



Shire of **Ngaanyatjarra**  
ON A JOURNEY

# AGENDA

**Ordinary Council Meeting  
28 May 2025**

**1:00pm**

**Notice Paper**

## Ordinary Council Meeting 28 May 2025

President and Councillors

I inform you that an Ordinary Council Meeting of the Shire of Ngaanyatjaraku will be held on Wednesday 28 May 2025, commencing at 1:00pm.

This will take place in the Council Chambers of the Tjulyuru Cultural and Civic Centre in the Warburton community.

The business to be transacted is shown in the agenda.

Yours faithfully



**David Mosel**  
**Chief Executive Officer**

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**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**

**Council:**

Shire President	D McLean
Deputy Shire President	D Frazer
Councillors	J Porter
	J Frazer
	P Thomas

**Staff:**

Chief Executive Officer	D Mosel
Executive Officer	T Baldock
Administration Coordinator	P O'Loughlin

**Guests:**

UHY Haines Norton - Judy Thompson

**3.2 Apologies**

Nil

**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 29 April 2025.**

### **Voting Requirement**

Simple majority

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**Officers Recommendation**

That the minutes of the Ordinary Council Meeting held on 29 April 2025 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community be confirmed as a true and accurate record of that meeting.



## 10. CHIEF EXECUTIVE OFFICER REPORTS

### 10.1 Council Investments

<b>File Reference:</b>	FM.04
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	23 May 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 be advised of the Shires Municipal Account and Investments.

#### Background

To invest the Shire of Ngaanyatjarraku 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 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.

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*

(2) *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 –*
  - (e) *Make provision in respect of the investment of money referred to in subsection (1); and*
  - (e) *[deleted]*
  - (e) *Prescribe circumstances in which a local government is required to invest money held by it; and*
  - (e) *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))*

- (2) *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 –*
  - (b) *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 –*
    - (b) *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 –*
  - (e) *Deposit with an institution except an authorised institution;*
  - (e) *Deposit for a fixed term of more than 3 years;*
  - (e) *Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
  - (e) *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**

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Shire of Ngaanyatjaraku 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 Ngaanyatjaraku 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**

Nil

**Officers Recommendation**

That Council note the Council Investment Register detailing investment activity for April 2025 within the Financial report. (Attachment 12.2).

## 10.2 Payments by Employees Via Purchasing Cards 26 March to 25 April 2025

<b>File Reference:</b>	FM.02
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	23 May 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 26 March to 25 April 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 26 March to 25 April 2025 via credit card payments totalling \$12,737.47 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 26 March to 25 April 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 2023/24 budget.

### **Strategic Implications**

Shire of Ngaanyatjaraku 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 Ngaanyatjaraku 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 – 26 March to 25 April 2025.

### **Officers Recommendation**

That Council receive the listing of payments made by authorised employees using transaction cards for the period of 26 March to 25 April 2025, \$12,737.47.  
(Attachment 10.2)

### 10.3 Chief Executive Officer Report

<b>File Reference:</b>	GV.05
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	23 May 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>April</b>		
29	Council Meeting	In person
	Finance Coordinator interviews	Online
	Accounting Software Demonstration	Online
	Planning Consultant meeting re consultation	Online
<b>May</b>		
1	Finance Meeting	Online
	Outback Highway Development Committee meeting	Online
2	CEO Annual Performance Review Meeting	Online
3	CEO Travel Warburton to Perth	
4	CEO Travel Perth to Home	
5	Meeting – District Leadership Groups	Online
	CEO Annual Performance Review Meeting	Online

	CEO Travel – Home to Perth	
6	Strategic Community Plan – Planning Session	In person
	Meeting with Contractor re Fibre Network Project	Online
7	2026 Roads Program meeting	In person
	Shire of Laverton – Mining Liaison Meeting	Online
	Goldfields DLG Meeting	Online
	CEO Travel – Perth to Home	
8	2025-26 Budget Preparation meeting	Online
	Telstra meeting	Online
9	GVROC CEO's group meeting	Online
	2025-26 Budget Preparation meeting	Online
12	HR Meeting	Online
15	Great Central Road – Shire President and CEO Meeting with CEO & Mayor of Shire of Laverton	Online
	Northern Goldfields Working Group Meeting	Online
	Market Creations Meeting	Online
	Meeting with Readytech re Synergy software	Online
16	Regional Road Group Meeting	Online
	Outback Highway Development Council Meeting	Online
19-27	CEO on Leave	

**Officers Recommendation**

That Council receive the Chief Executive Officers Report for 29 April – 27 May 2025.



