

SHIRE OF LAKE GRACE



AGENDA

Ordinary Council Meeting
22 October 2025

Notice of Meeting
To the Shire President and Councillors

The next Ordinary Council Meeting will be held on Wednesday 22 October 2025 in the Council Chambers, 1 Bishop Street, Lake Grace commencing at 3:30pm.

A handwritten signature in black ink, appearing to read 'Alan George'.

Alan George
Chief Executive Officer
17 October 2025

Information

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

Question Time for the Public

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

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

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

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

Disclaimer

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

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SHIRE OF LAKE GRACE

Agenda for the Ordinary Council Meeting to be held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 22 October 2025 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

The Chief Executive Officer opened the meeting at _____ pm and advised that today's Ordinary Council Meeting will consider the matters presented:

- Swearing-in of new Councillors
- Election of President
- Election of Deputy President
- Ballot for seating

2.0 CONSTITUTIONAL MATTERS

The Chief Executive Officer will swear in the Councillors elect who were declared elected unopposed by the Returning Officer at the close of nominations on 4 September 2025.

In accordance with the Local Government Act 1995, [2.29] a person elected as a Councillor has to make a declaration in the prescribed form before acting in the office.

Regulation 13 of the Local Government (Constitution) Regulations 1998 prescribes that Form 7 is to be made available before a person is authorised to take statutory declarations under Oaths, Affidavits and Statutory Declarations Act 2005.

The declaration is as follows:

*I _____ of _____, having been elected to the office of **Councillor** of the Shire of Lake Grace declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the code of conduct adopted by the Shire of Lake Grace under section 5.104 of the Local Government Act 1995.*

In Schedule 2.3 of the *Local Government Act 1995* provides:

2. When Council Elects Mayor or President

- (1) *The office is to be filled as the first matter dealt with –*
 - (a) *at the first meeting of the council after an inaugural election or a section 4.13 or 4.1.4 election or after an ordinary elections day; and*
 - (b) *at the first meeting of the council after and extraordinary vacancy occurs in the office.*
- (2) *If the first ordinary meeting of the Council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.*

3. CEO to Preside

The CEO is to preside at the meeting until the office is filled.

4. How Mayor or President is Elected

- (1) *The Council is to elect a councillor to fill the office.*
- (2) *The election is to be conducted by the CEO in accordance with the procedure prescribed.*
- (3) *Nominations for the Office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.*
- (3a) *Nominations close at the meeting at a time announced by the CEO that nominations are about to close to allow for any nominations made to be dealt with.*
- (4) *If a Councillor is nominated by another Councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) *The Councillors are to vote on the matter by secret ballot as if they were electors voting at an election.*

2.1.1 ELECTION OF PRESIDENT

The Chief Executive Officer is to call for nominations for the office of Shire President.

The Shire President is to be elected by the Council from amongst the Councillors.

Nominations for the position of Shire President are to be made in writing before the meeting, or during the meeting prior to the close of nominations. If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, verbally or in writing, that he or she is willing to be nominated.

The Council members are to vote on the matter by secret ballot as if they were voting in an election.

The Chief Executive Officer is to declare the result and the elected Shire President is to make a declaration pursuant to Regulation 13(3) of the *Local Government (Constitution) Regulations 1998*:

13. Oaths, Affirmations and Declarations (s. 2.29, 2.42)

(3) A declaration required by section 2.29 to be made by a person elected as a Councillor, Deputy Mayor or Deputy President is to be made before an authorised person.

The Declaration of elected Shire President:

*I _____ of _____, having been elected to the office of **President** of the Shire of Lake Grace declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the code of conduct adopted by the Shire of Lake Grace under section 5.104 of the Local Government Act 1995.*

The Declaration will be witnessed by the Chief Executive Officer.

The Chief Executive Officer will then hand the meeting over to the newly elected Shire President.

2.1.2 ELECTION OF DEPUTY SHIRE PRESIDENT

The Shire President to call for nominations for the office of Deputy Shire President.

The Deputy Shire President is to be elected by the Council (including the Shire President) from amongst the Councillors.

Nominations for the position of Deputy Shire President are to be made in writing before the meeting, or during the meeting prior to the close of nominations. If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, verbally or in writing, that he or she is willing to be nominated.

