



## **UNCONFIRMED MINUTES**

### **ORDINARY COUNCIL MEETING**

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

**Wednesday 19 November 2025**

**Commencement: 6:00pm**

**UNCONFIRMED MINUTES****19 November 2025**

<b>1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS .....</b>	<b>2</b>
<b>2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE .....</b>	<b>2</b>
<b>3. DISCLOSURES OF INTEREST .....</b>	<b>2</b>
<b>4. PUBLIC QUESTION TIME .....</b>	<b>2</b>
<b>5. APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>2</b>
<b>6. CONFIRMATION AND RECEIVING OF MINUTES / BUSINESS ARISING .....</b>	<b>3</b>
6.1 Ordinary Council Meeting – 22 October 2025 .....	3
6.2 Outstanding Council Resolutions November 2025 .....	3
<b>7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....</b>	<b>3</b>
<b>8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS .....</b>	<b>3</b>
<b>9. OFFICER REPORTS .....</b>	<b>4</b>
9.1 Memorandum of Understanding – Pingrup Race Club .....	4
9.2 2026 Ordinary Council Meeting Dates .....	7
9.3 Monthly Financial Report to 31 October 2025.....	9
9.4 Schedule of Accounts Paid to 31 October 2025.....	11
<b>10. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>13</b>
<b>11. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY A RESOLUTION OF COUNCIL .....</b>	<b>13</b>
<b>12. MATTERS BEHIND CLOSED DOORS .....</b>	<b>13</b>
12.1 T25/03 – Supply and Spray of Bitumen .....	13
12.2 T25/04 – Provision of Road Shoulder Reconstruction, Widening and Sealing at Newdegate Pingrup Road .....	14
<b>13. MEETING CLOSED .....</b>	<b>14</b>

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

The Presiding Member, **Cr Kate Johnston**, declared the Ordinary Council Meeting of 17 November 2025 open at 6:11pm.

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

Cr Kate Johnston	President
Cr Scott Crosby	Deputy President
Cr Suma Reid	Councillor
Cr Greg Hobley	Councillor
Cr Darren Gray	Councillor
Cr Tim Borgward	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**

**Cr Tim Borgward** declared an **impartiality interest** in item 9.1 - Memorandum of Understanding – Pingrup Race Club. The nature of the interest is:

*I am the President of the Pingrup Race Club.*

**Cr Suma Reid** declared an **impartiality interest** in item 9.1 - Memorandum of Understanding – Pingrup Race Club. The nature of the interest is:

*I am Committee Member of the Pingrup Race Club.*

**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 – 22 October 2025****OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/035)**

Moved Cr Gray / Seconded Cr Hobley

**That the minutes of the Ordinary Council Meeting of the Shire of Kent held in the Nyabing Council Chambers on Wednesday 22 October 2025 be confirmed as a true and accurate record of the meeting.**

CARRIED 6/0

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

Against: Nil

**6.2 Outstanding Council Resolutions November 2025**

The Outstanding Council Resolutions Register for November 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

### 9.1 Memorandum of Understanding – Pingrup Race Club

<b>Author:</b>	Christie Smith, Chief Executive Officer
<b>Location:</b>	Pingrup Recreation Ground
<b>File No:</b>	SERV.42
<b>Voting Requirements:</b>	Simple Majority - More than half of Elected Members present required to vote in favour
<b>Attachments:</b>	Draft – Memorandum of Understanding

*Cr Tim Borgward and Cr Suma Reid declared an impartiality interest in this item.*

#### OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/036)

Moved Cr Crosby / Seconded Cr Hobley

##### That Council:

1. **Endorses the draft *Memorandum of Understanding* between the Shire of Kent and the Pingrup Race Club Inc. for use of the Pingrup Recreation Ground (Reserve 18748) for the annual Pingrup Races; and**
2. **Authorises the Chief Executive Officer to sign the Memorandum of Understanding on behalf of the Shire of Kent.**

CARRIED 5/1

For: Cr Johnston, Cr Crosby, Cr Hobley, Cr Gray, Cr Borgward

Against: Cr Reid

#### Purpose

To seek Council's endorsement of the proposed Memorandum of Understanding (MOU) between the Shire of Kent and the Pingrup Race Club Inc. for the ongoing use of the Pingrup Recreation Ground (Reserve 18748) for the annual Pingrup Races.

#### Background

The Shire of Kent holds a Management Order over Reserve 18748, being the Pingrup Recreation Ground. The Pingrup Race Club has historically held its annual race event at this venue, making use of the race track, Pavilion, and associated infrastructure.

The Club's event is a long-standing community tradition and contributes significantly to local tourism, community spirit, and economic activity. To formalise the shared expectations and responsibilities between the Shire and the Club, a draft Memorandum of Understanding has been developed.

