

Shire of Lake Grace

Ordinary Council Meeting

MINUTES

25 March 2026

Meeting Commencing at 3:30 pm

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Acknowledgement of Country

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

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



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SHIRE OF LAKE GRACE

Minutes for the Ordinary Council Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 25 March 2026 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

President Len Armstrong opened the meeting at 3:30pm

2.0 ACKNOWLEDGEMENT OF COUNTRY

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

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

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

3.1 PRESENT

Cr LW Armstrong	Shire President
Cr SG Hunt	Deputy Shire President
Cr JL Roche	
Cr RA Lloyd	
Cr AJ Kuchling	

3.2 APOLOGIES

Mr Alan George	Chief Executive Officer
Cr DS Clarke	
Cr BJ Hyde	

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

Andrew Walker

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Cr Stephen Hunt: 9 March – 2 April 2026

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

Brought back from Item 8.0 when the Shire President was made aware of an additional Application for Leave of Absence

RECOMMENDATION / RESOLUTION

RESOLUTION **14157**

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

That Cr Hunt be granted Leave of Absence for the period 20 April – 20 May 2026 and Cr Lloyd be granted Leave of Absence for the period 12 April – 28 April 2026.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hunt, Cr Lloyd, Cr Kuchling, Cr Roche**
Against: **Nil**

5.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6.0 PUBLIC QUESTION TIME

Nil

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

8.0 NOTATIONS OF INTEREST

Change to order of business

Council moved back to address Item 4.0 Application for Leave of Absence

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

Nil

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

Nil

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

Nil

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 18 FEBRUARY 2026

RECOMMENDATION / RESOLUTION

RESOLUTION 14158

Moved: Cr Roche

Seconded: Cr Lloyd

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 5/0

For: Cr Armstrong, Cr Hunt, Cr Lloyd, Cr Kuchling, Cr Roche

Against: Nil

10.2 SPECIAL COUNCIL MEETING

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13.0 REPORTS OF COMMITTEES

Nil

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

Nil

14.2 PLANNING

Nil

14.2.1 PLANNING APPROVALS UNDER DELEGATION P01

Nil

14.3 HEALTH AND BUILDING

Nil

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

Voting Requirements

Absolute Majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14159

Moved: Cr Lloyd
Seconded: Cr Roche

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 5/0

For: Cr Armstrong, Cr Hunt, Cr Lloyd, Cr Kuchling, Cr Roche
Against: Nil

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 **14160**

Moved: **Cr Hunt**
Seconded: **Cr Roche**

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 **5/0**

For: **Cr Armstrong, Cr Hunt, Cr Lloyd, Cr Kuchling, Cr Roche**
Against: **Nil**

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 14161

Moved: Cr Lloyd
Seconded: Cr Kuchling

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 5/0

For: Cr Armstrong, Cr Hunt, Cr Lloyd, Cr Kuchling, Cr Roche
Against: Nil

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 14162

Moved: Cr Hunt
Seconded: Cr Kuchling

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 5/0

For: Cr Armstrong, Cr Hunt, Cr Lloyd, Cr Kuchling, Cr Roche
Against: Nil

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 14163

Moved: Cr Lloyd
Seconded: Cr Roche

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 5/0

For: Cr Armstrong, Cr Hunt, Cr Lloyd, Cr Kuchling, Cr Roche
Against: Nil

14.6 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

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 **14164**

Moved: **Cr Roche**

Seconded: **Cr Hunt**

That Council accepts the Information Bulletin Report for March 2026.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hunt, Cr Lloyd, Cr Kuchling, Cr Roche**

Against: **Nil**

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

RECOMMENDATION / RESOLUTION

RESOLUTION 14165

Moved: Cr Kuchling
Seconded: Cr Roche

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 5/0

For: Cr Armstrong, Cr Hunt, Cr Lloyd, Cr Kuchling, Cr Roche
Against: Nil

Observer Andrew Walker left the chambers

RECOMMENDATION / RESOLUTION

RESOLUTION 14166

Moved: Cr Hunt
Seconded: Cr Kuchling

That Council accept the recommendation contained in Item 17.1.1 – Approval for Write Off of Sundry Debtor Account

CARRIED 5/0

For: Cr Armstrong, Cr Hunt, Cr Lloyd, Cr Kuchling, Cr Roche
Against: Nil

RECOMMENDATION / RESOLUTION

RESOLUTION 14167

Moved: Cr Lloyd
Seconded: Cr Kuchling

That Council move out from behind closed doors and continue the meeting.

CARRIED 5/0

For: Cr Armstrong, Cr Hunt, Cr Lloyd, Cr Kuchling, Cr Roche
Against: Nil

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 3:45 pm.

20.0 CERTIFICATION

I, Leonard William Armstrong, certify that the minutes of the Meeting held on 25 March 2026 as shown were confirmed as a true record of the meeting.

Signature

Date