



UNCONFIRMED MINUTES

ORDINARY COUNCIL MEETING

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

Wednesday 20 May 2026

Commencement: 6:00pm

UNCONFIRMED MINUTES**20 May 2026**

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1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member, **Cr Kate Johnston**, declared the Ordinary Council Meeting of 20 May 2026 open at 6:08pm.

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.

3. DISCLOSURES OF INTEREST

The **Chief Executive Officer** declared a **FINANCIAL INTEREST** in item 15.1 pursuant to section 5.60A of the *Local Government Act 1995*. The nature of the interest is:

“This item refers to the renewal of my contract”.

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 – 15 April 2026****OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/075)**

Moved Cr Gray / Seconded Cr Borgward

That the minutes of the Ordinary Council Meeting of the Shire of Kent held in the Nyabing Council Chambers on Wednesday 15 April 2026 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 May 2026

The Outstanding Council Resolutions Register for May 2026 is provided as **Attachment 6.2** for information.

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

9. REPORTS – OFFICE OF THE CEO

9.1 Bloom Festival 2026

Author:	Christie Smith, Chief Executive Officer
Location:	N/A
File No:	TOU.3
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	Nil

OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/076)

Moved Cr Hobley / Seconded Cr Borgward

That Council:

- 1. Notes that the Great Southern Treasures (GST) Service Level Agreement with Australia's South West (ASW) will cease on 30 June 2026 and will not be renewed; and**
- 2. Approves the inclusion of \$2,000 within the 2026/2027 Draft Budget as the Shire's contribution toward the delivery of the 2026 Bloom Festival.**

CARRIED 6/0

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

Against: Nil

Purpose

The purpose of this report is to:

1. Inform Council that the Great Southern Treasures (GST) Service Level Agreement (SLA) with Australia's South West (ASW) will not continue beyond 30 June 2026;
2. Update Council on the proposed future arrangements for Great Southern Treasures and the delivery of the 2026 Bloom Festival; and
3. Seek Council endorsement for a financial contribution of \$2,000 toward the delivery of the 2026 Bloom Festival.

Background

There is currently a Memorandum of Understanding (MOU) in place between the Shires of Broomehill-Tambellup, Cranbrook, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup and Woodanilling relating to the Great Southern Treasures (GST) initiative. The current MOU expires on 30 June 2026.

Separately, GST has operated under a Service Level Agreement (SLA) with Australia's South West (ASW), which has provided executive officer support, marketing coordination, and associated promotional services for the GST group. This SLA also expires on 30 June 2026.

Council has previously resolved not to renew the SLA arrangement with ASW beyond its current term. A number of other member Councils have also resolved not to continue funding the SLA arrangement. As a result, ASW has advised that the SLA with GST member Councils will cease on 30 June 2026.

The annual Bloom Festival has operated under the GST banner since 2010. The Festival is conducted over a four-week period during September and October and promotes the Great Southern region's wildflowers, towns, trails, events, food, arts, culture and visitor experiences.

Comment

There remains strong support amongst member Councils for GST to continue beyond 30 June 2026 under a revised governance arrangement.

Preliminary discussions have occurred regarding Great Southern VROC assuming oversight and coordination of GST moving forward, particularly given the established intellectual property associated with GST, including branding, website assets, and regional recognition. Discussions to date have indicated a preference for GST to operate more collaboratively between member Councils, with greater emphasis on regional partnerships and opportunities for joint initiatives and events.

These discussions are ongoing and any proposed new MOU or governance arrangement will be presented to Council for consideration at a future date.

In relation to the 2026 Bloom Festival, a considerable amount of preparatory work has already been undertaken by ASW. Member Councils acknowledged that several local governments and community groups are already progressing planning activities associated with the Festival. Accordingly, member Councils requested that ASW provide a proposal to coordinate and deliver the Bloom Festival for 2026 only, to ensure continuity during the transition period.

ASW has subsequently provided a proposal which is contingent upon receipt of a combined contribution of \$44,000 from the member Councils previously participating in GST.