The MOU outlines conditions of use, insurance and compliance requirements, shared responsibilities, and an agreed five-year term.

#### Comment

The MOU provides a clear, cooperative framework to support the ongoing success of the Pingrup Races while protecting the Shire's interests as the facility's management authority.

Key points of the MOU include:

- Non-exclusive use of the Pingrup Recreation Ground for the annual event;
- Requirement for the Club to obtain Public Liability Insurance and an Occasional Liquor Licence each year;
- Responsibilities for event preparation, clean-up, and reporting of any damage;
- Shire responsibility for ongoing maintenance of the facility;
- Five-year term with provision for review or termination by either party with notice.

The arrangement provides certainty to both parties and continues the positive working relationship between the Shire and the Race Club.

It also ensures that use of the Reserve aligns with the purpose of the Management Order (Showground and Recreation).

#### **Statutory Implications**

*Land Administration Act 1997 (WA)* – the Shire of Kent holds a Management Order over Reserve 18748, with power to grant licences or enter into agreements for use consistent with the purpose of the reserve.

The MOU is not a lease and does not create exclusive possession; therefore, Minister for Lands' approval is not required.

#### **Policy Implications**

Nil.

The MOU is consistent with Council's approach to supporting community use of Shire facilities and does not conflict with existing policy.

#### **Financial Implications**

There are no direct financial implications arising from this MOU.

#### **Strategic Implications**

The proposal aligns with the following outcomes of the Shire of Kent Strategic Community Plan 2023–2033:

Outcome 1.2: Inclusive community activities, events, services and initiatives.

Outcome 4.2: Proactive and well governed Shire

The MOU supports community-led initiatives and fosters collaboration between the Shire and local volunteer groups.

### **Risk Implications**

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>	<b>Mitigation</b>
Misunderstanding of roles/responsibilities	Unlikely	Minor	Low	MOU clearly defines expectations and responsibilities
Public liability during events	Possible	Moderate	Medium	Requirement for \$20M public liability insurance and liquor licence compliance
Damage to Shire facilities	Possible	Minor	Low	Event cleanup clause and reporting requirement in MOU

Overall risk to Council is considered Low with appropriate controls in place.

## 9.2 2026 Ordinary Council Meeting Dates

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

### OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/037)

Moved Cr Reid / Seconded Cr Gray

**That Council adopt the 2026 Ordinary Council Meeting Dates as set out below:**

**11 February 2026 – Nyabing Council Chambers – 6pm  
18 March 2026 – Nyabing Council Chambers – 6pm  
15 April 2026 – Nyabing Council Chambers – 6pm  
20 May 2026 – Nyabing Council Chambers – 6pm  
17 June 2026 – Nyabing Council Chambers – 6pm  
22 July 2026 – Nyabing Council Chambers – 6pm  
19 August 2026 – Nyabing Council Chambers – 6pm  
16 September 2026 – Pingrup Pavilion – 6pm  
21 October 2026 – Nyabing Council Chambers – 6pm  
18 November 2026 – Nyabing Council Chambers – 6pm  
16 December 2026 – Nyabing Council Chambers – 6pm**

CARRIED 6/0

For: Cr Johnston, Cr Crosby, Cr Reid, Cr Hobley, Cr Gray, Cr Borgward  
Against: Nil

### Purpose

Council is requested to consider the dates, locations and times it wishes to hold its ordinary council meetings for 2026.

### Background

Each year, local governments are required to set their ordinary council meeting dates prior to the commencement of the next calendar year.

### Comment

Typically, ordinary council meetings are scheduled for the third Wednesday of each month except for January. The meeting dates recommended follow this order, except for the following:

February: If Council adopt the annual financial statements at the December 2025 Ordinary Council Meeting, the Annual Electors Meeting, which typically is held at the same time as the February Ordinary Council Meeting, must be held no more than 56 days later. Wednesday 11 February 2026 is exactly 56 days after the December 2025 Ordinary Council Meeting.

July: It is recommended to hold the Ordinary Council Meeting for July 2026 on the fourth Wednesday of the month as the third Wednesday falls on the second week of the July school holidays.

It is recommended to hold the September 2026 Ordinary Council Meeting in Pingrup. Each year, the Shire of Kent holds at least one Council Meeting in Pingrup. Following workshopping with Council, it was suggested that September would be the best month.

### **Statutory Implications**

The *Local Government (Administration) Regulations 1996* provide for the publication of meeting dates of a local government:

#### **12. Publication of meeting details (Act s5.25(1)(g))**

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held –

- (a) ordinary council meetings
- (b) committee meeting that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

### **Policy Implications**

Nil.

### **Financial Implications**

Nil.

### **Strategic Implications**

Community Strategic Plan 2023 - 2033

Civic Leadership Strategic Priorities – Proactive and well governed Shire

### **Risk Implications**

Nil.

