



Shire of **Ngaanyatjaraku**

ON A JOURNEY

IRRMED

MINUTES

**Ordinary Council Meeting
28 August 2024**

1:00pm

Shire of Ngaanyatjarraku

Ordinary Council Meeting 28 August 2024

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.

David Mosel
Chief Executive Officer
28 August 2024

The minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on 28 August 2024

Damian McLean
Shire President
28 August 2024

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UNCONFIRMED

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 1:03pm.

2. ANNOUNCEMENT OF VISITORS

The Presiding Member welcomed members of the public to the gallery.

3. RECORD OF ATTENDANCE

3.1 Present

Elected Members:	President Deputy President Councillor	D McLean D Frazer J Porter
Staff:	CEO MO FAO	D Mosel S Latham F Butler (via video conference)
Guests:	Judy Thompson – UHY Haines Norton (via video conference) Corinne Garrett – UHY Haines Norton	
Members of the Public:	There were no members of the public in attendance at the commencement of the meeting.	

3.2 Apologies

Cr J Frazer

3.3 Approved Leave of Absence

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. DECLARATION OF INTEREST

Councillors are requested to give due consideration to all matters contained in the agenda before the meeting.

A member who has an Impartiality, Proximity or Financial Interest in any matter to be discussed at a Council or Committee meeting, that will be attended by the member, must disclose the nature of the interest:

- (a) in a written notice given to the Chief Executive Officer before the meeting, or
- (b) at the meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest must not:

- (a) Preside at the part of the meeting relating to the matter, or
- (b) Participate in or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

Declarations of Interest provided:

Item Number / Name	Type of Interest	Nature / Extent of Interest

6. PUBLIC QUESTIONS

6.1 Response to Previous Public Questions Taken on Notice

Nil

6.2 Public Questions

Questions invited from the public gallery by the Presiding Member.

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 Petitions

No petitions have been received.

8.2 Presentations

No awards or gifts have been accepted by the Council on behalf of the Shire of Ngaanyatjarraku or the community.

8.3 Deputations

No requests to formally address the Council have been received.

9. CONFIRMATION OF MINUTES

9.1 Confirmation of Minutes from the Ordinary Meeting of Council Held on 31 July 2024

Voting Requirement
Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Porter

That the minutes of the Ordinary Meeting held on the 31 July 2024 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community be confirmed as a true and accurate recording of the meeting.

Carried 3/0

Voting for Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

UNCONFIRMED

10. CHIEF EXECUTIVE OFFICER REPORTS

10.1 Council Investments

File Reference:	FM.04
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 August 2024
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Majority

Summary

For Council to be advised of the Shires Municipal Account and Investments.

Background

To invest the Shire of Ngaanyatjaraku surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that liquidity requirements are being met.

Comment

Preservation of capital is to be the principal objective with consideration given to liquidity, cash flow requirements and return on investments.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that considers the Shire's risk tolerance. Any additional target set by the Shire will also consider the risk limitation and prudent investment principles.

Better rates have been received through a quotation process with the Westpac and Commonwealth Bank and as such funds have been deposited with the bank providing better interest rates. Westpac Business Premium Reserve Account has also been opened with the intention of keeping surplus operating funds in this bank account yielding higher interest income. Money is also held in Westpac's 31-day Notice Account. These funds are

mainly from the Commonwealth's FAGS 2023-2024 and Roads Grants paid in advance along with Shire reserve accounts.

Attached is a copy of the Shire Investment Register recording the details of these longer-term investments.