The Council members (including the Shire President) are to vote on the matter by secret ballot as if they were voting at an election. The Shire President is to declare the result and the elected Deputy Shire President is to make a declaration pursuant to Regulation 13(3) of the *Local Government (Constitution) Regulations 1998*:

13. Oaths, affirmations and declarations (s. 2.29, 2.42)

(3) A declaration required by section 2.29 to be made by a person elected as a Councillor, Deputy Mayor or Deputy President is to be made before an authorised person.

The Declaration of elected Deputy Shire President:

I _____ of _____, having been elected to the office of **Deputy President** of the Shire of Lake Grace declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the code of conduct adopted by the Shire of Lake Grace under section 5.104 of the Local Government Act 1995.

The Declaration will be witnessed by the Chief Executive Officer.

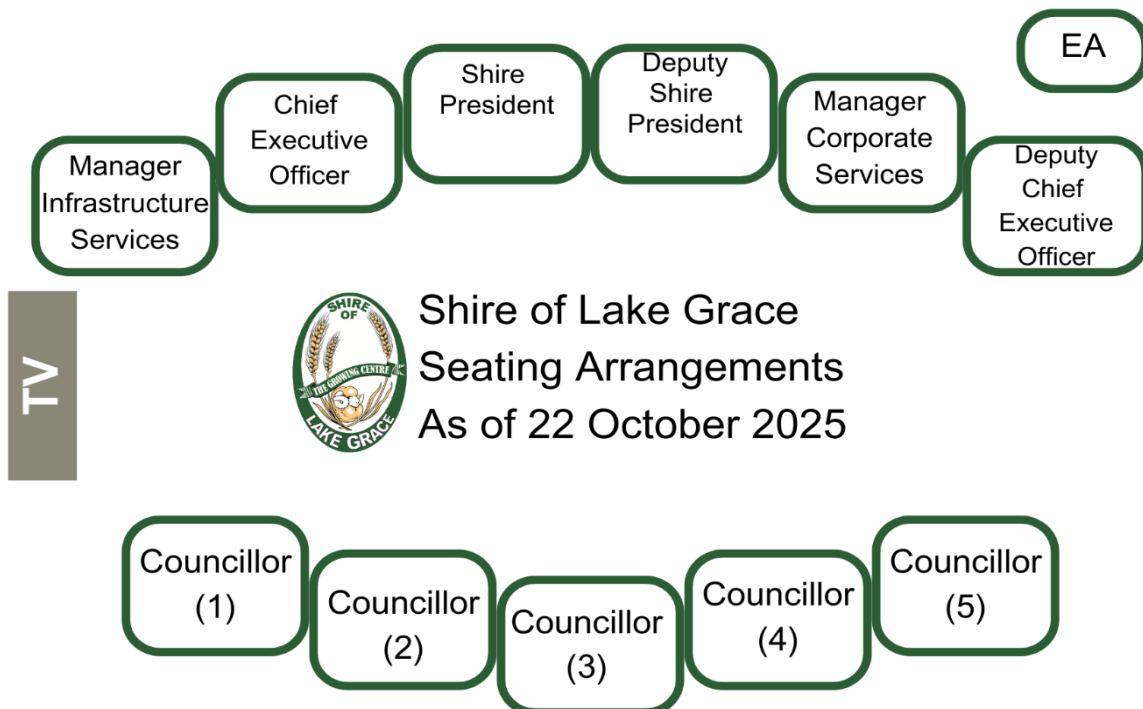
2.1.3 SEATING OF COUNCILLORS

A ballot will be conducted by the Chief Executive Officer for seating of Councillors in the Chambers. As per the *Shire of Lake Grace Standing Orders Local Law 2015*.

8.2 Members to occupy own seats

(1) At the first meeting held after each election day, the CEO is to allot by random draw, a position at the Council table to each Member.

(2) Each member is to occupy his or her allotted position at each Council meeting.



Councillors seating number / arrangement

Seat No. 1	Cr
Seat No. 2	Cr
Seat No. 3	Cr
Seat No. 4	Cr
Seat No. 5	Cr

The Shire President will invite Councillors to take their seats after the ballot.

