



Shire of **Ngaanyatjaraku**

ON A JOURNEY

# MINUTES

**Ordinary Council Meeting  
26 February 2025**

**1:00pm**

**Notice Paper**

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## Ordinary Council Meeting 26 February 2025

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



**David Mosel**  
Chief Executive Officer

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The minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on 26 February 2024.

**Damian McLeod**  
Shire President

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UNCONFIRMED MINUTES

**1. DECLARATION OF OPENING**

Meeting to be declared open by the Presiding Member.

**2. ANNOUNCEMENT OF VISITORS**

Welcoming and recording of visitors to the public gallery by the Presiding Member.

**3. RECORD OF ATTENDANCE**

**3.1 Attendees**

<b>Elected Members:</b>	President Councillor Councillor Councillor Councillor	D McLean J Frazer (via telephone) J Porter D Frazer P Thomas (via telephone)
<b>Staff:</b>	CEO HR Coordinator Admin Coordinator Executive Officer	D Mosel (via video conference) M Roberts (via video conference) P O'Loughlin T Baldock
<b>Guests:</b>	Judy Thompson – UHY Haines Norton (via video conference)	
<b>Members of the Public:</b>	There were no members of the public in attendance at the commencement of the meeting.	

**3.2 Apologies**

Nil

**3.3 Approved Leave of Absence**

Nil

**4. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**5. DECLARATION OF INTEREST**

Nil

**6. PUBLIC QUESTIONS**

**6.1 Response to Previous Public Questions Taken on Notice**

Nil

**6.2 Public Questions**

Nil

**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

## 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 18 December 2024

#### Voting Requirement

Simple majority

#### Officers Recommendation and Council Resolution

**Moved: CR D.Frazer                      Seconded: CR J Porter**

That the minutes of the Ordinary Council Meeting held on 18 December 2024 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community be confirmed as a true and accurate record of that meeting.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

## 10. CHIEF EXECUTIVE OFFICER REPORTS

### 10.1 Payments by Employees Via Purchasing Cards 29 November 2024 to 27 January 2025

<b>File Reference:</b>	FM.02
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	24 February 2025
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

#### Summary

To provide Council with the list of payments made by authorised employees using transaction cards for the period 29 November 2024 to 27 January 2025.

#### 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 29 November to 27 January 2025 of \$16,820.05 via credit card payments totalling \$16,391.72 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 29 November to 27 January 2025 (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 2024/25 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 10.1– Schedule of Payments Made by Employees via Purchasing Cards – 29 November 2024 to 27 January 2025.

#### **Officers Recommendation and Council Resolution**

**Moved: CR J Porter**

**Seconded: CR D Frazer**

That Council receive the listing of payments made by authorised employees using transaction cards for the period of 29 November 2024 to 27 January 2025. (Attachment 10.1)

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**



## 10.2 Chief Executive Officer Report

<b>File Reference:</b>	GV.05
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	21 February 2025
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Information Only report

### Summary

This monthly report provides Council with a regular update of key activities and issues of the Chief Executive Officer (CEO) and is provided for information.

The CEO maintains regular communication with the Shire President both in person and via phone to discuss Council business.

Calendar of meetings and events		Meeting Format
<b>December 2024</b>		
20	Roads to Recovery Program with Roads Coordinator	Online
	Finance Meeting	Online
<b>January 2025</b>		
6	UHY Haines Norton Finance Meeting	In person
	Shire Policies and Procedures review	Online
7	Road Asset meeting	In person
	Warburton DLG sub-Committee meeting	Online
	Roads Coordinator meeting	In person
9	Review of Orientation and Onboarding process for new employees	Online
10	Shire Property Lease discussion	Online
13	CEO Welcome to new employee Administration Coordinator	Online

