

Shire of Lake Grace

Ordinary Council Meeting

# MINUTES

18 June 2025

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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**CONTENTS**

|             |                                                                                              |          |
|-------------|----------------------------------------------------------------------------------------------|----------|
| <b>1.0</b>  | <b>DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS .....</b>                                 | <b>4</b> |
| <b>2.0</b>  | <b>ACKNOWLEDGEMENT OF COUNTRY .....</b>                                                      | <b>4</b> |
| <b>3.0</b>  | <b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED) .....</b>           | <b>4</b> |
| 3.1         | PRESENT .....                                                                                | 4        |
| 3.2         | APOLOGIES .....                                                                              | 4        |
| 3.3         | IN ATTENDANCE .....                                                                          | 4        |
| 3.4         | OBSERVERS / VISITORS .....                                                                   | 5        |
| 3.5         | LEAVE OF ABSENCE PREVIOUSLY GRANTED .....                                                    | 5        |
| <b>4.0</b>  | <b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>                                               | <b>5</b> |
| <b>5.0</b>  | <b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>                           | <b>5</b> |
| <b>6.0</b>  | <b>PUBLIC QUESTION TIME.....</b>                                                             | <b>5</b> |
| <b>7.0</b>  | <b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>                                             | <b>5</b> |
| <b>8.0</b>  | <b>NOTATIONS OF INTEREST .....</b>                                                           | <b>5</b> |
| 8.1         | DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A.....            | 5        |
| 8.2         | DECLARATIONS OF FINANCIAL PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B ..... | 5        |
| 8.3         | DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C .....    | 6        |
| <b>9.0</b>  | <b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....</b>                        | <b>6</b> |
| <b>10.0</b> | <b>CONFIRMATION OF MINUTES .....</b>                                                         | <b>6</b> |
| 10.1        | ORDINARY COUNCIL MEETING – WEDNESDAY 28 MAY 2025.....                                        | 6        |
| 10.2        | SPECIAL COUNCIL MEETING .....                                                                | 6        |
| <b>11.0</b> | <b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....</b>                                  | <b>6</b> |
| <b>12.0</b> | <b>URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUNCIL.....</b>       | <b>7</b> |
| <b>13.0</b> | <b>REPORTS OF COMMITTEES .....</b>                                                           | <b>7</b> |
| <b>14.0</b> | <b>REPORTS OF OFFICERS.....</b>                                                              | <b>7</b> |
| 14.1        | INFRASTRUCTURE SERVICES .....                                                                | 7        |
| 14.2        | PLANNING.....                                                                                | 7        |
| 14.2.1      | PLANNING APPROVALS UNDER DELEGATION P01.....                                                 | 7        |

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|             |                                                                                                 |           |
|-------------|-------------------------------------------------------------------------------------------------|-----------|
| 14.3        | HEALTH AND BUILDING .....                                                                       | 7         |
| 14.4        | ADMINISTRATION .....                                                                            | 8         |
| 14.4.1      | APPOINTMENT OF PRESIDING MEMBER TO AUDIT & RISK COMMITTEE.....                                  | 8         |
| 14.4.2      | APPOINTMENT OF PRESIDING MEMBER (CHAIRPERSON) TO LAKE GRACE<br>TOURISM ADVISORY COMMITTEE.....  | 11        |
| 14.4.3      | 2025 NOTICE OF WALGA ANNUAL GENERAL MEETING.....                                                | 14        |
| 14.4.4      | 2025 WA LOCAL GOVERNMENT CONVENTION .....                                                       | 16        |
| 14.4.5      | LAKES EQUESTRIAN RIDING CLUB - LAKE KING, EXECUTION OF LEASE AND<br>FIXING OF COMMON SEAL ..... | 19        |
| 14.5        | FINANCE .....                                                                                   | 21        |
| 14.5.1      | ACCOUNTS FOR PAYMENT – MAY 2025 .....                                                           | 21        |
| 14.5.2      | FINANCIAL REPORTS – 31 MAY 2025 .....                                                           | 24        |
| 14.6        | COMMUNITY SERVICES .....                                                                        | 27        |
| <b>15.0</b> | <b>QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN .....</b>                                       | <b>27</b> |
| <b>16.0</b> | <b>INFORMATION BULLETIN – JUNE 2025.....</b>                                                    | <b>27</b> |
| <b>17.0</b> | <b>CONFIDENTIAL ITEMS AS PER LOCAL GOVERNMENT ACT S5.23 (2) .....</b>                           | <b>29</b> |
| <b>18.0</b> | <b>DATE OF NEXT MEETING – WEDNESDAY 23 JULY 2025 .....</b>                                      | <b>29</b> |
| <b>19.0</b> | <b>CLOSURE.....</b>                                                                             | <b>29</b> |
| <b>20.0</b> | <b>CERTIFICATION.....</b>                                                                       | <b>29</b> |