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

3.1 PRESENT

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

3.2 APOLOGIES

3.3 IN ATTENDANCE

Mr Alan George	Chief Executive Officer
Mr Aaron Wooldridge	Deputy Chief Executive Officer
Mrs T Hall	Manager Corporate Services
Mrs A Adams	Executive Assistant
Mrs Kylie Armanasco	Administration and Records Officer

3.4 OBSERVERS / VISITORS

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

5.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6.0 PUBLIC QUESTION TIME

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

8.0 NOTATIONS OF INTEREST

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

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

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

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 22 OCTOBER 2025

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

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

CARRIED

For:

Against:

10.2 SPECIAL COUNCIL MEETING

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

13.0 REPORTS OF COMMITTEES

Nil

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 PERMANENT CLOSURE OF LAKE RD, BUNICHE

Applicant	Tim Lloyd & Co – Stephanie Clarke-Lloyd
File No.	0355
Attachments	1. Location map 2. Request letter
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	17 October 2025
Senior Officer	Alan George – Chief Executive Officer

Summary

Lakes Rd is a no-through road that only services properties farmed by Tim Lloyd and Co. (Matt and Stephanie Clarke-Lloyd). They have requested that the road be permanently closed to traffic so that the land can be eventually amalgamated into the farm.

Background

Lakes Rd forks off of McGlinn Rd and services a now vacant dwelling approximately 2 kilometres north of the intersection and then peters out basically into a farm track for a further 3km. Another dwelling and ancillary sheds (approximately 3km away to the northeast) are serviced by Buniche North Rd. All properties are owned and/or farmed by Matt Lloyd and family. As the property it is servicing is now vacant, Mr Lloyd wishes for the road to be closed for privacy reasons. The plan is to have the land transferred into the farm name and be amalgamated into the farm.

Comment

Lakes Rd is classified as a C Class road and as such receives minimal maintenance, it is also a No-Through Rd only servicing farm dwellings.

In order to close a road Ministerial approval under the Land Administration Act 1997 Section 58 must be sought. However, before this can be done the intention to close the road must be publicly advertised in a newspaper circulating within the district for a period of 35 days, and any objections must be considered by council. It is only after that time has elapsed and any objections are considered that council can resolve to request the Minister to close the road. If the closure is approved the land comprising the former road becomes unallocated Crown land. Once it becomes Crown land the adjacent landowner can then make application to the Minister to purchase the land and have it amalgamated into the adjoining land under Section 87 of the Land Administration Act 1997.

Records indicate that Lakes Rd was last graded in November 2019, it is apparent that it has little to no traffic and is now of little significance.

It is therefore recommended that council approves the commencement of the process of permanent closure of the road by undertaking the requirements of Section 58 of the Land Administration Act 1997 by publicly advertising for a period of 35 days within the district of the intention to close the road.

Once the required period has ended and any objections are considered, a further item will be presented to council to resolve to either approve the closure and forward the request to the Minister or to decline the request for closure should council desire.

Legal Implications

Land Administration Act 1997 s58 – Closing roads

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

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

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

Policy Implications

Nil

Consultation

Mr Matt Lloyd

Financial Implications

The public consultation advertising only needs to be done within the district so will be published in the Lakes Link and Gate Post as well as on the shire social pages, therefore financial costs will be minimal.

Future costs to incorporate the land into the farm will need to be met by the Lloyds.

Strategic Implications

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

Economic Objective - A prosperous economy supporting diversification of industry		
Outcome	1	An innovative, productive agriculture industry

Strategies	1.1	Enhance and maintain transport network
	1.3	Support and promote the agricultural productivity of the district
Environment Objective - Protect and enhance our natural and built environment		
Outcome	4.1	Maintain, rationalise, improve or renew buildings and community infrastructure
Strategies		

Voting Requirements
Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council:

1. Considers the permanent closure of Lakes Rd Buniche
2. Approves the commencement of a 35 day public consultation period advertising the intent to close Lakes Rd permanently.

CARRIED

For:
Against:

14.1.2 BUDGET REALLOCATION – LAKE GRACE LOOKOUT

Applicant	Internal Report
File No.	0829
Attachments	Nil
Author	Jason Lip – Technical Officer
Disclosure of Interest	Nil
Date of Report	16 October 2025
Senior Officer	Alan George – Chief Executive Officer

Summary

For Council to authorise the increase of budget of the Lake Grace Lookout Upgrade project to \$130,000 and decrease the budget of the Jam Patch Walkway project to \$200,000.

Background

Local Roads and Community Infrastructure Programme (LRCIP) Phase 4 originally included two projects: “Upgrade of the Lake Grace Lookout Tower” for accessibility to disabled persons and a “New Jam Patch Walkway” over the Salt Lake. These two projects were tentatively allocated a budget of \$100,000 each. After quotes were sought, both projects were looking at approximately \$300,000 each.

