Shire of Lake Grace

Ordinary Council Meeting

MINUTES

18 February 2026

Meeting Commencing at 3:30 pm

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.

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.

CONTENTS

SHIRE OF LAKE GRACE

Minutes for the Ordinary Council Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 18 February 2026 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

Deputy President Steve Hunt opened the meeting at 3:30pm.

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

3.2 APOLOGIES

Cr LW Armstrong	Shire President

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

Nil

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Nil

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

RECOMMENDATION / RESOLUTION

RESOLUTION 14143

Moved: Cr Clarke
Seconded: Cr Lloyd

That Cr Hunt be granted Leave of Absence for the period 9 March – 2 April 2026.

CARRIED 6/0

For: Cr Hunt, Cr Roche, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke
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

Cr Hyde declared an interest in Item 14.4.5 – Cashing Out Accrued Long Service Leave Policy, as he is married to a shire employee.

Cr Kuchling declared an interest in Item 14.4.5 – Cashing Out Accrued Long Service Leave Policy, as he is married to a shire employee.

Cr Roche declared an interest in Item 14.4.6 – Lake Grace Pavilion - Request for Reduction of Hire Fees (Dance Group), as her children will be doing dance lessons of which she will be paying for.

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

Cr Clarke declared an interest in Item 14.4.6 – Lake Grace Pavilion - Request for Reduction of Hire Fees (Dance Group), as the Coach of the Lake Grace Gymnastics Club is a family member.

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 17 DECEMBER 2025

RECOMMENDATION / RESOLUTION

RESOLUTION 14144

Moved: Cr Roche
Seconded: Cr Hyde

That the Minutes of the Ordinary Council Meeting held on Wednesday 17 December 2025 be confirmed as a true and accurate record of the meeting.

CARRIED 6/0

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

10.2 SPECIAL COUNCIL MEETING

Nil

10.3 ANNUAL MEETING OF ELECTORS – 4 FEBRUARY 2026

RECOMMENDATION / RESOLUTION

RESOLUTION 14145

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

That the Minutes of the Annual Meeting of Electors held on Wednesday 4 February 2026 be confirmed as a true and accurate record of the meeting.

CARRIED 6/0

For: **Cr Hunt, Cr Roche, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**
Against: **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

Nil

14.2.1 PLANNING APPROVALS UNDER DELEGATION P01

Nil

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 ESTABLISHMENT OF EMERGENCY RESPONSE AND RECOVERY MEMORANDUM OF UNDERSTANDING

Applicant	Shire of Lake Grace
File No.	0240
Attachments	Combined Lakes Emergency Response and Recovery Memorandum of Understanding
Author	Ryan Sutherland CESM
Disclosure of Interest	Nil
Date of Report	28 November 2025
Senior Officer	Mr Alan George, CEO

Summary

Shire of Dumbleyung and Shire of Lake Grace, as members of WALGA Central Country Zone, are party to a Local Government Memorandum of Understanding (MoU) for Disaster Response. Shire of Kent, as a member of WALGA Great Southern Zone, are not party to any such arrangement or MoU. It is sought that Shires of Dumbleyung, Lake Grace and Kent form an Emergency Response and Recovery MoU to practically develop and enhance existing arrangements.

Background

Together, Shires of Dumbleyung, Kent and Lake Grace form the *Lakes Combined Local Emergency Management Committee (LEMC).* This arrangement was initiated in July and August 2024 to mutually assist emergency management practices in each Shire, including the prevention, preparedness, response and recovery to emergency events. Furthermore, Shires of Dumbleyung, Kent and Lake Grace have committed to the *Lakes Combined Local Emergency Management Arrangement*, which (in current draft) standardises the emergency management planning and processes of the three local governments.

Legal Implications

- *Emergency Management Act 2005* (WA).
- *Bush Fires Act 1954* (WA).

Policy Implications

There are no direct policy implications.

The MoU aligns with existing emergency management procedures and supports the principles of regional collaboration and shared service delivery.

