVE OFFICER**

### **Disclaimer**

*Members of the Public are advised that the recommendations to Council contained within this agenda and decisions arising from the Council Meeting can be subject to alteration. Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council’s decision with respect to any particular issue.*



## **AGENDA**

### **ORDINARY COUNCIL MEETING**

**Council Chambers  
24-26 Richmond Street Nyabing**

**Wednesday 18 June 2025**

**Commencement: 6:00pm**

**AGENDA****18 June 2025**

|            |  |           |
|------------|--|-----------|
| <b>1.</b>  | <b>DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS .....</b>                               | <b>2</b>  |
| <b>2.</b>  | <b>ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE .....</b>                                | <b>2</b>  |
| <b>3.</b>  | <b>DISCLOSURES OF INTEREST .....</b>   | <b>2</b>  |
| <b>4.</b>  | <b>PUBLIC QUESTION TIME .....</b>  | <b>2</b>  |
| <b>5.</b>  | <b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>   | <b>2</b>  |
| <b>6.</b>  | <b>CONFIRMATION AND RECEIVING OF MINUTES / BUSINESS ARISING .....</b>                          | <b>2</b>  |
| 6.1        | Ordinary Council Meeting – 21 May 2025 .....   | 2         |
| 6.2        | Outstanding Council Resolutions June 2025 .....  | 3         |
| <b>7.</b>  | <b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....</b>                          | <b>3</b>  |
| <b>8.</b>  | <b>PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS .....</b>                             | <b>3</b>  |
| <b>9.</b>  | <b>OFFICER REPORTS .....</b>   | <b>4</b>  |
| 9.1        | Reappointment of Committee Chairs .....  | 4         |
| 9.2        | Consideration of Affiliation Fee – Pingrup Ground Improvement Committee .....                  | 7         |
| 9.3        | Lease – Nyabing Fuel Facility – 15 Richmond St Nyabing .....                                   | 9         |
| 9.4        | Great Southern Voluntary Regional Organisation of Councils .....                               | 11        |
| 9.5        | Budget Amendments – Reserves Transfers .....   | 13        |
| 9.6        | Monthly Financial Report to 31 May 2025 .....  | 15        |
| 9.7        | Schedule of Accounts Paid to 31 May 2025 .....   | 17        |
| <b>10.</b> | <b>ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>                   | <b>19</b> |
| <b>11.</b> | <b>NEW BUSINESS OF AN URGENT NATURE AGREED TO BY A RESOLUTION OF COUNCIL .....</b>             | <b>19</b> |
| <b>12.</b> | <b>MATTERS BEHIND CLOSED DOORS .....</b>   | <b>19</b> |
| 12.1       | T25/02 – Supply and Delivery of Six-Wheel Prime Mover, Cab Chassis Fitted with Turntable ..... | 19        |
| <b>13.</b> | <b>MEETING CLOSED .....</b>  | <b>19</b> |

**1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS****2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE****3. DISCLOSURES OF INTEREST****Section 5.65 and 5.70 of the *Local Government Act 1995***

Elected Member or officer, who has an interest in any matter for discussion and attends a Committee/Council Meeting, must disclose the nature of the interest in a written notice give to the Chief Executive Officer before the meeting, or at the meeting prior to discussion on the matter.

An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision-making procedure relating to the matter, unless allowed by the Committee/Council. If the Committee/Council allow an Elected Member to speak, the extent of that interest must be stated.

- Declaration of Financial Interests:
- Declaration of Proximity Interests:

**Clause 22 – Code of Conduct for Council Members, Committee Members and Candidates**

A Council Member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest in a written notice given to the CEO before the meeting or at the meeting immediately before the item is discussed.

An interest for the purposes of the Code of Conduct means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- Declaration of Impartiality Interests:

**4. PUBLIC QUESTION TIME****5. APPLICATIONS FOR LEAVE OF ABSENCE****6. CONFIRMATION AND RECEIVING OF MINUTES / BUSINESS ARISING****6.1 Ordinary Council Meeting – 21 May 2025****OFFICER RECOMMENDATION**

**That the minutes of the Ordinary Council Meeting of the Shire of Kent held in the Nyabing Council Chambers on Wednesday 21 May 2025 be confirmed as a true and accurate record of the meeting.**

**6.2 Outstanding Council Resolutions June 2025**

The Outstanding Council Resolutions Register for June 2025 is provided as **Attachment 6.2** for information.

