



**UNCONFIRMED MINUTES**

**ORDINARY COUNCIL MEETING**

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

**Wednesday 17 September 2025**

**Commencement: 6:00pm**

**UNCONFIRMED MINUTES****17 September 2025**

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**1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Presiding Member, **Cr Kate Johnston**, declared the Ordinary Council Meeting of 17 September 2025 open at 6:00pm.

**2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE****Elected Members Present**

|                  |                  |
|------------------|------------------|
| Cr Kate Johnston | President        |
| Cr Darren Gray   | Deputy President |
| Cr Suma Reid     | Councillor       |
| Cr Greg Hobley   | Councillor       |
| Cr Scott Crosby  | Councillor       |
| Cr Dustin Harris | Councillor       |

**Staff Members Present**

|                |                                |
|----------------|--------------------------------|
| Christie Smith | Chief Executive Officer        |
| David Bentley  | Deputy Chief Executive Officer |
| Gary Mathewson | Manager Infrastructure         |

**Apologies**

Nil.

**Leave of Absence**

Nil.

**Observers**

Nil.

**3. DISCLOSURES OF INTEREST**

Nil.

**4. PUBLIC QUESTION TIME**

Nil.

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**6. CONFIRMATION AND RECEIVING OF MINUTES / BUSINESS ARISING****6.1 Ordinary Council Meeting – 20 August 2025****OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/024)**

Moved Cr Crosby / Seconded Cr Gray

**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.**

CARRIED 6/0

For: Cr Johnston, Cr Gray, Cr Reid, Cr Hobley, Cr Crosby, Cr Harris

Against: Nil

**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**

Nil.

**8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil.

## 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

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

#### OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/025)

Moved Cr Reid / Seconded Cr Harris

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

CARRIED 6/0

For: Cr Johnston, Cr Gray, Cr Reid, Cr Hobley, Cr Crosby, Cr Harris

Against: Nil

#### **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

|                             |  |
|-----------------------------|--|
| <b>Author:</b>              | Jenni Dolan, Finance Coordinator   |
| <b>Location:</b>            | N/A  |
| <b>File No:</b>             | FIN.283  |
| <b>Voting Requirements:</b> | Simple Majority - More than half of Elected Members present required to vote in favour |
| <b>Attachments:</b>         | 9.2 Attachment 1 – Monthly Financial Report to 31 August 2025                          |

### **OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/026)**

Moved Cr Gray / Seconded Cr Harris

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

CARRIED 6/0

For: Cr Johnston, Cr Gray, Cr Reid, Cr Hobley, Cr Crosby, Cr Harris

Against: Nil

### **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.

#### **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.

### 9.3 Schedule of Accounts Paid to 31 August 2025

|                             |  |
|-----------------------------|--|
| <b>Author:</b>              | Jenni Dolan, Finance Coordinator   |
| <b>Location:</b>            | N/A  |
| <b>File No:</b>             | FIN.279  |
| <b>Voting Requirements:</b> | Simple Majority - More than half of Elected Members present required to vote in favour           |
| <b>Attachments:</b>         | 9.3 Attachment 1 – Schedule of Accounts Paid, Including Corporate and Fuel Cards for August 2025 |

#### OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/027)

Moved Cr Harris / Seconded Cr Hobley

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

|                                       |                      |
|---------------------------------------|----------------------|
| <b>Municipal Fund (Fee)</b>           | <b>\$ 8,218.27</b>   |
| <b>Municipal Fund (EFT)</b>           | <b>\$ 638,323.78</b> |
| <b>Municipal Fund (Cheque)</b>        | <b>\$ 4,185.96</b>   |
| <b>Municipal Fund (Direct Debits)</b> | <b>\$ 27,055.35</b>  |
| <b>Trust Fund</b>                     | <b>\$ 0.00</b>       |
| <b>TOTAL</b>                          | <b>\$ 677,783.36</b> |

CARRIED 6/0

For: Cr Johnston, Cr Gray, Cr Reid, Cr Hobley, Cr Crosby, Cr Harris

Against: Nil

#### **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:

- the payee's name;
- the amount of the payment;
- the date of the payment; and
- 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**

Nil.

**13. MEETING CLOSED**

The Presiding Member, Cr Kate Johnston, declared the meeting closed at 6:05pm.