



Shire of **Ngaanyatjaraku**  
ON A JOURNEY

# AGENDA

**Ordinary Council Meeting  
30 July 2025**

**1:00pm**

**Notice Paper**

## Ordinary Council Meeting 30 July 2025

President and Councillors

I inform you that an Ordinary Council Meeting of the Shire of Ngaanyatjarraku will be held on Wednesday 30 July 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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## DECLARATION OF OPENING

Meeting to be declared open by the Presiding Member.

### 1. ANNOUNCEMENT OF VISITORS

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

### 2. RECORD OF ATTENDANCE

#### 2.1 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
HR Coordinator	M Roberts

##### Guests:

UHY Haines Norton	J Thompson
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#### 2.2 Apologies

Nil

#### 2.3 Approved Leave of Absence

Nil

### 3. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

### 4. 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

## 5. PUBLIC QUESTIONS

### 5.1 Response to Previous Public Questions Taken on Notice

Nil

### 5.2 Public Questions

Questions invited from the public gallery by the Presiding Member.

## 6. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

## 7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 7.1 Petitions

No petitions have been received.

### 7.2 Presentations

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

### 7.3 Deputations

No requests to formally address the Council have been received.

## 8. CONFIRMATION OF MINUTES

### 8.1 Confirmation of Minutes from the Ordinary Meeting of Council Held on 18 June 2025

### Voting Requirement

Simple majority

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**Officers Recommendation**

That the minutes of the Ordinary Council Meeting held on 18 June 2025 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community be confirmed as a true and accurate record of that meeting.



## 9. 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>	25 July 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 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 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.

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## **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**

Corporate Policy - 2.12 – Investment.

## **Attachments**

Nil

### **Officers Recommendation**

That Council note the Council Investment Register detailing investment activity for June 2025 (Attachment 10.1).

## 10.2 Payments by Employees Via Purchasing Cards 28 May – 29 June 2025

<b>File Reference:</b>	FM.02
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	25 July 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 28 May to 29 June 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 28 May to 29 June 2025 via credit card payments totaling \$5,089.57 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 May to 29 June 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 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 – 28 May to 29 June 2025.

### **Officers Recommendation**

That the Council received the listing of payment made by authorised employees using transaction cards for the period of 28 May to 29 June 2025, \$12,949.79.  
(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>	25 July 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>June 2025</b>		
18	Council Meeting	Online
19	Market Creations meeting	Online
	HR Policy Review meeting	Online
23	CEO & Shire President meeting with Lottery's West	Online
	Meeting with Think Project re roads data	Online
	CEO Travel – Home to Canberra	
24 -26	CEO & Cr Thomas attendance at the National Assembly in Canberra	In person
27	Meeting with Dry Kirkness re Reg 17 review	Online
30	Meeting with Road Wise Council	Online
<b>July 2025</b>		
1	Warburton DLG sub committee meeting	Online

	Goldfields DLG Meeting	Online
2	Meeting with Shire IT Providers	In person
	Meeting with McLeods Lawyers re Rate Modelling	In person
	Meeting with Kris Starceвич   Chief Executive Officer Goldfields-Esperance Development Commission - Advocacy Position Statement	In person
3	CEO Travel – Perth to Home	
	Budget Review with UHY Haines Norton	In person
4	GVROC CEO's Group meeting	Online
	Budget Review with UHY Haines Norton	In person
	Meeting Road Wise Council	Online
	Meeting with Dry Kirkness re Reg 17 Review	Online
7	Meeting re SAMP & LTFP	Online
	Roads discussion with Roads Officer	Phone call
	Meeting with Core Business Australia	Online
8	Council Investment Review	Online
	Outback Highway Development Council meeting	Online
9	HR Meeting	Online
10	Budget review with UHY Haines Norton	In person
11	Budget review with UHY Haines Norton	In person
14	Property Leasing and Licencing Meeting	Online
	ASK Waste Management meeting	Phone call
	Budget review with UHY Haines Norton	Online