5	Meeting with Administration Coordinator applicant	In person
22	Nominations open for Extra Ordinary Election	
28	WALGA Road Asset and Expenditure report meeting	Online
29	Nominations closed for Extra Ordinary Election. Prepared notification for WALGA & DLGSC re nomination elected unopposed.	
30	Summer Response Strategy Working Group Planning Workshop – District Leadership Group	Online
31	GVROC Meeting	Online
February 2025		
3	Meeting with Ngaanyatjarra Council	Phone
	UHY Haines Norton - Finance Meeting	Online
4	Warburton DLG Sub Committee Meeting	Online
	Goldfields DLG Meeting	Online
	CEO Meeting with Commonwealth Bank	Online
5	Budget Meeting	Online
	Shire Property Lease discussion	Online
	Road Data meeting	Online
	SNU IT DR Test – Focus Networks (Shires IT providers)	Online
	CEO Travel Home to Perth	
	Meeting with focus Networks (Shire’s IT Providers)	In person

	Road Wise Council Meeting	In person
	Meeting with contractor re trailer build	In person
	Meeting with Horizon Power re project in Blackstone	In person
	CEO travel Perth to Home	
	Budget Review meeting	Online
	Finance Meeting	Online
10	CEO Travel Home to Adelaide	
11	Asset Review meeting	In person
	Meeting with NPYWC re lease arrangements	Online
	Meeting with Focus Networks (Shire's IT Provider)	Online
	Meeting with UHY Haines Norton	In person
	CEO Welcome to new employee HR coordinator	Phone
12	Travel from Adelaide to Home	
13	Meeting with HR Coordinator	Online
	Meeting with Consultant re Road Wise projects	Online
16	CEO Travel – Home to Perth	
17	CEO Travel – Perth to Warburton	
17-21	Attendance in Warburton	In person
19	Council Property Lease meeting	Online
20	Meeting with Insurance Assessors for council property claims	Online
	Mid-Year budget review meeting	Online

	Meeting with Thrive Office staff re Shire commercial offices	In person
21	Mid-Year Budget Review	Online
	CEO Travel – Warburton to Perth	
22	CEO Travel – Perth to Home	
25	Quarterly Meeting with Focus Network	Online

**Officers Recommendation and Council Resolution**

**Moved: CR D Frazer**

**Seconded: CR J Porter**

That Council receive the Chief Executive Officers Report for 20 December 2024– 25 February 2025.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

### 10.3 Annual Report 2023-2024

<b>File Reference:</b>	CS.13
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	21 February 2025
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Absolute Majority

#### Summary

Under section 5.53 of the Local Government Act 1995, the Shire is required to prepare an annual report for each financial year. In addition to this, under section 5.27 of the Local Government Act 1995 the Chief Executive Officer must convene an annual general meeting (AGM) of electors once every financial year.

#### Background

The annual report, including the annual financial and auditor's report, is to be accepted by Council no later than 31 December 2023 or within two months of the auditor's report becoming available if not received prior to 31 December 2023. The auditor's report, prepared by UHY Haines Norton was received on 10 December 2024. The Shire of Ngaanyatjarraku Annual Report 2023/2024 was prepared prior to 26 February and contains all required elements as outlined in the Act.

#### Comment

The Annual General Meeting must be held within 56 days from the date Council accepts the annual report. The AGM requires at least 14 days' public notice of the date, time, place and purpose of the meeting.

If Council accepts the annual report at this meeting, the AGM will be scheduled for 26 March 2025.

Copies of the Shire of Ngaanyatjarraku Annual Report 2023/2024 will be placed on the Shire's website upon its adoption.