Because of the high cost of the supply and installation of the Lookout, and with no guarantee that it could be completed before the LRCIP construction deadline of June 2025, grant funding for this project and the Jam Patch Walkway were redirected to projects that could be done within 1.5 months’ time. In May 2025 (one month before the construction deadline) the Federal Government approved of a variation in the grant funding for the redirection of funding to two additional projects: fixing the uneven footpath in front of the Lake Grace Hall and across the street, and the asphaltting of the Lake Grace Medical Centre carpark, both of which have been practically completed since with its expenditure claimable.

During the 2025/2026 budget preparation it was determined only one of the two projects could be completed with the decision made to carry out the Jam Patch Walkway this financial year. At this stage it is evident that given the design requirements, including surveys and geotechnical reports for the walkway that the project will not be completed this financial year.

Comment

After the budget approval the suppliers for the lookout were not advised that the project was not going to proceed this financial year and they ordered the materials and we have now received an invoice for \$110,000.

The release of funds from the Jam Patch Walkway project to pay for the Lookout materials will have little to no effect on the funding for this year due to the planning requirements remaining for the walkway project delaying the start until next financial year. There will still be \$200,000 in the Walkway budget. Council indicated at the budget deliberations that the Lookout would still be on the radar for completion next year.

Further funds may become available later this year through additional RRG funding that can replace council funding on two roads that have been nominated. RRG announced recently the additional funding for shovel ready projects, subject to an application process. If approved this will free up approximately \$300,000 in council road funding for the year.

Approval of the reallocation of funds is recommended.

Legal Implications

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Policy Implications

Shire of Lake Grace Policy Manual
Policy 3.7 Purchasing Policy

Consultation

Internal: Alan George, Chief Executive Officer
Tegan Hall, Manager Corporate Services

Financial Implications

Pending approval of the additional RRG funds there will be sufficient funds available to complete the construction of the Lookout and the Jam Patch walkway.

If those funds are not approved, we will still have \$200,000 for the progression of the walkway project this year and will have the materials on hand for the construction of the Lookout next financial year.

Alternatively, there would be sufficient funds available to complete the Lookout project. This however will be subject to further considerations later.

Strategic Implications

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

Economic Objective - A prosperous economy supporting diversification of industry		
Outcome	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
Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning

Voting Requirements

Absolute majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council:

- 1) Authorise the increase of budget of Job 1325031 “LG Lookout Upgrade” from \$0 to \$130,000; and
- 2) Authorise the decrease of budget of Job 113076 “Jam Patch – New Walk Way Cap Exp” from \$330,000 to \$200,000.

CARRIED

For:

Against:

14.2 PLANNING

Nil

14.2.1 PLANNING APPROVALS UNDER DELEGATION P01

The following applications for planning have been approved by the Chief Executive Officer under the Delegation P01 as legislated by the *Planning and Development Act 2005*, Planning and Development (Local Planning Schemes) Regulations 2015 – schedule 2 (Deemed Provisions) clauses 82 to 84 and the Shire of Lake Grace Local Planning Scheme No.4:

There were no applications approved under delegation for this reporting period.

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 EXTRACTIVE INDUSTRIES – APPROVAL REQUIREMENTS

Applicant	Internal
File No.	0525/0401
Attachments	• 2016 Extractive Industries Local Law • Extract from Shire of Lake Grace LPS No.4 • Planning information sheet – Extractive Industries
Author	Alan George - Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	6 October 2025
Senior Officer	Alan George – Chief Executive Officer

Summary

For Council to note the requirements under section 6 of the *Planning and Development Act 2005* in relation to the Shire of Lake Grace Local Planning Scheme 4 pertaining to Extractive Industries and to support the development of an Information Sheet for landowners within the Shire of Lake Grace.

Background

There are several renewable energy projects being undertaken in a number of local governments within the Central Country Zone. There have been concerns raised by some of them regarding the use of local resources in the construction period with the requirement for large amounts of gravel being a major concern as it may cause a shortage within the LGAs for road construction and maintenance purposes. As a result of this the requirements of the Planning and Development Act 2005 and Local Planning Schemes has been brought to the attention of local governments.

Under the terms of the Shire of Lake Grace Local Planning Scheme No.4 the extraction and sale of basic raw materials for commercial purposes including sand, gravel, clay, limestone, hard rock and shale from any land classified 'Rural' zone requires the Shire's development approval prior to any works being undertaken.

