

Shire of Lake Grace

Ordinary Council Meeting

MINUTES

17 June 2026

Meeting Commencing at 3:30 pm



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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.

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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 June 2026 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

President Len Armstrong opened the meeting at 3.30 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 DS Clarke	

3.2 APOLOGIES

Nil

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 McGougan	Executive Assistant
Mrs K Armanasco	Administration and Records Officer

3.4 OBSERVERS / VISITORS

Nil

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Nil

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

RECOMMENDATION / RESOLUTION

RESOLUTION **14205**

Moved: **Cr Hunt**
Seconded: **Cr Lloyd**

That Cr Kuchling be granted Leave of Absence for 17 June & 22 July 2026.

CARRIED **6/0**

For: **Cr Armstrong, Cr Hunt, Cr Clarke, Cr Roche, Cr Lloyd, Cr Hyde**
Against: **Nil**

5.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6.0 PUBLIC QUESTION TIME

Nil

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

8.0 NOTATIONS OF INTEREST

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

Nil

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

Nil

**8.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION
REGULATIONS 1996 SECTION 34C**

Nil

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 27 MAY 2026

RECOMMENDATION / RESOLUTION

RESOLUTION 14206

Moved: Cr Roche
Seconded: Cr Hyde

That the Minutes of the Ordinary Council Meeting held on Wednesday 27 May 2026 be confirmed as a true and accurate record of the meeting.

CARRIED 6/0

For: Cr Armstrong, Cr Hunt, Cr Clarke, Cr Roche, Cr Lloyd, Cr Hyde
Against: Nil

10.2 SPECIAL COUNCIL MEETING

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUNCIL

Nil

13.0 REPORTS OF COMMITTEES

Nil

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

Nil

14.2 PLANNING

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 WAVE ROCK (KATTER KICH) DISCOVERY CENTRE - REQUEST FOR REGIONAL PARTNER CONTRIBUTION

Applicant	Hyden Progress Association
File No.	0043
Attachments	Request Letter
Author	Alan George - Chief Executive Officer
Disclosure of Interest	The author is a ratepayer in the Shire of Kondinin.
Date of Report	9 June 2026
Senior Officer	Alan George – Chief Executive Officer

Summary

The Hyden Progress Association has invited the Shire of Lake Grace to contribute financially to the Wave Rock (Katter Kich) Discovery Centre project in Hyden.

Background

Around 10 years ago, the Hyden Progress Association (HPA) purchased vacant land in the Hyden town centre to develop a visitor centre incorporating the Community Resource Centre and meeting rooms. HPA and the Shire of Kondinin have applied for grant funding over several years, although it is unclear whether any applications were successful.

HPA and the Shire of Kondinin have both contributed funding to the project and are now preparing a further grant application.

As part of this process, HPA has invited neighbouring shires within the Roe Tourism Association, through its Pathways to Wave Rock regional brand, to contribute \$10,000 toward the project.

Comment

The Wave Rock (Katter Kich) Discovery Centre is a \$14 million, three-phase project designed by SITE Architecture Studio. It uses rammed earth construction to reflect the ochre tones of the rock itself. The 849m² facility will include:

A dedicated exhibition and discovery centre celebrating the Katter Kich cultural landscape, Ballardong Noongar heritage, the Great Western Woodlands, and the agricultural and pioneering history of the Wheatbelt, co-designed with Traditional Owners;

A 50-seat training room and a second multipurpose room to support film screenings, VET delivery, health outreach, and community events;

A Community Resource Centre and library with Centrelink access, consultation rooms, and hot desks for visiting health and legal practitioners;

A Noongar arts studio and gallery providing a commercial base for Aboriginal artist Michael Ward and the Katter Kich Gallery and Tours;

A café, gift shop, and visitor amenities to encourage visitors to stay longer, spend more, and explore the area.