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## **SHIRE OF LAKE GRACE**

Minutes of the Ordinary Council Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 18 June 2025 commencing at 3:30pm.

### **1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS**

President Len Armstrong opened the meeting at 3.32 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 R Chappell   |                        |
| Cr RA Lloyd     |                        |
| Cr DS Clarke    |                        |

#### **3.2 APOLOGIES**

Cr AJ Kuchling  
Cr BJ Hyde

#### **3.3 IN ATTENDANCE**

|                     |                                 |
|---------------------|---------------------------------|
| Mr Alan George      | Chief Executive Officer         |
| Mr Aaron Wooldridge | Deputy Chief Executive Officer  |
| Mrs T Hall          | Manager Corporate Services      |
| Mr C Elefsen        | Manager Infrastructure Services |
| Mrs A Adams         | Executive Assistant             |

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|                                 |
|---------------------------------|
| <b>3.4 OBSERVERS / VISITORS</b> |
|---------------------------------|

Nil

|                                                |
|------------------------------------------------|
| <b>3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED</b> |
|------------------------------------------------|

Nil

|                                              |
|----------------------------------------------|
| <b>4.0 APPLICATIONS FOR LEAVE OF ABSENCE</b> |
|----------------------------------------------|

Nil

|                                                                  |
|------------------------------------------------------------------|
| <b>5.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b> |
|------------------------------------------------------------------|

Nil

|                                 |
|---------------------------------|
| <b>6.0 PUBLIC QUESTION TIME</b> |
|---------------------------------|

Nil

|                                                |
|------------------------------------------------|
| <b>7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS</b> |
|------------------------------------------------|

Nil

|                                  |
|----------------------------------|
| <b>8.0 NOTATIONS OF INTEREST</b> |
|----------------------------------|

|                                                                                             |
|---------------------------------------------------------------------------------------------|
| <b>8.1 DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995<br/>SECTION 5.60A</b> |
|---------------------------------------------------------------------------------------------|

Nil

|                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| <b>8.2 DECLARATIONS OF FINANCIAL PROXIMITY INTEREST – LOCAL GOVERNMENT<br/>ACT 1995 SECTION 5.60B</b> |
|-------------------------------------------------------------------------------------------------------|

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 28 MAY 2025**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION** 14056

**Moved:** Cr Chappell  
**Seconded:** Cr Hunt

That the Minutes of the Ordinary Council Meeting held on Wednesday 28 May 2025 be confirmed as a true and accurate record of the meeting.

**CARRIED** 5/0

**For:** Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Clarke  
**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**

There is a Late Item 14.4.5 Lakes Equestrian Riding Club - Lake King, Execution of Lease and Fixing of Common Seal. This will be dealt with in order of business.