Consultation

Community consultation provided via:

- *Lakes Combined LEMC*; and,

Financial Implications

Nil

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	7	A healthy and safe community
Strategies	7.3	Support provision of emergency services and encourage community volunteers
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
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

This Item aligns with the Shire of Lake Grace Public Health & Wellbeing Plan 2022-2026

Outcome	**12**	**A Healthy and Sustainable Community**
	12.4	Engage with agencies to maintain safe roads, provide bushfire protection and monitor climate change impacts.

Voting Requirements

Simple majority required

RECOMMENDATION / RESOLUTION

RESOLUTION 14146

Moved: Cr Clarke
Seconded: Cr Kuchling

That Council:

1. Accept the Emergency Response and Recovery Memorandum of Understanding between the Shires of Dumbleyung, Kent and Lake Grace; and,

2. Authorise the Shire President and Chief Executive Officer to execute the MoU on behalf of the Shire of Lake Grace.

CARRIED 6/0

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

14.4.2 REQUEST FOR SUPPORT OF LEASE OF UNALLOCATED CROWN LAND AT LOT 187 (4) MCLEAN WAY, LAKE KING

Applicant	King Endeavours Pty Ltd as Trustee for Ross and Jodie Dunkeld Family Trust No2
File No.	0809
Attachments	1.Site map 2. Crown Land Enquiry Form
Author	Alan George Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	10 February 2026
Senior Officer	Alan George Chief Executive Officer

Summary

Ross Dunkeld is seeking a letter of support from the Shire of Lake Grace in order to lease UCL at Lot 187 (4) McLean Way Lake King for access purposes to an adjoining owned Lot 152 Sugg Rd.

Background

Ross Dunkeld has operated Nutrien Ag Solutions in Lake King for a number of years. In September 2025 Lot 152 was purchased for additional storage purposes. Access from the existing properties at Lot 154 and 155 Sugg Road is currently via Sugg Rd.

Comment

The applicant is seeking to lease the UCL at Lot 187 in order to have easier access to the storage shed on Lot 152. The previous owner of Lot 152 appears to have used Lot 187 for similar access purposes, possibly without authorisation from DPLH. This is evidenced by the aerial map showing blue metal as being spread on the Lot. This however is of no concern to the Shire.
Lot 187 is currently zoned “General Industry” and as such, the future use conforms to the Shire of Lake Grace Town Planning Scheme and is consistent with surrounding uses. The use of

the land is not to the detriment of the surrounding built environment as it is to be used solely as vehicular access for storage purposes at this stage.

The request to support the lease of UCL at Lot 187 Mclean Way is recommended.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Department of Planning Lands and Heritage guidelines

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	1.3	Support and promote the agricultural productivity of the district
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 14147

Moved: **Cr Lloyd**
Seconded: **Cr Clarke**

That Council:

Provides a letter of support for King Endeavours Pty Ltd as Trustee for Ross and Jodie Dunkeld Family Trust No2 for the lease of unallocated crown land situated at Lot 187 McLean Way, Lake King from Department of Planning Lands and Heritage.

CARRIED 6/0

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

14.4.3 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Applicant	Alan George – Chief Executive Officer
File No.	Personnel
Attachments	Nil
Author	Alan George – Chief Executive Officer
Disclosure of Interest	This item directly concerns the applicant and Aaron Wooldridge Deputy Chief Executive Officer
Date of Report	20 January 2026
Senior Officer	Alan George – Chief Executive Officer

<u>Summary</u>

For Council to confirm the appointment of Deputy Chief Executive Officer Aaron Wooldridge to the position of Acting Chief Executive Officer for the period of 27 days, from 3 March 2026 until 10 April 2026.

<u>Background/Comment</u>

The author is undergoing a total knee replacement on 6 March 2026. The recovery period following this surgery is unknown at this stage until a post-operative review is done early April.

Deputy Chief Executive Officer Aaron Wooldridge is more than capable of assuming the position of Acting Chief Executive Officer in the CEO's absence, having filled the position several times at his previous council, including a lengthy appointment whilst a new CEO was recruited.

