



Shire of **Ngaanyatjarra**
ON A JOURNEY

AGENDA

**Ordinary Council Meeting
27 August 2025**

1:00pm

Notice Paper

Ordinary Council Meeting 27 August 2025

President and Councillors

I inform you that an Ordinary Council Meeting of the Shire of Ngaanyatjaraku will be held on Wednesday 27 August 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

Disclaimer

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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
Finance Coordinator	R King
Executive Officer	T Baldock
Administration Coordinator	P O'Loughlin
Human Resources Coordinator	M Roberts

Guests:

UHY Haines Norton	J Thompson
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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 30 July 2025

Voting Requirement

Simple majority

Officers Recommendation

That the minutes of the Ordinary Council Meeting held on 30 July 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

File Reference:	FM.04
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 August 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	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.

In a previous report within the agenda, the Shire Investments were presented. This report reflects the reconciliation of bank & investment accounts reported in the monthly financial report under note 2 Cash & Cash Equivalent (July 2025).

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

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

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

Risk Management

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

Policy Implications

Corporate Policy. Finance 2.12 – Invest.

Attachments

Nil

Officers Recommendation

That Council note the Council Investment Register detailing investment activity for July 2025 within the Financial report. (Attachment 10.1).

10.2 Payments by Employees Via Purchasing Cards 30 June to 27 July 2025

File Reference:	FM.02
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 August 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 the list of payments made by authorised employees using transaction cards for the period 30 June to 27 July 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 30 June to 27 July 2025 via credit card payments totaling \$6,634.32 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 30 June to 27 July 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 – 30 June to 27 July 2025.

Officers Recommendation

That the Council received the listing of payment made by authorised employees using transaction cards for the period of 30 June to 27 July 2025, \$6,334.32. (Attachment 10.2)

10.3 Chief Executive Officer Report

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 August 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	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
July		
29	Market Creations Meeting re Waste Strategy	Online
	Meeting with contractor re Fibre to Shire office	Online
	Meeting with NG Council staff re consultation on Waste Strategy	In person
	Budget Overview with Shire President and Staff	
30	SAMP Review	Online
	Waste Strategy – Bin and property numbers	In person
	Shire Council Meeting	In person
	HR Meeting	Online
31	Property Lease review	Online
	Meeting with WAPOL in Warburton	In person
August		
4	CEO Travel Home to Perth	

	Plant register review	Online
5	Safe System for Local Government workshop	In person
6	Induction and Orientation of Finance Coordinator	In person
7	Continued orientation of Finance Coordinator	In person
	All staff meeting	Online
	Telstra business meeting	Online
	Building Maintenance Officer interviews	Online
8	Meeting with IT Provider	In person
	Meeting with Roadwise Road Safety Advisor	In person
	Meeting with NG Council and Education Dept representatives re Kapi Café	Online
	CEO Travel Perth to Home	
11	Waste Management Strategy meeting	Online
	Waste Funding Expenditure meeting	Online
	IT Tender meeting – Core Business Australia	Online
12	Meeting re Waste Operations – NG Council	Phone
	Building Maintenance Officer interviews	Online
	DFES Meeting	Online
	All Staff meeting	Online
13	Review of Financial policies and procedures	Online
	Outback Way and GEDC Update	Online
	Ngaanyatjarra Council and Outback Way Blueprint Meeting	Online
	Building Maintenance Officer recruitment meeting	Online

	Pitcher Partner – Shire Auditor meeting	Online
14	Meeting re LTFP plant valuation data	Online
	GVROC Executive Officer meeting	Phone
	Meeting with McLeods lawyers re Shire property leases	Online
18	WA LG Election catchup – CEO & EO	Online
	Council First meeting	Online
19	Waste Management Strategy meeting	Online
20	OHDC + Collabforge meeting	Online
21	Meeting re LTFP Asset data with consultants	Online
22	GVROC Meeting	Online
	Northern Goldfields Working Group Meeting	Online
25	CEO Travel – Home to Warburton	
	Meeting with Warakurna WAPOL	

Officers Recommendation

That Council receive the Chief Executive Officers Report for 29 July to 25 August 2025.

10.4 Council Resolution Register

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	18 August 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.

Policy Implications

Nil

Officers Recommendation

That Council receive the Council Resolution Register for July 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 Endorsement of Updated Policy 2.11 – Corporate Purchasing Cards and Rescinding of Policy 3.6 Expenses

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	15 August 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Absolute Majority

Purpose

To seek Council endorsement of:

- The updated Policy 2.11 – Corporate Purchasing Cards,
- The rescinding of Policy 3.6 – Expenses.