## **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                                                                           |
|------------------|-----------------------|------------------------------------------------------------------------------------|
| 14/04/2025       | TR Homes              | Construction of second dwelling on agriculture lot 500 Newman Road Newdegate       |
| 01/05/2025       | Jason Victor Gardiner | Construction of a detached 3x1 sea container-based dwelling 7 May Street Newdegate |

## **14.3 HEALTH AND BUILDING**

Nil

#### **14.4 ADMINISTRATION**

##### **14.4.1 APPOINTMENT OF PRESIDING MEMBER TO AUDIT & RISK COMMITTEE**

|                               |                                                   |
|-------------------------------|---------------------------------------------------|
| <b>Applicant</b>              | Internal report                                   |
| <b>File No.</b>               | 0625                                              |
| <b>Attachments</b>            | Nil                                               |
| <b>Author</b>                 | Aaron Wooldridge – Deputy Chief Executive Officer |
| <b>Disclosure of Interest</b> | Nil                                               |
| <b>Date of Report</b>         | 06 June 2025                                      |
| <b>Senior Officer</b>         | Alan George – Chief Executive Officer             |

##### Summary

For Council to consider the appointment of an independent member of the Audit & Risk Committee as the Presiding Member (Chairperson).

##### Background

The Shire of Lake Grace Audit & Risk Committee is an appointed committee in accordance with Section 7.1A of the *Local Government Act 1995* (Act).

On the 25<sup>th</sup> of October 2023 Ordinary Council Meeting, Council adopted the Committee's composition, which includes:

##### Council Members:

- President – Cr Steve Hunt;
- Deputy President - Cr Len Armstrong;
- Cr Ben Hyde; and
- Cr Roz Lloyd.

##### External Independent Members:

- Mr Peter Stoffberg.

Committee appointments are fixed in accordance with sections 5.10(4) and 5.10(5) of the *Local Government Act 1995*.

Previously, the Committee selected its Chair via nominations and vote at its first meeting following appointments.

##### Comment

The *Local Government Amendment Act 2024* introduces a change to section 5.12 of the *Local Government Act 1995*. From 1 July 2025, the Act will require that Council, not the committee, must appoint the Presiding Member and Deputy Presiding Member (if required) of all committees by absolute majority.

This change removes the practice of committees electing their own leadership and reinforces the role of Council in formal appointments.

To prepare for the upcoming legislative change and ensure compliance, administration has contacted Mr Peter Stoffberg to be nominated as the Chairperson for the Audit & Risk Committee.

Mr Peter Stoffberg has confirmed his willingness to be nominated as the Chairperson for the committee.

After the October 2025 elections, Council will be required to reappoint the Committee membership and leadership in accordance with section 5.11 (2)(d) of the *Local Government Act 1995*.

Section 87 of the *Local Government Amendment Act 2024* introduces a new requirement for all WA local governments to establish an Audit, Risk and Improvement Committee (ARIC).

These changes are not yet in effect and will commence on a date to be proclaimed. It is anticipated that they will take effect after the 2025 Local Government Elections.

#### Statutory/Legal Implications

##### ***Local Government Act 1995: 5.11. Committee membership, tenure of***

- 2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until -
- (a) the term of the person's appointment as a committee member expires; or
  - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day, whichever happens first.

#### Policy Implications

The Audit and Risk Committee is a formally appointed committee in accordance with section 7.1A of the *Local Government Act 1995* (Act). The reappointment the Presiding Member is in accordance with (sections 5.12(1) and 5.12(2)) of the *Local Government Amendment Act 2024* (Act).

#### Consultation

Alan George – Chief Executive Officer  
Alex Adams - Executive Assistant  
Mr Peter Stoffberg – External Independent  
Council

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### Financial Implications

There are no major financial implications; any payment is currently limited to the reimbursement of reasonable expenses associated with the costs of attending audit committee meetings. Note that amendments to section 5.100 of the *Local Government Act 1995* have been proposed to allow for committee meeting fee payments to non-Council and non-employee members; this is likely to occur in 2025.

### Strategic Implications

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

| <b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b> |     |                                                                   |
|-------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------|
| Outcome                                                                                                           | 8   | A strategically focused, unified Council, functioning efficiently |
| Strategies                                                                                                        | 8.3 | Provide strategic leadership and governance                       |
| Outcome                                                                                                           | 9   | An efficient and effective organisation                           |
| Strategies                                                                                                        | 9.2 | Comply with statutory and legislative requirements                |

### Voting Requirements

Absolute majority

### **RECOMMENDATION / RESOLUTION**

**RESOLUTION**                **14057**

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

That Council appoints Mr Peter Stoffberg as Presiding Member (Chairperson) to the Shire of Lake Grace Audit & Risk Committee.