In principle, member Councils have indicated support for making a one-off financial contribution toward the delivery of the 2026 Bloom Festival, subject to endorsement by individual Councils. The Shire of Kent's proposed contribution is \$2,000.

Should a sufficient level of financial support not be received from participating member Councils, the 2026 Bloom Festival may not proceed.

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

Any contribution approved by Council will be incorporated within the 2026/2027 Budget.

Strategic Implications

Shire's Strategic Community Plan 2023–2033

2.3 – Local economic benefits are delivered through our participation in Great Southern Treasures.

4.1 – We actively participate and work with local and regional organisations to deliver benefit to our communities.

Risk Implications

There is a reputational and regional collaboration risk should the Shire elect not to participate in the 2026 Bloom Festival, particularly given the Shire's historical involvement in GST initiatives and the collaborative support being provided by neighbouring local governments.

There is also a risk that, should sufficient financial contributions not be received from participating member Councils, the 2026 Bloom Festival may not proceed. This could impact regional tourism promotion opportunities, visitor attraction outcomes, and associated economic benefits for participating communities.

Conversely, the financial risk to the Shire associated with the proposed contribution is considered low due to the relatively minor contribution amount.

9.2 Adoption of Public Health Plan

Author:	Christie Smith, Chief Executive Officer
Location:	N/A
File No:	GOV.362
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	9.2 Attachment 1 - Draft Shire of Kent Public Health Plan 2026-2031

PROCEDURAL MOTION

Moved Cr Crosby / Seconded Cr Gray

That Council proceeds to the next business.

CARRIED 6/0

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

OFFICER RECOMMENDATION

Moved Cr Crosby / Seconded Cr Hobley

That Council:

1. Adopts the Shire of Kent Public Health Plan 2026–2031 as attached; and
2. Authorises the Chief Executive Officer to make minor administrative and formatting amendments to the Plan prior to publication, where such amendments do not materially alter the intent of the document.

Purpose

The purpose of this report is to:

1. Present the Shire of Kent Public Health Plan 2026–2031 to Council for adoption;
2. Fulfil the Shire’s obligations under the *Public Health Act 2016 (WA)*; and
3. Provide a strategic framework to guide public health planning, service delivery, advocacy and partnerships within the Shire of Kent.

Background

The *Public Health Act 2016 (WA)* requires local governments to prepare and implement a Local Public Health Plan that is consistent with the State Public Health Plan.

The Shire of Kent Public Health Plan 2026–2031 has been developed to identify local public health priorities, risks and opportunities and to outline actions aimed at protecting, improving and promoting the health and wellbeing of the community.

The Plan has been informed by:

- Community consultation and survey feedback;
- Demographic and socioeconomic data from the Australian Bureau of Statistics (ABS);
- Regional and State public health priorities; and
- Existing Shire strategies, plans and operational activities.

The Plan has also been developed in alignment with the:

- State Public Health Plan for Western Australia;
- Shire of Kent Strategic Community Plan 2023–2033;
- Corporate Business Plan; and
- Local Emergency Management Arrangements.

Community engagement identified several key public health priorities including:

- Mental health and wellbeing;
- Access to health services;
- Physical activity and recreation opportunities;
- Community safety;
- Social connection; and
- Access to healthy and affordable food.

Comment

The Public Health Plan provides a strategic and coordinated approach to addressing public health within the Shire of Kent over the next five years.

The Plan recognises that local government plays an important role in public health through:

- Infrastructure planning and delivery;
- Environmental health services;
- Community development and partnerships;
- Advocacy; and
- Emergency management and preparedness.

Importantly, the Plan has been developed to reflect the unique challenges and opportunities associated with rural communities, including:

- Geographic isolation;
- Limited access to health services;
- Housing availability;
- Workforce attraction and retention; and
- Emergency preparedness and resilience.

