



Shire of **Ngaanyatjarra**  
ON A JOURNEY

# AGENDA

**Ordinary Council Meeting  
26 November 2025**

**1:00pm**

**Notice Paper**

## Ordinary Council Meeting 26 November 2025

President and Councillors

I inform you that an Ordinary Council Meeting of the Shire of Ngaanyatjarraku will be held on Wednesday 26 November 2025, commencing at 1:00pm.

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

The business to be transacted is shown in the agenda.

Yours faithfully



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

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## 1. DECLARATION OF OPENING

Meeting to be declared open by the Presiding Member.

## 2. ANNOUNCEMENT OF VISITORS

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

## 3. RECORD OF ATTENDANCE

### 3.1 Attendees

#### Council:

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

#### Staff:

|                            |           |
|----------------------------|-----------|
| Chief Executive Officer    | D Mosel   |
| Governance Manager         | T Baldock |
| Finance Manager            | R King    |
| Human Resource Coordinator | M Roberts |

#### Guests:

Nil

### 3.2 Apologies

Nil

### 3.3 Approved Leave of Absence

Nil

## 4 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 5 DECLARATION OF INTEREST

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

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

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

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

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

Declarations of Interest provided:

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

## **6 PUBLIC QUESTIONS**

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

Nil

### **6.2 Public Questions**

Questions invited from the public gallery by the Presiding Member.

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

## **8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

### **8.1 Petitions**

No petitions have been received.

### **8.2 Presentations**

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

### **8.3 Deputations**

No requests to formally address the Council have been received.

## **9 CONFIRMATION OF MINUTES**

### **9.1 Confirmation of Minutes from the Ordinary Meeting of Council Held on 29 October 2025.**

**Voting Requirement**  
Simple majority

#### **Officers Recommendation**

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

### **9.2 Confirmation of Minutes from the Audit, Risk and Improvement Committee 26 November 2025.**

#### **Officer Recommendation**

That Council:

1. Notes the unconfirmed minutes (tabled of the Audit and Risk Committee meeting held on 26 November 2025 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community; and
2. Adopts the recommendations from the Audit and Risk Committee

## 10 CHIEF EXECUTIVE OFFICER REPORTS

### 10.1 Payments by Employees Via Purchasing Cards 26 September to 27 October 2025

|                                |                                                                                    |
|--------------------------------|------------------------------------------------------------------------------------|
| <b>File Reference:</b>         | FM.02                                                                              |
| <b>Reporting Officer:</b>      | David Mosel, Chief Executive Officer                                               |
| <b>Date Report Written:</b>    | 20 November 2025                                                                   |
| <b>Disclosure of Interest:</b> | The author has no financial, proximity, or impartiality interests in the proposal. |
| <b>Voting Requirement:</b>     | Simple Majority                                                                    |

#### Summary

To provide Council with the list of payments made by authorised employees using transaction cards for the period 26 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 26 September to 27 October 2025 via credit card payments totalling \$11,250.13 are presented to Council to be received.

The attached schedule provides the information required by legislation. A detailed copy of the payments and statements with supporting information will be kept in the Finance Office.

The list of payments made by authorised employees using transaction cards to be received by Council for the period 26 September to 27 October 2025 (Attachment 10.1) are presented to Council.

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### **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 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 10.1– Schedule of Payments Made by Employees via Purchasing Cards – 26 September to 27 October 2025.

