

**SHIRE OF LAKE GRACE**



# AGENDA

Ordinary Council Meeting  
23 September 2026

**Notice of Meeting**  
**To the Shire President and Councillors**

The next Ordinary Council Meeting will be held on Wednesday 28 October 2026 in the Council Chambers, 1 Bishop Street, Lake Grace commencing at 3:30pm.

A handwritten signature in black ink, appearing to read 'Alan George', is positioned above the printed name.

Alan George  
Chief Executive Officer  
18 September 2026

## 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](mailto: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](http://www.lakegrace.wa.gov.au) or call (08) 9890-2500 or email [ea@lakegrace.wa.gov.au](mailto: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 23 September 2026 commencing at 3:30pm.

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

President Len Armstrong opened the meeting at \_\_\_\_ pm

### **2.0 ACKNOWLEDGEMENT OF COUNTRY**

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

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

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

#### **3.1 PRESENT**

|                 |                        |
|-----------------|------------------------|
| Cr LW Armstrong | Shire President        |
| Cr SG Hunt      | Deputy Shire President |
| Cr JL Roche     |                        |
| Cr RA Lloyd     |                        |
| Cr BJ Hyde      |                        |
| Cr 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 N Kuchling      | Senior Finance Officer (onsite) |
| Mr Philip Burgess   | Manager Infrastructure Services |
| Miss K McGougan     | Executive Assistant             |

#### **3.4 OBSERVERS / VISITORS**

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**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**

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**10.0 CONFIRMATION OF MINUTES****10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 26 AUGUST 2026****RECOMMENDATION / RESOLUTION****RESOLUTION**

**Moved:** Cr  
**Seconded:** Cr

That the Minutes of the Ordinary Council Meeting held on Wednesday 26 August 2026 be confirmed as a true and accurate record of the meeting.

**CARRIED**

**For:**  
**Against:**

**10.2 SPECIAL COUNCIL MEETING****11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Signed Notice of Motion to Change Council Decision

**12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY  
DECISION OF COUNCIL****13.0 REPORTS OF COMMITTEES**

### 13.1 SHIRE OF LAKE GRACE TOURISM ADVISORY COMMITTEE

#### RECOMMENDATION / RESOLUTION

##### RESOLUTION

Moved: Cr  
Seconded: Cr

That the Minutes of the Shire of Lake Grace Tourism Advisory Committee Meeting held on 08 September 2026 be received.

##### CARRIED

For:  
Against:

### 14.0 REPORTS OF OFFICERS

#### 14.1 INFRASTRUCTURE SERVICES

#### 14.2 PLANNING

##### 14.2.1 PLANNING APPROVALS UNDER DELEGATION P01

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

| Date of Approval | Applicant                                               | Activity                                                                                                                        |
|------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 06/08/2026       | Sheridan Fyfe (for Newdegate Community Garden Committee | Designating the south half of 5 Collier Street as a community garden and installing a garden shed and water tank to support it. |

**14.2.2 PROPOSED AMENDMENT NO.7 TO SHIRE OF LAKE GRACE LOCAL PLANNING SCHEME NO.4**

|                                |                                                                                                                                                                                                                           |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant:</b>              | Shire of Lake Grace (Landowner)                                                                                                                                                                                           |
| <b>File No.:</b>               | 0525                                                                                                                                                                                                                      |
| <b>Attachments:</b>            | Attachment 1 – Scheme Amendment Documentation & Plans<br>Attachment 2 – EPA Approval<br>Attachment 3 – Copy of Submissions<br>Attachment 4 - Schedule of Submissions<br>Attachment 5 - District Water Management Strategy |
| <b>Author:</b>                 | Joe Douglas – Town Planner                                                                                                                                                                                                |
| <b>Disclosure of Interest:</b> | Nil                                                                                                                                                                                                                       |
| <b>Date of Report:</b>         | 15 September 2026                                                                                                                                                                                                         |
| <b>Senior Officer:</b>         | Mr Alan George – Chief Executive Officer                                                                                                                                                                                  |

Summary

This report considers all submissions received during public advertising of proposed Amendment

No.7 to the Shire of Lake Grace Local Planning Scheme No.4 to change the current zoning of an

8.58-hectare portion of Lot 21 (No.19) Mather Road, Lake Grace from 'General Agriculture' to 'General Industry' zone including recommendations in respect of each submission and the scheme amendment proposal as a whole.

Background

At its Ordinary Meeting held on 23 October 2024 Council considered and unanimously resolved to initiate a standard amendment to the Shire of Lake Grace Local Planning Scheme No.4 to change the current zoning of an 8.58-hectare portion of Lot 21 (No.19) Mather Road, Lake Grace from 'General Agriculture' to 'General Industry' zone (see Attachment 1).

The proposed amendment to Local Planning Scheme No.4 will facilitate the development of additional industrial lots immediately adjacent to the northern boundary of the Lake Grace townsite to accommodate current and future anticipated demand for vacant industrial zoned land.

In accordance with the specific requirements of section 81 of the *Planning and Development Act 2005* the scheme amendment proposal was referred to the Environmental Protection Authority (EPA) for review.

On 13 August 2025 the EPA determined and subsequently advised the scheme amendment proposal is unlikely to have a significant effect on the natural environment and does not warrant formal assessment under Part IV of the *Environmental Protection Act 1986* (see Attachment 2).

In accordance with the procedural requirements of section 83A of the *Planning and Development Act 2005* the scheme amendment proposal was then referred to the Western Australian Planning Commission by the Shire requesting the Minister for Planning's approval to commence public advertising.

On 29 October 2025 the Department of Planning, Lands and Heritage provided written confirmation of the Minister for Planning's approval to advertise the scheme amendment for

public comment pursuant to the specific requirements of section 84 of the *Planning and Development Act 2005* without the need for any modifications.

The scheme amendment proposal was then advertised for public comment for the minimum required period of forty-two (42) days which included:

- i) publication of a notice in a local newspaper circulating throughout the Shire's municipal district (i.e. The West Australian).
- ii) public display of the advertising notice and scheme amendment documentation at the Shire administration centre.
- iii) correspondence to a number of public authorities considered likely to have an interest in the proposed amendment; and
- iv) publication of the advertising notice and scheme amendment documentation on the Shire's website.

At the conclusion of public advertising on 19 December 2025 a total of four (4) submissions had been received by the Shire (see Attachment 3). A summary of all submissions received and a recommendation in respect of each is provided in Attachment 4.

It is significant to note the initial concerns raised in the submissions received from the Department of Water and Environmental Regulation and Department of Health were immediately addressed through the preparation of a District Water Management Strategy commissioned by the Shire following receipt of the initial submissions from these agencies.

The Strategy recommends a range of measures that will need to be implemented during the subdivision and development stages of the project to address the requirements of State Planning Policy 2.9 entitled 'Water' and the associated guidelines, the most significant of which will be the installation of reticulated sewerage disposal infrastructure (see Attachment 5). Following review of the proposed Strategy both Departments advised in subsequent submissions of their support for the scheme amendment proposal.