Statutory Environment

Local Government Act 1995, Section 6.14 – Power to Invest

- (1) *Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III*
- (2A) *A local government is to comply with the regulations when investing money referred to in subsection (1)*
- (2) *Regulations in relation to investments by local governments may –*
 - (a) *Make provision in respect of the investment of money referred to in subsection (1); and*
 - (b) *[deleted]*
 - (c) *Prescribe circumstances in which a local government is required to invest money held by it; and*
 - (d) *Provide for the application of investment earnings; and*
 - (e) *Generally, provide for the management of those investments.*

Local Government (Financial Management) Regulations 1996

Regulation 19 – Investment of money, restrictions on (Act s. 6.14 (2)(a))

- (1) *A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*
- (2) *The control procedures are to enable the identification of –*
 - (a) *The nature and location of all investments; and*
 - (b) *The transactions related to each investment.*

Regulation 19C – Investment of money, restrictions on (Act s. 6.14 (2)(a))

- (1) *In this regulation –*
Authorised institution means –
 - (a) *An authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth) Section 5; or*

- (b) *The Western Australian Treasury Corporation established by the Western Australia Treasury Corporation Act 1986;*

Foreign currency means a currency except the currency of Australia.

- (2) *When investing money under section 6.14 (1), a local government may not do any of the following –*
- (a) *Deposit with an institution except an authorised institution;*
 - (b) *Deposit for a fixed term of more than 3 years;*
 - (c) *Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
 - (d) *Invest in bonds with a term to maturity of more than 3 years;*
 - (e) *Invest in a foreign currency.*

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

Corporate Policy. Finance 2.12 – Invest.

Attachments

10.1 – Council Investment Register

Officers Recommendation and Council Resolution

Moved: Cr J Porter

Seconded: Cr J Frazer

That Council received the Council Investment Register detailing investment activity for August 2024.

Carried 3/0

Voting for Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against : Nil

UNCONFIRMED

10.2 Payments by Employees Via Purchasing Cards 28 May 2024 to 27 June 2024

File Reference:	FM.02
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 August 2024
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

To provide Council with the list of payments made by authorised employees using transaction cards for the period 28 June 2024 to 27 July 2024.

Background

On 1 September 2023, Regulation 13A of the *Local Government (Financial Management) Regulations 1996* was introduced requiring local governments to prepare a list of all payments made by an authorised employee using a credit, debit or other purchasing card.

Credit card payments were previously included in the accounts for payment listing presented to Council and are now provided as a separate attachment to distinguish these from the list of account payments made under delegated authority.

The listing of relevant cards has been prepared to highlight the information required by legislation:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment;
- (d) sufficient information to identify the payment.

Comment

Purchasing card payments for the period 28 June 2024 to 27 July 2024 of \$5,306.95 via credit card payments totalling \$5,306.95 are presented to Council to be received.

The attached schedule provides the information required by legislation. A detailed copy of the payments and statements with supporting information will be kept in the Finance Office.

The list of payments made by authorised employees using transaction cards to be received by Council for the period 28 June 2024 to 27 July 2024 (Attachment 10.2) are presented to Council.

Statutory Environment

Regulation 13A of the Local Government (Financial Management) Regulations 1996 provides that a list of all payments made by an authorised employee using a credit, debit or other purchasing card be prepared and presented to Council.

This list must include all payments made since the list was last prepared and presented to Council and included in the minutes of the meeting.

Financial Implications

Expenditure relating to payments made using transaction cards is included in the 2023/24 budget.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

Attachment 10.2 – Schedule of Payments Made by Employees via Purchasing Cards – 28 June 2024 to 27 July 2024.

Officers Recommendation and Council Resolution

Moved: Cr D Fraser

Seconded: Cr C Frazer

That Council receives the listing of payments made by authorised employees using transaction cards for the period 28 June to 27 July 2024.

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

10.3 Adoption of 2024-2025 Fees and Charges

File Reference:	FM.09
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	23 August 2024
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Absolute Majority

Summary

The purpose of this report is for the Council to adopt the proposed Schedule of Fees and Charges for the 2024-2025 financial year and that the schedule be imposed from 1 July 2024.

Background

A local government may impose and recover a fee or charge for goods or services it provides. The proposed Fees and Charges have been collated and compiled in consultation with Coordinators responsible for providing the relevant services to the community and, where possible, ensuring appropriate levels of income/cost recovery are generated for the Shire.