The Plan identifies six key objectives:

1. Healthy and Connected Communities
2. Prevent Illness and Promote Healthy Lifestyles
3. Healthy and Safe Environments
4. Strengthen Public Health Planning
5. Reduce Inequities
6. Public Health Risk Management

The actions contained within the Plan are intended to be practical, achievable and aligned with the Shire's role, available resources and existing operational activities.

Adoption of the Plan will assist the Shire in meeting its legislative obligations while also providing a clear framework for ongoing public health planning, advocacy and collaboration with stakeholders including WA Country Health Service (WACHS), Department of Fire and Emergency Services (DFES), WA Local Government Association (WALGA) and community organisations.

Statutory Implications

The *Public Health Act 2016 (WA)* requires local governments to prepare and implement a Local Public Health Plan that is consistent with the State Public Health Plan. Relevant legislation includes:

- *Public Health Act 2016 (WA)*
- *Local Government Act 1995 (WA)*

Policy Implications

The Public Health Plan aligns with and supports:

- Shire of Kent Strategic Community Plan 2023–2033;
- Corporate Business Plan; and
- Local Emergency Management Arrangements.

No existing Council policies are proposed to be amended as part of this report.

Financial Implications

The actions identified within the Public Health Plan will primarily be implemented through existing operational budgets, service delivery activities and advocacy initiatives.

Where future projects or initiatives require additional funding, these will be considered through the Shire's annual budget process and external grant funding opportunities where applicable.

Strategic Implications

The Public Health Plan supports the Shire's Strategic Community Plan objectives relating to:

- Community wellbeing and inclusion;
- Safe and accessible infrastructure;
- Environmental sustainability and resilience; and
- Strong and connected communities.

The Plan also strengthens the integration of public health considerations into Council planning and decision-making processes.

Risk Implications

Failure to adopt and implement a Public Health Plan may result in:

- Non-compliance with the requirements of the *Public Health Act 2016 (WA)*;
- Reduced ability to identify and respond to public health risks;

- Missed opportunities for coordinated planning, partnerships and advocacy; and
- Reduced organisational preparedness for public health emergencies and emerging risks.

Adoption of the Plan assists in strengthening the Shire’s strategic approach to public health risk management, community wellbeing and emergency preparedness.

10. REPORTS – CORPORATE SERVICES

10.1 Waiver of Fees – Pingrup Goods Shed Mural

Author:	David Bentley, Deputy Chief Executive Officer
Location:	N/A
File No:	PRO.344
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	Nil.

COUNCIL DECISION (OCM2526/077)

Moved Cr Crosby / Seconded Cr Reid

That Council:

1. grant a fee waiver of \$630 for seven days accommodation at the Pingrup Caravan Park single unit; and
2. does not grant a \$1,500 contribution for anti-graffiti coating for the completed mural.

CARRIED 6/0

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

OFFICER RECOMMENDATION

Moved Cr Reid / Seconded Cr Borgward

That Council makes a decision in relation to the request for:

- A fee waiver of \$630 for seven days accommodation at the Pingrup Caravan Park single unit; and
- A \$1,500 contribution for anti-graffiti coating for the completed mural.

LOST 0/6

For: Nil

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

Reason for change

The officer recommendation recommended the Council makes a decision in relation to the request. The Council's decision states the decision made in relation to the request.

Purpose

Council is requested to consider a request from the Pingrup Town Team to waive the accommodation fees at Pingrup Caravan Park for an artist to complete a mural at the Pingrup Goods Shed and for a financial contribution of \$1,500 for an anti-graffiti coating on the completed mural.

Background

The Pingrup Town Team have contacted the Shire of Kent requesting the Shire to provide fee-free accommodation at a unit at the Pingrup Caravan Park while the artist paints a mural at the Pingrup Goods Shed and to contribute \$1,500 for an anti-graffiti coating on the completed mural.

The Pingrup Town Team were successful in getting a Streets Alive Grant to complete the mural and have secured the services of an artist to deliver the mural.

Comment

The Pingrup Town Team have been active in trying to deliver community projects in Pingrup and the request for the fee waiver and financial contribution supports this project.

