

Shire of Lake Grace

Ordinary Council Meeting

MINUTES

22 April 2026

Meeting Commencing at 3:30 pm

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Acknowledgement of Country

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

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



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SHIRE OF LAKE GRACE

Minutes for the Ordinary Council Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 22 April 2026 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

President Len Armstrong 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 LW Armstrong	Shire President
Cr JL Roche	
Cr BJ Hyde	
Cr AJ Kuchling	
Cr DS Clarke	

3.2 APOLOGIES

Mr Alan George	Chief Executive Officer
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3.3 IN ATTENDANCE

Mr Aaron Wooldridge	Acting 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

Cr Stephen Hunt: 20 April – 20 May 2026
Cr Rosalind Lloyd: 12 April – 28 April 2026

4.0 APPLICATIONS FOR LEAVE OF ABSENCE
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Nil

5.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
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Nil

6.0 PUBLIC QUESTION TIME

Nil

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS
--

Nil

8.0 NOTATIONS OF INTEREST

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

Nil

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

Cr Armstrong declared Proximity Interest in Item 14.4.4 of the Removal of Crown Grant Trust over Lot 18 on Deposited Plan 147856 as his wife owns the adjoining property and he lives in the residential property next door.

Councillors gave Cr Armstrong permission to participate in the vote.

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

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 25 MARCH 2026

RECOMMENDATION / RESOLUTION

RESOLUTION 14168

Moved: Cr Roche

Seconded: Cr Kuchling

That the Minutes of the Ordinary Council Meeting held on Wednesday 25 March 2026 be confirmed as a true and accurate record of the meeting.

CARRIED 5/0

For: Cr Armstrong, Cr Hyde, Cr Roche, Cr Kuchling, 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

Nil

13.0 REPORTS OF COMMITTEES

13.1.1 AUDIT, RISK & IMPROVEMENT COMMITTEE

RECOMMENDATION / RESOLUTION

RESOLUTION 14169

Moved: Cr Kuchling

Seconded: Cr Hyde

That the Minutes of the Audit, Risk & Improvement Committee Meeting held on Thursday 16 April 2026 be received.

CARRIED 5/0

For: Cr Armstrong, Cr Hyde, Cr Roche, Cr Kuchling, Cr Clarke

Against: Nil

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

Nil

14.2 PLANNING

14.2.1 PLANNING APPROVALS UNDER DELEGATION P01

Nil

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 EXTENSION OF APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Applicant	Alan George – Chief Executive Officer
File No.	Personnel
Attachments	Nil
Author	Kylie Armanasco – Administration and Records Officer
Disclosure of Interest	Aaron Wooldridge – Deputy Chief Executive Officer
Date of Report	10 April 2026
Senior Officer	Tegan Hall – Manager Corporate Services

Summary

For Council to confirm the extended appointment of Deputy Chief Executive Officer Aaron Wooldridge to the position of Acting Chief Executive Officer for the period of 15 days, from 13 April 2026 until 27 April 2026 inclusive.

Background/Comment

The applicant underwent a total knee replacement on 6 March 2026. The recovery period following this surgery was unknown at the time, however, the estimated return was 13 April 2026. Following a post operative review which was done early April, under medical advice, the applicant is to remain on medical leave and is now due to return on Tuesday 28 April 2026.

Deputy Chief Executive Officer Aaron Wooldridge has fulfilled the position of Acting Chief Executive Officer since the original date of 3 March 2026 and available to continue on for the above mentioned period.

Legal Implications

Nil

Policy Implications

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

Alan George – Chief Executive Officer
Aaron Wooldridge – Acting Chief Executive Officer
Tegan Hall – Manager Corporate Services

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 **14170**

Moved: **Cr Clarke**
Seconded: **Cr Kuchling**

That Council:

Confirms the extended appointment of Aaron Wooldridge to the position of Acting Chief Executive Officer for the period of 15 days from 13 April 2026 until 27 April 2026, during which time Alan George Chief Executive Officer will be on Personal Leave due to post-operative recovery.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hyde, Cr Roche, Cr Kuchling, Cr Clarke**
Against: **Nil**

14.4.2 MEMORANDUM OF UNDERSTANDING – MAIN ROADS WA INCIDENT MANAGEMENT SUPPORT

Applicant	Shire of Lake Grace / Main Roads Western Australia
File No.	0446
Attachments	Draft Memorandum of Understanding – Incident Management Support Periphery Shires (Wheatbelt Region)
Author	Aaron Wooldridge – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	9 April 2026
Senior Officer	Alan George – Chief Executive Officer

Summary

The purpose of this report is to seek Council approval to enter into a Memorandum of Understanding (MoU) with Main Roads Western Australia relating to incident management support on the State road network within the Shire of Lake Grace.