**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION****8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

## 9. OFFICER REPORTS

### 9.1 Reappointment of Committee Chairs

|                             |  |
|-----------------------------|--|
| <b>Author:</b>              | David Bentley, Deputy Chief Executive Officer                    |
| <b>Location:</b>            | N/A  |
| <b>File No:</b>             | FIN.285  |
| <b>Voting Requirements:</b> | Absolute Majority - 4 Elected Members required to vote in favour |
| <b>Attachments:</b>         | Nil  |

#### OFFICER RECOMMENDATION

##### That Council

1. **appoints Rachel Kirby as the chair of the Audit Committee until the next Ordinary Local Government Election; and**
2. **appoints Cr Kate Johnston as the deputy chair of the Audit Committee until the next Ordinary Local Government Election.**

#### Purpose

Council is required to consider appointing a chairperson to the Audit Committee.

#### Background

Through the Local Government Reform program, the Department of Local Government, Sport and Cultural Industries (the Department) is introducing a number of significant changes to the *Local Government Act 1995* (the Act).

One of these is the change in method of electing Chairs and Deputy Chairs of Committees. This change was introduced through the *Local Government Amendment Act 2024*.

The current Chair of the Audit Committee is Rachel Kirby.

#### Comment

Up until the legislative change, Committees “elected” a Chair and Deputy Chair of each of the Committees that are established under the *Local Government Act 1995*. At this point in time, the Shire of Kent has one Committee established under the *Local Government Act 1995*, being the Audit Committee.

Elections in 2023 changed for all local governments from a first past the post method (highest tally of votes wins) to an optional preferential voting system (winner is based on achieving a quota by distributing preferences that an elector could cast). This election method also applied to Committees when they elected their Chair and Deputy Chair.

Being an election, a returning officer for the election was required (almost always the Chief Executive Officer). The election had to be held as if it was an in person local government council election and could be challenged through the Magistrate’s Court sitting as the Court of Disputed Returns.

As part of the reforms that came into effect through changes to the *Local Government Act 1995*, Chairs and Deputy Chairs of Committees are now appointed by the Council by an absolute majority. A transitional provision to the changes provided that each local government had to carry out this appointment for each of its Committees by 1 July 2025.

Rachel Kirby was appointed as an independent member of the Audit Committee at the Ordinary Council Meeting of 20 November 2024. This was done after the previous independent member of the Audit Committee, Jenni Dolan, was employed by the Shire of Kent, making her ineligible to be on the Audit Committee in accordance with the *Local Government Act 1995*.

The changes in legislation does not affect Committees that are not established under the *Local Government Act 1995*, which includes the Local Emergency Management Committee and the Bush Fire Advisory Committee for example, which are constituted under the *Emergency Management Act 2005* and *Bush Fires Act 1954* respectively.

In the near future, the legislative changes around Audit Committees will come into effect, changing the name of the Audit Committee to the Audit, Risk and Improvement Committee and requiring an independent Chair and Deputy Chair. As those changes have not yet occurred, it is considered appropriate to also formalise the appointment of the Deputy Chair of the Committee as the Shire President Cr Kate Johnston. Council does have the option to not appoint a Deputy Chair, and an acting Chair would be nominated by the meeting should it be deemed necessary.

### **Statutory Implications**

Section 5.12 of the *Local Government Act 1995* as amended by the *Local Government Amendment Act 2024*:

#### **5.12 Presiding members and deputies**

- (1) The local government must appoint\* a member of a committee to be the presiding member of the committee.

*\*Absolute majority required.*

- (2) The local government may appoint\* a member of a committee to be the deputy presiding member of the committee.

*\*Absolute majority required.*

Schedule 9.3 – Transitional Provisions

Division 7 – Provisions for Local Government Amendment Act 2024

**67. Presiding members**

- (1) In this clause –

**amendment day** means the day on which section 39 of the 2024 amendment Act comes into operation.

**existing committee** means a committee of the council of a local government that is in place immediately before amendment day.

