Shire of Ngaanyatjarraku

ON A JOURNEY

AGENDA

Ordinary Council Meeting
29 October 2025

1:00pm

Notice Paper

Shire of Ngaanyatjarraku
ON A JOURNEY

Ordinary Council Meeting
29 October 2025

President and Councillors

I inform you that an Ordinary Council Meeting of the Shire of Ngaanyatjarraku will be held on Wednesday 29 October 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

The minutes were confirmed by Council as a true and correct recording of proceedings of the Meeting Council held on 29 October 2025.

Damian McLeod
Shire President
26 November 2025

Disclaimer

The recommendations contained in the agenda are subject to resolution by the Council are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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The Shire of Ngaanyatjarraku warns that anyone who has any matter lodged with the Council must obtain and should only rely on written confirmation of the outcomes of the matter following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the matter.

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0. SWEARING IN OF COUNCILLORS ELECT

In accordance with section 2.29 of the Local Government Act 1995, Councillors Elect will be sworn in by making the Declaration by an Elected Members of Council Form (Electoral Form 7) prior to the Opening of the Ordinary Meeting of Council.

- Porter, Julie was sworn in as a Councillor for the Shire of Ngaanyatjarraku
- Thomas, Preston was sworn in as a Councillor for the Shire of Ngaanyatjarraku

1. DECLARATION OF OPENING AND ELECTION OF PRESIDENT / DEPUTY

1.1 DECLARATION OF OPENING

Being the first meeting of the Council following an election day, the Chief Executive Officer will assumed the role of Presiding Person until the Shire President was elected.

The Chief Executive Officer declared the meeting open at 1.09pm

1.2 ELECTION OF SHIRE PRESIDENT

The election of Shire President will be conducted in accordance with Schedule 2.3 of the Local Government Act 1995. The Chief Executive Officer conducted this election as per clause 4(2) of Schedule 2.3.

In accordance with Section 2.28 (Item 11) of the Local Government Act 1995 the term of the Shire President ends when the President is next elected at or after the Local Government's next Ordinary Election. Therefore, it is necessary to elect the Shire President.

Nominations for the office were given to the CEO in writing before the meeting or during the meeting before the close of nominations. As there were no nominations received before the meeting, the Chief Executive Officer call for nominations.

Cr Debra Frazer nominated Cr Damian McLean as Shire President

Cr Damian McLean advised the Chief Executive Officer that he was willing to be nominated for the office.

The Chief Executive Officer called for further nominations as nominations were about to close to allow for any nominations made to be dealt with. There were no further nominations received.

Cr Damian McLean was voted in as the Shire President.

After the election the Shire President made a declaration (Electoral Form 7) in accordance with Regulation 13(1)(c) of the Local Government (Constitutions) Regulations 1996 and commence presiding over the meeting.

Shire President took over the role of Presiding Person.

1.3 ELECTION OF DEPUTY SHIRE PRESIDENT

In accordance with Section 2.28 (Item 12) of the Local Government Act 1995, the term of the Deputy Shire President ends at the start of the first meeting of the Council after the Local Government's next Ordinary Election. Therefore, it is necessary to elect the Deputy Shire President. The Shire President will conduct this election as per clause 8(2) of Schedule 2.3.

Cr Debra Frazer nominated Cr Julie Porter as Deputy Shire President.
Cr Joylene Frazer nominated Cr Preston Thomas as Deputy Shire President.

Cr Thomas and Cr Porter both advised the Shire president that they were willing to be nominated for the office.

The Shire President called for further nominations as nominations were to close to allow for any nominations made to be dealt with. There were no further nominations received.

The Shire President closed nominations advised that as there were no further nominations. A vote was put and with three votes to Cr Thomas and two votes to Cr Porter.

Cr Thomas was voted in as the Shire Deputy President.

After the election the Deputy Shire President will make a declaration (Electoral Form 7) in accordance with Regulation 13(1)(c) of the Local Government (Constitution) Regulations 1996.

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

Governance Manager	T Baldock
Finance Manager	R King
Human Resource Coordinator	M Roberts

Guests:

UHY Haines Norton	J Thompson

3.2 Apologies
Nil

3.3 Approved Leave of Absence
Nil

4 APPLICATIONS FOR LEAVE OF ABSENCE
Nil

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

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

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

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

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

Declarations of Interest provided:

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

6 PUBLIC QUESTIONS

6.1 Response to Previous Public Questions Taken on Notice
Nil

6.2 Public Questions

Questions invited from the public gallery by the Presiding Member.

