

SHIRE OF LAKE GRACE



AGENDA

Ordinary Council Meeting
25 March 2026

Notice of Meeting
To the Shire President and Councillors

The next Ordinary Council Meeting will be held on Wednesday 25 March 2026 in the Council Chambers, 1 Bishop Street, Lake Grace commencing at 3:30pm.

A handwritten signature in black ink, appearing to read "A. Wooldridge".

Aaron Wooldridge
Acting Chief Executive Officer
20 March 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.

Question Time for the Public

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

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

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

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

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal or informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person’s and or legal entity’s own risk.

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

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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 25 March 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 JL Roche	
Cr RA Lloyd	
Cr BJ Hyde	
Cr AJ Kuchling	

3.2 APOLOGIES

Mr Alan George	Chief Executive Officer
Cr DS Clarke	

3.3 IN ATTENDANCE

Mr Aaron Wooldridge	Acting Chief Executive Officer
Mrs T Hall	Manager Corporate Services
Mr Philip Burgess	Manager Infrastructure Services
Miss K Armanasco	Administration and Records Officer

3.4 OBSERVERS / VISITORS

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Cr SG Hunt

Deputy Shire President

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

5.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6.0 PUBLIC QUESTION TIME

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

8.0 NOTATIONS OF INTEREST

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

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

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

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 18 FEBRUARY 2026

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That the Minutes of the Ordinary Council Meeting held on Wednesday 18 February 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

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

13.0 REPORTS OF COMMITTEES

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

14.3 HEALTH AND BUILDING

14.4 ADMINISTRATION

14.4.1 AUDIT & RISK IMPROVEMENT COMMITTEE – TERMS OF REFERENCE

Applicant	Internal
File No.	0625
Attachments	Audit & Risk Improvement Committee Terms of Reference (Final) Document
Author	Aaron Wooldridge – Acting Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	20 March 2025
Senior Officer	Aaron Wooldridge – Acting Chief Executive Officer

Summary

This report recommends changes to the Audit and Risk Committee Terms of Reference for the Shire of Lake Grace. The proposed amendments are only for the name change to Audit and Risk Improvement Committee (ARIC) and to include the additional committee member role to the ARIC as the Deputy Presiding Chairperson.

These changes align with the new Local Government Reform and in accordance with section 7.1A of the *Local Government Amendment Act 2024*.

Background

The Audit and Risk Improvement Committee play a vital role in assisting the Council with its responsibilities regarding financial reporting, risk management, and internal controls. Periodic reviews of the committee’s Terms of Reference are necessary to ensure they remain current and effective.

Recent governance reviews have highlighted opportunities to enhance the document by refining its structure and increasing the frequency of meetings. The restructuring will provide a more logical flow of information, making it easier for committee members and stakeholders to reference key provisions. Additionally, the introduction of quarterly meetings will improve the committee’s ability to monitor financial and risk-related issues more proactively.

Comment

The proposed changes to the Terms of Reference include:

- **Committee Name Change** to be compliant to the new reform and the *Local Government Amendment Act 2024*.
- **Addition to Roles** to include the role of Deputy Presiding Chairperson as a member to the ARIC and is the support role to the Chairperson of the ARIC when they are absent and is required in accordance with section 7.1B(1) of the *Local Government Amendment Act 2024*.

It is recommended that the Council endorse the proposed amendments to the Terms of Reference to enhance the committee's effectiveness and ensure ongoing compliance with good governance practices.

Legal Implications

The legal obligations are referred to the following Acts and Legislation:

- **Local Government Act 1995;**
- **Local Government Amendment Act 2024;**
- **Local Government (Audit) Regulations 1996; and**
- **Local Government (Administration) Regulations 1996**
-

Policy Implications

To be amended in the Shire of Lake Grace Policy Manual.

Consultation

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

Financial Implications

Nil

Strategic Implications

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

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.3	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
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Voting Requirements

Absolute Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council:

1. Endorses the proposed amendments to the Audit and Risk Improvement Committee Terms of Reference;
2. Authorises the implementation of the revised Terms of Reference effective immediately; and
3. Directs the Acting Chief Executive Officer to update all relevant documentation and notify committee members accordingly.

CARRIED

For:
Against:

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – JANUARY 2026

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Tegan Hall - Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	6 February 2026
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

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

Background

List of payments for the month of January 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.

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 January 2026 from the Municipal account
Total \$491,146.64.

Strategic Implications

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

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

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council ratify the list of payments totalling \$491,146.64 as presented for the month of January 2026 incorporating:

Payment Method	CHQ/EFT/DD Number	Amount
Electronic Funds Transfers	EFT29154 – EFT29253	\$406,021.81
Direct Debits	DD11751.1 – DD11767.12	\$72,794.33
Fuel Cards	EFT29168	\$4,063.26
Credit Cards	DD11756.2	\$8,267.24
	TOTAL	\$491,146.64

CARRIED

For:
Against:

14.5.2 FINANCIAL REPORTS – 31 JANUARY 2026

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

Summary

Consideration of the Monthly Financial Reports for the period ending 31 January 2026 and Bank Reconciliations for the month ending 31 January 2026.