**new section 5.12(1)** means section 5.12(1) as inserted by section 39 of the 2024 amendment Act.

- (2) For each of its existing committees, a local government must make its first appointment of the presiding member under new section 5.12(1) no later than 1 July 2025.
- (3) Until the first appointment is made, the person who, immediately before amendment day, is the presiding member of the existing committee may continue to be the presiding member.
- (4) if that person goes out of office before the first appointment is made, the person's replacement as presiding member must be appointed by the local government under new section 5.12(1) as soon as practicable (not no later than) 1 July 2025.

**Policy Implications**

There are no policy implications arising from this report.

**Financial Implications**

There are no financial implications from this report.

**Strategic Implications**

Community Strategic Plan 2023 - 2033

Civic Leadership Strategic Priorities – Proactive and well governed Shire

**Risk Implications**

The risks to the Shire of Kent in relation to this proposal are negligible. If Council does not appoint a Chair of the Audit Committee, it risks non-compliance with the Transitional Provisions as provided in the *Local Government Act 1995*.

## 9.2 Consideration of Affiliation Fee – Pingrup Ground Improvement Committee

|                             |  |
|-----------------------------|--|
| <b>Author:</b>              | David Bentley, Deputy Chief Executive Officer  |
| <b>Location:</b>            | N/A  |
| <b>File No:</b>             | SERV.41  |
| <b>Voting Requirements:</b> | Simple Majority - More than half of Elected Members present required to vote in favour |
| <b>Attachments:</b>         | Nil  |

### OFFICER RECOMMENDATION

**That Council considers the request from the Pingrup Ground Improvement Committee.**

#### **Purpose**

Council is requested to consider whether it wishes to waive or modify (by partially waiving) the affiliation fee charged to the Pingrup Ground Improvement Committee following a request.

#### **Background**

The Chair of the Pingrup Ground Improvement Committee has written to the Shire of Kent requesting that the affiliation fee charged to it.

The Schedule of Fees and Charges provides that there is a fee to the Nyabing Sports Club and the Pingrup Ground Improvement Committee of \$1,000 per annum. The Nyabing Sports Club had their fee waived due to the ongoing structural issues and associated access restrictions on the Nyabing Pavilion which limit the group's ability to utilise the space.

The fee is charged in lieu of there being any formal tenure arrangements over the Nyabing and Pingrup Pavilions.

#### **Comment**

The Chair of the Pingrup Ground Improvement Committee, in writing to the Shire of Kent, has indicated that the fee should be re-assessed as there are sporting clubs and groups that no longer operate out of the Pingrup Pavilion from when the fee was first set.

The group hasn't provided a recommended way forward other than a request to revisit how the fee is calculated and are open to ideas on how to proceed. A suggestion was made that a formula of some kind would be a good way forward.

The affiliation fee has been set at \$1,000 for some time, since at least the 2019/20 financial year.

#### **Statutory Implications**

Section 6.12 of the *Local Government Act 1995*:

#### **6.12 Power to defer, grant discounts, waive or write off debts**

(1) Subject to subsection (2) and any other written law, a local government may –

- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
- (b) waive or grant concessions in relation to any amount of money; or
- (c) write off any amount of money,

which is owed to the local government.

\* *Absolute majority required.*

Council should be careful not to change the fee as this requires a separate advertising process. If changes to the way fees are calculated is endorsed by Council, Council should waive that portion of the fee for the 2024/25 financial year and consider what the fee is going forward when considering the Schedule of Fees and Charges when it is considered when adopting the 2025/26 Annual Budget.

### **Policy Implications**

There are no policy implications arising from this report.

### **Financial Implications**

Affiliation fees for sporting groups are charged in arrears, meaning the decision to waive the fee will impact the 2024/25 Budget.

Should the fees be waived, it means that there is no cost recovery for the Pavilion from the Pavilion's most common user.

### **Strategic Implications**

Community Strategic Plan 2023 - 2033

Civic Leadership Strategic Priorities – Proactive and well governed Shire

### **Risk Implications**

Should Council not decide to waive or revisit the fees, it should consider also doing the same thing for the Nyabing Sports Club. The Nyabing Sports Club have similar issues in that there are multiple sports clubs that no longer operate out of Nyabing. While the Shire has waived their fee in the past due to the structural issues with the Pavilion, any change in theory around calculating the fee should also apply to the Nyabing Sports Club.

