14 August 2026

24-26 Richmond St
Nyabing WA 6341
Ph: (08) 9829 1051
Fax: (08) 9829 1083
Email: admin@kent.wa.gov.au
Website: www.kent.wa.gov.au

Dear President and Councillors,

NOTICE PAPER AND AGENDA – ORDINARY COUNCIL MEETING – 19 AUGUST 2026

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

Wednesday 19 August 2026
in the Council Chambers,
Nyabing

Briefing Session to commence	4:30pm
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.

AGENDA

ORDINARY COUNCIL MEETING

Council Chambers
24-26 Richmond Street Nyabing

Wednesday 19 August 2026

Commencement: 6:00pm

AGENDA

19 August 2026

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 – 22 July 2026

OFFICER RECOMMENDATION
That the minutes of the Ordinary Council Meeting of the Shire of Kent held in the Nyabing Council Chambers on Wednesday 22 July 2026 be confirmed as a true and accurate record of the meeting.

6.2 Outstanding Council Resolutions August 2026

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

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

9. REPORTS – OFFICE OF THE CEO

9.1 Adoption of Workforce Housing Strategy 2026 – 2041

Author:	Christie Smith, Chief Executive Officer
Location:	N/A
File No:	GOV.514
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	9.1 Attachment 1 – Workforce Housing Strategy 2026 - 2041

OFFICER RECOMMENDATION
That Council Adopts the *Shire of Kent Workforce Housing Strategy 2026–2041* as the guiding strategic document for the planning, management, renewal and future development of the Shire's residential workforce housing portfolio.

Purpose
The purpose of this report is to present the Shire of Kent Workforce Housing Strategy 2026–2041 for Council's consideration and adoption.

The Strategy establishes a long-term framework for the management, renewal and future development of the Shire's residential housing portfolio to ensure it continues to support workforce attraction, recruitment, retention and organisational sustainability.

Background
Council owns and manages a significant residential housing portfolio which has been progressively developed over many years to support the recruitment and retention of employees within a constrained regional housing market.

Unlike many metropolitan local governments, the Shire faces ongoing challenges associated with limited private rental accommodation, regional skills shortages and the recruitment of suitably qualified employees. The availability of suitable workforce housing has therefore become a critical operational requirement and provides the Shire with a significant competitive advantage when attracting employees to the district.

Recognising the strategic importance of these assets, Council identified the preparation of a Workforce Housing Strategy to provide a long-term, evidence-based approach to housing investment, renewal and financial planning.

Comment
The Workforce Housing Strategy provides Council with a 15-year roadmap for the strategic management of the Shire's residential housing portfolio.

The Strategy has been informed by:

- the Strategic Workforce Plan;
- housing demand analysis;
- asset condition assessments;
- long-term financial planning;

- lifecycle renewal modelling; and
- workforce risk assessment.

The Strategy confirms that the Shire's housing portfolio is generally in good condition and well positioned to support current workforce requirements. However, it also identifies that future investment should focus on ensuring housing is available in the right location to support operational demand, particularly within Nyabing.

Key strategic outcomes include:

- maintaining workforce housing as the primary purpose of the portfolio;
- prioritising future housing investment within Nyabing;
- maintaining a strategic housing buffer to support recruitment and succession planning;
- implementing planned renewal and replacement programs to maximise asset life;
- reviewing non-strategic properties where appropriate; and
- integrating housing planning with the Strategic Workforce Plan, Asset Management Plan and Long-Term Financial Plan.

The Strategy also includes a detailed financial model to support long-term capital planning and evidence-based investment decisions.

Adoption of the Strategy will provide Council with a clear framework for future decision-making while supporting sustainable workforce planning and responsible asset management.

The preparation of this Strategy represents the first comprehensive review of the Shire's residential housing portfolio. It establishes a clear, evidence-based framework for managing one of Council's most significant strategic assets over the next 15 years and provides a strong foundation for future workforce planning, financial sustainability and informed decision-making.

Statutory Implications
There are no statutory implications arising directly from the adoption of this Strategy.

The Strategy supports Council's responsibilities under the *Local Government Act 1995* in relation to integrated planning, financial management and the responsible management of local government assets.

Policy Implications
There are no policy implications in relation to this report.

Financial Implications
The Strategy itself does not commit Council to any immediate expenditure.