**CARRIED**                      **5/0**

**For:**                              **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Clarke**  
**Against:**                      **Nil**

**14.4.2 APPOINTMENT OF PRESIDING MEMBER (CHAIRPERSON) TO LAKE GRACE  
TOURISM ADVISORY COMMITTEE**

|                               |                                                   |
|-------------------------------|---------------------------------------------------|
| <b>Applicant</b>              | Internal report                                   |
| <b>File No.</b>               |                                                   |
| <b>Attachments</b>            | Nil                                               |
| <b>Author</b>                 | Aaron Wooldridge – Deputy Chief Executive Officer |
| <b>Disclosure of Interest</b> | Nil                                               |
| <b>Date of Report</b>         | 09 June 2025                                      |
| <b>Senior Officer</b>         | Alan George – Chief Executive Officer             |

Summary

For Council to consider the appointment of an independent member of the Lake Grace Tourism Committee as the Presiding Member (Chairperson).

Background

The Shire of Lake Grace Tourism Committee is an appointed committee in accordance with Section 7.1A of the *Local Government Act 1995* (Act).

On the 25<sup>th</sup> of October 2023 Ordinary Council Meeting, Council adopted the Committee's composition, which includes:

Council Members:

- Cr Deb Clarke

External Independent Members:

- Ms Catherine Kelly (Chairperson originally appointed by Committee)
- Mr Kevin Penny
- Mr Peter Stoffberg
- Mr Norm O'Neill
- Ms Carla Hyde
- Ms Sheena Zurnamer
- Mrs Suzanne Reeves

Committee appointments are fixed in accordance with sections 5.10(4) and 5.10(5) of the *Local Government Act 1995*.

Previously, the Committee selected its Chair via nominations and vote at its first meeting following appointments.

Comment

The *Local Government Amendment Act 2024* introduces a change to section 5.12 of the *Local Government Act 1995*. From 1 July 2025, the Act will require that Council, not the committee, must appoint the Presiding Member and Deputy Presiding Member (if required) of all committees by absolute majority.

This change removes the practice of committees electing their own leadership and reinforces the role of Council in formal appointments.

To prepare for the upcoming legislative change and ensure compliance, administration has called for nomination for Chairperson for the Lake Grace Tourism Advisory Committee at the last committee meeting held on the 20 May 2025. The closing date was the 30<sup>th</sup> of May, with only one nomination.

Ms Catherine Kelly has been nominated as the Chairperson for the committee.

After the October 2025 elections, Council will be required to reappoint the Committee membership and leadership in accordance with section 5.11 (2)(d) of the *Local Government Act 1995*.

#### Statutory/Legal Implications

##### **Local Government Act 1995: 5.11. Committee membership, tenure of**

- 3) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until -
- (a) the term of the person's appointment as a committee member expires; or
  - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day, whichever happens first.

#### Policy Implications

The Lake Grace Tourism Advisory Committee is a formally appointed committee in accordance with section 7.1A of the *Local Government Act 1995* (Act). The reappointment of both the Presiding Member and Deputy Presiding Member is in accordance with (sections 5.12(1) and 5.12(2)) of the *Local Government Amendment Act 2024* (Act).

#### Consultation

Alan George – Chief Executive Officer  
Alex Adams - Executive Assistant  
Lake Grace Tourism Committee  
Council

#### Financial Implications

There are no major financial implications; any payment is currently limited to the reimbursement of reasonable expenses associated with the costs of attending audit committee meetings. Note that amendments to section 5.100 of the *Local Government Act 1995* have been proposed to allow for committee meeting fee payments to non-Council and non-employee members; this is likely to occur in 2025.