### 9.3 Lease – Nyabing Fuel Facility – 15 Richmond St Nyabing

|                             |  |
|-----------------------------|--|
| <b>Author:</b>              | David Bentley, Deputy Chief Executive Officer                    |
| <b>Location:</b>            | 15 Richmond St Nyabing   |
| <b>File No:</b>             | LEG.18   |
| <b>Voting Requirements:</b> | Absolute Majority - 4 Elected Members required to vote in favour |
| <b>Attachments:</b>         | Nil  |

#### OFFICER RECOMMENDATION

##### That Council

1. agrees to lease the Nyabing Fuel Facility, located at Richmond Street Nyabing from the Department of Planning Lands and Heritage under the broad terms and conditions as outlined in this report.
2. delegates authority to the Chief Executive Officer to negotiate a lease agreement based on the broad terms and conditions as outlined in this report.
3. authorises the Shire President and Chief Executive Officer to execute a lease agreement as negotiated by the Chief Executive Officer under Common Seal pursuant to section 9.49A(2) of the *Local Government Act 1995*.

#### **Purpose**

Council is requested to consider a new lease agreement between the Department of Planning Lands and Heritage (Lessor) and the Shire of Kent (Lessee).

#### **Background**

The Nyabing Fuel Facility, located at 15 Richmond Street (across the road from the Community Hub and the General Store on Richmond Street), has been leased from the Department of Planning Lands and Heritage for some time. The agreement expired 30 June 2024 and has been in holding over for a year. A renewal has been proposed by the Department of Planning Lands and Heritage and have submitted a draft agreement for the Shire of Kent's consideration.

#### **Comment**

The general terms and conditions of the agreement are as follows:

|                              |   |
|------------------------------|---|
| <b>Land to be leased</b>     | Lot 173 on Deposited Plan 33893, being 15 Richmond Street NYABING.  |
| <b>Lessor</b>                | State of Western Australia, acting through the Minister, care of the Department of Planning Lands and Heritage. |
| <b>Lessee</b>                | Shire of Kent   |
| <b>Permitted Purpose</b>     | Fuel Facility   |
| <b>Commencement Date</b>     | 1 July 2024   |
| <b>Expiry Date</b>           | 30 June 2045  |
| <b>Further (option) term</b> | Nil   |
| <b>Rental amount</b>         | \$1,000 per annum ex GST, payable six-monthly 1 January and 1 July  |

|                           |   |
|---------------------------|---|
| <b>Rent review dates</b>  | 1 July 2026 and then every three years, with the last review occurring 1 July 2041          |
| <b>Rent review method</b> | Market rent as determined by the Minister for Lands in conjunction with the Valuer General. |

The tenure map is outlined below:



### **Statutory Implications**

The lease is proposed to be granted under section 79 of the *Land Administration Act 1997*.

### **Policy Implications**

There are no policy implications arising from this report.

### **Financial Implications**

There are fees that apply in addition to the \$1,000 ex GST per annum rent, including an \$804 document preparation fee as the lease was prepared by the Department of Planning Lands and Heritage and \$210.30 for the lodgement fee with Landgate.

### **Strategic Implications**

Community Strategic Plan 2023 - 2033

Civic Leadership Strategic Priorities – Proactive and well governed Shire

### **Risk Implications**

Should the lease not be entered into, the future of the fuel facility in Nyabing would be unknown. The fuel facility is a critical service to the Nyabing townsite and surrounding farming areas.

## 9.4 Great Southern Voluntary Regional Organisation of Councils

|                             |  |
|-----------------------------|--|
| <b>Author:</b>              | Christie Smith, Chief Executive Officer  |
| <b>Location:</b>            | N/A  |
| <b>File No:</b>             | GOV.454  |
| <b>Voting Requirements:</b> | Simple Majority - More than half of Elected Members present required to vote in favour |
| <b>Attachments:</b>         | 9.4 Attachment 1 - Draft Memorandum of Understanding                                   |

### OFFICER RECOMMENDATION

#### That Council:

- 1. endorses the Shire of Kent becoming a member of the proposed Great Southern Voluntary Regional Organisation of Councils (GS VROC); and**
- 2. authorises the Chief Executive Officer to execute the Memorandum of Understanding pursuant to section 9.49A(4) of the *Local Government Act 1995*.**

#### **Purpose**

To seek Council's endorsement to join the Great Southern Voluntary Regional Organisation of Councils (GS VROC) and authorise the signing of the associated Memorandum of Understanding (MoU).