The request for a financial contribution is based on the Roe Tourism Association's Pathways to Wave Rock brand, which HPA considers beneficial to member shires. However, the extent of that benefit is open to question, given the project also includes a Community Resource Centre (to be relocated), a library, a 50-seat training room, a second multipurpose room, and a café, gift shop, and visitor amenities.

If Council supports the request, it will need to be considered as part of the 2026/27 budget deliberations. Any contribution should be approved only if grant funding for the overall project is secured.

It is considered that Wave Rock by virtue of the "Pathways to Wave Rock" brand already receives considerable benefits from the brand.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Roe Tourism Association
Other Roe Tourism member Shires

Financial Implications

At this stage, the benefit to the Shire is difficult to determine. Any \$10,000 contribution to a project outside the Shire should be considered in light of the Shire's membership of and support for Roe Tourism, and weighed against whether those funds would be better used within the Shire of Lake Grace.

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	2	A diverse and prosperous economy
Strategies	2.2	Support local business and promote further investment in the district
Outcome	3	An attractive destination for visitors
Strategies	3.1	Promote and develop tourism as part of a regional approach
	3.2	Maintain and enhance tourism related infrastructure and attractions
	3.3	Continue to provide and maintain visitor support services

Voting Requirements

Simple

RECOMMENDATION / RESOLUTION

RESOLUTION **14207**

Moved: **Cr Lloyd**
Seconded: **Cr Hyde**

That Council:

Considers the request from Hyden Progress Association for a \$10,000 Contribution to the Wave Rock (Katter Kich) Discovery Centre project in Hyden and does not support the request

CARRIED **6/0**

For: **Cr Armstrong, Cr Hunt, Cr Clarke, Cr Roche, Cr Lloyd, Cr Hyde**
Against: **Nil**

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – MAY 2026

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Tegan Hall - Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	3 June 2026
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of May 2026.

Background

List of payments for the month of May 2026 through the Municipal 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 May 2026 from the Municipal account Total \$1,458,674.17

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 **14208**

Moved: **Cr Roche**
Seconded: **Cr Lloyd**

That Council ratify the list of payments totalling \$1,458,674.17 as presented for the month of May 2026 incorporating:

Payment Method	CHQ/EFT/DD Number	Amount
Cheques	11	\$396.00
Electronic Funds Transfers	EFT29660 – EFT29788	\$1,403,909.92
Direct Debits	DD11887.1 – DD11899.13	\$47,009.06
Fuel Cards	EFT29692 & EFT29748	\$5,392.19
Credit Cards	DD11898.1	\$1,967.00
	TOTAL	\$1,458,674.17

CARRIED **6/0**

For: **Cr Armstrong, Cr Hunt, Cr Clarke, Cr Roche, Cr Lloyd, Cr Hyde**
Against: **Nil**

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE May 2026

This Schedule of Accounts to be passed for payment, covering

Payment Method	CHQ/EFT/DD Number	Amount
Cheques	11	\$396.00
Electronic Funds Transfers	EFT29660 – EFT29788	\$1,403,909.92
Direct Debits	DD11887.1 – DD11899.13	\$47,009.06
Fuel Cards	EFT29692 & EFT29748	\$5,392.19
Credit Cards	DD11898.1	\$1,967.00
	TOTAL	\$1,458,674.17

to the Municipal and Trust accounts, totalling \$1,458,674.17 which were submitted to each member of the Council on 17 June 2026, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing's and the amounts shown are due for payment.

Alan George
CHIEF EXECUTIVE OFFICER

14.5.2 FINANCIAL REPORTS & BUDGET AMENDMENTS – 31 MAY 2026

Applicant	Internal Report
File No.	0275
Attachments	• Monthly Financial Reports • Bank Reconciliations – 31 May 2026
Author	Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting
Disclosure of Interest	Nil
Date of Report	31 May 2026
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 May 2026 and Bank Reconciliations for the month ending 31 May 2026. Consideration and adoption of budget amendments as proposed below in the comment section.