## 10.4 Council Resolution Register

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	23 May 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

### Background

To update Council on the status of outstanding resolutions at the time of the agenda preparation and allow Council to confirm resolutions market as complete.

### Comment

The attached register lists all Council resolutions since 2024 that are still in progress or not yet confirmed. It includes the meeting date, the latest progress commentary (if applicable), the status of each decision (Not Stared, IN progress, on hold or Complete), the intended date of completion and the responsible officer,

A Council decision that acknowledges the Council Resolution Register as a true and correct record, will confirm that Council is satisfied that decisions marked as 'complete' have been fully enacted to the satisfaction of Council. These decisions will then be closed by Administration and will no longer appear on the next Council Resolution Register. Confidential decisions that are still outstanding will be listed separately in the Council Resolution database and not included in this report.

If a Council member wishes to discuss a confidential decision, Council must move into confidence in accordance with section 5.23 of the Local Government Act 1999.

The attached Resolution Register will include decisions that are fully completed and confirmed from the previous months meeting. A full version, including all resolutions is available to Council members upon request.

### Statutory Environment

Nil

### Financial Implications

There are no financial implications of adopting this resolution.

### Strategic Implications

Nil.

### 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.

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## **Policy Implications**

Nil

### **Officers Recommendation**

That Council receive the Council Resolution Register for May 2025 as presented in this meeting agenda, as a true and correct record, and confirms that it is satisfied that decisions marked as 'complete' have been fully enacted to the satisfaction of Council (Attachment 10.4)

### **10.5 Establishment of the Audit, Risk and Improvement Committee and Appointment of the Presiding Member and Deputy Presiding Member**

<b>File Reference:</b>	GV.05
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	23 May 2025
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Absolute Majority

#### **Background**

Amendments to section 5.12 of the Local Government Act 1995 require Councils to appoint new committee presiding members and deputy presiding members by 1 July 2025. These appointments must be made by an absolute majority decision of the Council from this point forward. This change was introduced to assist the Local Government sector in removing the need for the conduct of a secret preferential ballot at a committee meeting, and to give Councils the role of deciding the leadership of Council committees.

In addition, once section 87 of the Local Government Amendment Act 2024 commences, Local Governments will be required to appoint an independent person to the roles of Presiding Member of the Audit, Risk and Improvement Committee (ARIC). A Local Government will also need to appoint another independent person to serve as the presiding member, when the substantive presiding member is absent.

There is currently no requirement for an independent presiding member to be appointed to an existing Audit Committee by 1 July 2025. Independent Persons are not intended to apply until the October 2025 elections, where the appointment of an independent presiding member and deputy presiding member will be required.

In relation to an ARIC, these provisions will operate, once in effect:

- A local government must appoint an independent person as a member of the ARIC, who will be the Presiding Member (sections 5.12(1) and 7.1A(3)).
- A local government must appoint an independent person as a Deputy Member to the Presiding Member who will attend the meetings, in the absence of the Presiding Member (sections 5.11A and 7.1B(1)-(2)).
- A local government may appoint a person as the Deputy Presiding Member; if appointed, that Deputy Presiding Member must be an independent person (sections 5.12(2) and 7.1A(4)).
- A local government may appoint a person as a Deputy Member to the Deputy Presiding Member who will attend the meetings in the absence of the Deputy Presiding Member; if appointed, that person must be an independent person (sections 5.11A and 7.1B(4)).

### Comment

To achieve compliance with the new section 5.12 of the Local Government Act 1995 (Act), Council is requested to formally consider the appointment of one elected member as the presiding member and one member as the deputy presiding member for the Audit Risk and Improvement Committee.

The election of presiding members from the membership of Council's committees as detailed in the background section of this report complied with the requirements of the Act following the conduct of the last ordinary election. However, new legislation came into effect on 7 December 2024, requiring presiding and members of committees established under Section 5.8 of the Act to be appointed by the Council, not elected by the membership. In accordance with clause 67 of Schedule 9.3, the Act requires all local governments to enact this change by 1 July 2025.

To ensure the established committee can continue to function effectively to support Council and comply with the legislative requirements, it is recommended that Council reaffirm the presiding member of the committees, by formally appointing the incumbent, without change, and as follows:

<b>Audit and Risk committee</b>	<b>Current Representative</b>
Presiding Member	Cr D Mclean

It has been recommended that a Deputy Presiding member be appointed to be available in the absence of the Presiding member.