<u>Legal Implications</u>

Nil

<u>Policy Implications</u>

Reference is made to the Shire of Lake Grace Policy Manual

Policy 4.14 Senior Employees and Acting Chief Executive Officer Appointments

This policy covers the process to be followed by the Shire of Lake Grace in relation to:
a) Employing a person in the position of Chief Executive Officer for a term **not** exceeding one (1) year;
b) The appointment of an employee to act in the position of Chief Executive Officer for a term **not** exceeding one (1) year

OBJECTIVE - The *Local Government (Administration) Amendment Regulations 2021* (CEO Standards Regulations) section 5.39C took effect on 3 February 2021, which requires all local governments to adopt a policy to cover the process of hiring a Chief Executive Officer for a term of not exceeding one (1) year.

GUIDELINES - Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:
a) Deputy Chief Executive Officer; and
b) Manager Corporate Services; and
c) Manager Infrastructure Services

For the purposes of Section 5.36 (2) of the *Local Government Act 1995*, the Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions;
1. The CEO is not an interim CEO or Acting in the position;
2. The term of appointment is no longer than 20 working days consecutive;
3. That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Deputy Chief Executive Officer is automatically appointed as the Acting CEO for up to 2 weeks from commencement, and continuation is then subject to determination by the Council.

Consultation

Aaron Wooldridge – Deputy Chief Executive Officer

Financial Implications

Remuneration will be as per the existing CEO base salary.
There will be little to no impact upon the salaries budget due to the salaries costs being below budget due to staff resignations that have not yet been refilled.

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 Requirements

Absolute majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14148

Moved: Cr Clarke
Seconded: Cr Kuchling

That Council:

Confirms the appointment of Aaron Wooldridge to the position of Acting Chief Executive Officer for a period of 27 days from 3 March 2026 until 10 April 2026, during which time Alan George Chief Executive Officer will be on Personal Leave due to surgery and post-operative recovery.

CARRIED 6/0

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

14.4.4 EMPLOYEE CODE OF CONDUCT – AMENDMENT TO SECONDARY EMPLOYMENT PROVISIONS

Applicant	Internal
File No.	0671
Attachments	1. Employee Code of Conduct – Tracked (Markup) Changes (Secondary Employment) 2. Employee Code of Conduct – Final Version (proposed)
Author	Aaron Wooldridge – Deputy CEO
Disclosure of Interest	Nil
Date of Report	9 February 2026
Senior Officer	Alan George – Chief Executive Officer

Summary

This report seeks Council review and endorsement of amendments to the Shire of Lake Grace Employee Code of Conduct relating to Secondary Employment.

The proposed changes clarify approval, disclosure and compliance requirements for employees engaging in secondary employment, and ensure alignment with recent legislative and regulatory reforms under the *Local Government (Administration) Regulations 1996* and associated amendments that came into effect from 1 January 2026.

The amendments strengthen governance controls, mitigate conflict of interest risks, and provide clearer administrative processes for both employees and management.

Background

The Shire of Lake Grace maintains an Employee Code of Conduct in accordance with section 5.51A of the *Local Government Act 1995* and Part 4A of the *Local Government (Administration) Regulations 1996*.

Clause 2.17 of the current Code addresses Secondary Employment and presently requires employees to obtain the Chief Executive Officer's prior written approval before undertaking secondary employment.

Recent regulatory reforms commencing 1 January 2026 place increased emphasis on:

• transparency

• proactive disclosure

• management of conflicts of interest

• protection of organisational performance and safety

• appropriate oversight of external engagements

To ensure compliance and best practice governance, administration has reviewed and updated the clause to provide greater clarity regarding employee responsibilities, approval processes and the circumstances in which secondary employment may be refused or withdrawn.

Comment

The revised clause introduces clearer procedural and risk management requirements, including:

- mandatory prior written approval from the CEO
- formal disclosure of the nature, hours and employer of the secondary employment
- assessment of conflicts of interest (actual, potential or perceived)
- confirmation that Shire duties, availability, safety and performance are not adversely affected
- prohibition where secondary employment involves competitors, contractors, suppliers, or parties with dealings with the Shire unless expressly approved
- authority for the CEO to impose conditions or withdraw approval where risks arise

These changes:

- align with contemporary local government governance standards
- protect organisational integrity and public confidence
- support employee transparency
- reduce legal and reputational exposure
- provide clear administrative processes for enforcement

The amendments are administrative in nature and do not materially restrict legitimate secondary employment, where risks are appropriately managed.

