

SHIRE OF LAKE GRACE



AGENDA

Ordinary Council Meeting
17 DECEMBER 2025

Notice of Meeting
To the Shire President and Councillors

The next Ordinary Council Meeting will be held on Wednesday 17 December 2025 in the Council Chambers, 1 Bishop Street, Lake Grace commencing at 3:30pm.

Alan George
Chief Executive Officer
12 December 2025

Information

This information is provided on matters which may affect members of the public. If you have any queries on procedural matters, please contact the Shire of Lake Grace on 9890-2500 or ea@lakegrace.wa.gov.au.

Question Time for the Public

The Local Government (Administration) Regulation 1996 states that members of the public shall be allowed to ask public question during Council meetings. The Shire of Lake Grace allocates a minimum of 15 minutes for Public Question. Anyone may ask questions and may be submitted in two ways:

- Questions submitted in writing and be “*put on notice*” before the Council Meeting
- Questions may be raised from the public gallery “*without notice*” during public question time

Questions that are complex in nature and that may require research should be submitted as early as possible to allow the Shire time to prepare a response. The Presiding Member may nominate a senior executive or member of staff to answer the question presented. There will be no debate or discussion to take place on any question or answer to ask a question.

For more information regarding Question Time for the Public and to obtain a Public Question Time form, please visit www.lakegrace.wa.gov.au or call (08) 9890-2500 or email ea@lakegrace.wa.gov.au.

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal or informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.

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SHIRE OF LAKE GRACE

Agenda for the Ordinary Council Meeting to be held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 17 December 2025 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

President Len Armstrong opened the meeting at ____ pm

2.0 ACKNOWLEDGEMENT OF COUNTRY

I wish to acknowledge the traditional Custodians of the land on which we meet today, and pay my respects.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

3.1 PRESENT

Cr LW Armstrong	Shire President
Cr SG Hunt	Deputy Shire President
Cr JL Roche	
Cr RA Lloyd	
Cr BJ Hyde	
Cr AJ Kuchling	
Cr DS Clarke	

3.2 APOLOGIES

3.3 IN ATTENDANCE

Mr Alan George	Chief Executive Officer
Mr Aaron Wooldridge	Deputy Chief Executive Officer
Mrs T Hall	Manager Corporate Services
Mr Philip Burgess	Manager Infrastructure Services
Miss K Armanasco	Administration and Records Officer

3.4 OBSERVERS / VISITORS

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED
--

4.0 APPLICATIONS FOR LEAVE OF ABSENCE
--

5.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
--

Nil

6.0 PUBLIC QUESTION TIME

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS
--

8.0 NOTATIONS OF INTEREST

8.1 DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A

8.2 DECLARATIONS OF FINANCIAL PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B

8.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C
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9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES**10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 26 NOVEMBER 2025****RECOMMENDATION / RESOLUTION****RESOLUTION**

Moved: Cr
Seconded: Cr

That the Minutes of the Ordinary Council Meeting held on Wednesday 26 November 2025 be confirmed as a true and accurate record of the meeting.

CARRIED

For:
Against:

10.2 SPECIAL COUNCIL MEETING

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUNCIL**

Nil

13.0 REPORTS OF COMMITTEES

13.1.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That the Minutes of the Local Emergency Management Committee meeting held on 21 August 2025 be received.

CARRIED

For:
Against:

13.1.2 AUDIT & RISK COMMITTEE

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That the Minutes of the Audit & Risk Committee Meeting held on Wednesday 17 December 2025 be received.

CARRIED

For:
Against:

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

Nil

14.2 PLANNING

Nil

14.2.1 PLANNING APPROVALS UNDER DELEGATION P01

The following applications for planning have been approved by the Chief Executive Officer under the Delegation P01 as legislated by the *Planning and Development Act 2005*, Planning

and Development (Local Planning Schemes) Regulations 2015 – schedule 2 (Deemed Provisions) clauses 82 to 84 and the Shire of Lake Grace Local Planning Scheme No.4:

Date of Approval	Applicant	Activity

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 IN-PRINCIPLE SUPPORT FOR CO-OPERATIVE BULK HANDLING LIMITED FOR LAND PURCHASE FROM THE DEPARTMENT OF PLANNING LANDS AND HERITAGE

Applicant	Co-Operative Bulk Handling Limited (CBH)
File No.	0365
Attachments	1. Proposed UCL Excision 2. Email request 3. Shire approval- CBH Lake King Emergency Storage.
Author	Alan George Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	11 December 2025
Senior Officer	Alan George chief Executive Officer

Summary

CBH is seeking Council in-principle support to its application for the purchase of a portion of unallocated crown land adjacent to its Lake King facility for the use as an access road to adjoining farmland, which has previously been approved as a site for emergency grain storage.