#### Statutory Environment

*Local Government Act 1995*

*5.27. Electors' general meetings*

- 1. A general meeting of the electors of a district is to be held once every financial year.*
- 2. A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- 3. The matters to be discussed at general electors' meetings are to be those prescribed.*

#### 5.29. Convening electors' meetings

1. *The CEO is to convene an electors' meeting by giving —*
  - a. *at least 14 days' local public notice; and*
  - b. *each council member at least 14 days' notice of the date, time, place and purpose of the meeting.*
2. *The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.*

#### 5.53. Annual reports

1. *The local government is to prepare an annual report for each financial year.*
2. *The annual report is to contain –*
  - a. *A report from the mayor or president; and*
  - b. *A report from the CEO; and*
  - c. *Deleted*
  - d. *Deleted*
  - e. *An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
  - f. *The financial report for the financial year; and*
  - g. *Such information as may be prescribed in relation to the payments made to employees; and*
  - h. *The auditor's report prepared under section 7.9 (1) or 7.12AD(1) for the financial year; and*
    - ha. *A matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
    - hb. *Details of entries made under section 5.121 during the financial year in the register of complaints, including –*
      - the number of complaints recorded in the register of complaints; and*
      - i. *how the recorded complaints were dealt with; and*
      - ii. *any other details that the regulations may require; and*
      - iii. *such other information as may be prescribed.*

#### 5.54. Acceptance of annual reports

1. *Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*
2. *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

### **Financial Implications**

The financial implications are detailed in the Annual Financial Report. Budget allocation has been made in the Adopted Annual Budget for holding the Annual Electors Meeting.

### **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 – Annual Report 2023/24

#### **Officers Recommendation and Council Resolution**

**Moved:** CR D Frazer

**Seconded:** CR J Porter

That Council:

1. Accepts the Shire of Ngaanyatjarraku Annual Report 2023/24 (Attachment 10.3).
2. Hold the AGM on Wednesday 26 March 2025; commencing at 1.00pm at the Council Chambers of the Tjulyuru Cultural and Civic Centre in the Warburton community.
3. Publish the Shire of Ngaanyatjarraku Annual Report 2023/24 on the Shires website no later than the 27 February 2025.
4. Provide public notice of the availability of the shire of Ngaanyatjarraku Annual Report; and
5. Advertise the AGM no later than 11 March 2025 to give at least 14 days local public notice.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

#### 10.4 Extra Ordinary Election Report of the Returning Officer – 14 March 2025

<b>File Reference:</b>	GV.05
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	26 February 2025
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

##### Summary

This report is to brief Elected Members on the conduct of the Extra ordinary election due to be held on 14 March 2025.

##### Background

At the 27 November Council meeting it was resolved to hold an extra ordinary election to fill the vacancy created by the resignation of Cr Andrew Jones.

In consultation with the Western Australia Electoral Commission, the date for the extra ordinary election was scheduled for 14 March 2025.

##### Comment

Upon the close of nominations on the 29 January 2025, with only one nomination received by Mr Preston Neil Thomas the result of the election was that Mr Thomas was declared elected unopposed.

The Western Australian Electoral Commission and the Department of Local Government, Sport and Culture were advised of the outcome.

##### Results and statistics

Ward: Shire of Ngaanyatjarraku

Candidate elected: Mr Preston Neil Thomas

Term of office: October 2025

##### Statutory environment

For this election the CEO acted as returning officer. The election was conducted on the basis of electors voting in person. Part 4 of the *Local Government Act 1995* and *Local Government (Elections) Regulations 1997* specify the way local government elections are to be conducted.

##### Policy Implications

There are no known policy implications for this matter.



### **Financial implications**

The total cost of conducting the extra ordinary election this year was \$2563.80 due to advertising of public notices. The cost of the extra ordinary election had not been budgeted for as such an eventuality was not anticipated. This will need to be accounted for through the Budget Review.

### **Strategic implications**

Not applicable.

### **Officers Recommendation and Council Resolution**

**Moved: CR P Thomas                      Seconded: CR J Porter**

That the Council notes Report 10.4 Extra Ordinary Election – Report of the Returning Officer – 14 March 2025.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

## 10.5 2024/25 Mid-Year Budget Review As at 31 December 2024

<b>File Reference:</b>	FM.10
<b>Reporting Officer:</b>	David Mosel
<b>Date Report Written:</b>	20 February 2025
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Absolute Majority Required

### Summary

For Council to consider and adopt the proposed amendments to the 2024/25 Budget as a result of the Mid-Year Budget Review process.