15	Meeting with McLeods Lawyers re Shire property leases	Online
	Training – Teletrac Navman Portal	Online
	Strategic IT Plan review and PC Review – Focus IT	Online
	Main Roads WA – Funding	Online
16	CEO Meeting with Council First	In person
	Meeting with HR Coordinator	Online
17	Roads discussion with Roads Officer	Phone call
	Meeting with HR Coordinator	Online
18	Meeting with IT Provider	Online
20	CEO Travel – Home to Perth	
21	CEO Travel – Perth to Warburton	
	CEO and EHO Meeting with Wanarn Aged Care Centre	Online
23	Meeting with Source Business Partners	Online
	Internal meeting re Waste Collection updates	In person
	CEO and Shire President meeting with McLeods Lawyers re rate modelling	Online
	Meeting with NG Council Youth Coordinator and Warburton School Principal re Kapi Café	In person
	Team Meeting	In person
25	GVROC Meeting	Online
28	Market Creations – Marketing Schedule meeting	Online



**Officers Recommendation**

That Council receive the Chief Executive Officers Report for 18 June – 28 July 2025.

## 10.4 Council Resolution Register

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	25 July 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 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**

Nil

**Officers Recommendation**

That Council receive the Council Resolution Register for June 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 Review of Caretaker Policy

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	25 July 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

### Background

It has been identified that the Council Election Caretaker Policy in attachment 10.3 is required to be amended due to recent changes in legislation. This report recommends the adoption of the tracked changes in attachment 10.5.

### Purpose

To inform Council of the upcoming Caretaker Period associated with the Western Australian Local Government Election and to bring awareness to the Shire's Caretaker Policy.

The Caretaker Period is intended to ensure that major policy decisions and significant commitments are not made by local governments in a manner that may influence or be perceived to influence the outcome of the election.

The State Government's Local Government Reform process has introduced a standardised caretaker period across all local governments in Western Australia. It prevents a local government from making significant decisions while an election is underway, particularly decisions that would bind a future Council to a particular course of action.

The caretaker period will apply to all ordinary local government elections from 2025 onwards. It will also apply to any election to elect a Council after it has been declared vacant or dismissed. It will not apply to extraordinary local government elections.

The caretaker period runs from the close of nominations to declaration of the poll.

While it is proposed that the Shire of Broome undertake a full review of Council Policies late in 2025, it has been identified that due to recent changes in legislation the Council Election Caretaker Policy requires amendment prior to the Election Caretaker Period commencing for the 2025 local government elections.

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

The Caretaker Period commences from **Thursday 4 September 2025** and concludes once the election outcome is declared.

During this time:

- Council should avoid making major policy decisions or significant resource commitments.
- Publications and communications should not be used to influence voter attitudes.
- Equal access must be provided to all candidates regarding Council information.
- Major events and functions should be managed in line with the policy.

### **Comment**

The Shire of Ngaanyatjaraku adopted a **Caretaker Policy in June 2023** which provides guidance on:

- Restrictions on Council decisions during the Caretaker Period.
- Use of Shire resources and facilities.
- Communications, publicity, and information provision to candidates.

Councillors and staff are expected to familiarise themselves with this policy to ensure compliance. The policy can be accessed via the Shire's Policy Register or upon request.

Failure to adhere to the Caretaker Policy may result in reputational risk and potential breach of governance obligations. Observing the policy ensures transparency, fairness, and integrity throughout the election period.

### **Statutory Environment**

*Local Government Act 1995*

*Section 2.7 – Role of Council*

*Division 5 – Caretaker Period Section 3.73*

*Section 4.87 - Printing and publication of electoral material*

*Section 5.93 - Improper use of information*

*Section 5.103 Model code of conduct for council members, committee members and candidates*

### **Financial Implications**

Nil

### **Strategic Implications**

*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.

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**Policy Implications**

Nil

**Attachment**

Attachment 10.5

**Officers Recommendation:**

That Council:

1. Notes the updated Council Election Caretaker Policy (attachment 10.5).
2. Adopts the Council Election Caretaker Period policy 1.16.

## 10.6 Review of Procurement Policy 2.1

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	25 July 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

### Summary

To provide Council with an updated Procurement Policy (Policy 2.1) to ensure compliance with legislative requirements and alignment with best practice procurement principles.

### Background

The Local Government (Functions and General) Regulations 1996 require local governments to adopt a policy on purchasing and procurement. The Shire of Ngaanyatjarraku's Procurement Policy 2.1 has been reviewed to incorporate recent legislative amendments, modern procurement practices, and Council's objectives for sustainable and ethical purchasing.