Background

For the last several years CBH has been trying to organise a temporary grain storage site in Lake King. Each time they have been stymied by Main Roads intersection requirements and vegetation clearing permits. Council has approved the construction of the temporary bulkheads subject to Main Roads approval.

The latest site is to the northwest of the existing site separated by UCL. Sometime in 2023/24 DFES installed a wide firebreak between the UCL, a Main Roads road base storage site and CBH. CBH have contacted DFES regarding turning the firebreak into an access road to its preferred temporary storage site and have received a favourable response.

CBH are now preparing to seek approval from DPLH to purchase that portion of cleared land.

Comment

This proposal makes some sense in the fact that it will reduce the number of trucks entering and exiting various sites along the main road, thus making it a bit safer for all road users. The creation of an access road would ensure that a firebreak remains into the future.

The request to provide in-principle support for the purchase of the land is considered reasonable from a Council point of view, however CBH gaining approval to purchase the land will no doubt be a complicated process. With DPLH, all un-allocated crown land is subject to native title within the meaning of the Native Title Act 1993 and the Land Administration (South West Native Title Settlement) Act 2016. This, however, is not our concern when considering the in-principle support of this request.

Legal Implications

Nil for the Shire of Lake Grace

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Economic Objective - A prosperous economy supporting diversification of industry		
Outcome	1	An innovative, productive agriculture industry
Strategies	1.1	Enhance and maintain transport network
	1.2	Improve flood mitigation for transport infrastructure
	1.3	Support and promote the agricultural productivity of the district

Voting Requirements

Simple

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council:

Provides written in-principle support for Co-Operative Bulk Handling Limited's proposal to seek the Department of Planning Land and Heritage approval to purchase portion of Un-allocated Crown Land being Portion of Lot 208 on Plan 195006.

CARRIED

For:
Against:

14.4.2 APPLICATION TO PERMANENTLY CLOSE LAKES ROAD, BUNICHE

Applicant	Internal Report
File No.	0355
Attachments	Nil
Author	Jason Lip – Technical Officer
Disclosure of Interest	Nil
Date of Report	10 December 2025
Senior Officer	Philip Burgess

Summary

For Council to approve of the Shire to apply to the Minister for Lands to close Lakes Road permanently.

Background

In the 22 October 2025 Ordinary Council Meeting an agenda item was put forth for the permanent closure of Lake Road in Buniche at the behest of Stephanie Clarke-Lloyd. Council resolved to approve the advertising of the Shire's intention to close the road for a period of 35 days minimum as a requirement to make an application to the Minister of Lands to officially close the road.

Comment

The Shire has received no comments or objections regarding the permanent closing of Lakes Road, this means the Shire can immediately proceed with applying to the Minister for Lands to close the road, which reverts the road reserve into unallocated Crown land.

Once this has been done, it will be up to the neighbouring landowner (and original applicant of this request) to engage the Department of Planning, Lands and Heritage with purchasing the unallocated Crown land and incorporating it into their general agriculture lot.

Legal Implications

Land Administration Act 1997
s58 – Closing roads

(1) When a local government wished a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.

(2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.

(3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice

Policy Implications

Nil

Consultation

Internal: Alan George, Chief Executive Officer
External: Joe Douglas, Town Planner
Shire Community

Financial Implications

As public consultation has already been carried out, there is no expected spending to carry out the application to the Minister for Lands for closure of Lakes Road, should Council choose to approve of this action.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Economic Objective - A prosperous economy supporting diversification of industry		
Outcome	1	An innovative, productive agriculture industry
Strategies	1.1	Enhance and maintain transport network
	1.3	Support and promote the agricultural productivity of the district
Environment Objective - Protect and enhance our natural and built environment		
Outcome	4	A well maintained attractive built environment servicing the needs of the community
Strategies	4.1	Maintain, rationalise, improve or renew buildings and community infrastructure

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council:

1. Approves of the application to the Minister for Lands to close Lakes Road; and
2. Directs the Shire to inform Stephanie Clarke-Lloyd of the result of the application to close Lakes Road.