The proposed MoU formalises a collaborative arrangement whereby the Shire may provide early on-site support for traffic management responses to emergency incidents occurring on designated Main Roads-managed roads within the district, including Brookton Highway, Albany Lake Grace Road, Collie Lake King Road, and Gorge Rock Lake Grace Road.

The agreement establishes the respective roles and responsibilities of both parties, including communication protocols, cost recovery arrangements, equipment responsibilities, insurance requirements, and review provisions for a five-year term.

Background

Main Roads Western Australia has identified the Shire of Lake Grace as being strategically positioned to support timely incident responses due to the Shire's geographic proximity to key sections of the State road network and the remoteness of Main Roads' operational centres.

The MoU has been developed to enable the earliest possible implementation of traffic management measures during emergency incidents such as:

- bushfire
- road crash
- flood
- other network disruptions

The primary role of the Shire under the MoU is expected to involve road closures, detour implementation, deployment of traffic management devices, and related response support as directed by Main Roads' Incident Manager.

The draft MoU proposes an initial term of five (5) years, commencing from the date of execution by both parties.

Comment

The proposed MoU presents a strong operational partnership opportunity between the Shire and Main Roads WA, strengthening emergency incident response capability across the Wheatbelt road network.

The arrangement provides clear benefits to the Shire and broader community, including:

- improved emergency response times on key State roads
- enhanced road user safety during incidents
- clearer operational communication channels
- reimbursement provisions for Shire costs incurred during directed responses
- formalised access to Main Roads traffic guidance schemes and devices
- improved regional cooperation in emergency management

Importantly, the MoU clearly states that:

- the arrangement is non-legally binding
- the Shire is only expected to assist where appropriately trained staff are available
- all actions are to occur under the instruction of Main Roads
- Main Roads will reimburse direct deployment costs such as wages and overheads where applicable.

It is considered that entering into this MoU is in the best interests of the Shire, as it strengthens the Local Government's role in regional emergency preparedness and traffic management coordination.

Legal Implications

The draft document expressly states that the MoU does not create contractual or legal relations between the parties but rather records the mutual understanding of operational roles and responsibilities.

The arrangement aligns with the *Emergency Management Act 2005 (WA)* and supports the Shire's statutory responsibilities in relation to local emergency management and community safety.

Policy Implications

The proposed MoU is consistent with the Shire's:

- Risk Management Framework
- Local Emergency Management Arrangements
- Asset and Infrastructure operational responsibilities
- Workplace health and safety obligations
- Community safety objectives

Consultation

Internal – Alan George – Chief Executive Officer
Aaron Wooldridge – Deputy Chief Executive Officer
Phil Burgess – Manager Infrastructure Services

External – Main Roads Western Australia – Wheatbelt Region

The draft includes nominated contact officers for both organisations to ensure effective communication and coordination.

Financial Implications

There is minimal direct financial impact associated with entering into the MoU.

The Shire will continue to bear its normal administrative and management costs associated with maintaining readiness under the arrangement.

However, where the Shire deploys staff and resources at the direction of Main Roads for specific incidents, the MoU provides for cost reimbursement of wages and associated overheads by Main Roads WA.

This reimbursement provision reduces the financial risk to the Shire while supporting regional emergency response outcomes.

Strategic Implications

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

Objective	Economic Objective - A prosperous economy supporting diversification of industry
Outcome	1 - An innovative, productive agriculture industry
Strategies	1.1 - Enhance and maintain transport network 1.2 - Improve flood mitigation for transport infrastructure 1.6 - Develop, implement and maintain a gravel strategy
Outcome	2 - A diverse and prosperous economy
Strategies	2.1 - Advocate for improved communications and support infrastructure
Objective	Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values
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	9.1 - Maintain accountability and financial responsibility through effective planning

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14171**

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

That Council:

1. Approves the execution of the Memorandum of Understanding between the Shire of Lake Grace and Main Roads Western Australia for Incident Management Support on the State road network within the Shire district; and
2. Authorises the Chief Executive Officer to execute the Memorandum of Understanding on behalf of the Shire of Lake Grace.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hyde, Cr Roche, Cr Kuchling, Cr Clarke**
Against: **Nil**

14.4.3 LAKE GRACE TOWN HALL – REQUEST TO WAIVE HIRE FEES (COLTS ACCOMMODATION)

Applicant	John O'Neill – Coordinator Great Southern Colts Carnival
File No.	0080
Attachments	Letter Requesting Waiver of Fees
Author	Aaron Wooldridge – Acting Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	9 April 2026
Senior Officer	Aaron Wooldridge - Acting Chief Executive Officer

Summary

Council is requested to consider an application from Mr John O'Neill, Coordinator of the Great Southern Colts Carnival, seeking approval to waive the hire fees for the Lake Grace Town Hall for accommodation purposes during the carnival weekend.

The request relates to the use of the Town Hall for two Colts teams staying overnight from Friday 12 June 2026 through to Sunday 14 June 2026, coinciding with the carnival scheduled for 13 and 14 June 2026. The applicant has requested Council's consideration to waive the applicable hall hire charges, noting that the organising group already maintains a \$500 bond held permanently with the Shire.

Background

Correspondence has been received from Mr John O'Neill advising that the Lake Grace / Pingrup Football Club will be hosting the Colts Carnival on Saturday 13 June and Sunday 14 June 2026.

To support the event, the Town Hall has been booked to provide overnight accommodation for two visiting Colts teams. While the carnival itself spans two days, the accommodation booking is required from Friday 12 June to Sunday 14 June 2026 to allow for team arrival the evening prior to competition commencement.

The applicant has requested that Council waive the hall hire fee for this booking period in recognition of the event's local community benefit and the role it plays in attracting youth participation and visitors to the district.

Comment

The Great Southern Colts Carnival is a significant regional sporting event that brings players, officials, families and visitors into Lake Grace, providing both social and economic benefits to the community.

Providing a waiver of Town Hall hire fees for accommodation purposes supports the successful delivery of the carnival, assists a local sporting organisation, and aligns with Council's commitment to encouraging youth sport, community wellbeing and regional visitation.

As the booking is for a community sporting purpose and directly contributes to a locally hosted event, the requested concession is considered reasonable.

Legal Implications

No direct legislative implications have been identified.

Council retains discretion to set, reduce or waive fees and charges in accordance with the *Local Government Act 1995* and the adopted Schedule of Fees and Charges.

Policy Implications

This request is consistent with Council's discretionary powers under the adopted Fees and Charges framework to support community organisations, sporting events and not-for-profit activities where a clear public benefit exists.

Consultation

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

Financial Implications

Waiving the Town Hall hire fees for the period Friday 12 June to Sunday 14 June 2026 will result in a minor loss of budgeted hire revenue of \$391.

This is considered offset by the broader economic and community benefits generated through hosting the Colts Carnival, including visitor expenditure and promotion of the district.

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
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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 **14172**

Moved: **Cr Kuchling**
Seconded: **Cr Roche**

That Council:

1. Approves the waiver of Town Hall hire fees of \$391 for accommodation of visiting Colts teams during the Great Southern Colts Carnival; and
2. Notes that the existing \$500 bond held by the Shire remains applicable to the booking; and
3. Authorises the Chief Executive Officer to finalise the booking arrangements.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hyde, Cr Roche, Cr Kuchling, Cr Clarke**
Against: **Nil**

14.4.4 REMOVAL OF CROWN GRANT TRUST – LOT 18 ON DP 147856

Applicant	Department of Planning, Lands and Heritage
File No.	0809
Attachments	Department of Planning, Lands and Heritage correspondence – Request for Comments
Author	Aaron Wooldridge – Acting Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	10 April 2026
Senior Officer	Aaron Wooldridge – Acting Chief Executive Officer

Summary

The Department of Planning, Lands and Heritage has requested that Council provide formal comment on the proposed removal of the Crown Grant Trust affecting Lot 18 on Deposited

Plan 147856, located within the Shire of Lake Grace district (commonly associated with the St Francis of Assisi Anglican Church site, 31 Collier Street, Newdegate).

This matter was previously presented to Council at its Ordinary Meeting held on 26 July 2023, where the land and its associated tenure and historical encumbrance were considered in the context of its purpose and use.