The previous version of Policy 2.1 was last reviewed on 28 June 2023. The updated draft reflects enhancements in governance, sustainable procurement, and value-for-money principles.

### Comment

The key changes to the Procurement Policy include:

#### 1. Terminology

- The Purchasing Policy (current policy) document used the term "Purchasing" consistently, while the 'Procurement Policy (Reviewed Policy, document uses 'Procurement'.

#### 2. Thresholds

- The 'Purchasing Policy (Current Policy)' starts at up to \$2,000 (incl. GST), whereas the 'Procurement Policy (Reviewed Policy)' starts at up to \$5,000 (excl. GST).
- Maintains tiered procurement thresholds but reinforces documentation and record-keeping requirements.
- Clarifies Supplier Order of Priority, prioritising:
  - Existing pre-qualified panels
  - Local suppliers
  - WALGA Preferred Supplier Programs (PSP)

- State Government CUAs

**3. Sole Supplier Validity**

- The 'Purchasing Policy (Current)' allows sole supplier arrangements for up to 3 years, while the 'Procurement Policy (Reviewed Policy)' limits this to 1 year.

**4. Regional Price Preference**

- Explicitly mentioned in the 'Purchasing Policy (Current Policy)' for purchases over \$10,000; implied or less emphasized in the 'Procurement Policy (Reviewed Policy)'.

**5. Additional Sections**

- The 'Procurement Policy (Reviewed Policy)' includes additional sections such as Superannuation and Strategic vs. Individual Procurement Value Assessments.

**6. Strengthened Sustainable Procurement Provisions**

- Greater emphasis on environmental sustainability, local economic development, and social responsibility.
- Inclusion of qualitative weightings in evaluation for suppliers demonstrating sustainable practices.

**7. Local Economic and Social Procurement Enhancements**

- Encouragement of Aboriginal-owned businesses and Australian Disability Enterprises, with tender exemptions where permissible.
- Qualitative advantage for local businesses in formal quotation and tender evaluations.

**8. Clarification of Tender Exemptions and Emergency Purchasing**

- Expanded details on when emergency procurement can occur.
- Reinforced compliance with s.6.8 of the Local Government Act for unbudgeted emergency expenditure.

**9. Compliance and Governance**

- Clearer consequences for non-compliance.
- Inclusion of reference to internal and external audits.

**10. Record-Keeping Requirements**

- Strengthened requirements in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan.

**Statutory Environment**

- *Local Government Act 1995*
- *Local Government (Functions and General) Regulations 1996*

**Financial Implications**

There are no direct financial implications associated with adopting the updated policy. However, implementation will promote value for money and reduce procurement-related risks.

**Strategic Implications**

Plan for the Future 2021-2031



Goal 3, Our leadership

Outcome 8, A well-functioning organisation.

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**

10.6 Draft Procurement Policy

#### **Officers Recommendation:**

That Council:

1. Adopts the updated 2.1 Procurement Policy as presented in Attachment 10.6
2. Notes that the policy will be published on the Shire’s website and communicated to all staff responsible for procurement activities.

## 10.7 Review of Policy 2.10 – Cash Reserves

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	25 July 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

### Summary

To present an updated version of Council Policy 2.10 – *Cash Reserves* for adoption, incorporating changes to ensure strategic alignment with financial sustainability objectives, improved clarity on reserve usage, and streamlined governance practices.

### Background

Council Policy 2.10 – *Cash Reserves* was last reviewed on 28 June 2023. The policy provides a framework for establishing and managing cash-backed reserves to support long-term financial sustainability, risk mitigation, and statutory compliance.

The review aligns with Council’s statutory obligations under the *Local Government Act 1995*, which requires clear governance over reserve accounts, including changes to purpose and usage of funds.

The updated policy also ensures stronger linkage with the Shire’s Long-Term Financial Plan (LTFP) and Asset Management Plans, thereby reinforcing prudent financial planning principles and intergenerational equity.

### Comment

The key elements of the updated policy are summarised as follows:

#### 1. Policy Objectives

- Maintain strategic support for reserves as a financial management tool.
- Provide clarity on reserve categories and their intended purposes.

#### 2. Key Principles

- **Strategic Alignment:** Decisions on reserves reflect the LTFP.
- **Intergenerational Equity:** Align asset funding with benefit consumption.
- **Defined Purpose:** Each reserve remains restricted to its established purpose unless changed in compliance with section 6.11 of the *Local Government Act 1995*.