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Strategic Implications

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

| <b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b> |     |                                                                   |
|-------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------|
| Outcome                                                                                                           | 8   | A strategically focused, unified Council, functioning efficiently |
| Strategies                                                                                                        | 8.3 | Provide strategic leadership and governance                       |
| Outcome                                                                                                           | 9   | An efficient and effective organisation                           |
| Strategies                                                                                                        | 9.2 | Comply with statutory and legislative requirements                |

Voting Requirements

Absolute majority

**RECOMMENDATION / RESOLUTION**

**RESOLUTION            14058**

**Moved:                    Cr Clarke**

**Seconded:               Cr Lloyd**

That Council considers Ms Catherine Kelly's nomination to be appointed as Presiding Member (Chairperson) to the Shire of Lake Grace Tourism Advisory Committee.

**CARRIED                5/0**

**For:                        Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Clarke**

**Against:                Nil**

#### 14.4.3 2025 NOTICE OF WALGA ANNUAL GENERAL MEETING

|                               |                                                                                                                                                    |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b>              | WALGA                                                                                                                                              |
| <b>File No.</b>               | 0029                                                                                                                                               |
| <b>Attachments</b>            | <ul style="list-style-type: none"><li>• Notice of AGM</li><li>• Guideline for the Submission of Member Motions</li><li>• Motion Template</li></ul> |
| <b>Author</b>                 | Alan George - Chief Executive Officer                                                                                                              |
| <b>Disclosure of Interest</b> | Nil                                                                                                                                                |
| <b>Date of Report</b>         | 9 June 2025                                                                                                                                        |
| <b>Senior Officer</b>         | Alan George – Chief Executive Officer                                                                                                              |

##### Summary

The 2025 Annual General Meeting (AGM) for the Western Australian Local Government Association (WALGA) will be held in conjunction with the Local Government Convention 2025.

Council is requested to consider the submission of motions for the inclusion in the agenda for consideration at the AGM.

##### Background/Comment

This year's WALGA Annual General Meeting is being held on Tuesday 23 September 2025 at the Perth Convention and Exhibition Centre at 2.15pm and is being held in conjunction with the Local Government Convention. Full details will be released by WALGA in due course.

In the meantime, councils are being asked to consider the submission of motions for inclusion in the agenda.

The Shire of Lake Grace is the lead Shire in the "Local Government Rural Health Funding Alliance" which also consists of the Shires of Gnowangerup, Jerramungup, Ravensthorpe, Narembeen and Kojonup. As the lead Shire, Council should consider submitting a motion to the WALGA AGM. This submission would be along the lines of what has been submitted to the ALGA National Assembly in late June, which is;

*This National General Assembly calls on the Australian Government to increase the Financial Assistance Grants to local governments and recalculate distributions to those local governments in remote and rural locations that are providing financial incentives to assist in funds associated with attracting and retaining general practitioners, therefore redirecting ratepayer funds to local government responsibilities.*

The guidelines for the submission of Member Motions is attached, as is a motion template.

Council is also asked to consider the above, and any other motions that it may wish to submit.

##### 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**

| <b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b> |     |                                                                                             |
|-------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------------|
| 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

Simple Majority

## RECOMMENDATION / RESOLUTION

**RESOLUTION**                **14059**

**Moved:**                      **Cr Chappell**

**Seconded:**                **Cr Clarke**

That Council:

Notes the date of the WALGA Annual General Meeting and submits the following motion on behalf of the “Local Government Rural Health Funding Alliance” which also consists of the Shires of Gnowangerup, Jerramungup, Ravensthorpe, Narembene and Kojonup.

*That WALGA calls on the Australian Government to increase the Financial Assistance Grants to local governments and recalculate distributions to those local governments in remote and rural locations that are providing financial incentives to assist in funds associated with attracting and retaining general practitioners, therefore redirecting ratepayer funds to local government responsibilities.*

**CARRIED**                      **5/0**

**For:**                              **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Clarke**

**Against:**                      **Nil**

### 14.4.4 2025 WA LOCAL GOVERNMENT CONVENTION

|                               |                                          |
|-------------------------------|------------------------------------------|
| <b>Applicant</b>              | Internal                                 |
| <b>File No.</b>               | 0029                                     |
| <b>Attachments</b>            | Nil                                      |
| <b>Author</b>                 | Alex Adams – Executive Assistant         |
| <b>Disclosure of Interest</b> | Nil                                      |
| <b>Date of Report</b>         | 11 June 2025                             |
| <b>Senior Officer</b>         | Mr Alan George – Chief Executive Officer |

#### Summary

WALGA have announced the dates for the WA Local Government Convention 2025. Councillors are asked to confirm their attendance and elect voting delegates and proxies for the WALGA Annual General Meeting which is held during the Convention.