The purpose of this report is to enable Council to consider the request and determine whether it wishes to:

- Support the removal of the Crown Grant Trust
- Object to the removal; or
- Provide conditional support subject to specific considerations.

Administration recommends that Council provide no objection, subject to confirmation that the land is not required for any current or future Shire purpose.

Background

The Shire has received correspondence from the Department of Planning, Lands and Heritage seeking formal comments on the proposed removal of a Crown Grant Trust over Lot 18 on Deposited Plan 147856 (31 Collier Street, Newdegate).

The subject land is understood to be in Newdegate and historically associated with St Francis of Assisi Anglican Church, forming part of land originally granted for a specific public, community, or institutional purpose under Crown Grant provisions.

Crown Grant Trusts are legacy encumbrances placed on land titles at the time of original alienation from the Crown. These trusts typically impose restrictions or obligations regarding how the land is to be used, often for:

- Religious or community purposes;
- Public benefit or service provision;
- Specific institutional uses tied to the original grant.

Over time, such trusts may become redundant or inconsistent with current land use, particularly where:

- The original purpose has ceased or diminished;
- The land tenure has evolved; or
- The restriction is no longer practical or enforceable.

The Department is now progressing a review of the trust and has requested input from the Shire as the relevant Local Government Authority.

Importantly, this matter is not new to Council, having previously considered at the Ordinary Council Meeting held on 26 July 2023, where the land, its status, and its ongoing relevance to community or public purposes were discussed. The current request represents a continuation of that process, now requiring formal comment to inform the State's determination.

Comment

In forming a response, Administration has assessed the proposal against key Local Government considerations, including:

- Whether the land continues to serve a meaningful public or community purpose;
- Whether the Shire has any current or future operational, infrastructure, or strategic interest in the land;
- Whether removal of the trust would impact:
 - Public Access;
 - Adjoining landowners;
 - Heritage or cultural significance; or
 - Reserve or utility functions;
- Alignment with planning and land use objectives within the district.

Based on available information and prior consideration by Council, Administration considers that:

- There is no identified current operational requirement for the land by the Shire;
- There is no known strategic or infrastructure dependency linked to the trust condition;
- The removal of the trust is unlikely to result in adverse impacts, provided appropriate due diligence is confirmed by the State.

Accordingly, it is considered reasonable and appropriate for council to adopt a no objection position, subject to safeguards.

Legal Implications

The removal of a Crown Grant Trust is administered by the State through the Department of Planning, Lands and Heritage under relevant land administration legislation.

Council's role is advisory only through provision of local comments and does not itself remove the trust.

There are no direct legal implications to the Shire in providing comment, provided Council's position is based on current known land use and strategic requirements.

Policy Implications

Nil direct policy implications identified.

The proposal should remain consistent with Council's land governance, public asset stewardship, and strategic planning principles.

Consultation

External – Department of Planning, Lands and Heritage

Further consultation may be undertaken if Council requires additional land history or mapping confirmation.

Financial Implications

Nil direct financial implications to the Shire arising from providing comment.

Future implications would only arise if the land were later identified as having a strategic or operational purpose for the Shire.

Strategic Implications

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

Objective	Environment Objective - Protect and enhance our natural and built environment
Outcome	4 - A well maintained attractive built environment servicing the needs of the community
Strategies	4.1 - Maintain, rationalise, improve or renew buildings and community infrastructure
Objective	Social Objective - A valued, healthy and inclusive community and lifestyle
Outcome	6 - Maintain and enhance services and infrastructure that meets the needs of the community
Strategies	6.3 - Actively promote and support local events and activities for the community
Objective	Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values
Outcome	8 - A strategically focused, unified Council functioning efficiently
Strategies	8.3 - Provide strategic leadership and governance

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14173**

Moved: **Cr Hyde**
Seconded: **Cr Kuchling**

That Council:

1. Notes the correspondence from the Department of Planning, Lands and Heritage seeking Council comments on the proposed removal of the Crown Grant Trust over Lot 18 on Deposited Plan 147856; and
2. Notes that the matter was previously considered by Council at its Ordinary Meeting held on 26 July 2023;
3. Advises the Department that it has no objection to the removal of the Crown Grant Trust, subject to there being no adverse impact on any existing or future public purpose, access, reserve, heritage, or operational requirements of the Shire; and
4. Authorises the Acting Chief Executive Officer to provide Council's comments accordingly.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hyde, Cr Roche, Cr Kuchling, Cr Clarke**
Against: **Nil**