Comment

The proposed increases to Fees and Charges 2024-2025 include the following assumptions and changes:

- All fees and charges are to be increased by 4%, rounded by the nearest 0.50, with exceptions to statutory charges and rates.
- Rates (exploration tenements) to increase by 4%. This would make rate in dollar 21.23c compared to 22 c in last year.
- Statutory charges are set by legislative bodies and are adopted as per rates current on their websites.
- Mileage - per game for travel to other Communities as per the recommended ATO rate.

Statutory Environment

Local Government Act 1995, Section 6.16 – (Imposition of Fees and Charges), 6.17 (Setting level of Fees and Charges) and 6.19 (Local Government to give notice of Fees and Charges) relates.

Section 6.19 requires that the Local Government provides local public notice of proposed new fees and the date the new fee will be applied from. It is proposed the new fees be applied from 01 July 2024.

Local Government Act 1995, Section 1.7 (Local Public Notice).

Financial Implications

It is expected that the proposed change will be included in the budgeting process for the 2024-2025 budget.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

10.3 2024-2025 Schedule of Fees and Charges

Officers Recommendation and Council Resolution

Moved: Cr J Porter

Seconded: Cr D Frazer

That Council:

1. Adopt the 2024-2025 Schedule of Fees and Charges, and
2. Authorise the Chief Executive Officer to provide local public notice of the 2024-2025 Schedule of Fees and Charges which are to be imposed from 01 July 2024.

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

10.4 Adoption of 2024-2025 Budget

File Reference:	FM.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 August 2024
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Absolute Majority

Summary

The Statutory Form of the Budget has now been finalised, the document is now submitted to Council for adoption.

Background

The 2024-2025 Budget has been prepared based on the principles contained in the Long-Term Financial Plan and Corporate Business Plan, as well as discussions with the Shire President and Councillors, and a detailed review of expenditure and efficiency measures considering substantive matters raised in previous reports to Council.

The 2024-2025 Budget has also considered the requirements of Section 6.2 of the Local Government Act 1995.

Comment

The budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australia Accounting Standards.

It is proposed that there will be 4% increase in rates (exploration tenements) and 4% increase in fees and charges for the 2024-2025 FY. Operating expenses are forecast to increase due to CPI increases. The superannuation guarantee charge (SGC) is an increase from 11.00% to 11.50% which impacts staff costs.

Major highlights include:

- General Minimum Rate at \$263.00 (five assessments).
- Rates Unimproved Value at .2123c in the dollar.
- 4% increase in Fees and Charges.
- Changeover of one vehicles in accordance with the Plant Replacement Program.
- Purchase of a rubbish truck and two waste collection trailers for the project 'Working towards waste compliance'.

- TV equipment upgrade – Blackstone TV Tower.
- \$8.04 million roads program incorporating additional works associated with the BHP West Musgrave mine.

Statutory Environment

Section 6.2 of the Local Government Act 1995 requires that a local government is to prepare (in the prescribed manner) and adopt (by absolute majority), between June 1 in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

Section 6.16 of the Local Government Act 1995 allows a local government to impose and recover a fee or charge for any goods or services it provides or proposes to provide (absolute majority required).

Section 6.32 of the Local Government Act 1995 states that a local government in order to make up the budget deficiency is to impose a general rate on rateable land that may be imposed uniformly or differentially. A local government may also impose a minimum payment (absolute majority required).

Section 6.51 of the Local Government Act 1995 allows a local government to charge interest on a rate or service charge that remains unpaid after its due and payable (absolute majority required).

Regulation 17 of the Local Government (Financial Management) Regulations 1996 states that a reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.

Regulation 23(a) of the Local Government (Financial Management) Regulations 1996 requires the annual budget to include the objects and reasons of any differential rates imposed.

Regulation 26 of the Local Government (Financial Management) Regulations 1996 requires that the annual budget is to include details for each discount, incentive, concession, and waiver to be allowed.

Regulation 27 of the Local Government (Financial Management) Regulations 1996 sets out the detail accompanying notes to the budget are to contain.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 states that each financial year a local government is to adopt a percentage or value,

calculated in accordance with AAS5, to be used in statements for financial activity for reporting material variances.

Regulation 64(2) of the Local Government (Financial Management) Regulations 1996 sets out the local government is to determine the due date for instalments after the first instalment.