Future maintenance, renewal, replacement and new housing projects will continue to be considered through the annual budget process and Long-Term Financial Plan.

Implementation of the Strategy is expected to improve long-term financial sustainability by promoting planned investment, reducing reactive expenditure and supporting informed capital investment decisions.

Strategic Implications

The Strategy directly supports Council's Integrated Planning and Reporting Framework by aligning:

- Strategic Workforce Planning;
- Asset Management Planning;
- Long-Term Financial Planning; and
- Workforce Housing Planning.

Implementation of the Strategy will strengthen the Shire's ability to attract and retain skilled employees while protecting one of Council's most significant strategic asset portfolios.

Risk Implications

Failure to adopt a strategic approach to workforce housing may result in:

- reduced ability to recruit and retain suitably qualified employees;
- increased maintenance and renewal costs through reactive asset management;
- housing investment that does not align with operational workforce requirements;
- deterioration in housing condition and asset value; and
- reduced long-term financial sustainability.

Conversely, adoption of the Strategy will assist Council to proactively manage these risks through planned investment, lifecycle asset management and strategic decision-making.

9.2 Proposed Lease of Pingrup Pavilion to the Pingrup Ground Improvement Committee Inc.

Author:	Christie Smith, Chief Executive Officer
Location:	N/A
File No:	PRO.255 / PR.104
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	9.2 Attachment 1 – Draft Lease Agreement – Pingrup Pavilion

OFFICER RECOMMENDATION

That Council

1. **APPROVES the disposal of part Reserve 18748, Lot 500 Gaby Street, Pingrup – Pingrup Pavilion by way of lease to Pingrup Ground Improvement Committee Inc pursuant to regulation 30(2)(b) of the Local Government (Functions and General) Regulations 1996, subject to the following principal terms:**

a. **Permitted Purpose:**
The operation and use of the Premises as a community, sporting, recreational and social facility, including for meetings, training, competitions, functions, events, fundraising activities, community programs and other activities ordinarily associated with a community club or social hub, together with any ancillary or incidental activities approved by the Lessor.

This includes the casual hire or use of the Premises by other community groups, organisations and members of the public for purposes consistent with the Permitted Purpose, subject to the terms of the Lease and any applicable laws, licences and approvals;

b. **Term: Five (5) years;**

c. **Rent: $10 plus GST per annum, payable annually in advance, with the first payment due on the Commencement Date;**

d. **Such other terms and conditions as are considered appropriate by the Chief Executive Officer, provided that they do not materially alter the proposed disposition.**

2. **DETERMINES that the proposed disposition is exempt from section 3.58 of the *Local Government Act 1995* pursuant to regulation 30(2)(b) of *the Local Government (Functions and General) Regulations 1996*; and**

3. **AUTHORISES the Chief Executive Officer to finalise the terms of the Lease and arrange for its execution in accordance with the Shire's Execution of Documents Policy.**

Purpose

For Council to consider disposing of part Reserve 18748, Lot 500 Gaby Street, Pingrup – Pingrup Pavilion by way of a five-year lease to the Pingrup Ground Improvement Committee Inc (PGIC) for its operation and use as a community, sporting, recreational and social facility.

Background

The Shire of Kent holds the management order for the property located at Reserve 18748, Lot 500 Gaby Street, Pingrup – Pingrup Pavilion.
The Premises are currently used for sporting, recreation and community events. The PGIC has requested a formal lease over the Premises to provide certainty regarding its continued occupation, management and use of the facility.

PGIC is an incorporated not-for-profit association established to promote sporting, cultural and social activities within the district, including organising entertainment and fundraising activities. It may manage, acquire and invest funds and property to support these objectives, recommend improvements to sporting grounds and buildings, and undertake other activities that advance its purposes.

The proposed Lease will formalise the responsibilities of the Shire and the Association and provide an appropriate framework for the ongoing operation, maintenance and community use of the Premises.

The proposed Lease is for a term of five years at a nominal annual rent of $10 plus GST.

Comment

The proposed Lease will enable the PGIC to continue operating the Premises as a community, sporting, recreational and social facility while clearly documenting the rights and responsibilities of both parties.