CARRIED

For:

Against:

14.4.3 NEWDEGATE GATEWAY RATES REFUND

Applicant	Gateway (Cathie Kelly)
File No.	0670
Attachments	
Author	Aaron Wooldridge – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	11 December 2025
Senior Officer	Alan George – Chief Executive Officer

Summary

The purpose of this report is for Council to consider and approve the reimbursement of rates levied on Newdegate Gateway (Formerly Danks Coffee Shop) in Newdegate for the 2025/26 rating period, under Policy 2.2 Donations – Water, Rates and Charges.

Background

Newdegate Gateway is administered by Gateway Uniting Church Australia (Gateway UCA), which exists with no external funds and on a purely voluntary basis. Its work includes support to aboriginal families, migrants, the unwell, aged and disabled and alcoholics in town by financial assistance and practical help. In addition, it conducts funerals for the community, supports newcomers and professionals in Newdegate, and contributes to aid organisations in Australia and overseas.

The site of Newdegate Gateway (Formerly Dunks Coffee Shop) is located on land owned by the Public Transport Authority of Western Australia (PTA) and is leased to Mr Malcolm Kelly. Under the Public Transport Act 2003, all land used for railway purposes or vacant is exempt from rates. However, once leased it is a requirement that all relevant authorities are notified. It is the rating authority who then makes the decision to rate the property. As all PTA leases are commercial leases, PTA can seek reimbursement from the lease for any rates it now has to pay. The lessee, Mr Kelly, is now seeking reimbursement from the Shire for these rates.

Comment

A check of financial records shows that reimbursement of rates as a donation was previously paid to Dunks Coffee Shop also known as the Newdegate Uniting Church and Newdegate Coffee Shop. In each case it was signed off as a “donation”.

2007/08	A donation of rates & services charges was received and approved as “This is a request for a donation and not a write-off of rates under the Local Government Act”.	Council Motion 10506
2008/09	A donation of rates & service charges.	Council Motion 10702
2012	Reimbursement – Rates Paid in Full as per Policy - Donation	Signed off by Finance Officer
2014	Reimbursement – Rates Paid in Full as per Policy - Donation	Signed off by CEO
2018	Reimbursement – \$500 Donated towards the 2017/18 Rates as per Council Resolution 12706	Council Resolution 12706
2025	Reimbursement of \$500 paid towards the 2025/26 Rates as per Council Resolution 12706	Council Resolution 12706

The record states “as per Policy Manual”. However, a check of Policy 2.2 Donations – Water, Rates & Charges does not list Newdegate Gateway, Newdegate Coffee Shop or Dunks Coffee Shop. The policy objectives are to:

“Provide support for essential community services, as well as recognising the contribution by local volunteer groups in providing and maintaining parklands, playgrounds and tourist facilities.”

The question could be asked, does Newdegate Gateway meet this criterion and therefore, despite PTA being an intermediate in this matter, could it still be eligible for a donation to the value of the rates payable by the Shire?

If it is, however, classed as a Church as it is administered by Gateway UCA, then it could be deemed eligible under the *Local Government Act 1995, Section 6.26 Rateable Land*:

(1) (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood.

However, the fact that the land is PTA land, leased to a private party would clearly render the request as a place of public worship ineligible. It could, however, be deemed as providing support to the community and may be eligible to receive a “donation”, however, this would have to be assessed on a year-by-year basis as it is neither eligible under Policy 2.2 Donations – Water, Rates & Charges.

Legal Implications

Nil

Policy Implications

Shire of Lake Grace Policy Manual

Policy 2.2 Donations – Water, Rates & Charges

The inclusion of Newdegate Gateway within the scope of the policy if Council to approve as an ongoing donation, noting that the policy will continue to be reviewed annually.