Background

The Shire’s current Policy 2.11 – Corporate Credit Cards provides a framework for the use of credit cards by authorised officers. An updated version of Policy 2.11 has been developed to broaden the scope and strengthen governance around the use of all corporate purchasing cards, including credit, fuel, and store cards.

Additionally, Policy 3.6 – Expenses, which outlines reimbursement procedures and corporate card use, is now redundant due to the expanded provisions in the updated purchasing card policy.

Comment

Key Changes in Policy 2.11

Area	Current Policy (Corporate Credit Cards)	Updated Policy (Corporate Purchasing Cards)
Scope	Applies only to corporate credit cards	Applies to all corporate purchasing cards (credit, fuel, store)
Governance	CEO authorises card issuance and limits	Council sets aggregate limits; CEO manages issuance and oversight
Reporting	Monthly statements reviewed by CEO; CEO’s use approved by President	Monthly reporting to Council under Regulation 13A
Legislation	Implicit references to delegation	Explicit alignment with Local Government Act 1995 and Financial Management Regulations
Risk Management	Basic cardholder responsibilities	Detailed framework including training, reviews, and misuse protocols

Area	Current Policy (Corporate Credit Cards)	Updated Policy (Corporate Purchasing Cards)
Misuse Provisions	Reimbursement required for improper use	Disciplinary action and reporting under Corruption, Crime and Misconduct Act 2003
Aggregate Limit	\$30,000 total across all cards	Retained at \$30,000 with Council oversight

Rescinding of Policy 3.6 – Expenses

The Policy 3.6 – Expenses was adopted (with the suite of Council Policies) on 28 June 2023 and outlines reimbursement for authorised expenses, use of corporate credit cards, and daily travel allowances. These provisions are now fully incorporated into the updated purchasing card policy, making Policy 3.6 redundant. The Council is requested to rescind Policy 3.6 Expenses as per Reg 10. (1) (b) of the Local Government (Administration Regulations 1996)

Statutory Environment

- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996
- Corruption, Crime and Misconduct Act 2003

Financial Implications

No direct financial implications. The policies support prudent financial management and risk mitigation.

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.

Policy Implications

Corporate Policies

Policy 2.11 – Corporate Purchasing Cards

Policy 3.6 – Expenses

This report recommends the endorsement of a revised policy and the rescinding of one outdated policy to ensure clarity, compliance, and improved financial governance.

Attachments

10.5a Policy 2.11- Corporate Purchasing Card Policy

10.5b Policy 3.6 – Expenses Policy

Officers Recommendation

That Council:

1. Endorse the updated Policy 2.11 – Corporate Purchasing Cards; and
2. Rescind Policy 3.6 – Expenses as per Reg 10. (1) (b) of the Local Government (Administration Regulations 1996) by Absolute Majority.

10.6 Use of Common Seal

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	22 November 2024
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Absolute Majority

Background

At the May 2025 Council meeting, the Council resolved to approve the variation to the CEO's contract for 2025-26.

Comment

This report is to advise Council that the Common Seal of the Shire was used to finalise the CEO Variation of Employment for the period 2025–26. The sealing took place on 30 July 2025, with both the Chief Executive Officer and the Shire President in attendance.

This action followed the resolution made under Confidential Items 14.1 during the Council Meeting held on 28 May 2025.

The use of the Common Seal in this instance was in accordance with Council's procedural requirements. The documentation has been duly executed and recorded as per standard governance protocols.

Statutory Environment

Local Government Act 1995

Section 9.49A A document is duly executed by a local government if – (2) the common seal of the local government is affixed to it in accordance with subsections (2) & (3)

Section 9.49A (3) The common seal of the local government is to be affixed to a document in the presence of (a) the mayor or president; and (b) the CEO, each of whom is to sign the document to attest that the common seal was affixed.

Financial Implications

Nil

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

Nil

Officers Recommendation:

Council by an absolute majority notes that the common seal was applied by the Shire President and Chief Executive Officer to the finalised Variation of the Chief Executive Officers Contract for 2025-2026 as per Item 14.1, 28 May 2025 and notes that the Common Seal Register has been duly updated.