The Permitted Purpose is proposed as follows:

> *The operation and use of the Premises as a community, sporting, recreational and social facility, including for meetings, training, competitions, functions, events, fundraising activities, community programs and other activities ordinarily associated with a community club or social hub, together with any ancillary or incidental activities approved by the Lessor.*
>
> *This includes the casual hire or use of the Premises by other community groups, organisations and members of the public for purposes consistent with the Permitted Purpose, subject to the terms of this Lease and any applicable laws, licences and approvals.*

This wording gives the Association sufficient flexibility to operate a genuine community facility without requiring individual approval for routine activities. It also ensures that uses remain consistent with the purpose of the Lease and applicable planning, building, health, liquor licensing and other statutory requirements.

Casual hire to other community groups and members of the public is expressly permitted. However, the Lease should distinguish casual facility hire from an assignment, sublease or transfer of the Association's interest. Any permanent or exclusive occupation by another party should remain subject to the Shire's prior written consent.

A lease constitutes a disposition of property under section 3.58 of the *Local Government Act 1995*. However, regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* exempts certain dispositions to community and not-for-profit bodies from the requirements of section 3.58.

The proposed nominal rent of $10 plus GST per annum recognises the community benefit provided by the Association and the not-for-profit use of the Premises. The Lease will also allocate responsibilities for operating expenses, cleaning, maintenance, insurance, alterations, statutory compliance and reinstatement.

Statutory Implications

Local Government Act 1995

Section 3.58 defines "dispose" as including the sale, lease or other disposal of local government property. Ordinarily, section 3.58 requires property to be disposed of by public auction, public tender or through the private-treaty public notice process. However, section 3.58(5)(d) provides that the section does not apply to a disposition excluded by the regulations.

Local Government (Functions and General) Regulations 1996

Regulation 30(1) provides that a disposition described as an exempt disposition is excluded from the application of section 3.58 of the Act. Under regulation 30(2)(b), a disposition of land is exempt where it is made to a body, whether incorporated or not:

1. whose objects are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
2. whose members are not entitled or permitted to receive any pecuniary profit from the body's transactions.

PGIC satisfies these requirements based on the objects and not-for-profit provisions contained in its constitution. The proposed Lease is therefore exempt from section 3.58, and public advertising and a market valuation are not required.

Land Administration Act 1997

The Premises are located on Crown land held by the Shire under a management order. The proposed Lease must be consistent with the reserve purpose and the powers granted to the Shire under the management order.

The approval of the Minister for Lands will be obtained if required under the *Land Administration Act 1997* or the terms of the management order. The Lease will not commence until any necessary approval has been obtained.

Policy Implications

There is no specific Council policy directly applicable to the proposed Lease. The Lease will be prepared consistently with the Shire's established property management practices and Execution of Documents Policy.

Financial Implications

The Shire will receive nominal rental income of $10 plus GST per annum, payable annually in advance.

The Lessee will be responsible for utilities, cleaning, operating costs, insurance and routine maintenance. The Shire will remain responsible for structural maintenance, major capital renewal and other retained responsibilities.

Through the annual budget process, the Shire will contribute to the following outgoings:

- $2,000 per annum towards water usage expenses, with any further expenditure to be treated as an Amounts Payable by the Lessee to the Lessor;
- $7,500 per annum towards electricity usage expenses, with any further expenditure to be treated as an Amounts Payable by the Lessee to the Lessor;
- $5,000 per annum towards repairs, maintenance and cleaning costs treated as an Amounts Payable by the Lessor to the Lessee; and
- $3,000 per annum into the Pingrup Recreation Reserve in a joint contribution manner consistent with established practice.

Any future capital expenditure by the Shire on the Premises will remain subject to Council's annual budget process.

Strategic Implications

The proposal supports the following objectives of the Shire of Kent Strategic Community Plan 2023 - 2033:

1.2 Inclusive community activities, events, services and initiatives: Volunteers and community groups feel supported.
1.3 Well maintained community spaces and infrastructure: Shire owned community buildings and heritage spaces are well maintained, accessible and activated.
4.1 Forward planning and implementation of plans to achieve community priorities: We actively participate and work with local and regional organisations to deliver benefit to our communities.

Risk Implications

Risk	Likelihood	Consequence	Rating	Treatment
The disposition does not satisfy the statutory exemption	Unlikely	Major	Moderate	Retain the Association's constitution and confirm that both requirements of regulation 30(2)(b) are satisfied.
Uncertainty regarding maintenance and operating responsibilities	Possible	Moderate	Moderate	Clearly allocate utilities, maintenance, repairs and capital responsibilities in the Lease.
Use of the Premises is inconsistent with the Permitted Purpose	Unlikely	Moderate	Low	Define the Permitted Purpose and require the Shire's approval for ancillary activities outside ordinary community use.