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 of 31 May 2026, operating revenue is \$23,851 (0.25%) above target, primarily due to unbudgeted Other Revenue: Scrap metal sale and LG pool fence replacement insurance claim.

Operating expenditure is \$322,768 (1.97%) below the year-to-date budget, mainly due to reduced materials and contracts, as well as Employee costs expenditure associated with delays in operating jobs.

Investing activities inflows are under budget by \$1,583,652 (28.59%) due to the Wattle Drive Extension capital project being delayed.

Investing activities outflows were \$3,901,986 (36.60%) below budget, primarily due to a proportion of capital projects not yet commenced (38.30%) or remaining in the early stages of completion.

Cash at bank is slightly higher than the corresponding period in the prior year. An investment agreement is in place for an Overnight Cash Deposit with the Western Australian Treasury Corporation totalling \$430,431, together with the term deposits held with the CBA totalling \$12,604,756.

Outstanding rates are tracking well, with a collection rate of 98.0% achieved to date.

General debtor is \$712,270 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 31 May 2026. 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

Absolute Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14209**

Moved: **Cr Roche**
Seconded: **Cr Hyde**

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

1. Receives Statements of Financial activity for the period ended 31 May 2026
2. Receives Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 May 2026

CARRIED **6/0**

For: **Cr Armstrong, Cr Hunt, Cr Clarke, Cr Roche, Cr Lloyd, Cr Hyde**
Against: **Nil**

14.5.3 WRITE OFF OF FUEL RECONCILIATION VARIATION

Applicant	Internal Report
File No.	0425
Attachments	Nil
Author	Jason Lip – Technical Officer
Disclosure of Interest	Nil
Date of Report	9 June 2026
Senior Officer	Phil Burgess – Manager Infrastructure Services

Summary

To write off the difference between diesel purchased and used, and diesel actually stored.

Background

Fuel inputs and usage by the Shire's fleet are tracked monthly for submission to the Federal Government to receive fuel tax credits. As part of this tracking, an electronic fuel management system is used in conjunction with end-of-month dips.

Comment

The Shire of Lake Grace has two storages where we keep track of diesel: the Lake Grace Shire Depot Fuel Tank with a capacity of 22,000 L, and the Fuel Truck (a Hino Ranger) with a capacity of 4,000 L.

To validate stored volumes and issues, the Shire uses two methods to track fuel usage: the sum of bulk fuel deliveries and issues to calculate a theoretical end-of-month dip, and an actual dip at the end of the month. If the calculated dip does not match the physical dip, then there is a discrepancy somewhere, the cause of which are multitude. It could be dip mismeasurement, inaccurate fuel metres/sensors, fuel delivery misreporting, theft, human recording errors, heat expansion of diesel, fuel truck not sitting level during dips, etc.

At the start of the financial year this variance was -1,389 L (1,389 L diesel in stock less than expected, carried over from the previous financial years) and as of the end of May 2025 this variance has widened to -2,218 L, an increase of 829 L over 11 months.

For reference, the Shire consumes roughly 100,000 L of diesel per year. A 0.829% variance (829 L discrepancy / 100,000 L consumed within a 12-month period) is minor and recommended to be written off.

Assuming the current fuel price of \$1.7811/L (no GST) this write off represents a value of \$3,950.67.

Mitigation

It is intended to have the Main Depot Fuel Tank calibrated as soon as a Fuelco Technician is available. The Mobile Fuel Truck is currently relying on an analogue fuel meter to keep track of fuel issues. Replacing this with an electronic fuel management system would solve the issue of missed written entries and would more accurately record flow rates due to being a newer system.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Victoria Fasano – Senior Finance Officer
Philip Burgess – Manager Infrastructure Services

Financial Implications

Writing off the discrepancy represents a loss of \$3,950.67 in our asset values.

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

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14210**

Moved: **Cr Roche**

Seconded: **Cr Lloyd**

That Council authorizes the write off of \$3,950.67 (2,218 L) for unaccounted fuel stock.