14.4.5 ADOPTION OF RISK MANAGEMENT FRAMEWORK 2026

Applicant	Internal – Shire of Lake Grace
File No.	0625
Attachments	• Risk Management Framework 2026 • SoLG Regulation 17 & 5 Review Report 2025 – Final • Lake Grace 2026 Risk Profile and Reporting Tool
Author	Aaron Wooldridge – Acting Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	10 April 2026
Senior Officer	Aaron Wooldridge – Acting Chief Executive Officer

Summary

The purpose of this report is for Council to formally adopt the Shire of Lake Grace Risk Management Framework 2026, following endorsement by the Audit, Risk & Improvement Committee.

The revised framework has been comprehensively updated to align with current governance requirements and AS ISO 31000:2018, and directly responds to the High Risk finding of the 2025 Regulation 17 & 5 Review.

Background

The Audit, Risk & Improvement Committee considered the updated framework and resolved to recommend adoption by Council.

The updated framework replaces the previous 2016 version and introduces significant governance enhancements, including:

- clearer governance roles
- strengthened reporting requirements
- revised risk appetite and risk matrix methodology
- enhanced assurance planning
- improved monitoring and review triggers
- stronger document control requirements

The framework is required to support the Shire's ongoing compliance with Regulation 17 CEO review obligations and Council's governance oversight responsibilities.

Comment

Adoption of the framework will provide Council with a contemporary and compliant risk governance structure that:

- strengthens decision-making
- improves oversight of strategic and operational risks
- ensures consistent six-monthly reporting
- supports internal control and legislative compliance
- strengthens accountability across all directorates
- supports audit recommendation closure
- embeds continuous improvement obligations

The framework has been designed to support both strategic governance and practical operational application across all Shire functions.

To support implementation of the adopted framework, administration will utilise the newly established Risk Profile and Reporting Tool as the corporate reporting register for all identified risks and associated treatments. This tool will support standardised risk ownership, control monitoring, indicator tracking and action management across the organisation, while also generating the six-monthly risk reporting package for the Audit, Risk & Improvement Committee as required under the framework. This ensures Council's adopted governance framework is supported by a practical operational reporting tool that enables regular oversight, assurance and evidence-based monitoring of strategic and corporate risks.

Legal Implications

This item relates to compliance with:

- *Local Government Act 1995*
- *Local Government (Audit) Regulations 1996 – Regulation 17*
- AS ISO 31000:2018 Risk Management – Guidelines

Endorsement of the framework supports the Shire's compliance with the CEO review and Audit Committee oversight obligations.

Policy Implications

Upon adoption, this framework becomes Shire's current approved Risk Management Framework and supersedes all previous versions.

Consultation

Audit, Risk & Improvement Committee
Aaron Wooldridge – Acting Chief Executive Officer
Senior Management Team

Financial Implications

Nil

Strategic Implications

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

Objective	Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values
Outcome	9 - An efficient and effective organisation
Strategies	9.2 - Comply with statutory and legislative requirements

Voting Requirements

Absolute Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14174**

Moved: **Cr Roche**
Seconded: **Cr Kuchling**

That Council:

1. Adopts the Shire of Lake Grace Risk Management Framework 2026 as attached;
2. Notes that the framework addresses the findings of the 2025 Regulation 17 & 5 Internal Audit Review;
3. Authorises the Chief Executive Officer to implement the framework and associated reporting requirements;
4. Requires six-monthly risk reporting to the Audit, Risk & Improvement Committee in accordance with the framework.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hyde, Cr Roche, Cr Kuchling, Cr Clarke**
Against: **Nil**

14.4.6 REMUNERATION FEES – INDEPENDENT MEMBERS AUDIT, RISK & IMPROVEMENT COMMITTEE

Applicant	Internal
File No.	0625
Attachments	Nil
Author	Aaron Wooldridge – Acting Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	13 April 2026
Senior Officer	Aaron Wooldridge – Acting Chief Executive Officer

Summary

The purpose of this report is for Council to consider and determine an appropriate remuneration fee structure for the Independent Members appointed to the Shire of Lake Grace Audit, Risk & Improvement Committee (ARIC).

The establishment of an appropriately remunerated independent committee membership framework supports strong governance, attracts suitably qualified professionals, and ensures the Shire continues to meet best practice expectations in audit, risk oversight, internal control, compliance, and strategic governance assurance.