The fee waiver for an accommodation unit equates to an estimated \$630. Accommodation units in Pingrup are \$90 a night where stays exceed three days. The Pingrup Town Team provide that it is estimated that the mural will take seven days depending on weather.

The request for an anti-graffiti coating on the paint has also been made as this cost, quoted at \$1,500, would exceed the Streets Alive Grant funding that is available to the Pingrup Town Team. The request notes that Pingrup is in a low-risk area and says “we do not think it is of big importance to have the coating in a low graffiti area” but provides the Shire the opportunity to contribute to this if it so chose to.

The \$1,500 request would be outside of adopted budget and requires Council approval, by absolute majority, to accept this expenditure.

Statutory Implications

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.

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

** absolute majority required.*

Local Government (Financial Management) Regulations 1996

19AA. Inspector's approval required to write off repayment of advance payment (Act s. 6.12(4))

A local government must not waive, grant concessions in relation to, or write off, an amount owed to the local government under the Local Government (Administration) Regulations 1996 regulation 32B, 34AE, 34AF or 36A(7) without the approval of the Inspector.

Policy Implications

As this request was not made under the Community Grants program as the request came in prior to the opening of the Community Grants, this request can be considered outside of the Community Grants Policy. However, in future, this is a request that could be considered under this policy as a “community grant” given the amount requested exceeds \$2,000.

Financial Implications

The waiving of fees can be accommodated within existing budgets. However, the \$1,500 request is outside of existing budgets and would require an absolute majority decision to allocate extra funding.

Strategic Implications

Community Strategic Plan 2023 - 2033

Civic Leadership Strategic Priorities – Proactive and well governed Shire

Risk Implications

Financial risk to this request is considered low.

10.2 Monthly Financial Report to 30 April 2026

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:	10.2 Attachment 1 – Monthly Financial Report to 30 April 2026 10.2 Attachment 2 – Capital Expenditure Snapshot

OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/078)

Moved Cr Gray / Seconded Cr Hobley

That Council receive the Monthly Financial Reports to 30 April 2026 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 Reports as presented indicate that Council continues to be in a sound financial position

Overview

Presented to Council is the April monthly report stating the financial position of the Shire with 83.3% of the year completed. Noted in the Statement of Financial Activity is a current surplus of \$3,031,705. Reflected in the report is the operating revenue, which sits above the year-to-date (YTD) budget estimate by 3.7%, and accounts for 90.6% of the adopted full-year budget estimate. Operating expenditure sits below the YTD budget estimate by 19.45%, and accounts for 56.6% of the adopted full-year budget estimate.

Interim Annual Audit

Two representatives from the Lincolns Accounting team were on site this month to conduct the interim annual audit over two days. The auditors utilise this opportunity to review key areas of potential risk to ensure Shire financial processes are continuing in an appropriate fashion, prior to conducting the main audit later this year.

Capital expenditure

April saw the closure of all 25/26 funded road projects. The final reporting and acquittals remain to be completed for Roads to Recovery projects, while the Regional Road Group and Great Southern Secondary Freight Network projects have received the final claims and are now closed.

If you have visited the Council Chambers you will have noticed the capital upgrades are well underway. In addition, the deposits have been paid for the two new houses at 15 Aspendale Street which are on track to arrive by the end of the year.

The Capital Expenditure Snapshot (Attachment 2) has been updated with the values after budget review and provides an overview of the capital works to date.

Next month

Budget preparations for 2026/27 form the significant focus of the finance team and are well underway to deliver the new budget on time.

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.

10.3 Schedule of Accounts Paid to 30 April 2026

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:	10.3 Attachment 1 – Schedule of Accounts Paid, Including Corporate and Fuel Cards for April 2026

OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/079)

Moved Cr Crosby / Seconded Cr Borgward

That Council endorse the payments from the Municipal Fund and Trust Fund for the period ending 30 April 2026.