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 Petitions

No petitions have been received.

8.2 Presentations

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

8.3 Deputations

No requests to formally address the Council have been received.

9 CONFIRMATION OF MINUTES

9.1 Confirmation of Minutes from the Ordinary Meeting of Council Held on 24 September 2025.

Voting Requirement
Simple majority

Council Resolution and Officers Recommendation

Moved: Cr D Frazer **Seconded: Cr J Frazer**

That the minutes of the Ordinary Council Meeting held on 24 September 2025 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community be confirmed as a true and accurate record of that meeting.

Carried 5/0
Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10 CHIEF EXECUTIVE OFFICER REPORTS

10.1 Council Investments

File Reference:	FM.04
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 October 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 Ngaanyatjarraku surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that liquidity requirements are being met.

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

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

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

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

Statutory Environment
Local Government Act 1995, Section 6.14 – Power to Invest

(2) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1)

(2) Regulations in relation to investments by local governments may –
- *(e) Make provision in respect of the investment of money referred to in subsection (1); and*
- *(e) [deleted]*
- *(e) Prescribe circumstances in which a local government is required to invest money held by it; and*
- *(e) Provide for the application of investment earnings; and*
- *(e) Generally, provide for the management of those investments.*

Local Government (Financial Management) Regulations 1996

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

(2) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

(2) The control procedures are to enable the identification of –
- *(b) The nature and location of all investments; and*
- *(b) The transactions related to each investment.*

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

(1) In this regulation –
Authorised institution means –
- *(b) An authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth) Section 5; or*
- *(b) The Western Australian Treasury Corporation established by the Western Australia Treasury Corporation Act 1986;*

Foreign currency means a currency except the currency of Australia.

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

Financial Implications

There are no known financial implications for this matter.

Strategic Implications
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
Attachment 10.1 Investment Register

Council Resolution and Officers Recommendation

Moved: Cr J Porter **Seconded: Cr D Frazer**

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

Carried 5/0
Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10.2 Payments by Employees Via Purchasing Cards 27 September to 27 October 2025

File Reference:	FM.02
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 October 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 27 September to 27 October 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 27 September to 27 October 2025 of $12,877.07 via credit card payments totalling $12,877.07 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 27 September to 27 October 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 2025/26 budget.

Strategic Implications
Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership
Outcome 8 – A well-functioning Organisation
Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

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

Policy Implications
There are no known policy implications for this matter.

Attachments
Attachment 10.2 – Schedule of Payments Made by Employees via Purchasing Cards – 27 September to 27 October 2025.

Council Resolution and Officers Recommendation

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

That Council receive the listing of payments made by authorised employees using transaction cards for the period of 27 September to 27 October 2025 (Attachment 10.2)

Carried 5/0
Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10.3 Chief Executive Officer Report

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 October 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
September 2025		
25	SAMP Internal Review with Staff	Online
26	SAMP Review with Consultants	Online
	Meeting with Consultant re workflow program	In person
28	CEO Travel –Home to Perth	
29	CEO Travel – Perth to Warburton	
	AWM Data Review with consultants	Online
	2024-25 Food Act 2008 and Public Health Act 2016 Reporting	Online
30	Meeting with Commonwealth Bank with Finance Manger	Online
	Meeting with Breakaway Earthmoving	Onsite
October 2025		
1	Meeting with NG Council Youth Coordinator re Kapi Café	In person

	LG Road Assets and Expenditure report review	Online
	Reg 17 Review – Dry Kirkness	Online
	SAMP Discussion – Moldeve	Online
2	Staff team meeting	In person and Online
	Meeting with McLeods Lawyers re Council leases	Online
	WALGA Salary and Workforce Survey 2025-26	In person and online
4	Green Waste Bin Roll out in Warburton	In person
5	Delivery of Waste Trailer and Green bins to Blackstone Community	In person
6	Citizenship Ceremony	In person
	CEO Travel – Warburton to Perth	
	CEO Meeting with NIAA	In person
	CEO Travel – Perth to Kalgoorlie	
7	Meeting with Ross Macculloch – Goldfields Development Manager, Australia's Golden Outback	In person
	CEO Travel – Kalgoorlie to Perth	
8	Administration Coordinator Interview	Online
	Regional Road Group Technical Working Group meeting	Online
9	Administration Coordinator Interview	Online
	Shires IT Provider Meeting	In person
	Staff Planning meeting	Online