Risk	Likelihood	Consequence	Rating	Treatment
Casual hire develops into permanent or exclusive third-party occupation	Possible	Moderate	Moderate	Permit casual hire but prohibit assignment, subletting or exclusive occupation without the Shire's prior written consent.
Injury or property damage arising from activities at the Premises	Possible	Major	High	Require appropriate public liability insurance, risk management procedures and compliance with applicable laws and approvals.
Association becomes unable to manage or maintain the Premises	Possible	Moderate	Moderate	Include inspection, default, remediation and termination provisions in the Lease.
Community access is reduced or restricted	Unlikely	Moderate	Low	Include community access and casual hire within the Permitted Purpose and monitor compliance with the Lease.

9.3 Memorandum of Understanding – Provision of Pingrup Library Services

Author:	Christie Smith, Chief Executive Officer
Location:	N/A
File No:	SERV.193
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	9.3 Attachment 1 – Draft MOU – Pingrup Library Services

OFFICER RECOMMENDATION
That Council

1. **ADOPTS the Memorandum of Understanding between the Shire of Kent and the Pingrup Community Resource Centre for the provision of public library services, as presented in the attachment to this report;**

2. **SUPPORTS the Pingrup Library operating as a Tier 2 library service, subject to the Pingrup Community Resource Centre meeting and maintaining the applicable Tier 2 service requirements of the State Library of Western Australia; and**

3. **AUTHORISES the Chief Executive Officer to execute the Memorandum of Understanding on behalf of the Shire and make any minor administrative or formatting amendments that do not materially alter the intent or financial commitments of the agreement.**

Purpose
For Council to consider and adopt a Memorandum of Understanding (MOU) formalising the respective roles, responsibilities and financial contributions associated with the delivery of public library services within the Shire of Kent.

The MOU is intended to provide clear expectations regarding service delivery, funding, library service standards, equipment and resources, communication arrangements and the responsibilities of the parties.

Background
Public library services in Pingrup are delivered in partnership with the Pingrup Community Resource Centre, with Council providing financial support towards the operation of the service.

A review of the existing arrangements identified the benefit of establishing a contemporary MOU to provide greater clarity regarding the responsibilities of Council and the Pingrup Community Resource Centre and to document the financial and operational arrangements associated with the provision of library services.

A draft MOU was subsequently prepared and provided to the relevant committee for review and comment.
Feedback received through this process included consideration of Council's annual contribution towards staffing, resources and software, replacement furniture and

equipment, library management software, service tiers and communication arrangements with the State Library of Western Australia.

Following consideration of this feedback, the MOU has been amended and is now presented to Council for formal adoption.

Comment

The proposed MOU provides a clearer framework for the ongoing delivery of library services and establishes the respective responsibilities of Council and the Pingrup Community Resource Centre.

Of particular importance is the clarification of Council's annual financial commitment. It is proposed that Council contribute $13,000 per annum towards library staff wages, with an annual CPI increase capped at 3.5%, together with reimbursement of up to $1,000 per annum for library resources and computer software.

Requests for replacement furniture or equipment will not form part of the automatic annual contribution. Instead, these requests are to be submitted in writing, together with supporting quotations, by 31 May each year to enable Council to consider them as part of the annual budget process. This provides an appropriate level of financial oversight while allowing future library needs to be considered on their merits.

The MOU also addresses the service level applicable to the Pingrup Library. The State Library of Western Australia has confirmed that libraries within the same local government may operate at different service tiers. The tiered model provides different service expectations and support arrangements according to the capacity and service level of individual libraries.

It is therefore proposed that Council support the Pingrup Library operating at Tier 2, subject to the Pingrup Community Resource Centre accepting responsibility for meeting the applicable requirements associated with that service level. These include requirements relating to opening hours, reporting, customer Wi-Fi, staff training and delivery of library programs.

This approach allows the Pingrup community to access the higher level of library service sought by the Pingrup Community Resource Centre without requiring the Nyabing Library to operate at the same tier.