#### **Background**

Voluntary Regional Organisations of Councils (VROCs) are collaborative partnerships formed between local governments to enhance regional cooperation, advocacy, and project delivery. These organisations provide a structured forum to address regional challenges, pursue shared opportunities, and leverage joint resources for greater impact and efficiency.

A draft Memorandum of Understanding (attachment 1) has been provided to the Shire for consideration, outlining the intent and framework for the proposed VROC, including its objectives, governance structure, meeting protocols, and scope of collaboration. The Shire has been invited to become a founding member, alongside neighbouring local governments, to formalise this regional alliance.

The proposed eight Councils to form the GS VROC are:

|                    |                      |                               |
|--------------------|----------------------|-------------------------------|
| Shire of Kent      | Shire of Kojonup     | Shire of Broomehill-Tambellup |
| Shire of Katanning | Shire of Plantagenet | Shire of Woodanilling         |
| Shire of Cranbrook | Shire of Gnowangerup |                               |

#### **Comment**

Participation in a VROC offers several potential benefits:

- Strategic regional collaboration on matters such as infrastructure, tourism, economic development, and workforce attraction.
- Improved funding opportunities, with regional projects often more competitive for State and Federal grants.

- Stronger advocacy through a united regional voice on issues affecting rural communities.
- Shared knowledge and resources, reducing duplication and improving service delivery efficiency.

Commencement of the MoU would be following the 2025 Local Government Elections in 2025 and unless otherwise wound up or extended will terminate on the 31 October 2029

This is an opportunity for the Shire to be proactive in shaping the regional agenda and aligning efforts with likeminded neighbouring Councils

### **Statutory Implications**

There are no statutory requirements prohibiting membership in a VROC. The initiative aligns with the general competence powers of a local government under the *Local Government Act 1995*.

### **Policy Implications**

Nil.

### **Financial Implications**

Participating Local Governments may be required to make an annual financial contribution towards the operations of Great Southern VROC (Annual Operating Contribution), subject to a determination of Members. The contribution from a Band 3 Participating Local Government may be different to a Band 4 local government.

In addition, Participating Local Governments may also be requested to contribute to Great Southern VROC special projects or initiatives.

Special Project implementation is to be supported by a Project Plan and Life of Project Budget.

Participating Local Governments may opt in to the funding of a Special Project but once opted in cannot withdraw until the Project is wound up by an absolute majority decision of the Great Southern VROC.

### **Strategic Implications**

Membership in the GS VROC supports the Shire's Strategic Community Plan objectives, including:

- Objective 2.1: Coordinated delivery of economic services and projects
- Objective 4.1: Actively participate and work with local and regional organisations to deliver benefit to our communities

### **Risk Implications**

Reputational risk may exist if the Shire chooses not to engage in regional forums, potentially missing out on funding, partnerships, or influence.

### 9.5 Budget Amendments – Reserves Transfers

|                             |  |
|-----------------------------|--|
| <b>Author:</b>              | Christie Smith, Chief Executive Officer                          |
| <b>Location:</b>            | N/A  |
| <b>File No:</b>             | FIN.247  |
| <b>Voting Requirements:</b> | Absolute Majority - 4 Elected Members required to vote in favour |
| <b>Attachments:</b>         | Nil  |

#### OFFICER RECOMMENDATION

That Council approves the proposed budget amendments for the 2024/25 financial year to reflect updated reserve transfers as follows:

| GL           | Description                            | Increase in Cash<br>\$ | Decrease in Cash<br>\$ |
|--------------|--|------------------------|------------------------|
| 1091080.5506 | 5A Coates Close                        | 5,000                  |                        |
| 1093200.5506 | 1/7 Gaby Street                        | 10,000                 |                        |
| 1091120.5506 | 2/7 Gaby Street                        | 10,000                 |                        |
| 1091070.5506 | 2B Coates Close                        | 7,500                  |                        |
| 1091250.5506 | 2/3 Gaby Street                        | 6,500                  |                        |
| 1091200.5506 | 6 Coates Close                         | 7,000                  |                        |
| 1099990.5517 | Transfers to Land and Building Reserve | 64,000                 |                        |
| 1129510.5517 | Purchase of Plant and Vehicles         | 687,000                |                        |
| 1129980.1903 | Transfers From Plant Reserves          |                        | (529,621)              |

#### Purpose

To seek Council approval for amendments to the 2024/25 Annual Budget following a review of reserve transactions and the forecast financial position as at 30 June 2025.