10	CEO Travel Perth to Kalgoorlie	
	Goldfields-Esperance Region : Technical Work Group Meeting	In person
	CEO Travel Kalgoorlie – Perth - Home	
13	Finance Officer Interviews	Online
14	Roads Data meeting	Online
	Thinkproject Meeting	Online
	Meeting with Core Business Australia re Tender Review	Online
15	Focus IT – Quarterly Meeting	Online
16	Meeting with EMS consultant	Online
	Internal meeting re Audit finalisation	Online
	Staff Team meeting	Online
	CEO Meeting with LGRIS – Post renewal meeting	Online
17	OHDC – Special Meeting	Online
	IT Services Contract meeting	Online
20	CEO Travel – Home to Perth	
	Finance Officer interviews x 2	In person
21	CEO Travel – Perth to Home	
24	GVROC CEO's Group Meeting	Online

Council Resolution and Officers Recommendation

Moved: Cr P Thomas **Seconded: Cr D Frazer**

That Council receive the Chief Executive Officers Report for 25 September to 24 October, 2025.

Carried 5/0

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

10.4 Council Resolution Register

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 October 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

Council Resolution and Officers Recommendation

Moved: Cr J Frazer **Seconded: Cr D Frazer**

That Council receive the Council Resolution Register for September 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)

Carried 5/0
Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10.5 Annual Office Closure

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 September 2024
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Background
Each year the Council is requested to approve a closure of Shire operations over the Christmas and New Year period, with the period varying depending on the days the public holidays fall.

Council is requested to approve an annual close-down for the Shire of Ngaanyatjarraku for the period commencing Monday 22 December 2025 to Sunday 4 January 2026, inclusive.

Comment
Historically, most Shire employees leave the district for the Christmas and New Year period.

Employees are required to use annual leave entitlements or unpaid leave for the period of closure, which represents no additional financial cost to the Shire.

Due to the public holidays falling midweek, and the travel time needed for employees to safely leave and return to the Shire in a timely manner, it is recommended the annual office close-down be for the period commencing 22 December 2025 to Sunday 4 January 2026 (inclusive).

Statutory Environment
Local Government Industry Award 2020
Clause 23.5 Annual Close Down

The Shire may require an employee to take leave as part of a close-down of its operations by giving at least four 4 weeks' notice.

Financial Implications
Annual leave and rostered day off arrangements are included in the Annual budget. No additional expense is incurred.

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
Council has, via CEO Procedures, acknowledged the closure of Shire operations over the Christmas/New year period, with the variable details being the actual closure dates.

Attachments
Nil

Council Resolution and Officers Recommendation:

Moved: Cr P Thomas **Seconded: Cr D Frazer**

1. **That the Shire of Ngaanyatjarraku approves the annual close-down of Shire operations from Monday 22 December 2025 to Sunday 4 January 2026 (inclusive). Shire office reopening on 5 January 2026.**

2. **Gives public notice of closure of the Warburton Administration Building from Monday 22 December 2025 up to and including Sunday 4 January 2026.**

Carried 5/0
Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10.6 Schedule of Ordinary Meetings for Council - 2026

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 October 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Background
It is a statutory requirement for Council to adopt the schedule of meeting dates, times and locations for Ordinary Meetings of Council each year.

This report sets out the proposed locations and commencement times of Council Meetings for the calendar year 2026. Council has generally set dates for Audit Committee meetings as required during the year.

Comment
In determining the date, times and locations for the Ordinary Meeting of Council for the upcoming year, consideration has been given to a number of factors including travel and other cultural events that may clash.

To have consistency with operational requirements for preparing Council agendas it is suggested that meetings continue to be held on the last Wednesday of the month. It is also suggested that the January 2026 meeting not be held due to the Christmas break and the December 2026 meeting to also be scheduled for the third Wednesday (16 December 2026) to ensure it is not too close to the Christmas period.

Statutory Environment
Local Government Act 1995
Section 5.3 requires Council to hold an Ordinary Meeting not more than three months apart.
Section 5.25(1)(g) indicates regulations may be made concerning the giving of public notice of the date and agenda for council or committee meetings.