The MOU also provides an opportunity to clarify communication arrangements. As there is one official point of contact for State Library communications, an agreed process will be established to ensure relevant information is appropriately distributed between Council, the Pingrup Community Resource Centre and library staff.

Council staff have also been investigating alternatives to the existing AMLIB library management system. Options including Athenaeum and Comsoft have been considered, with the Regional Library Consortia option not preferred due to the ongoing annual fees and significant migration costs. The selection and implementation of an appropriate library management system will continue to be managed administratively within the parameters of Council's adopted budget and the MOU.

The proposed MOU provides a practical framework that recognises the important role of the Pingrup Community Resource Centre in delivering local library services while ensuring Council's financial contributions, governance responsibilities and service expectations are clearly documented.

Statutory Implications
Public library services are delivered through a partnership between State and local government. The State and Local Government Agreement for the Provision of Public Library Services establishes the broader roles and responsibilities of the respective levels of government, with Local Level Agreements between the State Library of Western Australia and individual local governments providing more detailed service-delivery requirements.

The proposed MOU is an operational agreement between Council and the Pingrup Community Resource Centre and does not replace Council's obligations under the applicable State library legislative and service framework.

Council's expenditure associated with the MOU will be provided for through the annual budget adopted in accordance with the *Local Government Act 1995 and Local Government (Financial Management) Regulations 1996*.

Policy Implications
There is no direct policy implications associated with the adoption of the MOU.

Financial Implications
The proposed MOU provides for the following financial commitments by Council:

Contribution	Amount
Contribution towards library staff wages	$13,000 per annum
Annual increase to wage contribution	March quarter CPI, capped at 3.5%
Library resources and computer software	Maximum $1,000 per annum
Replacement furniture and equipment	Considered separately through the annual budget process

Appropriate provision will be made within Council's annual operating budget for the contributions required under the MOU.

Strategic Implications
The continued provision of accessible public library services supports Council's strategic objectives relating to community wellbeing, lifelong learning, social connection and equitable access to services across the Shire.
The MOU also supports Council's objective of maintaining effective partnerships with local community organisations and ensuring that community services are delivered in a sustainable and accountable manner.

Risk Implications
The overall risk associated with adopting the proposed MOU is considered Low.

The MOU reduces organisational and financial risk by clearly documenting the respective responsibilities of Council and the Pingrup Community Resource Centre, including financial contributions, service expectations, communication arrangements and responsibility for meeting applicable library service standards.

Without a documented agreement, there is an increased risk of differing expectations between the parties regarding funding responsibilities, service levels, equipment replacement and operational responsibilities.

The requirement for additional furniture and equipment requests to be considered through Council's annual budget process further reduces the risk of unplanned expenditure.

Supporting the Pingrup Library to operate at Tier 2 also carries an operational risk should the applicable service requirements not be maintained. This risk is mitigated by clearly identifying within the MOU that responsibility for meeting the additional Tier 2 requirements rests with the Community Resource Centre.

10. REPORTS – CORPORATE SERVICES

10.1 Adoption of Strategic Workforce Plan

Author:	David Bentley, Deputy Chief Executive Officer
Location:	N/A
File No:	FIN.305
Voting Requirements:	Simple Majority - More than half of Elected Members present required to vote in favour
Attachments:	10.1 Attachment 1 – Strategic Workforce Plan 2026-2031

OFFICER RECOMMENDATION
That Council adopt the Strategic Workforce Plan 2026-2031 as provided at Attachment 1.

Purpose
Council is requested to consider adopting the Strategic Workforce Plan as provided at Attachment 1.

Background
All local governments are required to adopt an Integrated Planning and Reporting Framework, which at a minimum, is to include a Strategic Community Plan and Corporate Business Plan.

Local governments are also able to formulate "informing strategies" to these core integrated planning and reporting documents.

The Strategic Workforce Plan is a key informing strategy to the Shire's suite of strategic documents which is fundamental to forecasting future labour requirements to deliver the Shire's objectives as set by the Strategic Community Plan and Corporate Business Plan. It is also sued for:

- Identifying staffing problems;
- Monitoring and containing workforce costs;
- Developing and highlighting existing and new workforce skills; and
- Ensuring that there is adequate service delivery into the future.