Consultation

Internal: Alan George – Chief Executive Officer
Aaron Wooldridge – Deputy Chief Executive Officer
Amber McPherson – Administration Support Officer
External: Cathie Kelly – Newdegate Gateway

Financial Implications

The rates paid by PTA for the site and reimbursed by Newdegate Gateway are \$975.50. If donated there will be a yearly reduction in the Shire's rate income of \$975.50. At present, the 2025/26 Shire of Lake Grace Budget has \$7,000 allocated against 1E0411900 Donations and Ex Gratia Payments with \$1,645.95 expended.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Objective	Social Objective - A valued, healthy and inclusive community and lifestyle
Outcome	6 - An engaged, supportive, and inclusive community.
Strategies	6.1 - Maintain and enhance services and infrastructure that meets the needs of the community

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council:

1. Approve the full reimbursement of the 2025/26 Rates in the amount of \$975.50, in accordance with Policy 2.2 "Donations – Water, Rates & Charges", and formally include Newdegate Gateway within the scope of that policy, noting that the policy will continue to be reviewed annually.
2. Instruct the Chief Executive Officer to remit the outstanding balance of \$475.50 to Newdegate Gateway, acknowledging that a payment of \$500 was previously issued to the organisation in October 2025.

CARRIED

For:
Against:

14.4.4 CO-OPERATIVE BULK HANDLING LIMITED – EMERGENCY STORAGE – NEWDEGATE

Applicant	Co-Operative Bulk Handling Limited (CBH)
File No.	0365
Attachments	1. Request for Temporary Approval 2. Site Plan
Author	Alan George - Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	12 December 2025
Senior Officer	Alan George - Chief Executive Officer

Summary

CBH has requested that the requirement for a development approval be waived for the construction of emergency grain storage on Lot 300 on Deposited Plan 425173 Newdegate-Ravensthorpe Rd, Newdegate consisting of 1 x 250m x 35m steel framed open bulkhead for the storage of 32,750 tonnes of grain situated on land owned by CBH at it's newly completed Newdegate East Site.

Background

CBH purchased Lot 300 Newdegate-Ravensthorpe Road in 2023 for the development of a new site as they needed to vacate the Newdegate Field Days site. The new site was completed in time for the commencement of the 2025 harvest. This new site consists of 5 open bulkheads and all the ancillary infrastructure to operate the site.

Comment

CBH have advised that the Newdegate town and Newdegate East sites are circa 85% full with an estimated 100,000 tonnes to be received, and therefore have requested approval to construct a temporary bulkhead on the site without the requirement for a development application. CBH have advised that despite a reassessment of this years harvest with an increase of 1.7m tonnes, they have again underestimated.

Council has approved the construction of temporary bulkheads at various sites within the shire in recent years.

Previous advice from the Shire Town Planner Joe Douglas has been as follows which again can be referred to for this application.

Schedule 2, Part 7, Clause 61 (1) (17) and (2) (f) of the Planning and Development (Local Planning Schemes) Regulations 2015 allows a local government to consider any proposed works and use as temporary. Under the Regulations this clause can only be applied for a period not exceeding 12 months and is subject to endorsement from the local government.

There is little doubt that this temporary facility will be the subject of a development application in the near future. It is therefore recommended that this request be approved subject to the same conditions approved for other temporary bulkheads constructed within the Shire of Lake Grace.

- CBH is to provide written notification to the local government of the date of the commencement of the temporary works and use which will be the commencement of the 12 month temporary approval period.
- A development application shall be prepared and submitted for consideration and final determination by Council prior to expiry of the term of this approval. If the applicant does not wish to formalise the works and use hereby permitted on a temporary basis only, all improvements associated with the proposed development shall be removed from the land and the land reinstated to its natural state prior to the development insofar as practicable
- Stormwater drainage associated with the proposed development on the subject land shall be contained and disposed of on-site.
- All infrastructure the subject of this temporary approval shall cease to be used at the end of the temporary approval term, shall be removed from the land in its entirety within 28 days of expiry of the approval term including reinstatement of the land to its pre-development condition insofar as possible.

Legal Implications

Local Planning Scheme No.4

Schedule 2, Part 7, Clause 61 (1) (17) and (2) (f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*

Planning and Development Act 2005 (as amended)

Policy Implications

Nil

Consultation

External: Joe Douglas – Exurban Rural and Regional Planning
Timothy Roberts – CBH

It is intended to conduct an audit following harvest in consultation with CBH and Town Planner, Joe Douglas into obtaining development applications for all temporary bulkheads installed in the last 3 years.