#### Background

The 2025 WA Local Government Convention is an opportunity for Council Members to join senior representatives from WA Local Governments at the premier event for the sector, where delegates hear from and question a wide range of speakers, are challenged in their thinking, and collaborate

with colleagues and key stakeholders. This year the theme for the Convention is “Lean into Legacy.” The theme will explore how leaving a lasting, positive legacy as a Local Government means making choices that endure far beyond election cycles.

#### Comment

The Convention is being held at Perth Exhibition and Convention Centre from Monday 22 to Wednesday 24 September 2025

Council needs to nominate two (2) voting delegates for the WALGA Annual General Meeting. These delegates are normally the Shire President and the Deputy Shire President (if they are attending). Two (2) Proxy Delegates are to be nominated in case they are required.

#### Legal Implications

Nil

#### Policy Implications

Policy 1.6           Members Travel Expenses – Conferences  
Policy 1.7           Members Partners Expenses

#### Consultation

Internal           Mr Alan George – Chief Executive Officer

#### Financial Implications

Exact costs cannot be confirmed as registrations are not yet open at the time of writing. The total cost for 2024 was \$11,700 which was for registrations, accommodation, food and travel.

There is \$20,000 allocated in the 2024/25 budget for Councillor Conference Expenses.

#### Strategic Implications

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

| <b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b> |     |                                                                  |
|-------------------------------------------------------------------------------------------------------------------|-----|------------------------------------------------------------------|
| 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                      |

## Voting Requirements

## Simple Majority

## RECOMMENDATION / RESOLUTION

**RESOLUTION**                      **14060**

**Moved:** **Cr Hunt**

**Seconded:** Cr Chappell

1. The following Council members be registered to attend the WA Local Government Convention and WALGA Annual General Meeting:

Cr Armstrong                      Cr Hunt

|             |             |
|-------------|-------------|
| Cr Chappell | Cr Kuchling |
|-------------|-------------|

Cr Lloyd (To Be Confirmed)                      CEO Mr Alan George

Cr Hyde (To Be Confirmed)

2. Voting members for the WALGA AGM be the Shire President and the Deputy Shire President with Proxies being Cr Chappell and the Chief Executive Officer.

**CARRIED** **5/0**

**For:** Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Clarke

**Against:** Nil

**14.4.5 LAKES EQUESTRIAN RIDING CLUB - LAKE KING, EXECUTION OF LEASE AND FIXING OF COMMON SEAL**

|                               |                                          |
|-------------------------------|------------------------------------------|
| <b>Applicant</b>              | Lakes Equestrian Riding Club - Lake King |
| <b>File No.</b>               | 0556                                     |
| <b>Attachments</b>            | Nil                                      |
| <b>Author</b>                 | Alan George – Chief Executive Officer    |
| <b>Disclosure of Interest</b> | Nil                                      |
| <b>Date of Report</b>         | 5 June 2025                              |
| <b>Senior Officer</b>         | Alan George – Chief Executive Officer    |

Summary

Council is requested to approve the execution of the lease document by the Shire President and Chief Executive Officer and the fixing of the Seal of the Shire of Lake Grace.

Background/ Comment

At the 28 May Ordinary Council Meeting Council approved the establishment of facilities for the Lakes Equestrian Riding Club on portion of Reserve 20321 subject to the execution of a lease for the period of 5 years with a further 5 year option and subject to Ministerial approval.

Ministerial approval has been received, and the Club has accepted the terms of the lease.

Legal Implications

Once the lease agreement is signed by all parties the common seal will be affixed to the document.

Policy Implications

Policy 1.11 – Use of the Common Seal

Consultation

Lakes Equestrian Riding Club  
Ms Cindy Atkins – President  
Ms Jana McLean – member  
Alan George CEO

Financial Implications

The lease yearly lease payment to be set at a Peppercorn amount of \$1.00 subject to review after the initial 5 year lease.