Municipal Fund (Fee)	\$	8,361.16
Municipal Fund (EFT)	\$	465,955.24
Municipal Fund (Cheque)	\$	0.00
Municipal Fund (Direct Debits)	\$	24,463.89
Trust Fund	\$	0.00
TOTAL	\$	498,780.29

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.

11. REPORTS – INFRASTRUCTURE SERVICES

Nil.

12. REPORTS – REGULATORY SERVICES

12.1 Lakes Combined Local Emergency Management Arrangements and Shire of Kent Local Recovery Plan

Author:	Ryan Sutherland, Community Emergency Services Manager
Location:	N/A
File No:	SAFE.145
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	12.2 Attachment 1 – Shire of Kent Bushfire Risk Management Plan 2026

OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/080)

Moved Cr Gray / Seconded Cr Hobley

That Council:

- 1. Adopt the Lakes Combined Local Emergency Management Arrangements as provided at Attachment 1;**
- 2. Adopt the Shire of Kent Local Recovery Plan as provided at Attachment 2; and**
- 3. Authorises for the adopted documents to be provided to the District Emergency Management Committee for noting.**

CARRIED 6/0

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

Against: Nil

Purpose

Council is requested to review and adopt the Lakes Combined Local Emergency Management Arrangements (LEMAs) and the Shire of Kent Local Recovery Plan (LRP) in accordance with the *Emergency Management Act 2005*.

Background

In July and August 2024, the Shire of Kent, in partnership with the Shire of Dumbleyung and the Shire of Lake Grace, determined to establish a combined LEMA and individual subordinate LRPs.

The existing LEMA document was last reviewed prior to 2021 as a partnership with the Shire of Katanning and Shire of Woodanilling. The existing document has not undergone review or amendment since that time. Additionally, via correspondence between CESM Kent and CESM Katanning in July 2024, it was established that the Shire of Katanning and Shire of Woodanilling had since abandoned the existing LEMA. As such, Shire of Kent remained the only local government applying that document.

An independent Shire of Kent draft LEMA was commenced circa July 2021, though, drafting was never concluded. The details within that draft document and the pre-existing LEMA with the Shire of Katanning and Shire of Woodanilling are not contemporary or accurate. Consequently, in accordance with the State Emergency Management Procedure (2023) p. 36, the Shire of Kent was obligated to review the existing LEMA.

During the LEMA and LRP drafting, the Shire of Kent engaged in a hazard risk identification and risk treatment process to formulate an underpinning risk register. On 30 October 2025, the draft LEMA and LRPs were exercised by the Combined Lakes Local Emergency Management Committee (LEMC). Following this exercise, the draft LEMA and LRPs were endorsed by LEMC.

Subsequently, in consultation with local government representatives, the draft LEMA and LRPs were reviewed by the District Emergency Management Advisor, Ms Vivian Gardiner (DFES), and by the District Emergency Management Committee (out of session). Minor grammatical amendments were made in response to these consultations.

Comment

As the Shire of Kent's LEMA has not undergone review since before 2021, a legal obligation and practical requirement existed to undertake an extensive review to ensure the document's functionality. Via a Memorandum of Understanding, the Shire of Kent is a member of a Community Emergency Services Manager (CESM) program with the Shire of Dumbleyung and the Shire of Lake Grace, as well as the Department of Fire and Emergency Services.

During July and August 2024, it was recommended by the CESM that, in lieu of preparing an independent LEMA, the Shire of Kent join with the Shire of Dumbleyung and the Shire of Lake Grace to prepare a joint LEMA reflecting the common intent of the existing CESM program.

The Combined Lakes LEMA administered by a common CESM ensures that the Shire of Kent, joined by the Shire of Dumbleyung and the Shire of Lake Grace, possesses an effective LEMA prepared and maintained in accordance with the requirements outlined in the Emergency Management Act 2005 (WA) s 41(2) – (3). The CESM also serves as Executive Officer of a Combined Lakes LEMC.