Under the terms of regulation 50 of the *Planning and Development (Local Planning Schemes) Regulations 2015* Council is now required to consider all submissions received and determine whether to:

- a) support the amendment without modification; or
- b) support the amendment with proposed modifications to address any issues raised in the submissions; or
- c) not support the amendment.

#### Comment

Having regard for:

- a) the scheme amendment proposal's general consistency with the aims and objectives of the State, regional and local planning frameworks as they apply specifically to:
  - Economic development and growth, including business diversification and retention and creation of employment opportunities.
  - Utilisation of existing infrastructure to maximise efficiencies of operation and economies of scale.
  - Preservation and protection of local amenity and character, the natural environment

and cultural heritage values.

- Mitigation of future potential risks including bushfire and flooding; and
  - Supporting and accommodating industrial activities requiring good vehicular access and/or large sites in suitable locations that are generally compatible with urban areas.
- b) the need for additional suitably zoned land in the Lake Grace townsite to accommodate future demand for industrial development given all vacant lots previously developed by the State government for this purpose have now been sold.
- c) the ability to develop and use the subject land for industrial purposes in accordance with all regulatory requirements and standards with minimal potential impacts subject to compliance with the recommendations contained in the District Water Management Strategy attached.
- d) the potential local economic and community benefits; and
- e) the outcomes from public advertising, including agency referrals, during which no objections were raised, it is concluded the proposal is well founded, has considerable merit and is therefore worthy of Council's final approval/endorsement. As such it is recommended Council support the scheme amendment without modification and refer it to the Western Australian Planning Commission for review, assessment and final determination by the Minister for Planning.

Council should note the proposal will be subject to further detailed assessment at State government level with significant scope for further discussion and negotiation with the Shire if required. For now, however Council is required to follow due process and make a final determination regarding final adoption of the scheme amendment to enable it to be formally referred to the Western Australian Planning Commission for further consideration and final determination by the Minister for Planning. The recommendation provided in this report enables the proposal to proceed to the final stage of the scheme amendment process without delay.

If the Minister for Planning ultimately approves the proposed amendment, a formal subdivision application may then need be prepared by the Shire and submitted to the Western Australian Planning Commission for consideration and final determination. A detailed contour and feature survey of the land by a licensed surveyor will be required as a first step to assist preparation of the subdivision application. Assuming conditional subdivision approval is granted by the Commission in due course, the Shire will then be in a position to engage consulting civil and electrical engineers to prepare detailed costings for the project to assist budgeting and future possible grant funding applications to the State and Federal governments.

#### Legal Implications

- Environmental Protection Act 1986
- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Lake Grace Local Planning Scheme No.4

#### Policy Implications

- State Planning Policy 2.0 – Environment and Natural Resources
- State Planning Policy 2.9 – Water Resources
- State Planning Policy 3.0 – Urban Growth and Settlement
- State Planning Policy 3.4 – Natural Hazards and Disasters
- State Planning Policy 4.1 – Industrial Interface

- Development Control Policy 4.1 – Industrial Subdivision
- Development Control Policy 4.2 - Planning for Hazards and Safety
- Operational Policy 1.12 – Planning Proposals Adjoining Regional Roads in Western Australia

#### Consultation

Consultation was undertaken in accordance with the procedural requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* as they apply specifically to standard amendments to local planning schemes, the outcomes from which are documented above and in Attachment 4 (i.e. Schedule of Submissions).

#### Financial Implications

The total cost of progressing the proposed amendment to Local Planning Scheme No.4, which is

expected to take another 3 to 4 months to finalise before a subdivision application can be prepared and submitted to the Western Australian Planning Commission, is estimated to be in the order of \$28,000 to \$30,000 excluding GST including preparation of the District Water Management Strategy attached. Sufficient allowances have been made in the Shire's previous and current budgets to cover the cost of the work required to progress and complete the project.

#### Strategic Implications

The proposed amendment to Local Planning Scheme No.4 is generally consistent with the following strategic plans previously considered and adopted by Council:

| <b>Economic Objective - A prosperous economy supporting diversification of industry</b> |     |                                                                                  |
|-----------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------|
| Outcome                                                                                 | 2   | A diverse and prosperous economy                                                 |
| Strategies                                                                              | 2.1 | Advocate for improved communications and support infrastructure                  |
|                                                                                         | 2.2 | Support local business and promote further investment in the district            |
| <b>Social Objective – A valued, healthy and inclusive community and lifestyle</b>       |     |                                                                                  |
| Outcome                                                                                 | 6   | An engaged, supportive and inclusive community                                   |
| Strategies                                                                              | 6.1 | Maintain and support the growth of education, childcare, youth and aged services |

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Voting Requirements

Simple majority required.

**RECOMMENDATION / RESOLUTION**

**RECOMMENDATION**

That Council resolve to:

1. Endorse the District Water Management Strategy for Lot 21 (No.19) Mather Road, Lake Grace contained in Attachment 5 of this report.
2. Acknowledge receipt of and determine each submission received in respect of Amendment No.7 to the Shire of Lake Grace Local Planning Scheme No.4 during public advertising in accordance with the recommendations contained in the Schedule of Submissions provided in Attachment 4 to this report.
3. Support Amendment No.7 to the Shire of Lake Grace Local Planning Scheme No.4 as proposed without modification; and
4. Authorise the Shire Administration to refer Amendment No.7 to the Shire of Lake Grace Local Planning Scheme No.4 to the Western Australian Planning Commission confirming Council's resolution and requesting the Honourable Minister for Planning's favourable consideration and final approval, including final endorsement of the scheme amendment documentation by affixing the Shire's common seal and authorising the Shire President and Chief Executive Officer to sign the documentation accordingly.

**Moved:** Cr  
**Seconded:** Cr

**CARRIED**

**For:**  
**Against:**

|                                 |
|---------------------------------|
| <b>14.3 HEALTH AND BUILDING</b> |
|---------------------------------|

#### 14.4 ADMINISTRATION

##### 14.4.1 COMPLIANCE AUDIT RETURN 2025 – CHANGE TO COUNCIL DECISION

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b>              | Internal Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>File No.</b>               | 0528                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Attachments</b>            | <ol style="list-style-type: none"><li>1. Original 2025 Compliance Audit Return adopted by Council on 26 August 2026 (error highlighted)</li><li>2. Amended Compliance Audit Return LG-CAR-570774</li><li>3. Signed Notice of Motion to Change Council Decision (to be tabled prior to consideration of the motion)</li><li>4. Correspondence from the Local Government Inspectorate confirming that further referral to the Audit, Risk &amp; Improvement Committee is not required.</li></ol> |
| <b>Author</b>                 | Aaron Wooldridge – Deputy Chief Executive Officer                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Disclosure of Interest</b> | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Date of Report</b>         | 16 September 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Senior Officer</b>         | Alan George – Chief Executive Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

#### Summary

Council is requested to change, rather than revoke, its decision made at the Ordinary Council Meeting on 26 August 2026 concerning the Shire's 2025 Compliance Audit Return. The change will replace the return adopted on 26 August 2026 with the corrected portal-generated Compliance Audit Return LG-CAR-570774. All other parts of the 26 August decision will remain unchanged.