The use of any 'Rural' zoned land for this purpose falls under the use class 'Industry-Extractive' which is defined in Local Planning Scheme No.4 as follows:

"industry - extractive means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining"

Comment

The extraction and sale of any basic raw materials by private landowners to any private individuals or companies for construction works of any type (e.g. renewable energy facilities, grain handling

and storage facilities and so on) requires the Shire's formal development approval under Local Planning Scheme No.4 to ensure it is undertaken in a proper and orderly manner and does not have any negative impacts, particularly on the occupants of any nearby dwellings, the local road network or the natural environment. The use class 'Industry – Extractive' is included in the Zoning Table of Local Planning Scheme No.4 which stipulates the need for development approval and is supported by various provisions in clause 4.14 of the Scheme which landowners are required to comply with.

There is also scope under the Planning Regulations for the Shire to issue a temporary approval for an extractive industry for a period no greater than 12 months without the need for a development application if it satisfied what's proposed is consistent with the requirements of the Scheme and won't have any negative impacts. The proponent must however provide sufficient information to assist the Shire make an informed decision regarding the issuance of a temporary approval.

The extraction of basic raw materials by rural landowners for use on their own properties does not require the Shire's development approval as such activity is not defined as an extractive industry.

The sale of any basic raw materials by private landowners to any government agencies or their agents (i.e. contractors) for the purpose of public works is exempt from the need for the Shire's development approval given the express exemption afforded by section 6 of the Planning and Development Act 2005 as it applies specifically to public works. The government agency or any authorised agent is however obliged under this section of the Act to provide details to the Shire of exactly what's proposed and where so the Shire can determine and confirm if what's proposed is consistent with the requirements of Local Planning Scheme No.4. Assuming what's proposed is compliant the works may proceed without the need for development approval.

Shire town Planner, Joe Douglas, advises that most State government agencies he deals with are aware but fail to comply with the LGA consultation requirements prescribed in section 6 of the Planning and Development Act 2005 for the sake of expediency.

The purpose of the proposed information sheet is to alert the owners of all rural land in the Shire of the Shire's approval requirements and the circumstances under which an exemption to the need for development approval will apply so extractive industries are developed in accordance with all the relevant requirements and we don't end up having to deal with any issues that may arise.

It is accepted that many landowners in the Shire may not have complied with the Shire's requirements in the past and may also be extracting basic raw materials without the necessary approvals however there are a lot of risks for them and the Shire if this is permitted to continue. A planning information sheet will help to ensure landowners are made aware of the Shire's requirements and the need to seek and obtain the required approvals, even if they are retrospective in nature.

It has also suggested that to make things a bit easier for landowners that the Shire considers revoking its current Extractive Industries Local Law. Having two (2) separate regulatory and approval regimes is unnecessary when there are sufficient powers and greater flexibility under

the Planning Act and local planning schemes to guide and control any new development of this type. As such the need for an Extractive Industries Local Law is highly questionable and only adds another frustrating, time consuming and expensive layer to the approval process that has no real benefit or value. The Department of Planning, Lands and Heritage have agreed with the idea and suggested that councils consider revoking their existing Extractive Industries Local Laws and deal with these types of development proposals under the Planning Act only. Doing so also reduces the administrative burden and costs of dealing with proposals like this which is also highly beneficial given many small rural LGA's like the Shire of Lake Grace are operating with limited resources.

Legal Implications

Nil

Policy Implications

Loose reference can be made to Council Policy 5.4 Road Making Materials and the supply of gravel from landowners.

Consultation-

Joe Douglas Exurban Rural & Regional Planning
Department of Planning, Lands and Heritage

Financial Implications

Most of the preparation of the Information Sheet has been undertaken by other Shires therefore the document only needs to be tweaked to suit our Shire. Costs will therefore be minimal to produce the Information Sheet.

Strategic Implications

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

Economic Objective - A prosperous economy supporting diversification of industry		
Outcome	1	An innovative, productive agriculture industry
Strategies	1.3	Support and promote the agricultural productivity of the district
	1.5	Liaise with key stakeholders for the improvement of the agricultural industry
	1.6	Develop, implement and maintain a gravel strategy

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

Moved: Cr

Seconded: Cr

That Council:

1. Notes the requirements under section 6 of the *Planning and Development Act 2005* in relation to the Shire of Lake Grace Local Planning Scheme 4 and to support the development of an Information Sheet for landowners within the Shire of Lake Grace.
2. Revokes its current Extractive Industries Local Law as it is unnecessary when there are sufficient powers and greater flexibility under the Planning Act and the Shire of Lake Grace Local Planning Scheme 4 to guide and control any new development of this type.