<u>Legal Implications</u>

The amendment ensures continued compliance with:

- *Local Government Act 1995 (s.5.51A)*
- *Local Government (Administration) Regulations 1996 (including Reg 19ADA and related provisions)*
- Local Government Regulations Amendment reforms effective 1 January 2026

Failure to update the Code may expose the Shire to governance and compliance risks relating to unmanaged conflicts of interest or misconduct.

<u>Policy Implications</u>

Employee Code of Conduct – Clause 2.17 Secondary Employment

<u>Consultation</u>

Chief Executive Officer
Executive Management

<u>Financial Implications</u>

Nil

<u>Strategic Implications</u>

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

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 9.3 - Provide a positive and safe workplace

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14149

Moved: Cr Hyde
Seconded: Cr Clarke

That Council:

1. Endorses the amended Employee Code of Conduct incorporating the revised Clause 2.17 – Secondary Employment;
2. Adopts the updated Employee Code of Conduct to take effect from 1 January 2026; and
3. Authorises the Chief Executive Officer to implement the updated policy and undertake any administrative actions necessary to give effect to the amendment.

CARRIED 6/0

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

Cr Kuchling and Cr Hyde removed themselves from the Chambers.

14.4.5 CASHING OUT ACCRUED LONG SERVICE LEAVE POLICY

Applicant	Internal
File No.	0671
Attachments	Policy 4.19 - Cashing Out Accrued Long Service Leave Document LSL Reg. 2024
Author	Aaron Wooldridge – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	05 February 2026
Senior Officer	Alan George – Chief Executive Officer

Summary

Council is requested to consider adopting a formal policy enabling the voluntary cashing out of accrued long service leave in accordance with the *Local Government (Long Service Leave) Regulations 2024*.

Background

Council currently has a Sick Leave Cash-Out Scheme; however, no formal policy exists for long service leave cash-out arrangements. The legislation allows cashing out following accrual and by written agreement. Adoption of a policy provides consistency and compliance.

Comment

The proposed policy aims to:

- provide flexibility for employees
- assists with managing leave liabilities; and
- supports workforce sustainability.

Financial impact is neutral, with liabilities reduced over time. Risks are mitigated through clear governance and record keeping.

Legal Implications

- *Local Government (Long Service Leave) Regulations 2024*

Policy Implications

Establishes Policy 4.19 – Cashing Out Accrued Long Service Leave.

Consultation

Alan George – Chief Executive Officer
Tegan Hall – Manager Corporate Services

Financial Implications

Payments are made from existing employee provisions. No additional budget allocation required.

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
	9.3	Provide a positive and safe workplace

<u>Voting Requirements</u>

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14150

Moved: Cr Clarke
Seconded: Cr Lloyd

That Council:

1. Endorses and adopts Policy 4.19 – Cashing Out Accrued Long Service Leave Policy as presented.
2. Approves the inclusion of Policy 4.19 in the Shire of Lake Grace Policy Manual.
3. Authorise the Chief Executive Officer to implement the policy and ensure compliance with relevant legislation and best practices.

CARRIED 4/0

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

Cr Kuchling and Cr Hyde rejoined the meeting in the Chambers.

14.4.6 LAKE GRACE PAVILION – REQUEST FOR REDUCTION IN HIRE FEES (DANCE GROUP)

Applicant	Emma Blundell – Dance Group Representative
File No.	0080
Attachments	Term 1 and Term 2 Hire Applications
Author	Aaron Wooldridge – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	11 February 2026
Senior Officer	Alan George – Chief Executive Officer

Summary

Council is requested to consider an application from Mrs Emma Blundell on behalf of her local dance group seeking approval for a reduced hire fee for the Lake Grace Pavilion, in accordance with the Lake Grace Schedule of Fees and Charges from $27.50 per hour to $7.50 per hour.