### 3. Reserve Categories

- **Business Risk:** Buffer for unanticipated events (e.g., natural disasters, critical asset failure).
- **Financial Management:** Support for budget transitions and recurrent operating costs.
- **Strategic Capacity:** Ability to leverage strategic opportunities quickly.
- **Future Needs:** Funding for asset renewal, reducing reliance on debt.
- **Statutory Obligations:** Compliance with legislation for quarantined revenue streams.

### 4. Interest on Reserve Funds

- Interest earned on reserves will normally be transferred to the respective reserve.
- If a reserve has reached its maximum balance, interest may be allocated to the municipal fund or re-directed as determined in the annual budget.

### 5. Monitoring & Reporting

- Minimum and maximum balances for reserves are outlined in Appendix A of the policy.
- Reserve levels will be reported annually in the budget.
- When maximum limits are reached, deposits (including interest) are paused until Council reviews the reserve purpose and limits.

### 6. Governance

- Amendments require a simple majority of Council.
- Policy review cycle remains at three years.

### Statutory Environment

- *Local Government Act 1995*
- *Local Government (Functions and General) Regulations 1996*

### Financial Implications

The revised policy does not introduce immediate financial impacts but strengthens long-term financial planning and risk management by defining structured reserve levels and usage.

### Strategic Implications

Plan for the Future 2021-2031

Goal 3, Our leadership

Outcome 8, A well-functioning organisation.

Strategy 8.2, Maintain corporate governance, responsibility and accountability.

### Risk Management

The policy mitigates risks associated with:

- Unplanned financial shocks from emergencies.
- Inadequate funding for asset renewals.

- Non-compliance with legislative obligations regarding reserve usage.

### **Policy Implications**

- Adoption of the updated Policy 2.10 – Cash Reserves will ensure improved governance, clarity, and flexibility while safeguarding the Shire’s financial sustainability objectives.

### **Attachments**

Attachment 10.7 Council Policy 2.10 – Cash Reserves

#### **OFFICER RECOMMENDATION**

That Council:

1. Adopts the revised Policy 2.10 – Cash Reserves as presented in Attachment 10.7
2. Notes that the policy will be published on the Shire’s website and communicated to all staff responsible for procurement activities.

### 10.8 Kapi Café reopening

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	25 July 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

#### Background

The Kapi Café was previously operational in Warburton up to approximately 2021 and served as a valuable facility for skill development, hospitality training, and community engagement. Its closure has left a gap in local opportunities for youth and the broader community.

Discussions with the Ngaanyatjarra Council and the Education Department indicate strong support for reopening the café. The aim is to leverage their resources and programs to deliver structured training opportunities for youth, while also providing a safe and welcoming space for residents.

#### Purpose

To seek Council's endorsement to collaborate with the Ngaanyatjarra Council and the Education Department to reopen the Kapi Café in Warburton. This initiative aims to reintroduce programs that provide young people with employable skills, create pathways to employment, and establish a community hub for social connection.

It is proposed that the Shire work in partnership with the Ngaanyatjarra Council and Education Department to enable the following outcomes:

- Reopen and operate the Kapi Café as a training and employment pathway initiative.
- To support the Ngaanyatjarra Council and the Department of Education to develop programs to teach employable skills in areas such as hospitality, customer service, and food handling.
- Facilitate structured pathways for youth employment within the community and broader regional opportunities.
- Provide a community gathering place that encourages social cohesion and supports cultural engagement.

Operational details, including budget, staffing, and program structure, will be developed collaboratively with the Youth Program and Education Department and brought back to Council for further consideration if required.

## Strategic Implications

### Plan for the Future 2021 - 2031:

*Our People*

*Outcome 1 – Happy People*

*Strategy 1.1 Support and facilitate community involvement and participation opportunities*

*Outcome 3 – Informed People*

*Strategy 3.1 Support education opportunities and advocate for appropriate education services*

*3.1.2 – support youth engagement and services initiatives*

### Financial Implications

Financial implications are limited to staff time for initial cleaning and maintenance along with coordination and planning. Future operational costs will be considered in partnership with stakeholders and may include funding applications or grant opportunities.