#### Background

As part of regular financial management and reporting, a forecast review has been conducted to reflect expected reserve movements and closing balances at 30 June 2025. The review has identified a number of changes in reserve transfers which require formal amendment to the adopted budget.

#### Comment

Following an assessment of 2024/2025 budgeted reserve transfers at year end, the proposed transfers are recommended:

Following the forecast review, the following adjustments have been identified:

- Increase in cash to be transferred to reserves: \$64,000
- Increase in cash available from capital plant purchases: \$687,000
- Increase in cash available due to contract services in operating: \$46,000

- Decrease in cash available from transfer from reserves: \$529,621
- Reduction of non-cash items through proceeds on sale of assets: \$246,300

|   |           |   |
|---|-----------|---|
| 5A Coates Close (Employee)                | 5,000     | Deferred painting   |
| 1/7 Gaby Street (Private)                 | 10,000    | Deferred painting   |
| 2/7 Gaby Street (Employee)                | 10,000    | Deferred painting   |
| 2B Coates Close (Employee)                | 7,500     | Deferred painting   |
| 2/3 Gaby Street (Employee)                | 6,500     | Deferred painting   |
| 6 Coates Close (Lot 164) (Employee - CEO) | 7,000     | Deferred kerbing / paving                                       |
| Transfers To Land and Building Reserve    | 64,000    | Sale of 5 George St, settlement in 25/26; transfer painting etc |
| Non Cash Item                             | (110,000) | Proceeds sale of 5 George Street                                |
| Purchase of Plant and Vehicles            | 687,000   | New Hino and Road Train carried forward to 25/26                |
| Transfers From Plant Reserves             | (529,621) | New Hino and Road Train carried forward to 25/26                |
| Non Cash Item                             | (136,300) | Proceeds sale of Hino   |
|   | 21,079    |   |

### **Statutory Implications**

*Local Government Act 1995*, section 6.8, Expenditure from municipal fund not included in annual budget –

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
- (a) Is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) Is authorized in advance by resolution\*; or
  - (c) Is authorized in advance by the mayor or president in an emergency.

*\*Absolute majority required*

### **Policy Implications**

Nil

### **Financial Implications**

The amendments results in a net increase of \$21,079 in available cash. There is no adverse impact on the 2024/25 closing position.

The amendments ensure reserve balances accurately reflect current financial projections and maintain alignment with Council’s long-term financial planning.

### **Strategic Implications**

Community Strategic Plan 2023 - 2033

Civic Leadership Strategic Priorities – Proactive and well governed Shire

### **Risk Implications**

The risk implications are considered low, as these budget amendments ensure Council remains informed of any proposed expenditure that differs from the approved budget.

## 9.6 Monthly Financial Report to 31 May 2025

|                             |  |
|-----------------------------|--|
| <b>Author:</b>              | Jenni Dolan, Finance Coordinator   |
| <b>Location:</b>            | N/A  |
| <b>File No:</b>             | FIN.221  |
| <b>Voting Requirements:</b> | Simple Majority - More than half of Elected Members present required to vote in favour |
| <b>Attachments:</b>         | 9.6 Attachment 1 – Monthly Financial Report to 31 May 2025                             |

### OFFICER RECOMMENDATION

**That Council receive the Monthly Financial Reports to 31 May 2025 as presented at Attachment 1.**

#### **Purpose**

In accordance with the Local Government (Financial Management) Regulations 1996, to follow is the presentation of the Monthly Financial Reports to Council.

#### **Background**

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

#### **Comment**

The Monthly Financial Report as presented indicate that Council continues to be in a sound financial position.