This report presents several fee options for Council consideration, benchmarked against remuneration practices commonly adopted by comparable Wheatbelt Local Governments.

Background

The *Local Government Act 1995* and associated governance reforms continue to strengthen the role of Audit, Risk & Improvement Committees as a key governance and assurance mechanism within local government.

The inclusion of independent external members provides enhanced objectivity, technical expertise, and oversight capability in relation to:

- Financial reporting
- Risk management
- Internal and external audit findings
- Legislative compliance
- Governance controls
- Strategic risk assurance
- Continuous improvement initiatives

To attract and retain experienced independent members with expertise in governance, finance, risk, legal, or audit disciplines, it is considered appropriate that Council adopt a formal remuneration framework consistent with the Determination of the Salaries and Allowances Tribunal.

Comparable Wheatbelt Local Governments commonly provide either:

- Per meeting attendance fees
- Annual sitting fees
- Chairperson premium rates
- Hourly review/workshop rates for extraordinary meetings

Comment

The Salaries and Allowances Tribunal Determination allow Council to approve fees for independent committee members under the prescribed framework.

The current lawful ARIC remuneration range in WA is \$110 to \$1,215 per meeting for independent members, regardless of band.

A review of comparable Wheatbelt Local Governments indicates common fee ranges as follows:

Option	Independent Member Fee	Independent Chair Fee	Notes
Option 1 – Conservative	\$350 per meeting	\$500 per meeting	Suitable for 4 meetings annually
Option 2 – Mid-range Benchmark	\$500 per meeting	\$700 per meeting	Common Wheatbelt comparator range
Option 3 – Premium Governance Model	\$650 per meeting	\$850 per meeting	For high-level governance expertise
Option 4 – Annual Fixed Fee	\$2,000 p.a.	\$3,000 p.a.	Covers all ordinary meetings

The mid-range benchmark model (Option 2) is considered the most balanced approach, providing a reasonable market-aligned fee while remaining financially responsible.

This option supports Shire's desire to attract highly capable independent members with demonstrated expertise in:

- Enterprise risk
- Internal controls
- Audit oversight
- Financial governance
- Compliance frameworks
- Public sector governance
- Strategic assurance

Legal Implications

This matter is considered under:

- *Salaries and Allowances Act 1975* – section 6.5
- Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Council Members
- *Local Government Act 1995*
- *Local Government (Audit) Regulations 1996*

Council is authorised to determine remuneration payable to independent committee members within the prescribed determination limits.

Policy Implications

The adoption of remuneration fees for independent committee members supports the Shire's Risk Framework, committee terms of reference, and broader risk oversight obligations.

This decision will further strengthen governance maturity and align with best-practice local government assurance models.

Consultation

Senior Management

Benchmarking has also been undertaken against remuneration practices of comparable Wheatbelt Local Governments.

Financial Implications

Assuming four ordinary ARIC meetings per annum, estimated annual costs would be:

Option	Estimated Annual Cost
Option 1	\$1,900
Option 2	\$2,700
Option 3	\$3,400
Option 4	\$5,000

These costs can be accommodated within the governance and compliance operational budget.

Strategic Implications

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

Objective	Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values
Outcome	8 – A strategically focused, unified Council functioning efficiently 9 – An efficient and effective organisation
Strategies	8.3 – Provide strategic leadership and governance 9.1 – Maintain accountability and financial responsibility through effective planning 9.2 – Comply with statutory and legislative requirements

Voting Requirements

Absolute Majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14175

Moved: Cr Roche
Seconded: Cr Kuchling

That Council:

- Approves the payment of remuneration fees for Independent Members of the Audit, Risk & Improvement Committee in accordance with section 6.5 of the *Salaries and Allowances Act 1975* and the current Salaries and Allowances Tribunal Determination;
- Considers the following remuneration options for adoption:

Option A: \$350 per meeting for Independent Members and \$500 per meeting for the Independent Chairperson;

Option B: \$500 per meeting for Independent Members and \$700 per meeting for the Independent Chairperson;

Option C: \$650 per meeting for Independent Members and \$850 per meeting for the Independent Chairperson;

Option D: Annual fixed fees of \$2,000 for Independent Members and \$3,000 for the Independent Chairperson;

Council put forward:

Option E: \$150 per meeting for Independent Members and \$250 per meeting for the Independent Chairperson;

- Selects its preferred remuneration model for implementation commencing the 2026/27 financial year of **Option E**.