The request arises due to the group being unable to safely and practically utilise the Town Hall because of existing gymnastics equipment and regular Monday bookings by Lake Grace Gymnastics Club. The Pavilion provides another option that offers a consistent booking venue.

Background

The applicant initially sought to utilise the Town Hall for weekly dance activities. The Gymnastics Club occupies the venue on Mondays and equipment remains set up. Weekly pack-down is impractical and only partial relocation of equipment was offered by the club. The applicant advised this presents safety and liability concerns and requested an alternative venue.

The Pavilion was identified as the most appropriate space. However, it should be noted the Dance Group had the Town Hall booked in advance for their dates before the Lake Grace Gymnastics Club had made enquiries for 2026. The requested period of the bookings are every Wednesday for 5 weeks starting March 4 until April 1 for Term 1, with Term 2 being for 6 weeks starting May 20 until June 24. The time of hire for each date is 9am – 10am and 3pm – 5pm.

Comment

The Pavilion offers a consistent and unobstructed space, reduces safety risks, and avoids operational conflicts. Supporting a reduced fee aligns with Council's objective to encourage participation, maximise facility utilisation and remove barriers for local community groups. Given the change in venue was outside the applicant's control, a concession is considered reasonable.

Legal Implications

No legislative implications identified. Council retains discretion to set and vary fees and charges under the *Local Government Act 1995*.

Policy Implications

Consistent with Council's Fees and Charges framework and discretionary community concessions provisions supporting local not-for-profit activities.

Consultation

Aaron Wooldridge – Deputy Chief Executive Officer
Kylie Armanasco – Administration & Records Officer

Financial Implications

Schedule of Fees and Charges 2025/26 – 'Recreation Centres & Pavilion Hire Fees $27.50 per hour reduced to $7.50 per hour.

Strategic Implications

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

Objective	Social – A valued, healthy and inclusive community and lifestyle
Outcome	6 – An engaged, supportive and inclusive community 7 – A healthy and safe 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 7.1 – Improve access to sport, leisure and recreation facilities, services and programs

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14151

Moved: Cr Kuchling
Seconded: Cr Hyde

That Council:

1. Approves the use of the Lake Grace Pavilion for the applicant's dance activities; and

2. Approves a reduced community hire rate of $7.50 per hour in lieu of the scheduled $27.50 per hour for the approved booking period; and

3. Authorises the Chief Executive Officer to finalise the booking arrangements.

CARRIED 6/0

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

14.4.7 REQUEST TO REZONE LOT 139 MAY STREET NEWDEGATE FROM RESERVE TO RESIDENTIAL OR SERVICE COMMERCIAL

Applicant	Development WA
File No.	0359
Attachments	Development WA request
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	17 February 2026
Senior Officer	Alan George – Chief Executive Officer

Summary

Development WA owns Lot 139 May St, Newdegate which is currently a Reserve and they wish to have it rezoned to either 'Residential' or 'Service Commercial'

Background/Comment

Development WA has contacted the Shire regarding Lot 139 May St as it is currently a Reserve. They wish to change the zoning of the lot to enable it to be sold. If the rezoning is not possible, they have asked if the Shire would like to take over the Reserve for no consideration so that it could be used as Public Open Space in perpetuity.

The author does not believe that the Shire needs another Reserve the size of a town lot within the town boundaries. It is recommended that the land be rezoned as requested and it be sold whether it be for residential or commercial.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Development WA

Financial Implications

Nil.
If taken by the Shire it would require upkeep which comes at a cost.
If sold it would at least generate an income through shire rates.

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
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 14152

Moved: Cr Lloyd
Seconded: Cr Clarke

That Council:

Advises Development WA that it does not wish to take control over the Reserve located at Lot 139 May St, Newdegate and that it supports the rezoning to either 'Residential' or 'Service Commercial'.