Local Government (Administration) Regulations 1996
Regulation 12 specifies the date, time and venue of Ordinary Council meetings for the next 12 months must be advertised once a year.

Financial Implications
Council sets aside sufficient funds in its budget to meet the cost of the advertisement and the associated Council meetings.

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 Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Policy Implications
There are no known policy implications for this matter.

Attachments
10.6 – Council OCM Dates 2026

Council Resolution and Officers Recommendation:

Moved Cr: D Frazer **Seconded: Cr J Frazer**

Adopts the Schedule of Ordinary Council Meeting dates, times and locations for the period of February 2026 to December 2026 as per attachment 10.6.

Carried 5/0
Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10.7 Zone Delegate Appointment

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 October 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Background
The governance structure of WALGA is designed to ensure it is representative of all 139 Member Local Governments.

Zones are autonomous groupings of geographically aligned Local Governments. The key functions of Zones are to elect one or more representative to State Council, consider the State Council Agenda and provide direction and feedback to State Council. Zones can also act independently in considering and advocating on regional issues.

State Council is the decision-making, representative body of WALGA, responsible for sector-wide policy making and strategic planning.

The relationship between State Council and Zones is critical as it underpins WALGA's advocacy on behalf of Local Government at the State and Federal Government levels. Zones have an integral role in shaping the political and strategic direction of WALGA.

Delegates are appointed to represent their Local Government on the Zone and make decisions at a regional level. Individual Zones determine how many Delegates represent each member Local Government and are responsible for electing a Zone Chair and Deputy Chair.

When a Delegate is appointed to a Zone, they become eligible to nominate for State Council. As this is an election year, November Zone meetings will hold elections for State Council representatives and Zone Chair.

There are no sitting fees or reimbursements paid to Zone Delegates. State Councillors are entitled to travel reimbursement related to meeting attendance and are paid an annual sitting fee.

The time commitment for a Zone Delegate varies from Zone to Zone. Zones meet five times per year (in February, April, June, August and November). Meetings run for approximately 90 minutes. Agendas are distributed a week before Zone meetings.

Goldfields-Esperance Country Zone (also known as GVROC)

There are nine Local Governments in the Goldfields-Esperance Country Zone.

The Goldfields-Esperance Country Zone meet twice within a State Council meeting cycle (in February, April, June, August and November) at 9:00am. One meeting is held in person to consider GVROC specific matters and the second is to consider the State Council Agenda and is held via Zoom. Hosting of the in-person meetings is rotated between each member Local Government to provide an opportunity to showcase their area.

Each member Local Government on the Goldfields-Esperance Country Zone is entitled to appoint two voting Delegates and as many Deputy Delegates as they see fit. It is recommended that the Chief Executive Officer be appointed as an additional Deputy Delegate where it may be beneficial, to ensure that representation from each member Local Government can always be achieved at Zone meetings.

At the November Zone meeting, an election will be held for the positions of State Councillor (one position) and Deputy State Councillor (one position).

Statutory Environment
The Zone has no statutory environment

Financial Implications
There are no financial implications. Travel costs are included in the annual budget.

Strategic Implications
This is an advocacy role

Risk Management
No risk have been identified.

Policy Implications
Nil

Attachments

Council Resolution and Officers Recommendations

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

1. That Council appoint Cr McLean the Shire of Ngaanyatjarraku WALGA Zone Delegate
2. The Council appoint David Mosel as a Deputy Zone Delegate.

Carried 5/0
Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

10.8 Appointment of Councillors and Staff to Committees

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 October 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Absolute Majority

Summary

Following the Election on the 18 October 2025, Council must establish any Committees or Working Groups of Council that it considers are required and consider appointing delegates to those and also nominating delegates to any external committees or organisations as it deems appropriate.

Background

Being the first Ordinary Meeting of Council following the General Local Government Elections on the 18 October 2025, Council is required to give consideration to appointing Councillors and staff members to various committees on which it is represented.

Comment

Staff have reviewed the Committees, Working Groups and External Committees in an effort to ensure that they are up to date and the various groups are detailed in the recommendation.

With new legislation being introduced in relation to the appointment of Independent Members to the Audit, Risk and Improvement Committee. The LG Act and Audit Regulation amendments that require LGs to implement the ARIC and Independent Presiding Member arrangements have not yet been proclaimed or made. The Department of Local Government (LGIRS) has indicated that the Act and Audit Regulation amendments are expected to be made soon after the 2025 Election Day. However, the LG Act Schedule 9.3 Transitional Provisions already provide (see cl.69) a 6-month period following the proclamation of the LG Act amendments by which Local Governments will be required to comply.