### Background

The Department of Local Government and Communities has issued Circular No. 06/2006 to provide local governments with information about the budget review process. The following paragraphs are key points from the circular:

A budget review is a detailed comparison of the year-to-date actual results with the adopted budget. It establishes whether a local government continues meeting its budget commitments is in receipt of income and incurs expenditure in accordance with the adopted budget.

Shire Officers have completed a review of the Shire's 2024/25 budget as at 31 December 2024. This review is now presented to the Shire and the outcome of that review is to be considered for adoption by The Shire. As part of the process Officers have examined the operations of the Shire for the 2024/25 financial year to date identifying the reasons for significant variances and the action required to address them.

The attached review compares the year to date (YTD) Budget with YTD Actual, and commentary is provided on variances to the adopted budget Officers have ensured that The Shire resolutions presented during the 2024/25 financial year have been incorporated in this Mid-Year Budget Review. Changes to the Adopted Budget are proposed by Officers where they believe that circumstances have occurred that impact permanently on the budget position for the financial year under review.

### Comment

The 'net result' of the recommended changes is to have a balanced budget.

After considering all adjustments considered to be permanent changes to the budget position for the 2024/25 financial year detailed in the mid-year Budget Review Report, the overall position of the Shire of the revised forecast reduction of deficit of the adopted budget.

## Statutory Environment

### Local Government Act 1995

#### 6.8. *Expenditure from municipal fund not included in annual budget*

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

*\* Absolute majority required.*

*(1a) In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*

- 2) *Where expenditure has been incurred by a local government —*
  - a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; an*
  - b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council*
  - c) *[Section 6.8 amended by No. 1 of 1998 s. 19.]*

### Local Government (Financial Management) Regulations 1996

#### 32. *Amounts which may be excluded when calculating budget deficiency (Acts.*

##### 6.2(3)) *A local government may exclude from the calculation of the budget deficiency*

- a) *money borrowed or to be borrowed, to the extent that it is proposed in the annual budget to remain unspent at the end of the financial year; and*
- b) *reserves, to the extent that they are proposed in the annual budget to remain unspent at the end of the financial year; and*
- c) *in relation to a land transaction or trading undertaking, assets and liabilities, to the extent to which they are proposed in the annual budget to remain restricted to the purposes of the land transaction or trading undertaking at the end of the financial year; and*
- d) *any proposed amounts of depreciation of non-current assets; and*
- e) *assets from grants or gifts or non-cash revenue or expenditure; and*
- f) *current liabilities which, by their nature, are restricted, to the extent that they are proposed in the annual budget to remain uncleared at the end of the financial year; and*
- g) *any other current assets which, by their nature, are restricted, to the extent that they are proposed in the annual budget to remain unused at the end of the*

*financial year.*

**33A. Review of Budget - Local Government (Financial Management) Regulations 1996**

*(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*

*2A) The review of an annual budget for a financial year must —*

*(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*

*(b) consider the local government's financial position as at the date of the review; and*

*(c) review the outcomes for the end of that financial year that are forecast in the budget.*

*(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*

*(3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required.*

*(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

*(a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*

*(b) recorded in the minutes of the meeting at which it is presented.*

**Financial Implications**

After accounting for all permanent budget adjustments for the 2024/25 financial year, as outlined in the mid-year Budget Review Report, the Shire's revised forecast reflects a reduced deficit compared to the adopted budget.

The Shire's proposed net total comprehensive income deficit of \$8,718,111 a decrease of \$844,784 from adopted deficit of \$9,562,895.

During the mid-year Budget review, there were saving made in following areas.