CARRIED 6/0

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

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – DECEMBER 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	12 January 2026
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

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

Background

List of payments for the month of December 2025 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 December 2025 from the Municipal account
Total $1,185,093.26

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 14153

Moved: Cr Kuchling
Seconded: Cr Roche

That Council ratify the list of payments totalling $1,185,093.26 as presented for the month of December 2025 incorporating:

Payment Method	CHQ/EFT/DD Number	Amount
Cheques	10	$1,044.15
Electronic Funds Transfers	EFT29000 – EFT29153	$1,118,626.80
Direct Debits	DD11706.1 – DD11738.1	$58,493.63
Fuel Cards	EFT29040 & EFT29114	$3,785.66
Credit Cards	DD11727.1	$3,143.02
	TOTAL	**$1,185,093.26**

CARRIED 6/0

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

14.5.2 FINANCIAL REPORTS – 31 DECEMBER 2025

Applicant	Internal Report
File No.	0275
Attachments	• Monthly Financial Reports • Bank Reconciliations – 31 December 2025
Author	Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting
Disclosure of Interest	Nil
Date of Report	31 December 2025
Senior Officer	Mr Alan George - Chief Executive Officer

<u>Summary</u>

Consideration of the Monthly Financial Reports for the period ending 31 December 2025 and Bank Reconciliations for the month ending 31 December 2025.

<u>Background</u>

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.

<u>Comment</u>

As of 31 December 2025, operating revenue is $240,156 (2.97%) below target, primarily due to lower-than-budgeted grants, subsidies and contributions. This variance is largely attributable to reduced Financial Assistance Grants, the decision not to submit applications for the DLGSC Arts Activities in Regional Communities and Australia Day grants, and a reduction in funding from the DLGSC Creativity for Schools Grant.

Operating expenditure is $305,853 (3.28%) below the year-to-date budget, mainly due to reduced materials and contracts expenditure associated with delays in operating jobs.

Investing activities inflows exceeded budget by $2,328,760 (113.94%) due to the receipt of unbudgeted funding under the Housing Support Program Stream 2 – Community Enabling Infrastructure (Wattle Drive Extension).

Investing activities outflows were $1,328,086 (28.59%) below budget, primarily due to a significant proportion of capital projects not yet commenced (55.32%) 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 $3,306,110, together with three term deposits held with the CBA totalling $13,544,132.

Outstanding rates are tracking well, with a collection rate of 92.4% achieved to date.

General debtor is $17,510 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 December 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.

<u>Legal Implications</u>

- 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.

<u>Policy Implications</u>

Nil

<u>Consultation</u>

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 14154

Moved: Cr Kuchling
Seconded: Cr Lloyd

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 31 December 2025 and

2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 December 2025.

CARRIED 6/0

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

14.5.3 BUDGET REVIEW 2025/26

Applicant	Internal Report
File No.	0625
Attachments	Budget Review Report 2025/26
Author	Tegan Hall – Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	12 February 2026
Senior Officer	Alan George – Chief Executive Officer

Summary

To consider and adopt the Budget Review as presented in the document *Budget Review Report 2025/26* for the period 1 July 2025 to 31 December 2025.

Background

The 2025/26 Budget Review incorporating year-to-date budget variations and the projected forecasts to 30 June 2026, for the period ending 31 December 2025 is presented for Council consideration. The *Local Government (Financial Management) Regulations 1996*, Regulation 33A as amended, requires that local governments conduct a budget review between 1 January and the last day of February in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 14 days of the adoption of the review.

Comment

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management Regulations 1996* and Australian Accounting Standards. Council adopted a 10% and $10,000 minimum material variances to be used in the statements of financial activity and budget review.

The budget review document includes the Statement of Budget Review, Summary Graphs, Net Current Funding Position, Predicted Variances and Budget Amendments since Budget Adoption.

The intent of the Budget Review is to predict where we are going to finish at 30 June 2026. It is not intended to be a process for wholesale changes to individual accounts, although many local governments do take this opportunity to do so.

The net impact of the budget amendments made throughout the year is a projected budget surplus of $2,774, although it is anticipated that this will increase should the early payment for the Financial Assistance Grant be made in June 2026 as per previous years.