CARRIED 5/0

For: Cr Armstrong, Cr Hyde, Cr Roche, Cr Kuchling, Cr Clarke
Against: Nil

14.4.7 REGIONAL PRICE PREFERENCE CLAUSE

Applicant	Internal Report
File No.	0050
Attachments	• Regional Price Preference Clause
Author	Jason Lip - Technical Officer
Disclosure of Interest	Nil
Date of Report	16 April 2026
Senior Officer	Philip Burgess - Manager Infrastructure Services

Summary

For Council to approve of the addition of a Regional Price Preference clause under Policy 3.7 Purchasing Policy.

Background

To assist in the procurement process and to keep economic activity within the region, Shire Administration would like to add a Regional Price Preference section in the Purchasing Policy.

Comment

The Local Economic Benefit section in Policy 3.7 Purchasing Policy describes how the Shire should approach procurement, to encourage local businesses to put in quotations or tender submissions for work that the Shire requires. The mechanism to do this is a qualitative weighting section for an RFQ or RFT's criteria assessment that grants extra points to local businesses, on an overall scoring system of 0 to 100 points.

The problem with this is the clause does not specify a percentage weighting to apply, so the amount of benefit given to local businesses is vague and up to the interpretation of the person composing the tender specifications. Instead, the Shire proposes to replace this with a Regional Price Preference section that grants a percentage discount to local suppliers' total value, for the sole purpose of cost comparison during assessment of quotes/tenders.

For example, a local supplier may submit a quote of \$100,000 for construction of a shed for the Shire. The Regional Price Preference clause will come into effect, reducing their quote to \$95,000 for the purpose of cost comparison. The Shire then finds the local supplier edges out the other suppliers during quote assessment and awards a purchase order for \$100,000 to the supplier.

The proposed Regional Price Preference gives a simpler and clearer explanation as to how the Shire advantages local suppliers, while not granting a steep advantage so as to screen out non-local suppliers to maintain business competition. Using this mechanism will also mean that Policy 3.11 Tenders – Selection Criteria will not need to be modified, and that this clause can be applied to smaller procurements that do not have a criteria assessment.

The proposed discounts are as follows:

Construction & Building Services: Up to 5% of tender/quote value, to a maximum of \$50,000.

Goods and Non-Construction/Non-Building Services: Up to 10% of tender/quote value, to a maximum of \$50,000.

Legal Implications

Local Government (Functions and General) Regulations 1996

Policy Implications

Policy 1.1 Policy Manual Amendments
Policy 3.7 Purchasing Policy

Consultation

Philip Burgess, Manager Infrastructure Services

Financial Implications

Impacts to the budget would depend on the procurement undertaken within the year.

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	8.2	Promote and advocate for the community and district

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION **14176**

Moved: **Cr Kuchling**
Seconded: **Cr Clarke**

That Council:

1. Approve of the changes to Policy 3.7 Purchasing Policy as written in Attachment 1 Regional Price Preference Clause; and
2. Update the History section of Policy 3.7 Purchasing Policy.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hyde, Cr Roche, Cr Kuchling, Cr Clarke**
Against: **Nil**

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – MARCH 2026

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Tegan Hall - Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	15 April 2026
Senior Officer	Mr Aaron Wooldridge – Acting Chief Executive Officer

Summary

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

Background

List of payments for the month of March 2026 through the Municipal and Trust accounts 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 March 2026 from the Municipal and Trust accounts
Total \$969,868.63

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 14177

Moved: Cr Kuchling
Seconded: Cr Roche

That Council ratify the list of payments totalling \$969,868.63 as presented for the month of March 2026 incorporating:

Payment Method	CHQ/EFT/DD Number	Amount
Trust	EFT29423	\$51.00
Electronic Funds Transfers	EFT29357 – EFT29480	\$888,244.34
Direct Debits	DD11800.1 – DD11829.13	\$75,326.64
Fuel Cards	EFT29379 & EFT29437	\$3,620.95
Credit Cards	DD11826.1	\$2,676.70
	TOTAL	\$969,868.63

CARRIED 5/0

For: Cr Armstrong, Cr Hyde, Cr Roche, Cr Kuchling, Cr Clarke
Against: Nil

14.5.2 FINANCIAL REPORTS & BUDGET AMENDMENTS – 31 MARCH 2026

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

Summary

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

Background

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

Comment

As at 31 March 2026, operating revenue is \$23,167 (0.26%) below target, primarily due to lower-than-budgeted Fees and charges.