Financial Implications

Nil at this stage. CBH will be liable for all costs associated with the proposed works. In due course CBH will be liable to the Shire for the formal development application fees payable if permanency of the facility is pursued.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Economic Objective - A prosperous economy supporting diversification of industry		
Outcome	1	An innovative, productive agriculture industry
Strategies	1.1	Enhance and maintain transport network
	1.3	Support and promote the agricultural productivity of the district

	1.5	Liaise with key stakeholders for the improvement of the agricultural industry
Outcome	2	A diverse and prosperous economy
Strategies	2.2	Support local business and promote further investment in the district

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council:

Support and approve Co-Operative Bulk Handling Limited's request to waive the requirement for an immediate development approval for the temporary construction and use of emergency grain storage infrastructure consisting of 1x 250m x 35m steel framed open bulk heads for the storage of 32,750 tonnes on Lot 300 on DP 425173 Newdegate – Ravensthorpe Rd, Newdegate for a twelve (12) month period subject to the following conditions:

- CBH is to provide written notification to the local government of the date of the commencement of the temporary works and use which will be the commencement of the 12 month temporary approval period.
- A development application shall be prepared and submitted for consideration and final determination by Council prior to expiry of the term of this approval. If the applicant does not wish to formalise the works and use hereby permitted on a temporary basis only, all improvements associated with the proposed development shall be removed from the land and the land reinstated to its natural state prior to the development insofar as practicable
- Stormwater drainage associated with the proposed development on the subject land shall be contained and disposed of on-site.
- All infrastructure the subject of this temporary approval shall cease to be used at the end of the temporary approval term, shall be removed from the land in its entirety within 28 days of expiry of the approval term including reinstatement of the land to its pre-development condition insofar as possible.

CARRIED

For:

Against:

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – NOVEMBER 2025

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Tegan Hall - Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	2 December 2025
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of November 2025.

Background

List of payments for the month of November 2025 through the Municipal and Trust account are attached.

Comment

In accordance with the requirements of the Local Government Act 1996, a list of creditors and Credit cards and Fuel Cards transactions is to be completed for each month showing:

- (a) The payee's name
- (b) The amount of the payment
- (c) Sufficient information to identify the transaction
- (d) The date of payment

The attached list meets the requirements of the Financial Management Regulations.

Legal Implications

Local Government (Financial Management) Regulations 1996 – Reg 12
Local Government (Financial Management) Regulations 1996 – Reg 13 and Reg 13A

Policy Implications

Policy 3.6 - Authorised Use of Credit Card/Fuel Cards
Policy 3.7 - Purchasing Policy

Consultation

Nil

Financial Implications

The list of creditors paid for the month of November 2025 from the Municipal and Trust account
Total \$1,715,990.11

Strategic Implications

This aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council ratify the list of payments totalling \$1,715,990.11 as presented for the month of November 2025 incorporating:

Payment Method	CHQ/EFT/DD Number	Amount
Trust	EFT28964	\$51.00
Cheques	8 – 9	\$2,629.80
Electronic Funds Transfers	EFT28857 – EFT28999	\$1,656,044.85
Direct Debits	DD11664.1 – DD11691.13	\$43,112.35
Fuel Cards	EFT28882 & EFT28949	\$4,032.80
Credit Cards	DD11680.1	\$10,119.31
	TOTAL	\$1,715,990.11

CARRIED

For:
Against:

14.5.2 FINANCIAL REPORTS – 30 NOVEMBER 2025

Applicant	Internal Report
File No.	0275
Attachments	<ul style="list-style-type: none"> Monthly Financial Reports Bank Reconciliations – 30 November 2025
Author	Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting
Disclosure of Interest	Nil
Date of Report	30 November 2025
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 30 November 2025 and Bank Reconciliations for the month ending 30 November 2025.

Background

The provisions of the Local Government (Financial Management) Regulations 1996 require a monthly financial report to be presented at an Ordinary Council meeting within two (2) months of the period end date.

Comment

As at 30 November 2025, operating revenue is slightly under the target by \$154,948 (1.95%), mainly due to Fees and charges: Sale of standpipe water below the budgeted threshold, WACHS Housing rent is not received due to a delay in WACHS housing completion.

Operating expenditure is slightly below YTD budget by \$225,146 (2.86%), mainly due to Employee costs, which are lower than expected due to vacancies.