Major movements are detailed below:

Grant Funding

- Net decrease in Financial Assistance Grant of $190,006 for 2025/26 FY
- AWARE Grant Funding received $10,312 when budgeted for $30,000 – both income and expenditure adjusted accordingly
- The Next Gen Arts Grant - $2,000
- State Library of WA Grant - $5,000
- Regional Road Group – additional funding of $592,054 to cover 2/3 costs of Dykes Road and Aylmore Road capital road projects
- Housing Support Program Stream 2 Community Enabling Infrastructure - $3,346,735

Operating

- Net decrease in Interest on Investments of $77,800
- Movement of $60,000 from Consultancy Charges to Engineering Consultants to carry out the Road Asset Condition Assessment and Strategic Road Plan
- Additional IT Changeover costs of $48,000 including the cost of executive laptops

- Increase of $25,200 for Lake King Oval reimbursement due to 24/25 invoice being accounted for in 25/26 financial year

Capital

- Completion of WACHS Housing resulted in overspend of $63,844 – offset by additional transfer from reserve
- Newdegate Bowling Club Reconstruction and Resurfacing Project – additional costs with reimbursement from Newdegate Bowling Club and $20,000 reserve transfer as approved last financial year
- Newdegate Cricket Club Nets Project – request of support sought with $20,000 earmarked as a contribution from the Shire which will be funded from the recreation reserve should the club be successful with their grant application
- Second coat seals on West Kuender, Aylmore and Biddy Camm Roads totalling $544,850
- Newdegate depot fencing upgrades – increase by $30,000
- Savings of $250,000 between Bairstow Road and Footpath projects
- Lake Grace Industrial Land – carried forward to 2026/27

The budget has been reviewed to continue to deliver on strategies and projects adopted by Council and to maintain the levels of service across all programs.

<u>Legal Implications</u>

- *Regulation 33A of the Local Government (Financial Management) Regulations 1996* requires:

(1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —
(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
(b) consider the local government's financial position as at the date of the review; and
(c) review the outcomes for the end of that financial year that are forecast in the budget; and
(d) include the following —
(i) the annual budget adopted by the local government;
(ii) an update of each of the estimates included in the annual budget;
(iii) the actual amounts of expenditure, revenue and income as at the date of the review;
(iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.

(2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
*Absolute majority required.

(4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications

Nil

Consultation

Internal – Senior Management Team

Financial Implications

The review has incorporated budget amendments authorised by Council to 31 December 2025. With these amendments and projected variances, it is anticipated that there will be a budgeted surplus of $0.

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 Requirements

Absolute majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14155

Moved: Cr Kuchling
Seconded: Cr Roche

That Council:

Consider and adopt the Budget Review as presented in the document *Budget Review 2025/26* for the period 1 July 2025 to 31 December 2025.

CARRIED 6/0

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

14.6 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN – FEBRUARY 2026

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Kylie Armanasco – Administration and Records Officer
Disclosure of Interest:	Nil
Date of Report:	13 February 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 February 2026 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report
- Lake Grace Visitors Centre Quarterly Report
- Lake Grace Environmental Health Officer Quarterly Report
- Lake Grace Library Quarterly Report
- Lake King Library Quarterly Report
- Newdegate Library Quarterly Report

External Organisations

- Nil

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	**14156**
Moved:	**Cr Roche**
Seconded:	**Cr Clarke**

That Council accepts the Information Bulletin Report for February 2026.

CARRIED	**6/0**
For:	**Cr Hunt, Cr Roche, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**
Against:	**Nil**

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

Nil

18.0 DATE OF NEXT MEETING – 25 MARCH 2026

The next Ordinary Council Meeting is scheduled to take place on Wednesday 25 March 2026 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

There being no further business, the Shire Deputy President closed the meeting at 4:05pm.

20.0 CERTIFICATION

I, Stephen Gordon Hunt, certify that the minutes of the Meeting held on 18 February 2026 as shown were confirmed as a true record of the meeting.

Signature: [signature]

Date: 25/3/2026