The change is required because the return adopted on 26 August recorded an incorrect response for regulation 19DA (4) of the Local Government (Administration) Regulations 1996. The adopted return stated **"Yes – 26 June 2024"**; subsequent verification established that no annual review of the Corporate Business Plan was undertaken during the 2025 calendar year. The amended return correctly records **"No – No review was conducted during 2025."**

#### Background

The preliminary Compliance Audit Return Questions and Responses was prepared manually before the Local Government Inspectorate's CAR Portal was available. Council considered and adopted the 2025 Compliance Audit Return at its Ordinary Council Meeting held on 26 August 2026. That decision remains in force and relates to the version of the return presented with the agenda and minutes, including the erroneous regulation 19DA (4) response.

When the information was subsequently entered into the CAR Portal, the regulation 19DA response was reviewed. It was confirmed that 26 June 2024 was the date of the previous review and did not demonstrate that the current Corporate Business Plan had been reviewed during 2025. The final portal-generated return, LG-CAR-570774 dated 27 August 2026, corrects that response.

## Nature of the proposed change

| Requirement                                               | Return adopted 26 August 2026 | Amended return LG-CAR-570774             |
|-----------------------------------------------------------|-------------------------------|------------------------------------------|
| Administration Regulations – regulation 19DA (4)          | Yes – 26 June 2024            | No – No review was conducted during 2025 |
| Administration Regulations – regulations 19DA (2) and (3) | Yes                           | Yes (unchanged)                          |

The proposed decision changes only the version of the Compliance Audit Return adopted by Council. It does not undo or re-make the balance of Council's 26 August 2026 decision.

## Regulation 10 Procedure

Regulation 10 of the Local Government (Administration) Regulations 1996 governs a motion to revoke or change a Council decision. Before the proposed change can be considered:

- Notice of the proposed motion must be given to the CEO in writing and must set out the proposed motion and the reasons for it.
- The motion must be supported by at least one third of the number of offices (whether vacant or not) of Council.
- The signed notice evidencing the mover and sufficient supporting members must be obtained before the motion is considered; and
- The motion to change the decision must be carried by an absolute majority.

Since preparation of this report, the Notice of Motion to change Council's decision of 26 August 2026 has been signed by the mover and the required number of supporting Council Members in accordance with regulation 10 of the Local Government (Administration) Regulations 1996. The signed Notice of Motion is included as Attachment 3 and will be tabled at the Council meeting prior to consideration of the motion, thereby evident that the prescribed written support requirement has been satisfied.

The Notice of Motion has been circulated to Council Members and has been signed by the mover and the required number of supporting Council Members in accordance with regulation 10. The signed Notice of Motion is included as Attachment 3 and will be tabled at the Council meeting prior to consideration of the motion and retained with the minutes as evidence of compliance with regulation 10.

The original adopted return should be attached with the incorrect response highlighted, together with the amended return.

## Audit, Risk & Improvement Committee (ARIC)

The Audit, Risk & Improvement Committee reviewed the Compliance Audit Return before it was presented to Council on 26 August 2026. The Local Government Inspectorate has

subsequently confirmed that the amended Compliance Audit Return does not need to be referred back to the Committee and that the Shire may proceed directly to Council.

Accordingly, the proposed change to Council's decision can be considered without further recommendation from the Committee. Management will report the identified error, correction and preventative actions to the next Committee meeting for its information and noting.

### **Corrective action**

The annual Corporate Business Plan review requirement has been added to the Shire's Compliance Calendar and annual governance review processes. Management will ensure that future annual reviews are scheduled, monitored and supported by appropriate Council records.

### **Legal Implications**

Regulation 19DA (4) requires the current Corporate Business Plan to be reviewed every year. No review was conducted during 2025. Regulations 19DA (2) and (3) remain recorded as compliant. Regulation 10 prescribes the procedure and decision-making threshold for changing the Council decision of 26 August 2026. Regulation 14 of the Local Government (Audit) Regulations 1996 governs review and adoption of the Compliance Audit Return.

### **Policy Implications**

The matter reinforces the need for a complete and actively monitored Compliance Calendar. The relevant annual review obligation has now been included.

### **Consultation**

Alan George – Chief Executive Officer

Aaron Wooldridge – Deputy Chief Executive Officer

Local Government Inspectorate – confirmed that the amended Compliance Audit Return is not required to be referred back to the Audit, Risk & Improvement Committee and may proceed directly to Council.

### **Financial Implications**

Nil

### **Strategic Implications**

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

| <b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b> |     |                                                                                 |
|-------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------|
| Outcome                                                                                                           | 8   | A strategically focused, unified Council functioning efficiently                |
| Strategies                                                                                                        | 8.1 | Provide informed leadership on behalf of the community                          |
|                                                                                                                   | 8.3 | Provide strategic leadership and governance                                     |
| Outcome                                                                                                           | 9   | An efficient and effective organisation                                         |
| Strategies                                                                                                        | 9.1 | Maintain accountability and financial responsibility through effective planning |
|                                                                                                                   | 9.2 | Comply with statutory and legislative requirements                              |

## Voting Requirements

### Absolute Majority

The prescribed written support required under regulation 10 has been obtained. The motion to change Council's previous decision requires an Absolute Majority decision of Council.

## **RECOMMENDATION / RESOLUTION**

### **RESOLUTION**

**Moved:** Cr  
**Seconded:** Cr

**That Council, by ABSOLUTE MAJORITY, in accordance with regulation 10 of the Local Government (Administration) Regulations 1996:**

1. Changes its decision made at the Ordinary Council Meeting held on 26 August 2026 at Item 14.4.2, Resolution 14239, concerning the 2025 Compliance Audit Return, by replacing the Compliance Audit Return adopted under that decision with the amended 2025 Compliance Audit Return LG-CAR-570774, which correctly records the response to regulation 19DA(4) as "No – No review was conducted during 2025";
2. Confirms that, in all other respects, the decision made on 26 August 2026 remains unchanged.
3. Notes that the Corporate Business Plan continues to comply with regulations 19DA(2) and (3).
4. Notes that the annual Corporate Business Plan review requirement has been incorporated into the Shire's Compliance Calendar and annual governance review processes; and
5. Authorises the Chief Executive Officer and Shire President to certify the amended return and the Chief Executive Officer to submit it to the Local Government Inspector by 30 September 2026.

### **CARRIED**

**For:**  
**Against:**

## **14.4.2 MAJOR LAND TRANSACTION BUSINESS PLAN – 31 LOT RESIDENTIAL LAND DEVELOPMENT**

|                               |                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------|
| <b>Applicant</b>              | Shire of Lake Grace                                                                |
| <b>File No.</b>               | 0369                                                                               |
| <b>Attachments</b>            | 1. Major Land Transaction Business Plan 2026 – 31 Lot Residential Land Development |
| <b>Author</b>                 | Aaron Wooldridge - Deputy Chief Executive Officer                                  |
| <b>Disclosure of Interest</b> | Nil                                                                                |
| <b>Date of Report</b>         | 9 September 2026                                                                   |
| <b>Senior Officer</b>         | Alan George – Chief Executive Officer                                              |

## Summary

For Council to consider the Major Land Transaction Business Plan prepared pursuant to section 3.59 of the *Local Government Act 1995* for the proposed development and subdivision of Shire-owned land at Lot 9002 Wattle Drive and Lot 500 Wattle Drive, Lake Grace, to create approximately 31 serviced residential lots, and to authorise the statutory public notice and submission process.