It is noted that the Local Emergency Management Committee is not formed under section 5.8 of the Act, it is only guided and not bound by the Act.

Further noted that following the October 2025 local government elections all committee memberships, including presiding and deputy members, are vacated and will require appointment by the incoming Council.

### Statutory Environment

*Local Government Act 1995:*

- *Section 5.8 — Establishment of committees*
- *Section 5.9 — Committees, types of*
- *Section 5.10 — Appointment of committee members*

*Local Government Amendment Act 2024:*

- *Mandatory establishment of an Audit, Risk and Improvement Committee*
- *Independent presiding member and deputy requirements*

*An absolute majority decision of Council is required for the establishment of committees and appointment of the presiding and deputy presiding member.*

### **Financial Implications**

Costs of administering committees, internal working groups and external working groups form part of the Administration overhead that is funded annually in the Shire's Budget.

### **Strategic Implications**

Nil.

### **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**

The ARIC will support Council's governance framework and align with relevant Council policies, including risk management, financial management and audit related policies.

### **Attachment**

10.5 Terms of Reference Audit, Risk and Improvement Terms of Reference

#### **Officers Recommendation:**

That Council formally appoints by absolute majority, the following incumbent elected members as presiding and deputy presiding members of the Shire of Ngaanyatjarraku Audit, Risk and Improvement Committee as required by section 5.12 of the Local Government Act 1995, for a term expiring on 18 October 2025:

1. Appoint Shire President Cr D Mclean as Presiding Member of the Audit, Risk and Improvement Committee
2. Appoint Cr xxxxxx as Deputy Presiding Member of the Audit, Risk and Improvement Committee.
3. Accepts the amended Terms of Reference for the Audit, Risk and Improvement Committee as per attachment 10.5.

## 10.6 Change of Date for June 2025 Ordinary Council Meeting

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	23 May 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

### Background

It is a statutory requirement for Council to adopt the schedule of meeting dates, times and locations for Ordinary Meetings of Council each year. This was undertaken by Council at its meeting on 27 November 2024.

### Comment

The Council meeting in June is scheduled to be held on the 25 June 2025.

The Chief Executive Officer and Cr P Thomas will be attending the ALGA National General Assembly in Canberra from the 24 – 27 June 2025, therefore, to ensure there is a quorum for the June Council meeting, it is recommended to move the Council meeting date to the week earlier on Wednesday 18 June 2025 at 1pm.

If the Council endorses the change of meeting date, the administration will provide public notice of the change of date via its website, Facebook page and notification on public community notice boards.

### Statutory Environment

#### Local Government Act 1995

*Section 5.3 requires Council to hold an Ordinary Meeting not more than three months apart.*

*Section 5.25(1)(g) indicates regulations may be made concerning the giving of public notice of the date and agenda for council or committee meetings.*

#### Local Government (Administration) Regulations 1996

*Regulation 12 specifies the date, time and venue of Ordinary Council meetings for the next 12 months must be advertised once a year.*

### Financial Implications

Nil

### Strategic Implications

Plan for the Future 2021-2031

Goal 3, Our leadership

Outcome 8, A well-functioning organisation.

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Strategy 8.2, Maintain corporate governance, responsibility and accountability.

**Risk Management**

This item has been evaluated against the Shire of Ngaanyatjaraku 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:**

That Council endorse to reschedule the June council meeting to the 18 June 2025 at 1pm.

## 10.7 Review of Delegations and Authorisation – Update 2024 - 2025

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	23 May 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

### Summary

For Council to consider the review of its powers of delegation to the Chief Executive Officer.

### Background

The Local Government Act 1995 requires Council to review its Register of Delegations at least annually. On occasions, the Shire's Register needs to be reviewed and due to changes in the staff organisation structure, such a review of the register has been undertaken, in accordance with statutory requirements.

### Comment

The Register of Delegations was adopted by Council at its Ordinary Council Meeting on 27 November 2024. A review of the register has been conducted and is presented to Council for consideration.

The review considered changes to the organisational structure, alignment with best practice.

Changes that have been implemented are as follows:

- 1.1.3 Payment from Municipal Fund or Trust Fund  
Power to Sub-delegated to – include Executive Officer and Finance Coordinator

### Statutory Environment

*The Local Government Act 1995:*

*Section 5.42 - Delegation of some powers and duties to CEO.*

1. *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
  - a. *this Act other than those referred to in section 5.43; or*
  - b. *the Planning and Development Act 2005 section 214(2), (3) or (5).*

*\* Absolute majority required.*
2. *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*



*Section 5.46. Register of, and records relevant to, delegations to CEO and employees.*

1. *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
2. *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
3. *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

**Financial Implications**

There are no known financial implications for this matter.