Strategic Implications

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

| <b>Economic Objective - A prosperous economy supporting diversification of industry</b> |     |                                                                                        |
|-----------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------------|
| 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                              |
| <b>Social Objective - A valued, healthy and inclusive community and lifestyle</b>       |     |                                                                                        |
| Outcome                                                                                 | 6   | An engaged, supportive and inclusive community                                         |
| Strategies                                                                              | 6.1 | Maintain and enhance services and infrastructure that meets the needs of the community |
|                                                                                         | 6.2 | Maintain and support the growth of education, childcare, youth and aged services       |
|                                                                                         | 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      |
|                                                                                         | 7.2 | Provide and advocate for medical and health services                                   |
|                                                                                         | 7.3 | Support provision of emergency services and encourage community volunteers             |

#### Voting Requirements

Simple majority

#### **RECOMMENDATION / RESOLUTION**

**RESOLUTION            14061**

**Moved:                    Cr Clarke**

**Seconded:               Cr Lloyd**

That Council:

Approves the fixing of the Common Seal of the Shire of Lake Grace to the lease document for the Lakes Equestrian Riding Club Inc. on portion of Reserve 20321 for the purpose of establishing The Lakes Equestrian Riding Centre. The term of the lease is 5 years with a 5 year option.

**CARRIED                    5/0**

**For:                            Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Clarke**

**Against:                    Nil**

## **14.5 FINANCE**

### **14.5.1 ACCOUNTS FOR PAYMENT – MAY 2025**

|                               |                                          |
|-------------------------------|------------------------------------------|
| <b>Applicant</b>              | Internal Report                          |
| <b>File No</b>                | 0277                                     |
| <b>Attachments</b>            | List of Accounts Payable                 |
| <b>Author</b>                 | Tegan Hall - Manager Corporate Services  |
| <b>Disclosure of Interest</b> | Nil                                      |
| <b>Date of Report</b>         | 3 June 2025                              |
| <b>Senior Officer</b>         | Mr Alan George – Chief Executive Officer |

#### Summary

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

#### Background

List of payments for the month of May 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

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Financial Implications

The list of creditors paid for the month of May 2025 from the Municipal account  
Total \$1,399,188.05

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

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **14062**

**Moved:**                    **Cr Chappell**  
**Seconded:**              **Cr Lloyd**

That Council ratify the list of payments totalling \$1,399,188.05 as presented for the month of May 2025 incorporating:

| Payment Method             | EFT/DD Number          | Amount                |
|----------------------------|------------------------|-----------------------|
| Cheque                     | 4                      | \$144.60              |
| Electronic Funds Transfers | EFT27987 – EFT28163    | \$1,348,549.38        |
| Direct Debits              | DD11421.1 – DD11451.13 | \$45,095.91           |
| Fuel Cards                 | EFT28068 & EFT28120    | \$3,517.64            |
| Credit Cards               | DD11445.1              | \$1,880.52            |
|                            | <b>TOTAL</b>           | <b>\$1,399,188.05</b> |

**CARRIED**                    **5/0**

**For:**                            **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Clarke**  
**Against:**                    **Nil**

## Shire of Lake Grace



### CERTIFICATE OF EXPENDITURE May 2025

This Schedule of Accounts to be passed for payment, covering

| Payment Method             | EFT/DD Number          | Amount                |
|----------------------------|------------------------|-----------------------|
| Cheque                     | 4                      | \$144.60              |
| Electronic Funds Transfers | EFT27987 – EFT28163    | \$1,348,549.38        |
| Direct Debits              | DD11421.1 – DD11451.13 | \$45,095.91           |
| Fuel Cards                 | EFT28068 & EFT28120    | \$3,517.64            |
| Credit Cards               | DD11445.1              | \$1,880.52            |
|                            | <b>TOTAL</b>           | <b>\$1,399,188.05</b> |

to the Municipal Account, totalling \$1,399,188.05 which were submitted to each member of the Council on 18 June 2025, 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 – 31 MAY 2025

|                               |                                                                                                                             |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b>              | Internal Report                                                                                                             |
| <b>File No.</b>               | 0275                                                                                                                        |
| <b>Attachments</b>            | <ul style="list-style-type: none"> <li>• Monthly Financial Reports</li> <li>• Bank Reconciliations – 31 May 2025</li> </ul> |
| <b>Author</b>                 | Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting                                                        |
| <b>Disclosure of Interest</b> | Nil                                                                                                                         |
| <b>Date of Report</b>         | 31 May 2025                                                                                                                 |
| <b>Senior Officer</b>         | Mr Alan George - Chief Executive Officer                                                                                    |