CARRIED

For:

Against:

14.4.2 CHRISTMAS/NEW YEAR CLOSURE OF COUNCIL ADMINISTRATION

Applicant	Alan George – Chief Executive Officer
File No.	Nil
Attachments	Nil
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	15 October 2025
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

Administration is seeking approval from Council to close the office and suspend service from midday on Wednesday 24th December 2025 and re-open on Monday the 5th January 2025.

Background / Comment

Council Policy states that “The Administration Centre will be closed for business on Christmas Eve and re-open on the first working day following New Year’s Day.” This year Christmas Eve falls on a Thursday and New Year’s Day also on the following Thursday. With the first working day following New Year’s Day being a Friday approval is sought to close for an additional business day being Friday 2nd January and re-opening on Monday 5th January

History has shown that during this period the Administration Office experiences very little, if any, contact with the public. It is anticipated staff will be applying for leave on these days regardless. All staff will need to apply for either annual leave or rostered day off.

The closure is expected to have nil effect on the operations of the Shire. A skeleton crew will be available to maintain watering regimes and in case of emergencies.

Sufficient advertising will be put in place to give the public adequate notice of the closure.

Legal Implications

Nil

Policy Implications

Policy 1.14 Christmas/New Year Closure of Council Facilities

Consultation

Internal Mr Alan George – Chief Executive Officer
All administration staff

Financial Implications

Nil as the days off will be covered by either annual leave or rostered day off

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

Moved: Cr

Seconded: Cr

That Council approves the closure of the Administration office from midday on Wednesday 24th December 2025 and re-open on Monday the 5th January 2026.

CARRIED

For:

Against:

14.4.3 CO-OPERATIVE BULK HANDLING LIMITED – EMERGENCY STORAGE – LAKE GRACE

Applicant	Co-Operative Bulk Handling Limited (CBH)
File No.	0365
Attachments	1. Request for approval of additional temporary storage. 2. Site Plan
Author	Alan George - Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	17 October 2025
Senior Officer	Alan George - Chief Executive Officer

Summary

CBH has requested approval for the construction of an additional two temporary bulkheads at its site on Lot 12 Biddy- Camm Rd under the same terms and conditions as that approved at the 2nd September Special Council Meeting due to a further increase in the estimate of this year's harvest.

Background

At the 2nd September Special Council Meeting Council approved CBH's request that the requirement for a development approval be waived for the construction of emergency grain storage on portion of Lot 12 on Deposited Plan 57312 Biddy-Camm Rd, Lake Grace consisting of 2 x 230m x 35m steel framed open bulk heads for the storage of 60,260 tonnes of grain situated on land owned by CBH adjacent to its current Lake Grace facility. The temporary storage of grain is required due to a larger than planned harvest as a result of increased plantings and good seasonal conditions.

Comment

CBH have now requested that Council gives approval for the construction of a further two bulkheads at the site whilst the contractors are on site doing the original two approved. CBH is concerned with the amount of storage available given revised harvest estimates.

The two additional bulkheads are slightly smaller than the original two and will provide an additional 54,365 tonnes of storage. This will bring the total site storage at Lake Grace to 451,703 tonnes. They will be located immediately to the east of the original two approved.

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

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

There is little doubt that this temporary facility will be the subject of a development application in the not too distant future. It is therefore recommended that this request be approved subject to

the same conditions of the original approval with the additional condition that any topsoil removed from the site is to be stockpiled at the Lake Grace rubbish tip site.