#### *Overview*

The May report tabled reflects the financial position of the Shire with 92% of the year gone. Noted in the Statement of Financial Activity is a current surplus of \$1,811,328 as of the end of May 2025. Reflected in the report is the operating revenue, which sits below the year-to-date (YTD) budget estimate by 4.67%, and accounts for 94.7% of the adopted full-year budget estimate. Operating expenditure sits below the YTD budget estimate by 36.8%, and accounts for 56.1% of the adopted full-year budget estimate.

#### *Budget*

Budget preparation has formed majority of the workload around finance this month. We also are preparing for our annual OAG audit in addition to the 3-yearly Financial Management Review. It is a busy time, however, all processes are on track for presentation of the draft budget at the July meeting.

Note 3 of the Financial Report provides a full listing and explanation of all items considered of significant variance.

#### **Statutory Implications**

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

#### **Policy Implications**

Policy 4.1 Accounting Policies

Objective: To provide the basis for Council’s accounting concepts and reporting guidelines.  
To maintain accounting reporting procedures which comply with Statutory Requirements and to demonstrate Council’s financial position.

**Financial Implications**

Ongoing management of Council funds.

**Strategic Implications**

Community Strategic Plan 2023 - 2033

Civic Leadership Strategic Priorities – Proactive and well governed Shire

**Risk Implications**

Nil.

### 9.7 Schedule of Accounts Paid to 31 May 2025

|                             |   |
|-----------------------------|---|
| <b>Author:</b>              | Jenni Dolan, Finance Coordinator  |
| <b>Location:</b>            | N/A   |
| <b>File No:</b>             | FIN.226   |
| <b>Voting Requirements:</b> | Simple Majority - More than half of Elected Members present required to vote in favour        |
| <b>Attachments:</b>         | 9.7 Attachment 1 – Schedule of Accounts Paid, Including Corporate and Fuel Cards for May 2025 |

#### OFFICER RECOMMENDATION

That Council endorse the payments from the Municipal Fund and Trust Fund for the period ending 31 May 2025.

|                                |                      |
|--------------------------------|----------------------|
| Municipal Fund (Fee)           | \$ 57,664.11         |
| Municipal Fund (EFT)           | \$ 848,388.10        |
| Municipal Fund (Cheque)        | \$ 1,880.00          |
| Municipal Fund (Direct Debits) | \$ 27,025.35         |
| Trust Fund                     | \$ 0.00              |
| <b>TOTAL</b>                   | <b>\$ 934,957.56</b> |

#### **Purpose**

Council endorsement of payment to Creditors under CEO Delegated Authority 2.1.2.

#### **Background**

Details payments made to creditors since last Council Meeting.

#### **Comment**

The Schedule of Accounts Reports as presented, indicate that Council continues to be in a sound financial position.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states that only the following information is to be reported to Council and form part of the public minutes:

- a) the payee's name;
- b) the amount of the payment;
- c) the date of the payment; and
- d) sufficient information that identifies the payment.

#### **Statutory Implications**

*Local Government Act 1995* – Section 6.4

*Local Government (Financial Management) Regulations 1996* – Part 2 – Regulation 11, 12 and 13.

#### **Policy Implications**

Policy 4.1 Accounting Policies

Objective: To provide the basis for Council’s accounting concepts and reporting guidelines.  
To maintain accounting reporting procedures which comply with Statutory Requirements and to demonstrate Council’s financial position.

**Financial Implications**

Ongoing management of Council funds.

**Strategic Implications**

Community Strategic Plan 2023 - 2033

Civic Leadership Strategic Priorities – Proactive and well governed Shire

**Risk Implications**

Nil.

**10. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**11. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY A RESOLUTION OF COUNCIL**

Nil.

**12. MATTERS BEHIND CLOSED DOORS****PROCEDURAL MOTION**

**That Council proceed behind closed doors at [insert time] pursuant to section 5.23(2)(c) of the *Local Government Act 1995* while item 12.1 is considered.**

*Reasons for Confidentiality*

The Reports contained below are confidential in accordance with section 5.23(2) the *Local Government Act 1995* as it deals with matters affecting:

5.23(2)(c)                      *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

**12.1 T25/02 – Supply and Delivery of Six-Wheel Prime Mover, Cab Chassis Fitted with Turntable****PROCEDURAL MOTION**

**That Council come out from behind closed doors at [insert time].**

**13. MEETING CLOSED**