10.7 Appointment of a Shared Regional Independent Chair for Audit, Risk and Improvement Committee

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	15 August 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Absolute Majority

Summary

GVROC at its 30 May 2025 meeting resolved that the Shire of Ngaanyatjarraku consider the motion under point 2.:

Proposal for the Appointment of a Shared Regional Independent Chair for Audit, Risk and Improvement Committees (ARICs) Across GVROC Member Councils

1. GVROC supported the proposal for the Appointment of a Shared Regional Independent Chair for Audit, Risk, and Improvement Committees (ARICs) across GVROC Member Councils.
2. Request that each GVROC LGA take this proposal to their individual Councils for consideration and to make a decision on whether they would support this proposal and report this back to the GVROC Executive Officer.

Background

The Local Government Amendment Act 2024 mandates that all local governments must establish an ARIC, chaired by an independent person who is neither a council member nor an employee of the local government. Under Section 87 Part 2 Clause 7.1, two or more local governments may agree to establish a shared ARIC.

Comment

In response, GVROC has proposed that all nine member councils jointly appoint a single, qualified independent chair to oversee their respective ARICs. This approach was formally endorsed at the GVROC meeting on 30 May 2025, with a resolution moved by Cr Patrick Hill (Shire of Laverton) and seconded by Cr Laurene Bonza (Shire of Dundas).

Key benefits identified:

- Legislative Compliance: Ensures all participating councils meet the new statutory requirements.
- Consistency in Oversight: A single chair promotes uniform audit and risk practices across the region.
- Resource Efficiency: Shared costs reduce the financial burden on individual

councils.

- Enhanced Expertise: A professional chair brings specialised governance and risk management skills.
- Improved Collaboration: Encourages inter-council communication and sharing of best practices.

The proposed selection criteria for a shared independent chair would have professional qualifications (CPA, chartered Accountant qualifications), experience in audit, risk management and/or governance roles, no current or recent employment or elected positions with any GVROC member council.

The proposed implementation plan includes:

- Development of a position description and selection criteria.
- Advertising and recruitment through a panel of member council representatives.
- Formal appointment and orientation of the selected chair.
- Cost-sharing based on an agreed formula considering council size and budget.

GVROC has requested that each member council consider the proposal and provide a decision. The Shire of Ngaanyatjarraku is now asked to indicate whether it supports proceeding with the GVROC initiative to appoint a shared independent chair for ARICs.

Statutory Environment

The Local Government Amendment Act 2024

The Local Government Amendment Act 2024 stipulates that:

- *Each local government must establish an ARIC.*
- *The ARIC must be chaired by an independent person who is neither a council member nor an employee of the local government.*
- *Under Section 87 Part 2 Clause 7.1CB. Two or more local governments may have shared audit, risk and improvement committee*
(1) Two or more local governments may agree to establish a single committee to be the audit, risk and improvement committee of each of their councils (a shared committee).

Financial Implications

The costs associated with the appointment, including remuneration, travel and administrative support, will be shared among those member councils wanting to share the appointment of an independent chair based on an agreed-upon formula, considering factors such as council size and budget/

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 assessed using the Shire of Ngaanyatjarraku Risk Management Framework and Risk Assessment Matrix. The determined risk level is "Moderate," as an independent chair for ARIC is required, and appointing a joint candidate may be more feasible than sourcing an individual exclusively from the shire.

Policy Implications

Not applicable.

Attachments

10.7 – GVROC Report

Officers Recommendation:

That the Council by an absolute majority in accordance with sections 5.12 and 5.13 of the LG Act; Support the proposal for the appointment of a Shared Regional Independent Chair for the Audit, Risk and Improvement Committee across GVROC member Councils.

11. OPERATIONAL REPORTS

11.1 Action Report – Operational Services

File Reference:	CP.00, PE.00, RD.00, WM.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	18 August 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

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

Background

Not applicable.

Comment

See attachment 11.1 for actions achieved.

Statutory Environment

Not applicable.

Financial Implications

There are no financial implications resulting for this matter.

Strategic Implications

Shire of Ngaanyatjaraku Plan for the Future 2021-2031

Goal 1 – Our People

Outcome 2 – Healthy People

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

Goal 2 – Looking after our Land

Outcome 6 – Living on our Land

Strategy 6.1 – Maintain Shire owned buildings and facilities.

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.2 – Provide a good place to work.

Risk Management

This item has been evaluated against the Shire of 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 August 2025.

Officers Recommendation

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

11.2 Action Report – Environmental Health and Building Services

File Reference:	EM.00
Business Area:	Operations
Reporting Officer:	Ming Zhou, Environmental Health Officer
Date Report Written:	21 August 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

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

Background

Not applicable.

Comment

The Environmental Health and building services activities will be reported at the 27 August Council Meeting.