Operational Income – decrease by \$836.5k

1. Reduction in Fees & charges due to reduced application \$40k, rental income from Early years \$65k offset with increase in licenses (\$5.5k)
2. Operating Grants, Subsidies & Contributions decrease income due to cessation of BHP contract \$897k.
3. Other Revenue, increase Insurances Claims refund (\$210k) offset with decrease in administrative income due to cessation of BHP contract \$50k

Operating Expense – decrease by \$1.68M

1. Employees Costs – reduction (\$960k) due to number of staff vacancies, including funding transfer to the Sport & Recreation to the Ngaanyatjarra Council (as adopted in October 13.1)
2. Material & Contracts - decrease in expense due to cessation of BHP contract (\$897k), reduction due to transferring program to the Ngaanyatjarra Council (as adopted in October 13.1) \$262k, other reduction in varies programs (\$91.5k)

3. Other Expenses – increase costs due to bi-election \$5k.

Capital Expenditure – increase by \$25k

1. Material & Contacts – increase in expense \$25k. for Transmitter at Warburton – not completed in 2023/24.

Asset movement

1. Transfer Vehicle to the Ngaanyatjarra Council.

### **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**

No policy implications apply in the preparation of this report.

### **Attachments**

10.5 2024/25 Mid-Year Budget Review Report

#### **Officers Recommendation and Council Resolution**

**Moved:** CR D Frazer

**Seconded:** CR J Porter

That Council:

1. Receives the Mid-Year Budget Review Report for the period ended 31 December 2024.
2. Adopts the 2024/25 revised budget position and associated budget amendments as per the Tabled Report.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

## 11. OPERATIONAL REPORTS

### 11.1 Action Report – Operational Services

<b>File Reference:</b>	CP.00, PE.00, RD.00, WM.00
<b>Business Area:</b>	Operations
<b>Reporting Officer:</b>	Stephen Latham, Manager Operations
<b>Date Report Written:</b>	21 February 2024
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	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

There is no Operational Services report this month an update will be provided at the March 2025 Council Meeting.

#### 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.

##### 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**

Nil

#### **Officers Recommendation and Council Resolution**

**Moved:**

**Seconded:**

That Council notes the next Operational Services Action Report will be presented at March 2025 Council meeting.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

## 11.2 Action Report – Environmental Health and Building Services

<b>File Reference:</b>	EM.00
<b>Business Area:</b>	Operations
<b>Reporting Officer:</b>	Terry Sargent, Environmental Health Officer
<b>Date Report Written:</b>	21 February 2025
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

### Summary

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

### Background

Not applicable.

### Comment

The Environmental Health and Building Services activities will be reported at the March 2025 Council Meeting.

### 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

Nil



**Officers Recommendation and Council Resolution**

**Moved: CR P Thomas**

**Seconded: CR J Porter**

That Council notes the next Environment Health & Building Services report will be presented at March 2025 Council meeting.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

UNCONFIRMED MINUTES

## 12. CORPORATE AND COMMUNITY SERVICES REPORTS

### 12.1 Monthly Payments Listing – December & January 2025

<b>File Reference:</b>	FM.02
<b>Business Area:</b>	Corporate & Community Services
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	21 February 2025
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

#### Summary

For Council to receive the list of payments made by authority as attached in the Monthly Payments Listing for December 2024 & January 2025 (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 November 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 December 2024 & January 2025

#### **Officers Recommendation and Council Resolution**

**Moved:** Cr D Frazer

**Seconded:** CR J Porter

That the Council received the month payment listing for December 2024 payments of \$766,746.15 and January 2025 payments of \$714,395.08 (Attachment 12.1).

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

## 12.2 Monthly Statement of Financial activity for the Months of December 2024 and January 2025

<b>File Reference:</b>	FM.10
<b>Business Area:</b>	Corporate and Community Services
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	21 February 2025
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

### Summary

For Council to receive the monthly financial report for December 2024 & January 2025.

### Background

Council is to prepare monthly financial reports as required by the Local Government (Financial Management) Regulations 1996.