Operating expenditure is \$412,406 (3.04%) below the year-to-date budget, mainly due to reduced materials and contracts expenditure associated with delays in operating jobs.

Investing activities inflows are under budget by \$553,935 (15.61%) due to Roads to Recovery and Regional Road Group revenue being currently below budget; however, it is expected to align with the forecast by the end of the financial year.

Investing activities outflows were \$2,811,972 (36.64%) below budget, primarily due to a proportion of capital projects not yet commenced (40.43%) 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 \$2,562,397, together with three term deposits held with the CBA totalling \$13,386,664.

Outstanding rates are tracking well, with a collection rate of 97.4% achieved to date.

General debtor is \$128,976 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 March 2026. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

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

The proposed budget amendments are below;

1. Proposed expenses increase by \$27,750 for Lake Grace Industrial Land Cap Exp. The requirement for a Simplified District Water Management Strategy was not anticipated during the preparation of the 2025/26 Annual Budget Review when this project was carried forward to 2026/27. It had been expected that the State Government would

approve the rezoning without conditions; however, the Department of Water and Environmental Regulation raised water management requirements during the mandatory stakeholder consultation process. The increase in expenditure can be partially offset by savings identified within other capital expenditure items – 1 Quondong Ct works have been completed and the Lake King Sports Pavilion expenses have been included in consultancy costs.

Account Number	Account Description	Cash Increase / (Decrease)
1E1373500	Lake Grace Industrial Land Cap Exp	(\$27,750)
9196023	1 Quondong Ct Cap Exp	3,300
113014	Lake King Sports Pavilion Cap Ex	10,000
	Total	(14,450)

- Proposed CWSP grant increase of \$48,288, partially offset by an increase in expenditure of \$35,000 for finalising the Dempster Rock Dam Revitalisation project.

Account Number	Account Description	Cash Increase / (Decrease)
136008	Dempster Rock Dam Revitalisation (CWSP)	(\$35,000)
1134413	Grants & Contributions – Other Economic Services	48,288
	Total	13,288

The current budget surplus as at 31 March 2026 is \$2,774. The proposed amendments are expected to decrease the surplus to \$1,612.

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

Mrs Tegan Hall – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Absolute Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14178**

Moved: **Cr Kuchling**
Seconded: **Cr Roche**

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

1. Receives Statements of Financial activity for the period ended 31 March 2026
2. Receives Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 March 2026
3. Adopts the proposed budget amendments listed in the Comment section above

CARRIED **5/0**

For: **Cr Armstrong, Cr Hyde, Cr Roche, 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 – APRIL 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:	17 April 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 April 2026 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report April 2026

External Organisations

- Lake Grace EHO Quarterly Report Jan – Mar 2026
- Lake Grace Library Quarterly Report Jan – Mar 2026
- Newdegate Library Quarterly Report Jan – Mar 2026
- Lake King Library Quarterly Report Jan – Mar 2026

Circulars, Media Releases, Newsletters, Letters

- As circulated via email

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

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

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

	9.2	Comply with statutory and legislative requirements
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Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION **14179**

Moved: **Cr Kuchling**
Seconded: **Cr Hyde**

That Council accepts the Information Bulletin Report for April 2026.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hyde, Cr Roche, Cr Kuchling, Cr Clarke**
Against: **Nil**

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

Nil

President Armstrong and Shire Councillors of the Shire of Lake Grace recognised and thanked Manager Corporate Services for the conduct of the Annual Audit that went to State Parliament. It is now the second year in a row that the shire has been recognised in the top 20, one of only 7 in the top 20 who have been recognised 2 years in a row. Recognition and thanks was also given for all Shire of Lake Grace staff to allow the shire to achieve what has been achieved.

18.0 DATE OF NEXT MEETING – 27 MAY 2026

The next Ordinary Council Meeting is scheduled to take place on Wednesday 27 May 2026 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

There being no further business, the Shire President closed the meeting at 4:07pm.

20.0 CERTIFICATION

I, Leonard William Armstrong, certify that the minutes of the Meeting held on 22 April 2026 as shown were confirmed as a true record of the meeting.


Signature

14 MAY 26
Date