The Shires of Kent, Dumbleyung and Lake Grace share notable similarities in demographics, environment, industry, emergency capability and risk. These considerations have been equally represented and managed via the drafting of the Lakes Combined LEMA between the three local governments. To support the regular review of the Shire of Kent's LEMA, a Combined Lakes Local Emergency Management Committee (LEMC) was also adopted by the Shires of Kent, Dumbleyung and Lake Grace.

Statutory Implications

Bush Fires Act 1954 (WA)

Local Government Act 1995 (WA)

Emergency Management Act 2005 (WA)

Policy Implications

Shire of Kent Local Emergency Management Arrangements.

Shire of Kent Local Emergency Management Arrangements (Draft) (2021).

Financial Implications

There are no upfront costs associated with this procedure. All costs associated with this procedure have been discharged.

Strategic Implications

Community Strategic Plan 2023 - 2033

Civic Leadership Strategic Priorities – Proactive and well governed Shire

Risk Implications

Risk Rating: Moderate.

Adopting the procedure mitigates:

- Statutory and procedural non-compliance.
- Local law non-compliance.

12.2 Shire of Kent Bushfire Risk Management Plan

Author:	Ryan Sutherland, Community Emergency Services Manager
Location:	N/A
File No:	SAFE.165
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	12.2 Attachment 1 – Shire of Kent Bushfire Risk Management Plan 2026 12.2 Attachment 2 – Shire of Kent Bushfire Risk Management Plan Status Report

OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/081)

Moved Cr Borgward / Seconded Cr Crosby

That Council adopt the Shire of Kent Bushfire Risk Management Plan 2026 as provided at Attachment 1.

CARRIED 6/0

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

Purpose

Council is requested to adopt the draft Bushfire Risk Management Plan 2026 to direct the Shire of Kent to manage bushfire risk and to seek mitigation activity funding (MAF) from the State of Western Australia.

Background

On 03 November 2025, the Office of Bushfire Risk Management (OBRM) of the Department of Fire and Emergency Services (DFES) wrote to the Shire of Kent Community Emergency Services Manager (CESM). OBRM advised that a review of the Shire's Bushfire Risk Management Plan (BRMP) was required by no later than May 2026 to comply with the Guidelines for Preparing a Bushfire Risk Management Plan 2024 (the Guidelines). Prior to this notice, the Shire's existing BRMP (2023) was due for review in 2028.

Non-compliance with the Guidelines will prevent the Shire from seeking mitigation activity funding (MAF) from the State Government. The revised Guidelines also introduce a new revision period, reducing the previous five yearly scheduled review to two years.

On 09 December 2025, Mr Derek Jones was engaged as a consultant to review the BRMP as well as:

- Add/complete a BRMP Cultural Heritage section;
- Add/complete a BRMP Risk Acceptability Table;
- Add/complete a written BRMP Treatment Strategy;
- Review the Bushfire Risk Management System data; and,
- Submit the BRMP Review Checklist to OBRM via the BRM Portal.

On 31 March 2026, Mr Jones provided the Shire with a:

- Consultant Status Report;

- BRMP in accordance with the criteria outlined above;
- OBRM - February Audit Report;
- OBRM - March Audit Report; and,
- 12 month proposed treatment schedule indicating funding source and estimated costings.

On Shire of Kent Council endorsement, the BRMP and Review Checklist will be provided to OBRM via the BRM Portal. Mr Jones has provided treatment schedules, and the Shire is recommended to seek MAF to implement these treatments as intended by Bushfire Risk Management Plan – 2026.

Comment

Community engagement and consultation included Senior Bush Fire Control Officers, including Chief Bush Fire Control Officer (CBFCO) Grant Collins, as well as local government representatives via a formal consultation meeting. Attendees also included Department of Fire and Emergency Services (DFES) Bushfire Risk Management Officer Blake Halford.

Statutory Implications

Bush Fires Act 1954 (WA)

Bush Fire Regulations 1954 (WA)

Conservation and Land Management Act 1984 (WA)

Policy Implications

Shire of Kent, Local Emergency Management Arrangements (2021).