## Background

The Shire is participating in the broader Wheatbelt Regional Housing Initiative developed through the Housing Support Program – Community Enabling Infrastructure Stream. The Lake Grace component proposes the development of two Shire-owned sites: Lot 9002 Wattle Drive, comprising approximately 21 residential lots, and Lot 500 Wattle Drive, comprising approximately 10 residential lots.

The Business Plan identifies an estimated current requirement for approximately 20 additional dwellings and projected demand to 2031 of approximately 35 to 62 dwellings. At the time of the supporting housing assessment, Lake Grace had approximately four vacant serviced residential lots and seven vacant unserviced residential lots. The proposal is therefore intended to increase the supply of development-ready residential land and support workforce attraction and retention, key worker accommodation, population sustainability and local economic activity.

The Business Plan has been prepared to address the statutory requirements applying to a proposed major land transaction, including the nature and scope of the transaction, strategic

need, options, financial implications, effects on Shire facilities and services, effects on other service providers, project governance, risk, implementation and community consultation. The preferred option identified in the Business Plan is a Shire-led residential development of both sites.

Council consideration on 23 September 2026 is the first statutory decision point. Approval at this meeting would not constitute final approval to proceed with the transaction. It would approve the Business Plan for public inspection and submissions. Following completion of the statutory submission period, Council will be required to consider any submissions received before making its final decision on the proposed transaction.

## Comment

The proposed major land transaction relates to the planning, design, servicing, civil works, subdivision and creation of individual residential titles for approximately 31 lots. The Business Plan distinguishes the subdivision from the separate proposal for four modular/key worker dwellings, which are outside the immediate scope of this transaction unless Council resolves otherwise.

The project has a stated estimated cost of \$3,602,367, comprising \$3,346,735 in Housing Support Program – Community Enabling Infrastructure Stream funding and \$255,632 in Department of Planning, Lands and Heritage funding. The Business Plan notes that the Housing Support Program funding has been granted but remains subject to execution of the applicable funding

agreement and its terms, conditions, eligible expenditure, milestones, reporting and completion requirements.

The strategic rationale is supported by the identified shortage of serviced residential land and forecast housing demand. The development is expected to create approximately 31 serviced lots with potential capacity to enable approximately 51 dwellings, subject to subsequent planning, development and market decisions. The Business Plan identifies potential benefits including increased housing choice, support for key workers and workforce attraction, construction and supplier activity, additional future rateable properties and broader economic activity.

The project also carries material delivery and whole-of-life risks. These include construction cost escalation, construction and utility delays, grant compliance, subdivision approvals, market demand, infrastructure variations, future maintenance obligations, contractor capacity and delivery timetable risk. The proposed governance framework places executive accountability with the Chief Executive Officer, supported by internal infrastructure, finance, governance and asset management resources and external specialist services where required. Regular project reporting to Council is proposed.

The Business Plan contains several matters requiring confirmation as the project progresses, including final funding agreement requirements, project timing, approvals, whole-of-life asset impacts and detailed financial assumptions. It is therefore recommended that Council authorise the Chief Executive Officer to make non-material administrative amendments and insert verified project information before public advertising, provided such amendments do not materially alter the scope, estimated value or strategic intent of the transaction. Any material change should be referred back to Council.

Subject to Council approval, the Business Plan is proposed to be publicly advertised from 24 September 2026, with submissions closing 4 November 2026. The submissions will then be presented to Council for consideration before a final decision is made on whether to proceed with the major land transaction.

#### Legal Implications

Section 3.59 of the *Local Government Act 1995* applies to a local government proposing to undertake a major land transaction. The Business Plan has been prepared for the purposes of section 3.59 and provides an overall assessment of the transaction, including the expected effects on the provision of Shire facilities and services, other service providers and person's, Shire's financial position, matters contained in Shire's plans, and Shire's capacity to manage and perform the transaction.

Before entering into the transaction, the Shire is required to give statewide public notice of the proposal and make the Business Plan available for public inspection, allowing the statutory minimum submission period. Council must consider any submissions received before determining whether to proceed. The Business Plan also identifies the Local Government (Functions and General) Regulations 1996 and other planning, land, environmental, procurement, utility and statutory requirements relevant to implementation.

Approval of the recommendation at this meeting is approval to advertise the Business Plan and undertake the statutory consultation process; it is not the final Council decision to enter into or proceed with the major land transaction.

#### Policy Implications

There are no direct policy implications arising from approval of the Business Plan for public consultation. Future procurement, land disposal, financial management, asset management and project delivery activities will be undertaken in accordance with applicable Council policies, delegations and statutory requirements.

### Consultation

The Business Plan has been informed by the broader Wheatbelt Regional Housing Initiative and supporting Housing Support Program project work, including regional housing analysis and engagement with participating Wheatbelt local governments, government agencies, utility providers and other stakeholders.

If endorsed by Council, the Business Plan will be subject to the statutory public notice and submission process required by section 3.59 of the *Local Government Act 1995*. The proposed timetable is for public notice to commence on 24 September 2026 and submissions to close on 4 November 2026. All submissions received will be considered by Council before a final decision is made on the transaction.

### Financial Implications

The Business Plan identifies a total estimated subdivision project cost of \$3,602,367, comprising \$3,346,735 in Housing Support Program – Community Enabling Infrastructure Stream funding and \$255,632 in Department of Planning, Lands and Heritage funding.

While the subdivision component is proposed to be externally funded, the Shire remains exposed to financial and resource implications associated with land contribution, internal staff resources, project management, legal and governance costs, any ineligible or unfunded expenditure, cost escalation or funding shortfall, and the ongoing maintenance and renewal of infrastructure created through the development. The Business Plan identifies an existing estimate of approximately \$22,000 per annum for additional drainage and verge maintenance once all lots are developed and approximately \$45,000 per annum in future rate revenue once the lots are developed and rateable.

Project expenditure and commitments must remain within approved funding, Council budget authority and applicable delegations. Any material funding shortfall, scope variation or expenditure outside delegated authority is to be referred to Council.