Council has resolved those details and explanations of the material variances reflected on the Statement of Financial Activity and are provided as required by Local Government (Financial Management) Regulation 34 (1)(d). The attached statements include details of variances between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of \$20,000 or 10% whichever is the greater.

### Comment

Over recent weeks, a new financial reporting tool has been implemented via the Local Government Solutions (LGS) portal. The new monthly reporting format is prepared for December 2024 & January 2025.

Administration will continue to progress implementation of this new reporting format, which will evolve to allow alignment of budget timings with actual expenditure and timely variance reporting. This new format will result in financial data being presented in an alternative reporting sequence, updates will be communicated as they occur, with the main changes to date being outlined as below; no changes since last reported.

**Table: Revised Format Changes to Financial Reporting**

Old/ Existing Format	New LGS Format
Financial Activity & Activity Information	Cashflow and Statement of Financial
Note 3: Cash & Financial Assets	Cash & Cash Equivalents
Note 4: Reserve Accounts	Reserve Accounts
Note 5/6/7: Capital Acquisitions	Infrastructure movement and balances
Note 8: Receivables	Trade & Other Receivables
Note 9: Payables	Trade and Other Payables
Note 10: Rate Revenue	Rating Information

Further inclusion is the Shire's Investment Cash Position report is now included with in the monthly financial report under note 2 Cash & Cash Equivalent.

Once completed, this new monthly reporting will reflect the financial statements format on a monthly basis and so minimise the annual financial statements procedure at year end.

Comments in relation to 'timing' variances for each monthly report refer to expenditure delays between the budgeted timings versus the actual costs once incurred.

**Note:** This report is an indicative result for 30 June 2025 closing YTD Actuals, as the end of year process is still being finalised.

'Permanent' variances to note as at month end are:

- Operating Grants - over budget as grants have been received earlier than projected.
- Interest Revenue – favourable to budget due to higher interest rates.
- Other revenue – favourable to budget as a result reimbursement from the insurers in relation to vandalism of staff housing.
- Employee Expense – favourable to budget due to unfilled vacancies as of 31 December 2024 & 31 January 2025.

Other revenue & expenses variance have been reviewed and the proposed changes are reported in the Mid-year Budget review report. On the adoption of the Budget review report the budget will be adjusted in the next month's monthly report.

## **Statutory Environment**

*Local Government (Financial Management) Regulations 1996*

*Regulation 34. Financial activity statement required each month (Act s. 6.4)*

(1A) In this regulation —

*committed assets* means revenue unspent but set aside under the annual budget for a specific purpose.

1. A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the *relevant month*) in the following detail —

- a. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- b. budget estimates to the end of the relevant month; and
- c. actual amounts of expenditure, revenue and income to the end of the relevant month; and
- d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and

- e. the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.
- (1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
- (1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- a. [deleted]
  - b. an explanation of each of the material variances referred to in subregulation (1)(d); and
  - c. such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity must be shown according to nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

*Regulation 35. Financial position statement required each month.*

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the *previous month*) and —
- (a) the financial position of the local government as at the last day of the previous financial year; or
  - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
  - (b) recorded in the minutes of the meeting at which it is presented.

### **Financial Implications**

Monthly financial reporting is a primary financial management and control process. It provides the Council with the ability to oversee the Shire's financial performance against budgeted targets.

## **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**

No policy implications apply in the preparation of this report.

## **Attachments**

12.2a – Monthly Financial Report December 2024

12.2b – Monthly Financial Report January 2025

### **Officer Recommendation and Council Resolution**

**Moved: CR P Thomas**

**Seconded: CR D Frazer**

That Council receive the Monthly Financial Report for the periods ending 31 December 2024 and 31 January 2025. (Attachment 12.2).

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

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**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 26 March 2025 at the Tjulyuru Cultural and Civic Centre, Warburton Community, commencing at 1.00pm.

**16. CLOSURE OF MEETING**

Meeting to be declared closed by the Presiding Member.

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