Investing activities inflows are over the target by \$1,540,788 (149.94%) due to unbudgeted funds received: Housing Support Program Stream 2 - Community Enabling Infrastructure - Wattle Drive Extension Cap Inc.

Investing activities outflows are below the target by \$1,155,931 (29.56%) due to a large portion of Capital projects not yet initiated (63.83%) or in an early stage of completion.

Cash at bank is slightly higher than the corresponding period last year. An investment agreement is in place for Overnight Cash Deposit with WA Treasury Corporation for a total of \$2,412,202, as well as 2 term deposits invested in CBA – a total of \$11,176,743.

Outstanding rates are tracking well and have recovered 91.9% to date.

General debtor is \$128,051 with no major outstanding debts to follow up.

The monthly financial reports include the accompanying Local Government special purpose financial statements for the Shire of Lake Grace, which comprises the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 30 November 2025. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

The Shire of Lake Grace is responsible for the information contained in the financial statements and is responsible for maintenance of an appropriate accounting system in accordance with relevant legislation.

Legal Implications

Section 6.4 of the Local Governments Act 1995 provides for the preparation of financial reports.

In accordance with Regulation 34(5), a report on variances greater than the materiality threshold (\$10,000 and 10% whichever is greater) must be compiled and adopted by Council.

As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

Policy Implications

Nil

Consultation

Internal: Mrs Tegan Hall – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council in accordance with *Regulation 34* of the *Local Government (Financial Management) Regulations 1996* receives the attached:

1. Statements of Financial activity for the period ended 30 November 2025 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 30 November 2025.

CARRIED

For:
Against:

14.5.3 2024/2025 ANNUAL FINANCIAL REPORT AND AUDITOR'S REPORT

Applicant:	Internal Report
File No.	00274
Attachments:	<ul style="list-style-type: none">• 2024 / 2025 Annual Financial Statements• OAG Audit Opinion/Report• Final Management Letter
Author:	Aaron Wooldridge – Deputy CEO
Disclosure of Interest	Nil
Date of Report	8 December 2025
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

The purpose of this item is for Council to receive and consider the Audit Committee recommendation to accept the Auditors report and Annual Report for the year ended 30 June 2025, and to set a date for the Annual General Meeting of Electors.

Background

The Shire's auditors AMD undertook the annual site visit to Lake Grace between 8 and 10 October 2025, with follow up work completed electronically throughout October and November. The exit meeting was held with the Office of the Auditor General and AMD on Thursday 20 November, and the final audit opinion report was signed off by the OAG on 25 November. The Shire's Audit Committee met prior to the commencement of this meeting to review and consider both reports and the recommendations arising from the audit management letter.

Section 5.54 of the *Local Government Act 1995 Acceptance of Annual Reports* requires an Annual Financial Statement to be accepted by Council by 31 December in each year, unless the Auditors Report is not available in time. The *Local Government Act 1995* Section 5.54(2) requires that if the Annual Report is not accepted by the Local Government by 31 December, then it must be presented within two months of the Auditors report becoming available.

Comment

The completion of the audit report confirms all figures for the 2024/25 year including the carried forward position as of 30 June 2025.

The audit management report has made three (3) findings and recommendations as detailed below:

- The Shire's cybersecurity and IT governance framework identified control weaknesses and deficiencies in policy, strategy, and operational practices.
 - Recommend the Shire:
 - Develop and implement a comprehensive Cybersecurity Framework, including formal policies and procedures.
 - Establish a formal change management policy to govern IT system modifications.
 - Develop an IT strategy aligned with the Shire's operational and strategic objectives.
 - Conduct regular testing of the Disaster Recovery Plan to ensure business continuity.

- Provide cybersecurity awareness training to all staff.
 - Develop and implement a cybersecurity incident response plan.
 - Schedule periodic vulnerability assessments and penetration testing.
 - Encrypt sensitive data at rest and in transit.
 - Implement controls to restrict and monitor Wi-Fi access.
-
- The Shire has an Investment Policy implemented in 2021. We noted no evidence indicating whether the investment policy is subject to regular review. Recommend that management review and update the investment policy to ensure it reflects current market practices, regulatory requirements, and the Shire's strategic objectives. Regular reviews should be scheduled to maintain its relevance and effectiveness.
 - Audit procedures identified two employees who had accrued more than eight weeks annual leave as of 30 June 2025. We understand from discussions with the Shire, that this is due to staff changeover and new staff settling into their positions. The finding was first identified in 2024. Recommend the Shire should continue to monitor employee leave balances and actively establish leave management policies or procedures for staff with a review to clearing these large and long outstanding leave balances.