Therefore, the Shire can establish its Audit Committee under the current Local Government Act provisions, and then at a later date (once the Act and Regulation amendments have been made) provide reports to Council to adjust the Audit Committee's establishment and membership to align with the amended requirements.

The current LG Act provisions applicable to establishing the Audit Committee, include:

- Establishing the Audit Committee by absolute majority - s.5.8 & 7.1A
- appoint Audit Committee membership, by absolute majority - s.5.10(1)
- appoint the Committee Presiding Member, by absolute majority – s.5.12(1)
- optional to appoint a Committee Deputy Presiding Member, by absolute majority – s.4.12(2).

Establishing the Audit Committee under the current Act and Regulations, will enable the Shire to hold Audit Committee meetings in the interim.

Local Emergency Management Committee (LEMC)

In accordance with the EM Act (section 38 (1)) Local governments are required to establish a LEMC for their district, Under the State Emergency Management (EM) Preparedness Procedure 3.7, each local government is require to establish, administer and maintain a LEMC. To meet this requirement a local government may

- have a single committee (coverers that entire Local Governments district)
- Have more than one committee (cover different areas within the local government district with different EM needs)
- Combine with other local governments and establish a LEMC for their district (may cover two or more local government districts with similar EM needs).

In respect to Deputies, it is suggested that Council appoint the Councillors who are not members of the Committee as Deputies, so they are able to attend and participate in Committee meetings to ensure quorums.

Statutory Environment

Local Government Act 1995
Part 5, Subdivision 2, Sections 5.8 to 5.18

Local Government (Administration)
Regulations 1996Part 2 – Council
and committee meetings
A local government may establish (by an absolute majority) committees of three or more persons to assist the Council and to exercise the powers and discharge the duties of the Council. Council may also nominate Councillors (or staff) to represent it on external committees such as those established by the State Government (e.g. Land Conservation District Committees).

A Council Committee is to have as its members persons appointed (absolute majority) by the localgovernment to be members of the committee. At any given time, each Councillor is entitled to be a memberof at least one committee and if a Councillor nominates himself or herself to be a member of such a committee or committees, the local government is to include that Councillor in the persons appointed to at least one of those committees as the local government decides (section 5.10 Local Government Act 1995).

If at a meeting of the Council a local government is to make an appointment to a committee that has or will have a Councillor as a member and the President informs the local government of his or her wish to be a member of the committee, the local government is to appoint the President to be a member of the committee.

Where a person is appointed as a member of a committee the persons membership of the committee continues until:

- The person no longer holds the office by virtue of which the person became a member, or is no longerthe CEO, or the CEO's representative, as the case may be;
- The person resigns from membership of the committee;
- The committee is disbanded; or
- The next ordinary election day, whichever happens first.

A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation.

Financial Implications

There are no financial implications relevant to this appointment process, but expenses will be incurred to facilitate attendance at some of the listed meetings (e.g. airfares / accommodation to attend GVROC RegionalCouncil Meetings).

Secretariat services of the various Council Committees or Working Groups is detailed as being relevant to the relevant Directorate. That notwithstanding the Office of CEO will assist as required with minute taking and governance control processes as usual.

Strategic Implications

Plan for the Future 2021- 2031Goal 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 Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures andis unlikely to need specific application of resources

Policy Implications

Council Policy – 1.12 Committees

Attachments

Not Applicable

Council Resolution and Officers Recommendation

Moved: Cr D Frazer **Seconded: Cr J Porter**

That with respect to the appointment of Councillors and Staff to Committees, Council:

1. Confirm that all previous appointments of Councillors and Staff to Shire of NgaanyatjarrakuCommittees, and the Committees themselves, have expired.