**Strategic Implications**

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**

Not applicable.

**Attachments**

10.7 – Register of Delegations

**Officers Recommendation:**

That Council adopts by absolute majority the review and updates to Register of Delegations 2024/25 as attached. (Attachment 10.7)

## 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>	David Mosel, CEO
<b>Date Report Written:</b>	23 May 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 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.

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**Risk Management**

This item has been evaluated against the Shire of Ngaanyatjaraku 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 September 2024.

**Officers Recommendation**

That Council receive the Operational Services Action Report for April 2025.  
(Attachment 11.1).

## 11.2 Action Report – Environmental Health and Building Services

Nil

## 12. CORPORATE AND COMMUNITY SERVICES REPORTS

### 12.1 Monthly Payments Listing – April 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>	23 May 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 April 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 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 April 2025

#### **Officers Recommendation**

That Council receive the monthly payment listing for April 2025 totalling payments of \$414,062.66 (Attachment 12.1).

## 12.2 Monthly Statement of Financial activity for April 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>	23 May 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 April 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 April 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.

The shire has the following investment, as represented by Notes 2 (Cash & Equivalents)

INVESTMENTS									
Amount	AC	Type	Term	Credit Rating S&P	Institution	Interest Rate	Maturity Date	Interest	Total Cash on Maturity
\$ 2,000,000.00	Shire Funds 1		3 months	AA-	Westpac Bank	4.73%	11-Jul-25	\$ 23,585.21	\$ 2,023,585.21
	Shire Funds 2			AA-	Westpac Bank				\$ -
\$ 5,000,000.00	Reverse Funds 1		3 months	AA-	Westpac Bank	4.81%	19-May-25	\$ 58,642.47	\$ 5,058,642.47
\$ 3,293,678.00	Reverse Funds 2		3 months	AA-	Westpac Bank	4.82%	19-Nov-25	\$ 118,740.25	\$ 3,412,418.25
\$ 10,293,678.00								\$ 200,967.93	\$ 10,494,645.93

  

CASH AT BANK		
Account Name	Amount	Interest
WESTPAC BUSINESS ONE ACCOUNT (MUNICIPAL FUNDS)	\$45,615.60	0% interest
WESTPAC BUSINESS PREMIUM CASH ACCOUNT (MUNICIPAL FUNDS)	\$2,303,664.94	2.95 % interest >\$999,999, 0.01% <\$999,999
WESTPAC COMMUNITY SOLUTIONS (RESERVE FUNDS)	\$0.00	0% interest
<b>Total Cash at Bank</b>	<b>\$ 2,349,280.54</b>	

  

<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>\$ 12,642,958.54</b>	
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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:

- Grants, subsidies & contribution – favourable but is due to the timing of budget allocations
- Interest – unfavourable due to the timing of maturity of investments
- Other revenue – favourable to budget as a result reimbursement from the insurers in relation to vandalism of staff housing.
- Non-Operating Grants, subsidies & contribution – under budget possibly timing of funding and allocation of budget
- Proceeds on Asset Disposals – under budget
- Employee Expense – favourable to budget due to unfilled vacancies
- Materials & Contracts – favourable due to cancellation of the BHP contract
- Depreciation is currently under budget as currently reviewing roads replacement valuations and the depreciation rates.

Other revenue & expenses variance have been reviewed, the adopted changes have been updated in the 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 sub regulation (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 sub regulation (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 sub regulation (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 sub regulation (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**

12.2 – Monthly Financial Report April 2025

**Officer Recommendation**

That Council receive the Monthly Financial Report for the periods ended 30 April 2025. (Attachment 12.2)

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

**14. CONFIDENTIAL ITEMS**

**14.1 CEO Performance Review – 2024 – 2025 Review Period**

<b>File Reference:</b>	PL.00
<b>Reporting Officer:</b>	Principal – SLC Dr Shayne Silcox
<b>Date Report Written:</b>	14 May 2025
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Absolute Majority

**Attachments**

Attachment provided under separate cover – confidential report 14.1

**Voting Requirement**

Absolute Majority required

**15. NEXT MEETING**

The next meeting is to be advised following this meeting 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.