Regulation 70 of the Local Government (Financial Management) Regulations 1996 states that the maximum interest rate for overdue rates under section 6.51(1), is 11.0%.

Section 67 of the Waste Avoidance and Resource Recovery Act 2007 enables a local government to impose an annual charge in respect of premises provided with a waste service by the local government.

Section 5.98 of the Local Government Act 1995 sets out fees etc payable to Council members.

Section 5.98A of the Local Government Act 1995 sets out allowances payable to deputy Presidents and deputy Mayors.

Section 5.98(2), (3), and (4) of the Local Government Act 1995 sets out allowances payable of a kind prescribed as being an expense.

Section 7B(2) of the Salaries and Allowances Act 1975 requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine –

- The amount of fees to be paid to Council members;*
- The amount of expenses to be reimbursed to Council members;*
- The amount of allowances to be paid to Council members.*

Regulations 30-32 of the Local Government (Administration) Regulations 1996 set the limits, parameters and types of allowances that can be paid to elected members.

Section 30.6 of the Local Government Officers' (Western Australia) Award 2021 sets the rate for meeting attendance travel costs per kilometre.

Section 5.63(1)(b) specifically excludes the need for Elected Members to “Declare a Financial Interest” in imposing a rate, charge, or fee. Additionally, the declaration provisions of the Act do not apply to Council business reimbursements or to Members sitting fees. Any other interest, be it Financial, Proximity, or Impartiality must be declared.

Financial Implications

The budget outlines planned expenditure and revenue and determines the financial parameters for the Shire of Ngaanyatjarraku to operate within for the 2024-2025 financial year. The Budget is a deficit budget.

It must be noted that Financial Assistance Grants for the 2024-25 year were pre-paid by the Federal Government into the 2023-24 FYE and forms a large part of the Surplus brought forward in the Rate Setting Statement.

Depreciation for the Shire's Budget for 2024-25 has been updated to reflect the Road Asset Revaluation that occurred during 2023-24.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

10.4 – 2024-2025 Draft Statutory Budget

Officers Recommendation 1 and Council Resolution

Moved: Cr J Porter

Seconded: Cr D Frazer

For the purposes of yielding the deficiency (100%) disclosed by the proposed Municipal Fund Budget and pursuant to section 6.34 of the Local Government Act 1995, Council imposes the following general and minimum rates of Unimproved Values:

UV Mining	\$0.2123 in the dollar (\$)
General Minimum	\$263.00 per rateable property

Carried 3/0

Voting for: CR D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

Officers Recommendation 2 and Council Resolution

Moved: Cr J Porter

Seconded: Cr D Frazer

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council offers the following options for the payment of rates by instalments:

Option 1 (Full Payment)

Full amount of rates and charges including arrears, to be paid on or before 04 October 2024 or 35 days after the date of service appearing on the rate notice whichever is the later.

Option 2 (Two Instalments)

First instalment to be made on or before 04 October 2024 or 35 days after the date of service appearing on the rate notice whichever is the later and including all arrears and half the current rates and service charges; and Second instalment to be made on or before 03 December 2024 or the first business day two months from the due date of the first instalment appearing on the rate notice, whichever is the later.

Option 3 (Four Instalments)

First instalment to be made on or before 04 October 2024 or 35 days after the date of service appearing on the rate notice, whichever is the later and including all arrears and one quarter of the current rates and service charges;

Second instalment to be made on or before 03 December 2024 or the first business day two months from the due date of the first instalment on the rate notice, whichever is the later;

Third instalment to be made on or before 03 February 2025 or the first business day two months from the due date of the second instalment appearing on the rate notice, whichever is the later; and

Fourth instalment to be made on or before 04 April 2025 or the first business day two months from the due date of the third instalment appearing on the rate notice, whichever is the later.

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

Officers Recommendation 3 and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Porter

That Council, in accordance with Section 67 of the Waste Avoidance and Recovery Act 2007, impose the following receptacle charge for 2024-25:

- Domestic rubbish removal \$372.85 (GST Free) per bin; and
- Commercial rubbish removal \$1,414.40 (GST Free) per service.