Legal Implications

Local Planning Scheme No.4
Schedule 2, Part 7, Clause 61 (1) (17) and (2) (f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*
Planning and Development Act 2005 (as amended)

Policy Implications

Nil

Consultation

Joe Douglas – Exurban rural and Regional Planning
Timothy Roberts – CBH

Financial Implications

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

Strategic Implications

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

Economic Objective - A prosperous economy supporting diversification of industry		
Outcome	1	An innovative, productive agriculture industry
Strategies	1.1	Enhance and maintain transport network
	1.3	Support and promote the agricultural productivity of the district
	1.5	Liaise with key stakeholders for the improvement of the agricultural industry
Outcome	2	A diverse and prosperous economy
Strategies	2.2	Support local business and promote further investment in the district

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council:

Approves the request by Co-Operative Bulk Handling Limited to construct a further two temporary bulkheads for emergency grain storage on Lot 12 on DP 57312 Biddy-Camm Rd, Lake Grace subject to the following conditions as approved on 2nd September 2025, as under

- CBH is to provide written notification to the local government of the date of the commencement of the temporary works and use which will be the commencement of the 12 month temporary approval period.
- A development application shall be prepared and submitted for consideration and final determination by Council prior to expiry of the term of this approval. If the applicant does not wish to formalise the works and use hereby permitted on a temporary basis only, all improvements associated with the proposed development shall be removed from the land and the land reinstated to its natural state prior to the development insofar as practicable
- Stormwater drainage associated with the proposed development on the subject land may be diverted into the shire dams located on the adjacent Lot 101 to the south of Lot 12. (It is to be noted that the capture of water from any development of Lots 12 and 101 was intended purpose of the dams on existing Lot 101).
- Dust suppression measures must be put in place to reduce dust impact on neighbouring properties during vehicle movements.
- The proposed new driveway access to/from Lot 101 must be aligned at right angles at its intersection with Biddy-Camm Road to ensure adequate sight lines are provided for the drivers of all vehicles entering and exiting the property.

and including an additional condition being;

- Topsoil removed is to be stockpiled at the Lake Grace rubbish tip.

CARRIED

For:

Against:

14.4.4 SHIRE OF LAKE GRACE COMMITTEES OF COUNCIL – COUNCILLOR REPRESENTATIVES

Applicant	Internal Report
File No.	0035
Attachments	1. WALGA Elected Member Prospectus – Guide to Becoming a Zone Delegate 2. Department of Planning, Lands & Heritage – Development Assessment Panels Local Government Nominations
Author	Alex Adams - Executive Assistant
Disclosure of Interest	Nil
Date of Report	17 October 2025
Senior Officer	Alan George - Chief Executive Officer

Summary

The Shire of Lake Grace Council is to appoint Elected Members to Council Committees and External Organisations.

Background

Under the Local Government Act, each Elected Member who is a member of a committee automatically ends their tenure after an Ordinary Election (5.11 (d)). After each Council election, the Shire of Lake Grace Council allocates positions to the Committees of Council, working advisory groups and representatives to external organisations. An Elected Member may request to be appointed to any Committee, Advisory Group or to represent Council on external organisation.

Comment

Since the previous election was held, the Local Government Amendment Act has come into effect which means there have been some changes in the requirements for Committees of Council. Shire administration has been able to clarify which committees Elected Members of the Shire of Lake Grace sit on are deemed Committees of Council as opposed to External Organisations. This is reflected in the table at the resolution below.

All listed committees require elected member representation and councillors are asked to consider putting themselves forward. There is additional information attached from WALGA and Dept Planning Lands and Heritage relating to Central Country Zone and Development Assessment Panel representation.

Legal Implications

Local Government Act 1995 Subdivision 2 – Committees and their meetings. 5.8. Establishment of Committees

Bush Fire Act 1954 Miscellaneous Part V 67. Advisory committees

Emergency Management Act 2005 Local arrangements Part 3 Emergency management arrangements for local governments Division 2

Policy Implications

Nil

Consultation

Internal Mr Alan George, Chief Executive Officer

Financial Implications

Elected Members attending other committee meetings may claim travel but no attendance fees are payable.

Non-Elected Member delegates representing the Shire are entitled to be reimbursed for travelling expenses incurred.

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

Moved: Cr
Seconded: Cr

That Council:

1. Appoint the following Elected Members as nominated representatives on the following Committees of Council;

Name of Committee	Delegate	Deputy
Audit & Risk Committee	Cr Cr	Cr Cr
Shire of Lake Grace Tourism Advisory Committee	Cr	N/A

2. appoint the following Elected Members as nominated representatives on the following external organisations;