CARRIED **6/0**

For: **Cr Armstrong, Cr Hunt, Cr Clarke, Cr Roche, Cr Lloyd, Cr Hyde**

Against: **Nil**

14.5.4 HARVEST FESTIVAL EVENT – CHANGE OF OWNERSHIP

Applicant	Mikaela Counsel – Shire of Lake Grace
File No.	0611 / 0863
Attachments	Letter from Suzanne Reeves
Author	Mikaela Counsel – Community Economic Development Officer
Disclosure of Interest	Nil
Date of Report	15 June 2026
Senior Officer	Alan George – Chief Executive Officer

Summary

Council is requested to consider the future ownership of the Harvest Festival. Lake Grace CRC Manager Suzanne Reeves has stated that the CRC no longer has the capacity to organise and run the annual event. She has suggested that the Shire take ownership of the event, which will result in the Shire community development team being the prime organisers.

Background

The Harvest Festival has been managed by the CRC for 15 years and was previously known as 'Late Night Shopping'. The Shires involvement in Lake Night Shopping was liaising with Main Roads to close Stubbs St for the duration of the event. This cost the Shire approximately \$10,000 each year.

In 2024, in alignment with the opening of the new playground, the Harvest Festival was moved to the All-Abilities Playground and was a dual ownership event combining the Harvest Festival celebrations with the playground opening celebrations. The venue change was well received by the community, and it was therefore decided by the event committee to keep the Harvest Festival at the playground going forward.

This decision increased the scope of the event significantly and was thought to promote tourism and increase social benefits for the community. The change of venue and increased scope has resulted in a greater requirement in staffing time and organisation which due to staffing changes, the CRC can no longer support. Suzanne has mentioned her willingness to provide statistics and other information to support grant applications in the future.

Comment

The Harvest Festival is a long-standing event that is valued by the community. The Shire taking ownership of the event aligns with Councils strategies to actively promote and support local events and activities for the community.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Alan George – Chief Executive Officer
Suzanne Reeves – CRC Manager

Financial Implications

The Harvest Festival budget allocation will need to be increased from \$10,000 to \$15,000 to cover event costs.

Strategic Implications

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

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
	6.3	Actively promote and support local events and activities for the community
Outcome	7	A healthy and safe community
Strategies	7.1	Improve access to sport, leisure and recreation facilities, services and programs
Economic – A prosperous economy supporting diversification of industry		
Outcome	3	An attractive destination for visitors
Strategies	3.1	Promote and develop tourism as part of a regional approach
	3.2	Maintain and enhance tourism related infrastructure and attractions

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14211**

Moved: **Cr Roche**

Seconded: **Cr Hyde**

That Council:

1. Approves the Harvest Festival event to be owned, managed and organized by Shire staff; and
2. Approves the increase in Harvest Festival budget allocation to \$15,000.

CARRIED **4/2**

For: **Cr Hunt, Cr Clarke, Cr Roche, Cr Hyde**

Against: **Cr Lloyd, Cr Armstrong**

14.6 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN – JUNE 2026

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Kate McGougan - Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	08 June 2026
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 June 2026 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report

External Organisations

- Combined Lake LEMC Minutes 26 March 2026

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 **14212**

Moved: **Cr Hunt**
Seconded: **Cr Lloyd**

That Council accepts the Information Bulletin Report for June 2026.

CARRIED **6/0**

For: **Cr Armstrong, Cr Hunt, Cr Clarke, Cr Roche, Cr Lloyd, Cr Hyde**
Against: **Nil**

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

Nil

18.0 DATE OF NEXT MEETING – 22 JULY 2026

The next Ordinary Council Meeting is scheduled to take place on Wednesday 22 July 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 3.49 pm.

20.0 CERTIFICATION

I, Leonard William Armstrong, certify that the minutes of the Meeting held on 27 May 2026 as shown were confirmed as a true record of the meeting.