### Strategic Implications

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

| <b>Economic Objective – A prosperous economy supporting diversification of industry</b> |     |                                                                       |
|-----------------------------------------------------------------------------------------|-----|-----------------------------------------------------------------------|
| Outcome                                                                                 | 2   | A diverse and prosperous economy                                      |
| Strategies                                                                              | 2.2 | Support local business and promote further investment in the district |
|                                                                                         | 2.3 | Investigate and support housing market opportunities                  |

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

| Social Objective - A valued, healthy and inclusive community and lifestyle |     |                                                                                           |
|----------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------|
| Outcome                                                                    | 6   | An engaged, supportive and inclusive community, particularly                              |
| Strategies                                                                 | 6.1 | To maintain and enhance services and infrastructure that meets the needs of the community |

Voting Requirements

Simple Majority

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**

**Moved:** Cr  
**Seconded:** Cr

That Council:

1. APPROVES the Major Land Transaction Business Plan 2026 – 31 Lot Residential Land Development for Lot 9002 Wattle Drive and Lot 500 Wattle Drive, Lake Grace, for the purpose of public notice and consultation pursuant to section 3.59 of the *Local Government Act 1995*.
2. AUTHORISES the Chief Executive Officer to give the required statewide public notice, make the Business Plan available for public inspection and invite public submissions for the statutory submission period, with advertising proposed to commence on 24 September 2026 and submissions to close on 4 November 2026.
3. AUTHORISES the Chief Executive Officer, prior to advertising, to make non-material administrative amendments to the Business Plan and insert verified project, funding, approval and statutory information where required, provided those amendments do not materially alter the scope, estimated value or strategic intent of the proposed major land transaction; and
4. NOTES that all submissions received during the public notice period will be presented to Council for consideration before Council makes a final decision on whether to proceed with the proposed major land transaction.

**CARRIED**

**For:**

**Against:**

#### 14.4.3 LAKE KING KART CLUB INC. LEASE OF PORTION OF RESERVE 20321

|                               |                                        |
|-------------------------------|----------------------------------------|
| <b>Applicant</b>              | Lake King Kart Club Inc                |
| <b>File No.</b>               | 0556                                   |
| <b>Attachments</b>            | Lease Lake King Kart Club 2026 (Final) |
| <b>Author</b>                 | Alan George – Chief Executive Officer  |
| <b>Disclosure of Interest</b> | Nil                                    |
| <b>Date of Report</b>         | 14 September 2026                      |
| <b>Senior Officer</b>         | Alan George – Chief Executive Officer  |

##### Summary

Lake King Kart Club have received a \$100,000 funding injection from the State government at the last election to fund a new modular constructed first aid and ablutions building at the go-cart track in Lake King. Karting Western Australia (inc) is managing the project with the Lake King Kart Club.

A Development Application has been received however upon investigating it was found that there was no evidence of a lease for the establishment of the track. Enquiries with Landgate has also revealed that they have no record of a lease being recorded with them.

##### Background

Lake King Kart Club is a local not for profit (NFP) club which facilitates the racing of go-karts through the running of club competitions and social events at the facilities located on pt Lot 350 (No. 6130) Newdegate-Ravensthorpe Road (Reserve No 20321), Lake King. Go-kart racing involves driver entries/karting WA license holders (ranging from 7 years old to 87 years old), spectators, family members, sponsors, friends, pit crews/participant license holders and officials/volunteers.

Lake King Kart Club (LKKC) is a NFP sporting club which promotes sporting involvement, inclusion, competition and a family based, safe environment. LKKC has 31 club members from the wider WA region (including Esperance, Kalgoorlie, Albany and Perth) and the club provides for go-karting recreational motorsport activity in a safe, controlled and respectful environment.

LKKC “club run” events promote go-karting sport, whilst also creating community involvement in the club. LKKC operate local social karting club days for go-karting (from 7 years old to 87 years old), and once/per year hold a large club event which attracts up to 40 entries and approximately 60-80 people, during which brings people into the Lake King townsite and Lake Grace services, supporting local businesses.

The Shire Town Planner Joe Douglas of Exurban Rural and Regional Planning was employed by the Shire and moved to Lake Grace in October 1996. He does not recall seeing and has no record on his system or old files of any lease agreement, MOU or anything else that confers rights to the Lake King Kart Club to use and develop the track for its own purposes. In August 1997 Council approved a development application submitted by the Lake King Kart Club to expand the track.

It appears from all the historic Landgate aerial photography available that a lot more development has been made at the track, all of which may have required the Shire’s development approval. He has not received or dealt with anything for the facility since 1997.

He has gone on to say that the majority of improvements at the Lake King go kart track were developed prior to gazettal of the Shire’s previous Town Planning Scheme No.3 in July 1992.

As such there was no requirement prior to this date to seek and obtain the Shire's development approval for the facility. As such the Shire won't have any record of any development/planning approvals prior to this date. There may also be no records for any previous building approvals depending upon the class of the buildings erected.

#### Comment

In order to receive the funding, the first priority is to get the lease sorted out and Ministerial Consent sought for the facility. The latter should just be rubber stamped as Portion of Reserve 20321 being Part of Lot 350 on Deposited Plan 55294 is for the purpose of "Recreation and Hall Site".

Any requirements regarding Development Approvals and health requirements will be met in line with current requirements and will be dealt with by the Shire Town Planner and EHO in due course.

This facility has had limited use in recent years however the club members are keen to increase membership and usage of the facility through this upgrade.

Should the new lease not be approved the fully funded first aid room and universal access toilet would not happen and the attempts to resurrect the usage of the already established facility would not be able to be completed and the facility would need to be dismantled.

#### Legal Implications

Shire of Lake Grace – Standing Orders Local Law 2015  
*19.1 The Council's Common Seal*

*(1) The CEO is to have charge of the common seal of the Local Government and is responsible for the safe custody and proper use of it.*

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*(2) The common seal of the Local Government may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by –*

*(a) the President and the CEO or an appropriate officer authorised.*

*(b) the Deputy President and the CEO or an appropriate officer authorised; or*

*(c) the CEO and an appropriate officer authorised.*

*(3) The common seal of the local government is to be affixed to any local law which is made by the local government.*

*(4) The CEO is to record in a register each date on which the common seal of the Local Government was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.*

*(5) Any person who uses the common seal of the Local Government or a replica thereof without authority commits an offence. **Penalty:** \$1000*

#### Policy Implications

##### **POLICY 1.11 Use of the Common Seal**

The Common Seal of the Shire of Lake Grace is to be affixed to the following documents:

- Deeds of agreement
- Senior officer contracts of employment

- Land transactions (including leases)
- Other documents requesting use of the common seal

A document is validly executed by the Shire of Lake Grace when the seal of the Shire is affixed to it by the President and the Chief Executive Officer, and the President and Chief Executive Officer attest the fixing of the seal.