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

Officers Recommendation 4 and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Porter

That Council, in accordance with section 6.16 of the Local Government Act 1995, adopt Attachment 10.3 Schedule of Fees and Charges as presented in the Budget for the year ending 30 June 2025.

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

Officers Recommendation 5 and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Porter

That Council, in accordance with section 6.2 of the Local Government Act 1995, adopt Attachment 10.4 Annual Budget for the year ended 30 June 2025.

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

Officers Recommendation 6 and Council Resolution

Moved: Cr J Porter

Seconded: Cr D Frazer

That Council, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulation 1996, adopts the following materiality thresholds:

Condition

Variance exceeding 10% or \$20,000 whichever is greater.

Action

Must Report

(Note: Management discretion may be used on reporting Actual Variances less than 10% or \$20,000)

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

UNCONFIRMED

Officers Recommendation 7 and Council Resolution

Moved: Cr J Porter

Seconded: Cr D Frazer

That Council adopt the following Councillor Allowances for the 2024-2025 period:

In accordance with Section 5.98(1) and (2A) of the Local Government Act 1995, Local Government (Administration) Regulation 30(3A) and Part 6.2 and 6.3 of the Local Government CEO and EM Determination 2024 pursuant to Section 7(B) of the Salaries and Allowance Act, Councillor meeting attendance fees be set at \$260 per Council meeting, and \$130 per Committee or other prescribed meeting.

In accordance with Section 5.98(1) and (2A) of the Local Government Act 1995, Local Government (Administration) Regulation 30(3A) and Part 6.2 and 6.3 of the Local Government CEO and EM Determination 2024 pursuant to Section 7(B) of the Salaries and Allowances Act, Shire President meeting attendance fees be set at \$530 per Council meeting, and \$130 per Committee or other prescribed meeting.

In accordance with Sections 5.98(5) and 5.98A(1) of the Local Government Act 1995, Local Government (Administration) Regulation 33, and Part 7.2 of the Local Government CEO and EM Determination 2024 pursuant to section 7B of the Salaries and Allowances Act, the annual allowance for the Shire President is set at \$6,500.

In accordance with Sections 5.98A(1) of the Local Government Act 1995, Local Government (Administration) Regulation 33A and Part 7.3 of the Local Government CEO and EM Determination 2024 pursuant to Section 7B of the Salaries and Allowance Act, the annual allowance for the Deputy Shire President is set at \$2,000.

In accordance with Section 5.98(2), (3), and (4) of the Local Government Act 1995, Local Government (Administration) Regulation 31(1)(b) and Part 8.2(5) of the Local Government CEO and EM Determination 2021, travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021 is currently \$1.0352 per kilometre.

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

11. OPERATIONS REPORTS

11.1 Action Report – Operational Services

File Reference:	CP.00, PE.00, RD.00, WM.00
Reporting Officer:	Stephen Latham, Manager Operations
Authorising Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 August 2024
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

To inform Council of building maintenance, plant and equipment, road and waste activities and actions for the preceding month.

Background

Not applicable.

Comment

See attachment 11.1 for actions achieved.

Statutory Environment

Not applicable.

Financial Implications

There are no financial implications resulting for this matter.

Strategic Implications

Shire of Ngaanyatjaraku Plan for the Future 2021-2031

Goal 1 – Our People

Outcome 2 – Healthy People

Strategy 2.2 – Ensure appropriate regulatory health and waste services provision with funding.

Goal 2 – Looking after our Land

Outcome 6 – Living on our Land

Strategy 6.1 – Maintain Shire owned buildings and facilities.

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.2 – Provide a good place to work.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

11.1 – Operations Report August 2024.

Officers Recommendation and Council Resolution

Moved: Cr J Porter

Seconded: Cr D Frazer

That Council receive the Operational Services Action Report for August 2024.

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

11.2 Action Report – Environmental Health and Building Services

File Reference:	EM.00
Reporting Officer:	Terry Sargent, Environmental Health Officer
Authorising Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 August 2024
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

To inform Council of Environmental Health and Building Services activities and actions for the preceding month.