Financial Implications

Shared cost and financial support for bushfire risk mitigation activity with the State of Western Australia.

Strategic Implications

Collaboration with the Emergency Management functions of the Shire of Dumbleyung and Shire of Lake Grace. Adopt and implement public safety risk management processes.

Risk Implications

Statutory and procedural non-compliance.

Failure to manage bushfire risk causing unacceptable risk to public safety.

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

Nil.

14. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY A RESOLUTION OF COUNCIL**15. MATTERS BEHIND CLOSED DOORS****OFFICER RECOMMENDATION / PROCEDURAL MOTION**

Moved Cr Crosby / Seconded Cr Gray

That Council proceed behind closed doors as it:

- (a) is required to under section 5.23(2)(b)(ii) of the *Local Government Act 1995* as it deals with a review of performance of the Chief Executive Officer; and**
- (b) may do as provided under section 5.23(4)(b) of the *Local Government Act 1995* as it relates to the personal affairs of an individual.**

CARRIED 6/0

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

Against: Nil

15.1 Chief Executive Officer – Contract Renewal

*The **Chief Executive Officer** declared a financial interest in this agenda item pursuant to section 5.70 of the *Local Government Act 1995*. The nature of the interest is “This item deals with my employment contract with the Shire of Kent”.*

*The **Chief Executive Officer, Deputy Chief Executive Officer and Manager Infrastructure** left the meeting at 6:21pm.*

OFFICER RECOMMENDATION / COUNCIL DECISION (OCM2526/082)

Moved Cr Hobley / Seconded Cr Gray

That Council:

- 1. Accepts the Chief Executive Officer’s employment contract for a further term of five (5) years, commencing 11 September 2026, as provided at Attachment 1; and**
- 2. Authorises the Shire President to execute the employment contract on behalf of the Shire.**

CARRIED BY AN ABSOLUTE MAJORITY 6/0

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

Against: Nil

*Pursuant to section 5.23(8) of the *Local Government Act 1995*, the following information is provided for the purposes of the minutes:*

If a decision is made to close a meeting to members of the public under subsection (2), (3) or (4), the following must be recorded in the minutes of the meeting

(a) the decision

The decision to go behind closed doors is included at page 25 of these minutes.

(b) the section under which the decision is made and, if that subsection is subsection (2) or (4), the paragraph of that subsection under which the decision is made.

This decision to proceed behind closed doors is made pursuant to section 5.23(2)(b)(ii) and 5.23(4)(b) of the *Local Government Act 1995*;

(c) if the provision recorded under paragraph (b) is subsection (2)(c) or (4)(g) – the applicable regulation (including any applicable subregulation or paragraph

Not applicable.

(d) if the provision recorded under paragraph (b) is subsection (2)(d) or (5)(h) – a statement that a direction was given under section 5.23AA(1) or (2) (as the case requires)

Not applicable.

(e) an explanation of how the matter or information to which the decision relates falls within the scope of the provision recorded under paragraph (b);

The information in the report contains information relating to the contractual arrangements and performance review mechanisms for the current Chief Executive Officer.

(f) a summary of the steps taken to ensure that the closure to members of the public is for no longer than required or authorised under the provision recorded under paragraph (b);

Council only discussed the matter that is item 15.1 behind closed doors. As soon as the item was voted on, Council immediately moved a procedural motion to reopen the meeting to the public.

(g) any prescribed information.

There is no prescribed information contained in the *Local Government (Administration) Regulations 1996* relevant to this section.

PROCEDURAL MOTION

Moved Cr Crosby / Seconded Cr Borgward

That Council reopen the meeting to the public at 6:22pm.

CARRIED 6/0

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

Against: Nil

*The **Chief Executive Officer, Deputy Chief Executive Officer and Manager Infrastructure** returned to the meeting at 6:22pm.*

16. MEETING CLOSED

The Presiding Member, **Cr Kate Johnston**, closed the meeting at 6:23pm.