All documents signed under seal must, in accordance with s9.49 of the Act, first be presented to Council for its authorisation of the seal to be affixed to it by the President and the Chief Executive Officer, and the President and Chief Executive Officer attesting the fixing of the seal

#### Consultation

Karting WA (inc)  
Lake King Kart Club (inc)  
Joe Douglas, Town Planner, Exurban Rural and Regional Planning

#### Financial Implications

Nil

#### Strategic Implications

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

| <b>Social Objective - A valued, healthy and inclusive community and lifestyle</b> |     |                                                                                   |
|-----------------------------------------------------------------------------------|-----|-----------------------------------------------------------------------------------|
| Outcome                                                                           | 6   | An engaged, supportive and inclusive community                                    |
| Strategies                                                                        | 6.3 | Actively promote and support local events and activities for the community        |
| Outcome<br>Strategies                                                             | 7.1 | Improve access to sport, leisure and recreation facilities, services and programs |

## Voting Requirements

Absolute Majority

## **RECOMMENDATION / RESOLUTION**

### **RESOLUTION**

**Moved:** Cr  
**Seconded:** Cr

That Council:

1. Approves the formalising of a new Lease over Portion of Reserve 20321 being part of Lot 350 on Deposited Plan 55294 at 6130 Newdegate-Ravensthorpe Road, Lake King to the Lake King Kart Club for the operation, maintenance and development of the Lake King Kart Club and go-cart track for recreational purposes, subject to Ministerial Consent.
2. Term of the Lease to be 5 years with a further 5-year option for a Peppercorn Lease amount of \$1.00 per annum.
3. Approves the fixing of the Shire of Lake Grace Common Seal to the Lease document by the Shire President and Chief Executive Officer.

### **CARRIED**

**For:**  
**Against:**

## **14.4.4 CHRISTMAS/NEW YEAR 2026 - CLOSURE OF COUNCIL ADMINISTRATION**

|                               |                                                   |
|-------------------------------|---------------------------------------------------|
| <b>Applicant</b>              | Internal                                          |
| <b>File No.</b>               | Nil                                               |
| <b>Attachments</b>            | Nil                                               |
| <b>Author</b>                 | Aaron Wooldridge – Deputy Chief Executive Officer |
| <b>Disclosure of Interest</b> | Nil                                               |
| <b>Date of Report</b>         | 16 September 2026                                 |
| <b>Senior Officer</b>         | Mr Alan George – Chief Executive Officer          |

### Summary

Administration is seeking Council approval for the Administration Office to be closed from Tuesday 29<sup>th</sup> December 2026 to Friday 8<sup>th</sup> January 2027, including half day on the Thursday, 24<sup>th</sup> December 2026 from midday, with the Administration Office reopening for normal business on Monday 11<sup>th</sup> January 2027.

The proposed closure will provide for a coordinated Christmas/New Year closure period while ensuring that essential Shire services and emergency response arrangements continue to be maintained.

### Background / Comment

Council Policy 1.14 – *Christmas/New Year Closure of Council Facilities* provides for the closure of Council facilities over the Christmas and New Year period.

For the 2026/27 Christmas/New Year period, management proposes that the Administration Office remain closed from Tuesday 29<sup>th</sup> December 2026 through to Friday 8<sup>th</sup> January 2027 inclusive, reopening for normal business on Monday 11<sup>th</sup> January 2027.

Public Holidays are Friday, 25<sup>th</sup> December 2026 (Christmas Day), Saturday, 26<sup>th</sup> December 2026 (Boxing Day), Monday, 28<sup>th</sup> December 2026 (WA Boxing Day Additional Holiday).

The additional ordinary working days affected by the proposed closure are:

- Tuesday 29<sup>th</sup> December 2026.
- Wednesday 30<sup>th</sup> December 2026; and
- Thursday 31<sup>st</sup> December 2026.
- Monday 4<sup>th</sup> January to Friday 8<sup>th</sup> January 2027.

Friday 1<sup>st</sup> January 2027 is the New Year's Day public holiday.

Historically, the Administration Office experiences very little, if any, public contact during the period between Christmas and New Year and usually the first week in January. It is also anticipated that a significant proportion of Administration staff would ordinarily seek leave during this period.

Staff affected by the closure will be required to make appropriate leave arrangements for the ordinary working days affected by the closure, including the use of annual leave, rostered days off or other approved leave entitlements, in accordance with the applicable employment arrangements.

The proposed closure is not expected to materially impact the operations of the Shire. Appropriate arrangements will remain in place for essential services, including watering regimes, infrastructure requirements and emergency response. Relevant staff will remain available or on call where operationally required.

Advance public notice of the closure will be provided through the Shire's usual communication channels to ensure residents and customers have adequate opportunity to undertake any necessary business with the Shire prior to the closure.

Emergency and after-hours contact arrangements will also be included in the public notice where appropriate.

### Legal Implications

Nil

### Policy Implications

Policy 1.14 Christmas/New Year Closure of Council Facilities

The proposed closure arrangements are to be considered in accordance with the provisions of Policy 1.14.

---

### Consultation

Alan George – Chief Executive Officer  
Aaron Wooldridge – Deputy Chief Executive Officer  
All administration staff

### Financial Implications

There are no material additional financial implications arising from the proposed closure.

Ordinary working days falling within the closure period will be covered by employees approved annual leave, rostered days off or other applicable leave entitlements. Essential operational services will continue to be provided in accordance with normal staffing and operational requirements.

### Strategic Implications

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

| <b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b> |     |                                                                                             |
|-------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------------|
| Outcome                                                                                                           | 8   | A strategically focused, unified Council functioning efficiently                            |
| Strategies                                                                                                        | 8.1 | Provide informed leadership on behalf of the community                                      |
|                                                                                                                   | 8.2 | Promote and advocate for the community and district                                         |
|                                                                                                                   | 8.3 | Provide strategic leadership and governance                                                 |
|                                                                                                                   | 8.4 | Provide timely communications on all Council activities to community                        |
| Outcome                                                                                                           | 9   | An efficient and effective organisation                                                     |
| Strategies                                                                                                        | 9.1 | Maintain accountability and financial responsibility through effective planning             |
|                                                                                                                   | 9.2 | Comply with statutory and legislative requirements                                          |
|                                                                                                                   | 9.3 | Provide a positive and safe workplace                                                       |
|                                                                                                                   | 9.4 | Establish and maintain community endorsed levels of service across all functions of Council |

## Voting Requirements

Absolute majority.

## **RECOMMENDATION / RESOLUTION**

### **RESOLUTION**

**Moved:** Cr  
**Seconded:** Cr

That Council:

1. **APPROVES** the closure of the Shire of Lake Grace Administration Office from Tuesday 29<sup>th</sup> December 2026 to Friday 8<sup>th</sup> January 2027, including Thursday 24<sup>th</sup> December 2026 from midday (12pm), with the Administration Office reopening for normal business on Monday 11<sup>th</sup> January 2027.
2. **NOTES** that employees affected by the closure will be required to utilise annual leave, rostered days off or other approved leave entitlements for the ordinary working days falling within the closure period.
3. **NOTES** that appropriate staffing and on-call arrangements will remain in place to maintain essential Shire operations and respond to emergencies during the closure period; and
4. **AUTHORISES** the Chief Executive Officer to provide appropriate public notice of the Christmas/New Year closure and associated emergency and after-hours contact arrangements.