### 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

Nil

### Attachments

Nil

#### Officers Recommendation:

That Council endorses the Shire’s supporting role in the reopening of the Kapi Café, working alongside the Ngaanyatjarra Council and the Education Department to enable youth training, employment pathways and community engagement.

## 10.9 Adoption of 2025-2026 Fees and Charges

<b>File Reference:</b>	FM.09
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	25 July 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

The purpose of this report is for the Council to adopt the proposed Schedule of Fees and Charges for the 2025-2026 financial year and that the schedule be imposed from 1 July 2025.

### 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 2025-2026 include the following assumptions and changes:

- All fees and charges are to be increased by 8%, rounded by the nearest 0.50, with exceptions to statutory charges and rates.
- Rates (exploration tenements) to increase by 8%. This would make rate in dollar 21.6075 compared to 21.23 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 2025.*

*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 2025-2026 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**

10.9 – 2025-26 Schedule of Fees and Charges

#### **Officers Recommendation**

That Council:

1. Adopt the 2025-2026 Schedule of Fees and Charges, and
2. Authorise the Chief Executive Officer to provide local public notice of the 2025-2026 Schedule of Fees and Charges which are to be imposed from 01 July 2025.



### 10.10 Budget 2025-26

File Reference:	FM.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	25 July 2025
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 2025-2026 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 2025-2026 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 8% increase in rates (exploration tenements) and 8% increase in fees and charges for the 2025-2026 FY. The superannuation guarantee charge (SGC) is an increase from 11.50% to 12.0% which impacts staff costs.

Major highlights include:

- General Minimum Rate at \$284.00 (six assessments).
- Rates Unimproved Value at .216075c in the dollar.
- 8% increase in Fees and Charges.
- Changeover of two vehicle in accordance with the Plant Replacement Program.
- Continuation of the project 'Working towards waste compliance'.
- \$6.2 million roads program including the Papulankutja Road and Wanarm Access Road.
- Tjulyuru Cultural and Civic Centre NBN Fibre service installation.

#### 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 Ngaanyatjaraku to operate within for the 2025-2026 financial year. The Budget is a deficit budget.

It must be noted that Financial Assistance Grants for the 2025-2026 year were pre-paid by the Federal Government into the 2024-2025 FYE and forms a large part of the Surplus brought forward in the Rate Setting Statement.

### **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**

10.9 – 2025-2026 Draft Statutory Budget

#### **Officers Recommendation 1**

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	\$0.216075 cents in the dollar (\$)
General Minimum	\$284.00 per rateable property

## **Officers Recommendation 2**

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 2025 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 2025 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 2025 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 2025 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 2025 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 2026 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 2026 or the first business day two months from the due date of the third instalment appearing on the rate notice, whichever is the later.

### **Officers Recommendation 3**

That Council, in accordance with Section 67 of the Waste Avoidance and Recovery Act 2007, impose the following receptacle charge for 2025-2026:

- Domestic rubbish removal \$402.70 (GST Free) per bin; and
- Commercial rubbish removal \$1,527.60 (GST Free) per service.

### **Officers Recommendation 4**

That Council, in accordance with section 6.16 of the Local Government Act 1995, adopt Attachment 10.9 Schedule of Fees and Charges as presented in the Budget for the year ending 30 June 2026.

### **Officers Recommendation 5**

That Council, in accordance with section 6.2 of the Local Government Act 1995, adopt Attachment 10.10 Annual Budget for the year ended 30 June 2026.

### **Officers Recommendation 6**

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)

### **Officers Recommendation 7**

That Council adopt the following Councillor Allowances for the 2025-2026 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 \$270 per Council meeting, and \$135 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 \$550 per Council meeting, and \$135 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 \$8,400.

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 \$2,100.

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.

## 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>	25 July 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. And Roads Activity Report

#### **Officers Recommendation**

That Council receive the Operational Services Action Report for June 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 – June 2025

<b>File Reference:</b>	FM.02
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	25 July 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 June 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 June 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 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 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**

12.1 - Payment Listing June 2025

#### **Officers Recommendation**

That the Council received the month payment listing for June 2025 payments of \$264,332.74. (Attachment 12.1)

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

**14. CONFIDENTIAL ITEMS**

**15. NEXT MEETING**

The next meeting is scheduled for Wednesday 27 August 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.