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 January 2026, operating revenue is \$25,525 (0.31%) below target, primarily due to lower-than-budgeted Fees and charges.

Operating expenditure is \$391,420 (3.66%) below the year-to-date budget, mainly due to reduced materials and contracts expenditure associated with delays in operating jobs.

Investing activities inflows exceeded budget by \$9,182 (3.83%) due to Proceeds from disposal of assets being higher than budgeted.

Investing activities outflows were \$2,626,216 (42.95%) below budget, primarily due to a significant proportion of capital projects not yet commenced (48.94%) or remaining in the early stages of completion.

Cash at bank is slightly higher than the corresponding period in the prior year. An investment agreement is in place for an Overnight Cash Deposit with the Western Australian Treasury Corporation totalling \$2,894,835, together with three term deposits held with the CBA totalling \$13,695,102.

Outstanding rates are tracking well, with a collection rate of 95% achieved to date.

General debtor is \$50,605 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 January 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

Internal Mrs Tegan Hall – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

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

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values

Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

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

1. Statements of Financial activity for the period ended 31 January 2026 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 January 2026.

CARRIED

For:

Against:

14.5.3 ACCOUNTS FOR PAYMENT – FEBRUARY 2026

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Tegan Hall - Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	5 March 2026
Senior Officer	Mr Aaron Wooldridge – Acting Chief Executive Officer

Summary

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

Background

List of payments for the month of February 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.

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 February 2026 from the Municipal account
Total \$634,034.06.

Strategic Implications

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

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

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council ratify the list of payments totalling \$634,034.06 as presented for the month of February 2026 incorporating:

Payment Method	CHQ/EFT/DD Number	Amount
Electronic Funds Transfers	EFT29254 – EFT29356	\$595,697.43
Direct Debits	DD11789.1 – DD11789.2	\$29,624.36
Fuel Cards	EFT29270 & EFT29320	\$5,835.59
Credit Cards	DD11789.1	\$2,876.68
	TOTAL	\$634,034.06

CARRIED

For:
Against:

14.5.4 FINANCIAL REPORTS – 28 FEBRUARY 2026

Applicant	Internal Report
File No.	0275
Attachments	<ul style="list-style-type: none"> • Monthly Financial Reports • Bank Reconciliations – 28 February 2026
Author	Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting
Disclosure of Interest	Nil
Date of Report	28 February 2026
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 28 February 2026 and Bank Reconciliations for the month ending 28 February 2026.

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 28 February 2026, operating revenue is \$22,475 (0.26%) below target, primarily due to lower-than-budgeted Fees and charges.

Operating expenditure is \$512.182 (4.22%) below the year-to-date budget, mainly due to reduced materials and contracts expenditure associated with delays in operating jobs.

Investing activities inflows are under budget by \$11,322 (3.59%) due to Proceeds from disposal of assets being lower than budgeted.

Investing activities outflows were \$3,091,992 (44.85%) below budget, primarily due to a significant proportion of capital projects not yet commenced (46.81%) or remaining in the early stages of completion.

Cash at bank is slightly higher than the corresponding period in the prior year. An investment agreement is in place for an Overnight Cash Deposit with the Western Australian Treasury Corporation totalling \$3,054,162, together with three term deposits held with the CBA totalling \$13,386,664.

Outstanding rates are tracking well, with a collection rate of 95.7% achieved to date.

General debtor is \$231,376 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 28 February 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

Internal Mrs Tegan Hall – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

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

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values

Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

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

1. Statements of Financial activity for the period ended 28 February 2026; and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 28 February 2026.

CARRIED

For:

Against:

14.6 COMMUNITY SERVICES

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

16.0 INFORMATION BULLETIN – MARCH 2026

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Kylie Armanasco – Administration and Records Officer
Disclosure of Interest:	Nil
Date of Report:	20 March 2026
Senior Officer:	Mr Aaron Wooldridge - Acting 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 March 2026 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report March 2026

External Organisations

- Lake King Progress Association General Minutes February 2026
- Varley Progress Association Meeting Minutes February 2026
- WALGA Central Country Zone Minutes February 2026
- Lake Grace Roadwise Meeting Minutes February 2026
- Lake Grace Library and CRC Committee Meeting Minutes February 2026

Circulars, Media Releases, Newsletters, Letters

- As circulated via email

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council accepts the Information Bulletin Report for March 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.

Item 17.1.1 Approval for Write Off of Sundry Debtor Account

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 – 22 APRIL 2026

The next Ordinary Council Meeting is scheduled to take place on Wednesday 22 April 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.