### **CARRIED**

**For:**  
**Against:**

## **14.4.5 AMENDMENT TO POLICY 3.7 – PURCHASING POLICY**

|                               |                                                   |
|-------------------------------|---------------------------------------------------|
| <b>Applicant</b>              | Shire of Lake Grace                               |
| <b>File No.</b>               | Policy Manual – Policy 3.7                        |
| <b>Attachments</b>            | 1. Amended Policy 3.7 – Purchasing Policy         |
| <b>Author</b>                 | Aaron Wooldridge - Deputy Chief Executive Officer |
| <b>Disclosure of Interest</b> | Nil                                               |
| <b>Date of Report</b>         | 8 September 2026                                  |
| <b>Senior Officer</b>         | Alan George - Chief Executive Officer             |

## Summary

For Council to consider an amendment to Policy 3.7 – Purchasing Policy to reflect the Shire's revised organisational structure following the redundancy of the Manager Corporate Services position and the establishment of two Senior Finance Officer roles (onsite and offsite). The amendment removes the Manager Corporate Services from the list of purchasing officers and

adds both Senior Finance Officer positions with authority to issue purchase orders up to \$25,000, consistent with their approved spending delegation.

### Background

At the Special Council Meeting held on 5 August 2026, Council considered organisational changes that resulted in the Manager Corporate Services position becoming redundant. As part of the revised finance structure, two Senior Finance Officer roles have been established: one onsite and one offsite.

Policy 3.7 currently lists Manager Corporate Services as an authorised purchasing officer with a purchase order limit of \$50,000. The policy therefore no longer reflects the current organisational structure or the approved financial authority applying to the new Senior Finance Officer positions.

The Shire's Policy Manual provides that additions, deletions or alterations to Council policy are to be affected by specific Council resolution and that the Policy Manual is to be updated accordingly.

### Comment

It is proposed that section 2.4, Purchasing Officers – Financial Limits, of Policy 3.7 be amended to remove the Manager Corporate Services position and replace it with the following positions:

- Senior Finance Officer (Onsite) – \$25,000
- Senior Finance Officer (Offsite) – \$25,000

No other purchasing officer limits are proposed to change. The Chief Executive Officer will remain unlimited within the adopted budget and applicable guidelines, while the Deputy Chief Executive Officer and Manager Infrastructure Services will each retain a \$50,000 purchase order limit.

The amendment aligns the policy with Shire's current staffing structure and ensures the two Senior Finance Officers can exercise the approved level of purchasing authority required for the efficient operation of the finance function. Existing policy controls remain unchanged, including the requirement that purchasing officers cannot authorise requisitions they have raised themselves.

The amended Policy 3.7 is provided as Attachment 1, with the change reflected in section 2.4 and the policy history to be updated following Council's determination.

### Legal Implications

*Local Government Act 1995.*

Local Government (Functions and General) Regulations 1996.

Policy 3.7 states that Shire's purchasing activities are to comply with the Local Government Act 1995, the Local Government (Functions and General) Regulations 1996 and other relevant legislative and governance requirements. The proposed amendment relates to internal purchasing authority and does not alter the statutory purchasing thresholds or tender requirements contained in the policy.

---

### Policy Implications

Policy 3.7 – Purchasing Policy will be amended at section 2.4, Purchasing Officers – Financial Limits, by deleting “Manager Corporate Services – \$50,000” and inserting “Senior Finance Officer (Onsite) – \$25,000” and “Senior Finance Officer (Offsite) – \$25,000”.

Policy 1.1 – Policy Manual Amendments requires additions, deletions or alterations to Council policy to be made by specific Council resolution and the Policy Manual to be updated.

### Consultation

Alan George – Chief Executive Officer  
Aaron Wooldridge – Deputy Chief Executive Officer  
Nicola Kuchling – Senior Finance Officer (Onsite)  
Victoria Fasano – Senior Finance Officer (Offsite)

### Financial Implications

There are no direct additional financial implications arising from the policy amendment. The amendment formalises purchasing authority for the two Senior Finance Officer positions up to \$25,000 each. All purchases remain subject to the adopted budget, Policy 3.7 purchasing requirements and applicable delegations and internal controls.

### Strategic Implications

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

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

### Voting Requirements

Simple Majority

### **RECOMMENDATION / RESOLUTION**

#### **RESOLUTION**

**Moved: Cr**

**Seconded: Cr**

That Council:

1. APPROVES the amendment to Policy 3.7 – Purchasing Policy at section 2.4, Purchasing Officers – Financial Limits, to:

- a. delete “Manager Corporate Services – \$50,000”;
- b. insert “Senior Finance Officer (Onsite) – \$25,000”; and
- c. insert “Senior Finance Officer (Offsite) – \$25,000”.

2. ADOPTS the amended Policy 3.7 – Purchasing Policy as presented in Attachment 1.

3. AUTHORISES the Chief Executive Officer to update the Shire of Lake Grace Policy Manual to incorporate the amended Policy 3.7 and record the date and resolution number of Council's amendment in the policy history.

#### **CARRIED**

**For:**

**Against:**

#### **14.4.6 BUDGET AMENDMENT – CAPITAL ROAD WORKS**

|                               |                                                |
|-------------------------------|------------------------------------------------|
| <b>Applicant</b>              | Internal Report                                |
| <b>File No.</b>               | 0863                                           |
| <b>Attachments</b>            | Nil                                            |
| <b>Author</b>                 | Phil Burgess – Manager Infrastructure Services |
| <b>Disclosure of Interest</b> | Nil                                            |
| <b>Date of Report</b>         | 17 September 2026                              |
| <b>Senior Officer</b>         | Phil Burgess – Manager Infrastructure Services |

### Summary

To consider and approve a Budget Amendment in the 2026/2027 Capital Works Road Programme.

### Background

West Kuender has an adopted budget of \$130,000 for sealed pavement repairs and rut correction for the 2026/2027 FY. North Lake Grace Karlgarin Road has an adopted budget of \$140,000 for the current FY for sealed pavement repairs and rut correction. This work has

been successfully completed for approx. 2,900 m<sup>2</sup> of pavement on North Lake Grace Karlgarin Road.

Comment

The West Kuender Road has had significant work completed in the 2025/2026 FY and after negotiations with the Contractor, they will complete the hydraulic oil spill repairs at their cost, and I will therefore only require \$9,795.00 + GST for this Road.

North Lake Grace Karlgarin Road has had the sealed pavement repairs and rut correction successfully completed for approx. 2,900 m<sup>2</sup>. Due to the significant heavy motor traffic on the Road, it is being damaged faster than it can be repaired and now also limited due to budgetary constraints.

With the reduced requirement of repairs/rut correction on West Kuender Road from the work completed last year and the contractor pitching in with repairs at their cost, there is \$120,205.00 available to be transferred and utilised on North Lake Grace Karlgarin Road, which is in dire need of more repairs.

I am requesting the approval of Council for this Budget Amendment brought about due to the urgent need; given the significant heavy traffic using the road with no end in sight, I am totally focussed on protecting the road moving into harvest and beyond.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Alan George – Chief Executive Office  
Victoria Fasano – Senior Finance Officer

Financial Implications

Nil

Strategic Implications

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

| <b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b> |     |                                                                                 |
|-------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------|
| Outcome                                                                                                           | 9   | An efficient and effective organisation                                         |
| Strategies                                                                                                        | 9.1 | Maintain accountability and financial responsibility through effective planning |

### Voting Requirements

Simple majority

## **RECOMMENDATION / RESOLUTION**

### **RESOLUTION**

**Moved: Cr**

**Seconded: Cr**

That Council authorises the Budget Amendment for the current Capital Works Road Programme of \$120,205.00 from West Kuender Road to North Lake Grace Karlgarin Road.