Background

Not applicable.

Comment

See Attachment 11.2 for actions achieved.

Statutory Environment

Not applicable.

Financial Implications

There are no financial implications resulting for this matter.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 1 – Our People

Outcome 2 – Healthy People

Strategy 2.2 – Ensure appropriate regulatory health and waste services provision with funding.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

11.2 – Environmental Health and Building Services Action Report August 2024.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Porter

That Council receive the Environmental Health and Building Services Action Report for August 2024

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

UNCONFIRMED

12. CORPORATE AND COMMUNITY SERVICES REPORTS

12.1 Monthly Payments Listing – July 2024

File Reference:	FM.02
Reporting Officer:	Fiona Butler, Finance and Administration Officer
Authorising Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 August 2024
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to receive the list of payments made by authority as attached in the Monthly Payments Listing for July 2024 (Attachment 12.1).

Background

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the Chief Executive Officer is required to present a list of payments to the Council at the next ordinary meeting of the Council after the list is prepared.

Comment

The list of payments made during the month of July is consistent with previous months, as per Attachment 12.1, though the payments made by employees who are authorised to use credit cards have been removed from this listing and are presented in a separate report and listing.

Statutory Environment

Local Government (Financial Management) Regulations 1996

Section 13 – Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its powers to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
 - (a) *The payee's name; and*
 - (b) *The amount of the payment; and*
 - (c) *The date of the payment; and*
 - (d) *Sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing –*
 - (a) *For each account for approval to be paid is to be prepared each month showing –*

- i. *The payee's name; and*
 - ii. *The amount of the payment; and*
 - iii. *Sufficient information to identify the transaction; and*
 - (b) *The date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be –*
- (a) *Presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *Recorded in the minutes of that meeting.*

Financial Implications

The Shire makes annual budget allocations for payments of accounts.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter.

Attachments

12.1 - Payment Listing July 2024

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Porter

That Council receive the monthly payment listing for July 2024 totalling payments of \$1,796,499.52

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

12.2 Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2024 - 2028

File Reference:	PL.09
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 August 2024
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to adopt the Shire of Ngaanyatjarraku Disability and Inclusion Plan (DAIP) 2024-2028.

Background

The Disability Services Act 1993 requires local authorities to produce a DAIP. These plans must be lodged with the Disability Services Commission for 5-year periods. The current DAIP expired in 2022. The 2023 review was not undertaken. This new DAIP is for the period 2024-2028 to realign with the 5-year cycle.

The DAIP 2024-2028 will assist the Shire in achieving compliance with the Disability Services Act 1993.

Comment

There is a legislative requirement to undertake a consultation process before adopting a new DAIP. At the Ordinary Council Meeting held 31 July 2024, Council approved the draft DAIP 2024-2028 as the basis for inviting public submissions. The public comment period was open between 31 July 2024 to 14 August 2024.

The draft DAIP 2024-2028 has been updated with feedback received from the public comment period and the DAIP 2024-2028 is now presented to Council to be considered for adoption.

Statutory Environment

Disability Services Act 1993

Disability Services Regulations 2004

Financial Implications

There are no financial implications resulting for this matter.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications

There are no known policy implications for this matter

Attachments

12.3 – Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2024-2028

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr J Porter

That Council resolve to adopt the Shire of Ngaanyatjarraku Disability Access and Inclusion Plan 2024-2028.

Carried 3/0

Voting for: Cr D McLean, Cr D Frazer, Cr J Porter

Voting Against: Nil

13. NEW BUSINESS OF AN URGENT NATURE AS ADMITTED BY DECISION

Nil

14. CONFIDENTIAL ITEMS

Nil

15. NEXT MEETING

The next meeting is scheduled for Wednesday 25 September 2024 at the Tjulyuru Cultural and Civic Centre, Warburton Community, commencing at 1.00pm.

16. CLOSURE OF MEETING

Meeting to be declared closed at 1.21pm by the Presiding Member.