Statutory Environment

Not applicable.

Financial Implications

There are no financial implications resulting for this matter.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 1 – Our People

Outcome 2 – Healthy People

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

Risk Management

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

Policy Implications

There are no known policy implications for this matter.

Attachments

Nil

Officers Recommendation

That Council note the Environmental Health and Building Services report.

12. CORPORATE AND COMMUNITY SERVICES REPORTS

12.1 Monthly Payments Listing – July 2025

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

Summary

For Council to receive the list of payments made by authority as attached in the Monthly Payments Listing for July 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 July 2025 payments of \$651,743.80.
(Attachment 12.1)

12.2 Monthly Statement of Financial activity for the Months of June 2025

File Reference:	FM.10
Business Area:	Corporate and Community Services
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 August 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to receive the monthly financial report for June 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

This report 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.

The suite of monthly financial report for June 2025 is an 'Interim' financial report reflecting account balances at report date; but acknowledging that further year-end financial transactions and adjustments are being made before the annual accounts are finalised and submitted to the auditors by 30 September. Therefore, it should be recognised the information within the June monthly report balances are not final, and the ultimate financial variances may differ from those included in this report.

Under Local Government (Financial Management) Regulations 1996, Section 35:

- (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;

As a statutory requirement to present a set of Monthly Management Accounts within two months of the end of the month to which they refer, thus administration is reporting in this August meeting for June's indicative results.

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

- Grants, subsidies & contribution – favourable, allocation of capital and operational allocation show variances.
- Interest – favourable due to high performance investments during the year.
- Fees & Charges – favourable due to increase in expectation of property rent /leases .
- Non-Operating Grants, subsidies & contribution – under budget possibly timing of funding and allocation of budget
- Materials & Contracts – favourable due to cancellation of the BHP contract. Some savings in IT Technology. Office expenditure and Sport & Recreation
- Other Expenditure- favourable

Statutory Environment

Local Government (Financial Management) Regulations 1996

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

- (1A) In this regulation —
committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

1. A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual

budget under regulation 22(1)(d), for the previous month (the *relevant month*) in the following detail —

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

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

Regulation 35. Financial position statement required each month.

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the *previous month*) and —
 - (a) the financial position of the local government as at the last day of the previous financial year; or

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

Financial Implications

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

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

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

Risk Management

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

Policy Implications

No policy implications apply in the preparation of this report.

Attachments

12.2 – Monthly Financial Report June 2025

Officer Recommendation

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

12.3 Monthly Statement of Financial activity for the Months of July 2025

File Reference:	FM.10
Authorising Officer:	David Mosel, Chief Executive Officer
Date Report Written:	22 nd July 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to receive the monthly financial report for July 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

This report 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.

‘Permanent’ variances to note as at month end are:

- Interest – the variance is due to the time of the maturity of investments.
- Fees & Charges – favourable due invoice of property rent /leases is different to the allocation of budgets.
- Materials & Contracts – variance is due to time of expected of expenditure being invoiced
- Depreciation expense – monthly calculation has not been undertaken due to 30th June Financials for assets have not been audited. Once finalised this process will be updated.
- Other Expenditure- favourable

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.
2. 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 —
- b. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - c. budget estimates to the end of the relevant month; and
 - d. actual amounts of expenditure, revenue and income to the end of the relevant month; and
 - e. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - f. the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.
- (1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
- (1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- b. [deleted]
 - c. an explanation of each of the material variances referred to in subregulation (1)(d); and
 - d. such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity must be shown according to nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Regulation 35. Financial position statement required each month.

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

Financial Implications

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

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

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

Risk Management

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

Policy Implications

No policy implications apply in the preparation of this report.

Attachments

12.3 – Monthly Financial Report July 2025

Officer Recommendation

That Council receive the Monthly Financial Report for the periods ended 31st July 2025
(Attachment 12.3)

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

14. CONFIDENTIAL ITEMS

14.1 Organisation Review 2025

File Reference:	FM.10
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 August 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Absolute Majority

Attachments

Attachment provided under separate cover – Confidential report 14.1

Officers Recommendation

That Council:

1. Resolves that Report 14.1 is confidential in accordance with s5.23(2) of the Local Government Act 1995
2. Close the meeting to the public pursuant to subsection 5.23(2) (a) of the Local Government Act 1995.
3. Authorises the Chief Executive Officer and the Executive Officer to remain in the meeting for Reports 14.1

15. NEXT MEETING

The next meeting is scheduled for Wednesday 24 September 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.