2. Establish the following Committees of Council and make the following appointments to thosecommittees:

   1. Audit Committee

      Members: All Councillors
      Deputies: N/A
      Secretariat: Chief Executive Officer or nominee.
      Membership: All Councillors
      Quorum: 3 Councillors
      Purpose: Under the Local Government Act 1995, Local Governments are required to appoint an Audit Committee

   2. Local Emergency Management Committee

      Members: Cr D McLean, Chief Executive Officer
      Deputies: All other Councillors
      Secretariat: Chief Executive Officer or nominee.
      Membership: Shire of Ngaanyatjarraku – Local Recovery Coordinator (Other representation as per determination of the delegate Councillors and the Chief ExecutiveOfficer)
      Quorum: Pursuant to Section 38(4) of the Emergency Management Act 2005
      Purpose: Pursuant to Section 39 of the Emergency Management Act 2005
      Meeting cycle: As required

   3. Nominate or appoint (as applicable) the following appointments to External Groups:

      a. Goldfields Voluntary Regional Organisation of Councils
         Delegates: Cr D McLean and Chief Executive Officer
         Deputies: All other Councillors
         Meeting cycle: As required.

      b. MRWA Regional Road Group
         Delegates: Cr D McLean
         Deputies: Chief Executive Officer
         Meeting cycle: As required.

      c. MRWA Regional Road Group – Technical Working Group
         Delegates: Chief Executive Officer
         Deputies:
         Meeting cycle: As required

d. MRWA Outback Way Project Governance Group
Delegates: Chief Executive Officer
Deputies: Deputy President - Cr Preston Thomas
Meeting cycle: As required.

e. Outback Highway Development Council
Delegates: Chief Executive Officer
Deputies: Deputy President - Cr P Thomas
Meeting cycle: As required.

f. Northern Goldfields Working Group
Delegates: Chief Executive Officer
Proxy: Shire President Damian McLean
Meeting cycle: As required.

By absolute majority

11. OPERATIONAL REPORTS

11.1 Action Report – Operational Services

File Reference:	CP.00, PE.00, RD.00, WM.00
Business Area:	Operations
Reporting Officer:	Marsel Toska, Building Maintenance Officer
Date Report Written:	22 November 2024
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

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

Background
Not applicable.

Comment
See attachment 11.1 for actions achieved.

Statutory Environment
Not applicable.

Financial Implications
There are no financial implications resulting for this matter.

Strategic Implications
Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 1 – Our People
Outcome 2 – Healthy People
Strategy 2.2 – Ensure appropriate regulatory health and waste services provision with funding.

Goal 2 – Looking after our Land
Outcome 6 – Living on our Land
Strategy 6.1 – Maintain Shire owned buildings and facilities.

Goal 3 – Our Leadership
Outcome 8 – A well-functioning Organisation
Strategy 8.2 – Provide a good place to work.

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

Policy Implications
There are no known policy implications for this matter.

Attachments
11.1 – Operations Report September 2024.

Council Resolution and Officers Recommendation

Moved: Cr D Frazer **Seconded: Cr J Frazer**

That Council receive the Operational Services Action Report for September - October 2025. (Attachment 11.1).

Carried 5/0
Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

11.2 Action Report – Environmental Health and Building Services

File Reference:	EM.00
Business Area:	Operations
Reporting Officer:	Environmental Health Officer
Date Report Written:	20 October 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary
There is no report available for September 2025 due to the transition between the outgoing and incoming Environmental Health Officers.

Background
Not applicable.

Comment
The Environmental Health and building services activities will be reported to the 18 December 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

12. CORPORATE AND COMMUNITY SERVICES REPORTS

12.1 Monthly Payments Listing - October 2024

File Reference:	FM.02
Business Area:	Corporate & Community Services
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:	Simple Majority

Summary

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

Background

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

Comment

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

Statutory Environment

Local Government (Financial Management) Regulations 1996

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

(1) If the local government has delegated to the CEO the exercise of its powers to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –

(a) The payee's name; and
(b) The amount of the payment; and
(c) The date of the payment; and
(d) Sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing –

(a) For each account for approval to be paid is to be prepared each month showing –

i. The payee's name; and
ii. The amount of the payment; and

iii. Sufficient information to identify the transaction; and

(b) The date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (2) is to be –

(a) Presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) Recorded in the minutes of that meeting.

Financial Implications

The Shire makes annual budget allocations for payments of accounts.

Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

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

Risk Management

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

Policy Implications

There are no known policy implications for this matter.

Attachments

12.1 - Payment Listing October 2025

Council Resolution and Officers Recommendation

Moved: Cr P Thomas **Seconded: Cr D Frazer**

That council receive the monthly payment listing for October 2025 totalling payments of $644,743.34.