##### Summary

Consideration of the Monthly Financial Reports for the period ending 31 May 2025 and Bank Reconciliations for the month ending 31 May 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 of 31 May 2025, operating revenue was slightly over the target by \$190,430 (2.34%), mostly due to Grants, subsidies and contributions: an additional portion of 23/24 DFES "Emergency Services" grant and "NearMiss Lake Grace Intersection Monitoring" grant.

Operating expenditure is below YTD budget by \$1,310,362 (8.22%), mainly due to Materials and contracts being down due to delays in operating jobs.

Investing activities revenue is below the target by \$591,094 (20.89%). Proceeds from capital grants are below budget due to "Local Roads & Community" projects' income being lower than predicted.

Investing activities expenditure is below the budget by 3,351,797 (34.30%). Payments for property, plant and equipment, and Infrastructure are below the target due to some portion of Capital projects not being initiated as yet (31%) or in an early stage of completion.

Cash at bank is similar to the corresponding period last year. An investment agreement is in place for an Overnight Cash Deposit with WA Treasury Corporation for a total of \$2,624,922, as well as 2 term deposits invested in CBA – a total of \$8,306,369.

Outstanding rates are tracking well and have recovered 98.8% to date.

The General debtor is \$95,899 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 comprise 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 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

| <b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b> |     |                                                                                 |
|-------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------|
| 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

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**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **14063**

**Moved:**                **Cr Lloyd**

**Seconded:**           **Cr Chappell**

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

**CARRIED**                **5/0**

**For:**                      **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Clarke**

**Against:**               **Nil**

#### **14.6 COMMUNITY SERVICES**

Nil

#### **15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

#### **16.0 INFORMATION BULLETIN – JUNE 2025**

|                                |                                                      |
|--------------------------------|------------------------------------------------------|
| <b>Applicant:</b>              | Internal Report                                      |
| <b>File No.</b>                | Nil                                                  |
| <b>Attachments:</b>            | Information Bulletin Cover Page Only                 |
| <b>Author:</b>                 | Alex Adams - Executive Assistant                     |
| <b>Disclosure of Interest:</b> | Nil                                                  |
| <b>Date of Report:</b>         | June 2025                                            |
| <b>Senior Officer:</b>         | 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 2025 Information Bulletin attachments include:

##### Reports:

- Infrastructure Services Report May 2025

##### External Organisations

- WALGA Regional Road Group Report – June 2025

##### Circulars, Media Releases, Newsletters, Letters

- As emailed to Councillors

##### Legal Implications

Nil

##### Policy Implications

Nil

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Consultation

Nil

Financial Implications

Nil

Strategic Implications

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

| <b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b> |     |                                                                  |
|-------------------------------------------------------------------------------------------------------------------|-----|------------------------------------------------------------------|
| 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**            **14064**

**Moved:**                    **Cr Chappell**  
**Seconded:**              **Cr Clarke**

That Council accepts the Information Bulletin Report for June 2025.

**CARRIED**                **5/0**

**For:**                        **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Clarke**  
**Against:**                **Nil**

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

Nil

**18.0 DATE OF NEXT MEETING – WEDNESDAY 23 JULY 2025**

The next Ordinary Council Meeting is scheduled to take place on Wednesday 23 July 2025 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 3.52 pm.

**20.0 CERTIFICATION**

I, Leonard William Armstrong, certify that the minutes of the Meeting held on Wednesday 18 June 2025 as shown were confirmed as a true record of the meeting.

  
Signature

23 July 25  
Date