12 September 2025

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Dear President and Councillors,

NOTICE PAPER AND AGENDA – ORDINARY COUNCIL MEETING – 17 SEPTEMBER 2025

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

Wednesday 17 September 2025
in the Council Chambers,
Nyabing

Presentation to commence	3:00pm
Briefing Session to commence	4:00pm
Ordinary Council Meeting to commence	6:00pm

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.

SHIRE OF
Kent
NYABING • PINGRUP

AGENDA

ORDINARY COUNCIL MEETING

Council Chambers
24-26 Richmond Street Nyabing

Wednesday 17 September 2025

Commencement: 6:00pm

AGENDA

17 September 2025

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: The Chief Executive Officer declared a financial interest in item 12.2 - Chief Executive Officer Annual Performance Review.

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. CONFIRMATION AND RECEIVING OF MINUTES / BUSINESS ARISING

6.1 Ordinary Council Meeting – 20 August 2025

OFFICER RECOMMENDATION
That the minutes of the Ordinary Council Meeting of the Shire of Kent held in the Nyabing Council Chambers on Wednesday 20 August 2025 be confirmed as a true and accurate record of the meeting.

6.2 Outstanding Council Resolutions September 2025

The Outstanding Council Resolutions Register for September 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

9.0 Note on Caretaker Provisions

As the results of the Shire of Kent's Ordinary Local Government Election, to be held on 18 October 2025, have been declared by the Returning Officer, pursuant to section 1.4A(b)(i) of the *Local Government Act 1995*, the mandatory caretaker provisions ended on 5 September 2025 and do not apply for this Council Meeting.

9.1 Community Grants Policy

Author:	David Bentley, Deputy Chief Executive Officer
Location:	N/A
File No:	GOV.344
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	9.1 Attachment 1 – Community Grants Policy

OFFICER RECOMMENDATION
That Council adopt the Community Grants Policy as provided in Attachment 1.

Purpose

Council is requested to consider the adoption of a Community Grants Policy.

Background

Each year, the Council opens up a budget submission process as part of the Annual Budget process. Following the process undertaken for the 2025/26 Annual Budget, Council expressed a desire for a more formalised process to be developed to assist the Council and the community in maximising the impact of these financial contributions.

The processes and grant funding rounds were workshopped with the Council in July 2025 with a commitment to provide a draft policy to the September Council Meeting. The attached policy is presented to Council for its consideration.

Comment

As part of the new Community Grants policy, two forms of grants are proposed to be created.

- Small grants (less than $2,000)
- Community grants (greater or equal to $2,000)

Small Grants

Small grants are proposed to be approved by the CEO and are designed to be flexible in their application. These grants are open all year and the CEO is able to approve them up to a maximum value as set by Council during annual budget deliberations.

Community Grants

Community grants are proposed to be approved by Council and are designed to deliver meaningful outcomes within the community. Applications are open once per year and are considered by the Council during annual budget deliberations.

Administration and Eligibility
In order to deliver maximum community impact, there is a series of eligibility criteria for bodies that wish to apply for funding and the projects and programs that will be considered for funding. This is to ensure there is capacity within the group to perform the project or program as well as ensuring Council's objectives for the grants are upheld.

There is a focus on these grants to ensure the programs and projects have a positive impact on the community and aren't used for the operating costs of an organisation, with the intent being that money that groups would have spent themselves on the project could then be redirected to funding base operational costs (such as tenancy / rental costs, local government rates etc.).

There will also be an acquittal requirement for grants to ensure money is being spent in the way it was envisaged and to give confidence to the Council that the grants are benefiting the entire community.

Statutory Implications
Local Government Act 1995.

Policy Implications
The Shire of Kent currently does not have a policy in relation to the provision of grants.

Financial Implications
Council sets aside funds each financial year for the provision of budget submissions. It is anticipated that the same would occur for this Community Grants Policy. The Policy does not set out a minimum or maximum number Council should set aside and it is up to the Council each year during annual budget deliberations as to how much to set aside.

Strategic Implications
Community Strategic Plan 2023 - 2033
Civic Leadership Strategic Priorities – Proactive and well governed Shire

Risk Implications
The Community Grants Policy reduces risk to the Shire of Kent as it puts in place extra safeguards to ensure money given to the community is used for the purpose it was meant for with an acquittal process to occur at the conclusion of the grant.

9.2 Monthly Financial Report to 31 August 2025

Author:	Jenni Dolan, Finance Coordinator
Location:	N/A
File No:	FIN.283
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	9.X Attachment 1 – Monthly Financial Report to 31 August 2025

OFFICER RECOMMENDATION
That Council receive the Monthly Financial Reports to 31 August 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 August report tabled reflects the financial position of the Shire with 17% of the year gone. Noted in the Statement of Financial Activity is a current surplus of $5,851,163 as of the end of August 2025. Reflected in the report is the operating revenue, which sits above the year-to-date (YTD) budget estimate by 3.14%, and accounts for 61.6% of the adopted full-year budget estimate. Operating expenditure sits below the YTD budget estimate by 30.24%, and accounts for 9.71% of the adopted full-year budget estimate.

Operating revenue at the end of August is ahead of the same period last financial year, while operating expenditure is behind. Receipt of the Direct Grant in August together with an increase in Federal Assistance Grants received to date and the 3% rate yield increase account for the increased revenue. Conversely, reduced spending in July and August is evidenced by the lower expenditure.

Federal Assistance Grants
Correspondence has been received from the Department of Local Government, Industry Regulation and Safety confirming our Federal Assistance Grants for 2025-26. An additional $55,000 is anticipated, an increase that will be managed during budget review in February 2026

Capital expenditure
The capital purchasing program has seen the Shire take ownership of the new-second-hand backhoe and the new Hino prime mover, while housing and public building works are anticipated to commence late September/early October.

Next month
September tasks will be focused on preparation of the 2024-25 Statutory Reporting and financial audit. Finance staff will be working closely with Lincolns Accounting, Albany to ensure the timeliness of reporting and presentation of financials to the Audit Committee and Council by the end of the year.

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

<u>Statutory Implications</u>
Local Government Act 1995 – Section 6.4
Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

<u>Policy Implications</u>
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.

<u>Financial Implications</u>
Ongoing management of Council funds.

<u>Strategic Implications</u>
Community Strategic Plan 2023 - 2033
Civic Leadership Strategic Priorities – Proactive and well governed Shire

<u>Risk Implications</u>
Nil.

9.3 Schedule of Accounts Paid to 31 August 2025

Author:	Jenni Dolan, Finance Coordinator
Location:	N/A
File No:	FIN.279
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	9.x Attachment 1 – Schedule of Accounts Paid, Including Corporate and Fuel Cards for August 2025

OFFICER RECOMMENDATION

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

Municipal Fund (Fee)	**$**	**8,218.27**
Municipal Fund (EFT)	**$**	**638,323.78**
Municipal Fund (Cheque)	**$**	**4,185.96**
Municipal Fund (Direct Debits)	**$**	**27,055.35**
Trust Fund	**$**	**0.00**
TOTAL	**$**	**677,783.36**

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

12. MATTERS BEHIND CLOSED DOORS

Nil.

13. MEETING CLOSED