Carried 5/0

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

12.2 Monthly Statement of Financial activity for the Month of September 2025

File Reference:	FM.10
Business Area:	Corporate and Community Services
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:	Simple Majority

Summary
For Council to receive the monthly financial report for September 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
Comments in relation to budget to actual variances are include below. Comments related to 'timing' refer to an estimate of when costs would occur at the time the budget was formulated versus the actual costs once incurred. Any substantial variances will be addressed in the Mid-year Budget review.

The Statement of Financial Position "Actual 2024/25" is based on the unaudited 2025 financial statements and will be finalised once the audit has been completed.

Depreciation will not be applied until Council has finalised, the statements for 2024/25.

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

- **Fees and Charges** – *Favourable*: As at end of the reporting period the leases accounts for 2nd quarter had not been raised.
- **Interest** – *Unfavourable*: The variance is attributed to the timing of investment maturities.
- **Employee Costs** – *Favourable*: Reflects savings from current vacancies in budgeted positions.

- **Utility Charges** – *Favourable*: Caused by timing differences between budgeted and actual expenditure.
- **Depreciation** – Not yet applied, pending finalisation of the 2024/25 financial statements.
- **Other Expenditure** – *Favourable*: General underspending across various accounts.

The Council has also been advised that Financial Assistance Grant and will receive an increase, approximate $426,000 for the current financial year.

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 September 2025

Council Resolution and Officer Recommendation

Moved: Cr J Porter **Seconded: Cr J Frazer**

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

Carried 5/0
Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

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

13.1 Kapi Café – Funding for equipment

File Reference:	FM.04
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	29 October 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary
At the 30 July 2025 meeting, Council agreed to support reopening Kapi Café with Ngaanyatjarra Council and the Education Department, aiming to provide youth training, employment opportunities, and community involvement.

Background
The café's reopening is underway, in collaboration with the Ngaanyatjarra Council Youth Coordinator and the Warburton Campus School principal and teachers. Clean up has begun in the café and letters requesting financial support sent to various organisations. In response, the Shire successfully gained support through the Regional Development Australia Goldfields by a $4,000 grant to put towards a new coffee machine.

Comment
The coffee machine originally purchased for the Café when it first opened back in 2022 is no longer operational due to an extended period of disuse. Attempts were made to repair or trade in the machine; however, it was determined that it is too old and requires extensive repairs.
A recommendation has been received for a suitable replacement: a Megacrem 2 group coffee machine, known for its reliability, ease of repair, and readily available parts, at a cost of $5,684.00 + GST, and a Conti CC200 coffee grinder at $1,725.00.
Council approval is sought for an additional $3,500.00, supplementing existing funding by reallocating funds from the mid-year budget review, to facilitate the purchase of the required equipment.

Statutory Environment
Nil

Financial Implications
The total contribution towards the purchasing of the coffee machine and coffee grinder would be $3,500. The cost had not been budget for and will need to be accounted for through the mid-year budget review.

Strategic Implications
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

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

Attachments
Nil

Council Resolution and Recommendation

Moved: Cr P Thomas **Seconded: Cr D Frazer**

It is proposed the Council approve an additional expenditure allocation of $7500 for the purchase of a new coffee machine and coffee grinder for the Kapi Café; and approve an increase in income of $4,000 to reflect the grant funding to be received.

Carried 5/0
Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

14. CONFIDENTIAL ITEMS

14.1 GVROC Shared ARIC Independent Presiding Member and Deputy Role

File Reference:	GV.01
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	20 October 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Attachments
Attachment provided under separate cover – Confidential report 14.1

14.2 Corporate Management System – Procurement and Implementation

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

Council Resolution and Officers Recommendation

Moved: Cr D Frazer **Seconded: Cr J Porter**

That Council:

1. Resolves that Report 14.1 & 14.2 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 & 14.2

Carried 5/0
Voting For: Cr D McLean, Cr J Porter, Cr P Thomas, Cr D Frazer, Cr J Frazer

Council Resolution and Officers Recommendation

Moved: Cr J Frazer **Seconded: Cr D Frazer**

That Council reopen the meeting to the public at 1.41pm

Carried 5/0

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

15. NEXT MEETING

The next meeting is scheduled for Wednesday 26 November 2025 at the Tjulyuru Cultural and Civic Centre, Warburton Community, commencing at 1.00pm.

16. CLOSURE OF MEETING

Meeting declared closed by the Presiding Member at 1.42pm