Name of External Organisation	Delegate	Deputy
4WDL Regional Organisation of Councils	Cr	Cr
Bush Fire Advisory Committee (BFAC)	Cr	Cr
Eastern Wheatbelt Biosecurity Group	Cr	Cr
Lake Grace District High School Board	Cr	Cr
Lake Grace Library Resource & Community Resource Centre Management Committee	Cr	N/A
Lake Grace Roadwise	Cr	Cr
Local Emergency Management Committee (LEMC)	Cr	Cr
Newdegate Library Resource & Community Resource Centre Management Committee	Cr	N/A
Newdegate Recreation Council	Cr	Cr

Name of External Organisation	Delegate	Deputy
Newdegate Swimming Pool Management Committee	Cr	Cr
Roe Tourism	Cr	Cr
Roe Regional Organisation of Councils Roe Health	Cr	Cr
WALGA – Central Country Zone	Cr	Cr
Wheatbelt South Regional Road Group	Cr	Cr
Wheatbelt Development Assessment Panel	Cr	Cr
Wheatbelt Natural Resource Management	Cr	Cr

CARRIED:

For:

Against:

14.5 FINANCE**14.5.1 ACCOUNTS FOR PAYMENT – SEPTEMBER 2025**

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Tegan Hall - Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	14 October 2025
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

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

Background

List of payments for the month of September 2025 through the Municipal account are attached.

Comment

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

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

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

Legal Implications

Local Government (Financial Management) Regulations 1996 – Reg 12

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

Policy Implications

Policy 3.6 - Authorised Use of Credit Card/Fuel Cards

Policy 3.7 - Purchasing Policy

Consultation

Nil

Financial Implications

The list of creditors paid for the month of September 2025 from the Municipal account
Total \$1,192,043.74

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

Moved: Cr
Seconded: Cr

That Council ratify the list of payments totalling \$1,192,043.74 as presented for the month of September 2025 incorporating:

Payment Method	EFT/DD Number	Amount
Electronic Funds Transfers	EFT28551 – EFT	\$1,129,112.67
Direct Debits	DD11573.1 – DD11617.2	\$58,457.71
Fuel Cards	EFT28581	\$1,985.92
Credit Cards	DD11617.1	\$2,487.44
	TOTAL	\$1,192,043.74

CARRIED

For:
Against:

14.5.2 FINANCIAL REPORTS – 30 SEPTEMBER 2025

Applicant	Internal Report
File No.	0275
Attachments	• Monthly Financial Reports • Bank Reconciliations – 30 September 2025
Author	Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting
Disclosure of Interest	Nil
Date of Report	30 September 2025
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

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

Background

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

Comment

As at 30 September 2025, operating revenue is slightly under the target by \$12,209 (0.17%), mainly due to Fees and charges.

Operating expenditure is below YTD budget by \$2,182,297 (46.35%), mainly due to Depreciation, which will be posted in Synergy after 24/25 Annual Financial Statement audit.

Investing activities expenses are below the target by \$1,013,141 (43.20%) due to early days in the new FY. The bulk of Capital projects are not being initiated (70.21%) or are in an early stage of completion.

Cash at bank is slightly higher than the corresponding period last year. An investment agreement is in place for Overnight Cash Deposit with WA Treasury Corporation for total of \$6,576,318, as well as 2 term deposits invested in CBA – a total of \$9,376,743.

Outstanding rates are tracking well and have recovered 79.6% to date.

General debtor is \$156,733 with no major outstanding debts to follow up.

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

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

Legal Implications

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

In accordance with Regulation 34(5), a report on variances greater than the materiality threshold (\$10,000 and 10% whichever is greater) must be compiled and adopted by Council. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

Policy Implications

Nil

Consultation

Internal Mrs Tegan Hall – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

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

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

CARRIED

For:

Against:

14.6 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

16.0 INFORMATION BULLETIN – OCTOBER 2025

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Alex Adams - Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	17 October 2025
Senior Officer:	Mr Aaron Wooldridge - Deputy Chief Executive Officer

Summary

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

Background / Comment

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

The October 2025 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report October
- EHO Report July – September 2025
- Visitors Centre Report July - September
- Newdegate Library Report July - September
- Lake King Library Report July - September

External Organisations

- Varley Progress Meeting 16th September 2025
- WALGA Central Country Zone Cost Shifting Report

Circulars, Media Releases, Newsletters, Letters

- As circulated via email

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council accepts the Information Bulletin Report for October 2025.

CARRIED

For:

Against:

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

18.0	DATE OF NEXT MEETING – 26 NOVEMBER 2025
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The next Ordinary Council Meeting is scheduled to take place on Wednesday 26 November 2025 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

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