Comment
The Strategic Workforce Plan has identified future growth that is required to ensure that the Shire continues to meet its operational objectives. This growth involves:

- An officer to handle governance compliance and implementing onerous reforms handed down by the State Government and ensuring. This has been accounted for as part of a small structure change through recent employee changes, however remains vacant and challenging to recruit.
- A Community and Projects Officer to seek grant funding opportunities, manage community projects and continue work with the Town Teams Movement in place-based planning in our towns. This is identified as requirement in three to five years.

- An additional plant operator that primarily works on road graders to maintain roads given heightened upkeep requirements on roads due to increases in truck movements and weights, particularly during harvest. This is identified as a potential requirement in three to five years' time.
- Consideration be given to attracting a trainee or junior employee on the outside crew as a career starter to younger people in the community.

As the Shire of Kent provides housing to its employees, the Strategic Workforce Plan also considers impacts of staff turnover on its housing. The Shire currently owns 31 houses, three of which are leased to the State Government as part of the Government Regional Officer Housing program. The remaining housing is leased to employees with any surplus housing being leased to the community in line with Council policy. There are also some staff that already have housing within the Shire and opt to live there rather than in a Shire owned house. The Plan considers this as well as future growth and has identified the need for more housing in Nyabing and that Pingrup has a surplus of Shire owned housing.

The Strategic Workforce Plan also identifies a series of actions to improve staff satisfaction and retention as well as promoting training and development and organisational culture.

Statutory Implications
The Shire of Kent is required to maintain a Strategic Community Plan and Corporate Business Plan. This document informs the Shire's operational response to these plans.

Policy Implications
There are no policy implications in relation to this report.

Financial Implications
To fund the Strategic Workforce Plan, consideration will need to be given at each Annual Budget process on the actions that come out of this plan.

Strategic Implications
As a key informing strategy to the Shire's Integrated Planning and Reporting Framework, the Strategic Workforce Plan will inform the Shire's operational response to these plans.

Risk Implications
As the workforce plan is not currently a legal requirement, there is no statutory risk by not adopting the plan. However, this will mean that the Shire's method of operationalising the Integrated Planning and Reporting Framework will be more informal and without clear strategies to achieve the Shire's objectives.

10.2 Monthly Financial Report to 31 July 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 31 July 2026 10.2 Attachment 2 – Capital Expenditure Snapshot

OFFICER RECOMMENDATION
That Council receive the Monthly Financial Reports to 31 July 2026 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 Reports as presented indicate that Council continues to be in a sound financial position

Overview
Welcome to the first financial report for the new financial year. Noted in the Statement of Financial Activity for July is a current surplus of $4,032,469. Reflected in the report is the operating revenue, which sits below the year-to-date (YTD) budget estimate by 14.3%. Operating expenditure sits below the YTD budget estimate by 17.02%.

26-27 Budget is Live!
Following the July Council meeting where the 2026-27 budget was accepted, finance staff have been busy updating Shire information with the adopted fees and charges, and finalising rates in preparation for billing. Rates billing has been successfully completed, and rate notices have been emailed to all rate payers on schedule.

Capital expenditure
Work on the funded road projects has commenced with drainage on Nyabing South Road before the team will move to Range Road in August for reconstruction and sealing. The plant replacement program has commenced strongly with payment prior to delivery of the new side-tipper. The two replacement utes are also ordered. The resulting disposal of plant is anticipated to occur later this year by auction.

The building maintenance program will begin with the carried forward renovations of 2/3 Gaby Street in August.

The Capital Expenditure Snapshot (Attachment 2) provides an overview of the capital works to date.

Next month
Annual financial reporting will form the focus in September for the finance team. This report is due for completion by 31 September each year. Lincolns Accountants Albany will once again be providing their audit services on behalf of the OAG (Office of the Auditor General).

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 31 July 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 - July 2026

OFFICER RECOMMENDATION
That Council endorse the payments from the Municipal Fund and Trust Fund for the period ending 31 July 2026.

Municipal Fund (Fee)	$	5,856.18
Municipal Fund (EFT)	$	530,245.24
Municipal Fund (Cheque)	$	0.00
Municipal Fund (Direct Debits)	$	33,309.13
TOTAL	**$**	**569,410.55**

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

Nil.

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
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.

15.1 Chief Executive Officer Annual Performance Review

PROCEDURAL MOTION
That Council reopen the meeting to the public at x:xxp.

16. MEETING CLOSED