### 9.3 Monthly Financial Report to 31 October 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:** 9.3 Attachment 1 – Monthly Financial Report to 31 October 2025  
9.3 Attachment 2 - Capital Expenditure Snapshot

#### OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/038)

Moved Cr Crosby / Seconded Cr Hobley

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

CARRIED 6/0

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

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

Presented to Council is the October monthly report stating the financial position of the Shire with 33.3% of the year completed. Noted in the Statement of Financial Activity is a current surplus of \$4,754,620. Reflected in the report is the operating revenue, which sits just above the year-to-date (YTD) budget estimate, and accounts for 70% of the adopted full-year budget estimate. Operating expenditure sits below the YTD budget estimate by 32.95%, and accounts for 19% of the adopted full-year budget estimate.

Operating revenue at the end of October is ahead of the same period last financial year, while operating expenditure is behind. Sale of housing and maturity of the reserve funds term deposit, in addition to increase in Financial Assistance Grant have contributed to the difference in revenue. Conversely, reduced spending in across the four months is evidenced by the lower expenditure.

#### Annual Audit

The annual audit process sees the 2024/25 Annual Financial Report awaiting feedback and approval by the OAG. Once the signed report is returned later this year, it will be

presented to the Audit Committee and then to Council. Lincolns have advised that the Shire will receive and unmodified opinion for the 24/25 reporting period.

*Capital expenditure*

We now have several capital expenditure items completed, including the solar water pump upgrade, Rasmussen tank reline, and purchase of the new Hino, Western Star and backhoe, and refurbishment of the old Hino. Regional Road Group and Roads to Recovery capital works are well underway with 50% of the full-year budget expended to the end of October. Attachment 2 provides an updated snapshot of capital expenditure to mid-November.

*Next month*

Good progress on the review of financial procedures was achieved in October and will continue during November. This month also sees the requirement to report expenditure to several third parties, including the WALGA Road Expenditure Return and LRCIP final reporting for Phase 4 funding.

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 3.1 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.

#### 9.4 Schedule of Accounts Paid to 31 October 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:** 9.4 Attachment 1 – Schedule of Accounts Paid, Including Corporate and Fuel Cards for October 2025

#### OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/039)

Moved Cr Gray / Seconded Cr Hobley

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

Municipal Fund (Fee)	\$ 59,845.48
Municipal Fund (EFT)	\$ 1,281,911.02
Municipal Fund (Cheque)	\$ 0.00
Municipal Fund (Direct Debits)	\$ 29,648.33
Trust Fund	\$ 0.00
<b>TOTAL</b>	<b>\$ 1,371,404.83</b>

CARRIED 6/0

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

- 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 3.1 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**

Moved Cr Borgward / Seconded Cr Gray

**That Council proceed behind closed doors at 6:29pm pursuant to section 5.23(2)(c) of the Local Government Act 1995 while item 12.1 and 12.2 is considered.**

CARRIED 6/0

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

Against: Nil

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 T25/03 – Supply and Spray of Bitumen****OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/040)**

Moved Cr Reid / Seconded Cr Borgward

**That Council**

1. **awards Tender T25/03 Supply and Spray of Bitumen (Two Coat Emulsion Seal 14mm and 7mm) to Bitutek Pty Ltd as per the Schedule of Rates provided;**
2. **delegates authority to the Chief Executive Officer to negotiate a contract with Bitutek Pty Ltd, based on the terms and conditions provided in the Request for Tender documents; and**
3. **authorises the Chief Executive Officer to execute a contract with Bitutek Pty Ltd pursuant to section 9.49A(4) of the Local Government Act 1995.**

CARRIED 6/0

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

Against: Nil

*The Manager Infrastructure departed the meeting at 6:30pm and did not return.*

**12.2 T25/04 – Provision of Road Shoulder Reconstruction, Widening and Sealing at Newdegate Pingrup Road****OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/041)**

Moved Cr Hobley / Seconded Cr Borgward

**That Council**

1. awards Tender T25/04 Provision of Road Shoulder Reconstruction, Widening and Sealing at Newdegate Pingrup Road to WCP Civil Pty Ltd in accordance with the schedule of rates provided;
2. delegates authority to the Chief Executive Officer to negotiate a contract with WCP Civil Pty Ltd, based on the terms and conditions provided in the Request for Tender documents; and
3. authorises the Chief Executive Officer to execute a contract with WCP Civil Pty Ltd pursuant to section 9.49A(4) of the *Local Government Act 1995*.

CARRIED 6/0

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

Against: Nil

**PROCEDURAL MOTION**

Moved Cr Reid / Seconded Cr Hobley

**That Council come out from behind closed doors at 6:31pm.**

CARRIED 6/0

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

Against: Nil

**13. MEETING CLOSED**

The Presiding Member, **Cr Kate Johnston**, declared the meeting closed at 6:31pm.