Once Council accepts the Auditor's Report and Annual Report, it needs to determine a date for the Annual General Meeting of Electors. The CEO is required to provide sufficient public notice of the availability of the Auditor's Report and Annual Report, and the date of this Electors AGM. Section 5.27 of the *Local Government Act 1995* requires the meeting to be held on a day selected by the local government not more than 56 days (8 weeks) after the local government accepts the annual report for the previous financial year. Assuming Council accepts the annual report at our December meeting, the latest date for the Annual General Meeting of Electors would be Wednesday 11 February 2026. Therefore, it is recommended that the AGM be held at 6pm on Wednesday 4 February 2026 at _____
(Location to be determined for resolution).

Statutory Implications

Local Government Act 1995

Section 5.53 Annual Reports

Section 5.54 Acceptance of Annual Reports

Section 5.55 Notice of Annual Reports

Section 5.55A Publication of Annual Reports

Policy Implications

Nil

Consultation

Internal: Mr Alan George - Chief Executive Officer
Mr Aaron Wooldridge - Deputy Chief Executive Officer
Mrs Tegan Hall - Manager Corporate Services
Shire Finance and Administration Staff

External: AMD (Contractors Auditors appointed by OAG)
Office of Auditor General

Financial Implications

Nil

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance
	8.4	Provide timely communications on all Council activities to community
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements
	9.3	Provide a positive and safe workplace
	9.4	Establish and maintain community endorsed levels of service across all functions of Council

Voting Requirement

Absolute majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council:

1. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, Council accepts the Annual Report for the 2024/2025 financial year.
2. In accordance with Section 5.55 of the *Local Government Act 1995*, Council authorise the Chief Executive Officer to give local public notice of the availability of the Shire of Lake Grace 2024/25 Annual Report from Friday 19 December 2025.
3. Schedules the Annual General Meeting of Electors to be held on Wednesday 4 February 2026 at _____, commencing at 6pm.

CARRIED

For:
Against:

14.6 COMMUNITY SERVICES

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

16.0 INFORMATION BULLETIN – DECEMBER 2025

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Kylie Armanasco – Administration & Records Officer
Disclosure of Interest:	Nil
Date of Report:	12 December 2025
Senior Officer:	Mr Aaron Wooldridge - Deputy Chief Executive Officer

Summary

The purpose of the Information Bulletin is to keep Elected Members informed on matters of interest and importance to Council.

Background / Comment

The Information Bulletin Reports deal with monthly standing items and other information of a strategic nature relevant to Council. Copies of other relevant Councillor information are distributed via email.

The December 2025 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report – December 2025

External Organisations

- Central Country Zone Meeting Minutes – 21st November 2025

Circulars, Media Releases, Newsletters, Letters

- As circulated via email

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
Outcome	9	An efficient and effective organisation
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council accepts the Information Bulletin Report for December 2025.

CARRIED

For:
Against:

17.0 CONFIDENTIAL ITEMS AS PER LOCAL GOVERNMENT ACT S5.23 (2)
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RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council meet behind closed doors to consider the confidential item(s) in accordance with Section 3.7 of the Shire of Lake Grace Standing Orders Local Law 2015.

Item 17.1 – Lot 9002 Wattle Drive Subdivision Development

These items and any attachments are confidential in accordance with Section 4.23(2)(a) of the Local Government Act 1995.

CARRIED

For:
Against:

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council accept the recommendation contained in Item 17.1 – Lot 9002 Wattle Drive Subdivision Development.

CARRIED

For:
Against:

RECOMMENDATION / RESOLUTION**RESOLUTION**

Moved: Cr
Seconded: Cr

That Council move out from behind closed doors and continue the meeting.

CARRIED

For:
Against:

18.0 DATE OF NEXT MEETING – 18 FEBRUARY 2026

The next Ordinary Council Meeting is scheduled to take place on Wednesday 18 February 2026 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

There being no further business, the Shire President closed the meeting at __ pm.