### **CARRIED**

**For:**

**Against:**

## **14.5 FINANCE**

### **14.5.1 ACCOUNTS FOR PAYMENT – AUGUST 2026**

|                               |                                                     |
|-------------------------------|-----------------------------------------------------|
| <b>Applicant</b>              | Internal Report                                     |
| <b>File No</b>                | 0277                                                |
| <b>Attachments</b>            | List of Accounts Payable                            |
| <b>Author</b>                 | Mrs Nicola Kuchling – Senior Finance Officer Onsite |
| <b>Disclosure of Interest</b> | Nil                                                 |
| <b>Date of Report</b>         | 7 September 2026                                    |
| <b>Senior Officer</b>         | Mr Alan George – Chief Executive Officer            |

### Summary

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

### Background

List of payments for the month of August 2026 through the Municipal account are attached.

### Comment

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

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

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

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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 August 2026 from the Municipal account  
Total \$963,676.41

Strategic Implications

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

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

### Voting Requirements

Simple majority required.

### **RECOMMENDATION / RESOLUTION**

#### **RESOLUTION**

**Moved:** Cr  
**Seconded:** Cr

That Council ratify the list of payments totalling \$963,676.41 as presented for the month of August 2026 incorporating:

| <b>Payment Method</b>      | <b>CHQ/EFT/DD Number</b> | <b>Amount</b>       |
|----------------------------|--------------------------|---------------------|
| Electronic Funds Transfers | EFT30069 – EFT30177      | \$905,463.09        |
| Direct Debits              | DD12038.1 – DD12056.15   | \$49,397.92         |
| Fuel Cards                 | EFT30125                 | \$2,200.79          |
| Credit Cards               | DD12046.1                | \$6,614.61          |
|                            | <b>TOTAL</b>             | <b>\$963,676.41</b> |

**CARRIED**  
**For:**  
**Against:**

## Shire of Lake Grace

### **CERTIFICATE OF EXPENDITURE** **August 2026**



This Schedule of Accounts to be passed for payment, covering

| <b>Payment Method</b>      | <b>CHQ/EFT/DD Number</b> | <b>Amount</b>       |
|----------------------------|--------------------------|---------------------|
| Electronic Funds Transfers | EFT30069 – EFT30177      | \$905,463.09        |
| Direct Debits              | DD12038.1 – DD12056.15   | \$49,397.92         |
| Fuel Cards                 | EFT30125                 | \$2,200.79          |
| Credit Cards               | DD12046.1                | \$6,614.61          |
|                            | <b>TOTAL</b>             | <b>\$963,676.41</b> |

to the Municipal account, totalling \$963,676.41 which were submitted to each member of the Council on 23 September 2026, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing's and the amounts shown are due for payment.

\_\_\_\_\_  
Alan George  
**CHIEF EXECUTIVE OFFICER**

#### 14.5.2 FINANCIAL REPORTS & BUDGET AMENDMENTS – 31 AUGUST 2026

|                               |                                                                                                                             |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b>              | Internal Report                                                                                                             |
| <b>File No.</b>               | 0275                                                                                                                        |
| <b>Attachments</b>            | <ul style="list-style-type: none"><li>• Monthly Financial Reports</li><li>• Bank Reconciliations – 31 August 2026</li></ul> |
| <b>Author</b>                 | Mrs Victoria Fasano - Senior Finance Officer - Offsite                                                                      |
| <b>Disclosure of Interest</b> | Nil                                                                                                                         |
| <b>Date of Report</b>         | 31 August 2026                                                                                                              |
| <b>Senior Officer</b>         | Mr Alan George - Chief Executive Officer                                                                                    |

##### Summary

Consideration of the Monthly Financial Reports and Bank Reconciliations for the month ending 31 August 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 August 2026, operating revenue is slightly below target by \$46,975 (0.70%).

Operating expenditure is \$1,597,036 (47.01%) below the year-to-date budget, mainly due to depreciation not yet being posted, pending completion of the 2025/26 Annual Financial Statement audit. Utility charges are below budget, reflecting reduced consumption.

Inflows from Investing activities are under budget by \$20,100 (67%) due to the Wattle Drive Extension capital project being delayed.

Outflows from investing activities were \$791,795 (65.69%) below budget, reflecting the early stage of the new financial year. The majority of capital projects (87.23%) have either not yet commenced or are still 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 (WATC) totalling \$3,835,237, along with two term deposits held with CBA totalling \$11,115,781.

The due date for rates payments is 18/09/2026, therefore, only 16.4% of rates have been collected so far.

General debtor is \$120,314, 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 August 2026. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

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

Legal Implications

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

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

Policy Implications

Nil

Consultation

Mr Alan George – Chief Executive Officer

Financial Implications

Nil

Strategic Implications

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

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

### Voting Requirements

Absolute Majority

### **RECOMMENDATION / RESOLUTION**

#### **RESOLUTION**

**Moved:** Cr  
**Seconded:** Cr

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 August 2026
2. Receives Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 August 2026

#### **CARRIED**

**For:**  
**Against:**

### **14.6 COMMUNITY SERVICES**

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

### **16.0 INFORMATION BULLETIN – SEPTEMBER 2026**

|                                |                                                      |
|--------------------------------|------------------------------------------------------|
| <b>Applicant:</b>              | Internal Report                                      |
| <b>File No.</b>                | Nil                                                  |
| <b>Attachments:</b>            | Information Bulletin Cover Page Only                 |
| <b>Author:</b>                 | Kate McGougan - Executive Assistant                  |
| <b>Disclosure of Interest:</b> | Nil                                                  |
| <b>Date of Report:</b>         | 18 September 2026                                    |
| <b>Senior Officer:</b>         | Mr Aaron Wooldridge - Deputy Chief Executive Officer |

### Summary

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

### Background / Comment

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

The September 2026 Information Bulletin attachments include:

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Reports:

- Infrastructure Services Report

External Organisations

- Roe Tourism 10 August 2026 Minutes
- WALGA CCZ Minutes 14 August 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**

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

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Voting Requirements

Simple majority required.

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**

**Moved:** Cr  
**Seconded:** Cr

That Council accepts the Information Bulletin Report for September 2026.

**CARRIED**

**For:**  
**Against:**

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

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**

**Moved:** Cr  
**Seconded:** Cr

That Council meet behind closed doors to consider the confidential item(s) in accordance with Section 3.7 of the Shire of Lake Grace Standing Orders Local Law 2015.

17.1.1 Memorandum of Understanding – WA Police Regional Aviation Fuel Storage

These items and any attachments are confidential in accordance with Section 4.23(2)(a) of the *Local Government Act 1995*.

**CARRIED**

**For:**  
**Against:**

**18.0 DATE OF NEXT MEETING – 28 OCTOBER 2026**

The next Ordinary Council Meeting is scheduled to take place on Wednesday 28 October 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 \_\_ pm.