### **Officers Recommendation**

That Council receive the listing of payments made by authorised employees using transaction cards for the period of 26 September to 27 October 2025 (Attachment 10.1)

## 10.2 Chief Executive Officer Report

|                                |                                                                                    |
|--------------------------------|------------------------------------------------------------------------------------|
| <b>File Reference:</b>         | GV.05                                                                              |
| <b>Reporting Officer:</b>      | David Mosel, Chief Executive Officer                                               |
| <b>Date Report Written:</b>    | 20 November 2025                                                                   |
| <b>Disclosure of Interest:</b> | The author has no financial, proximity, or impartiality interests in the proposal. |
| <b>Voting Requirement:</b>     | Information Only report                                                            |

### Summary

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

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

| Calendar of meetings and events |                                                      | Meeting Format |
|---------------------------------|------------------------------------------------------|----------------|
| <b>October 2025</b>             |                                                      |                |
| 26                              | CEO Travel Home to Perth                             |                |
| 27 - 28                         | CEO Travel Perth to Warburton                        |                |
| 29                              | CEO – Finance Manager weekly meeting                 | Online         |
|                                 | Council Meeting - October                            |                |
|                                 | Meeting with Warburton School Principal re Kapi Café | In person      |
| 30                              | Roads Assessment and Review with Roads officer       | In Person      |
| 31                              | Meeting McLeod Lawyers re subleases                  | Online         |
|                                 | Travel Warburton to Perth                            |                |
| <b>November 2025</b>            |                                                      |                |
| 1                               | Travel Perth to Home                                 |                |
| 4                               | WHS – LGIS meeting re staff training                 | Online         |
|                                 | Market Creations – Content Planning                  | Online         |

|    |                                                               |                      |
|----|---------------------------------------------------------------|----------------------|
|    | HR Discussions                                                | Online               |
| 5  | Training week arrangements                                    | In person and Online |
|    | CEO and Finance Manager weekly meeting                        | Online               |
|    | Meeting with UHY Haines Norton                                | In person            |
| 6  | Meeting re electricity account                                | Online               |
|    | Goldfields Branch AGM                                         | Online               |
| 7  | Meeting with Council First                                    | In person            |
|    | OHDC – update meeting                                         | Online               |
| 11 | Market Creations – Marketing meeting                          | Online               |
|    | Audit Committee agenda review                                 | Online               |
|    | Goldfields DLG Meeting                                        | Online               |
| 12 | Roads Data                                                    | Online               |
|    | CEO and Finance Manager meeting                               | Online               |
|    | Commonwealth Bank meeting                                     | Online               |
|    | Breakaway Earthmoving contractors                             | Phone                |
|    | Blackstone CDA – Accommodation Development                    | Phone                |
| 13 | Meeting UHY Haines Norton and Finance Manager re Roads Budget | In person and Online |
|    | Council First Meeting                                         | In person            |
|    | Team Meeting                                                  | Online               |
| 14 | GVROC Meeting                                                 | Online               |
|    | Northern Goldfields Working Group Meeting                     | Online               |

|    |                                                                                   |        |
|----|-----------------------------------------------------------------------------------|--------|
|    |                                                                                   | Online |
| 17 | Focus Networks meeting                                                            | Online |
|    | Meeting with UHY Haines Norton & Finance Manager re Grants Commission Road Return | Online |
|    | CouncilFirst ERP implementation meeting                                           | Online |
| 18 | Onboarding meeting Finance Officer                                                | Online |
| 19 | CEO and Finance Manager weekly meeting                                            | Online |
| 21 | Goldfields Esperance Regional Road Group meeting                                  | Online |
|    | CouncilFirst – implementation discussions                                         | Phone  |
|    | UHY Haines Norton – meeting with Shires Accountant                                | Phone  |

#### **Officers Recommendation**

That Council receive the Chief Executive Officers Report for 26 October to 21 November, 2025.

### 10.3 Council Resolution Register

|                            |                                                                                    |
|----------------------------|------------------------------------------------------------------------------------|
| File Reference:            | GV.05                                                                              |
| Reporting Officer:         | David Mosel, Chief Executive Officer                                               |
| Date Report Written:       | 20 November 2025                                                                   |
| Disclosure of Interest:    | The author has no financial, proximity, or impartiality interests in the proposal. |
| <b>Voting Requirement:</b> | Simple Majority                                                                    |

#### Background

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

#### Comment

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

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

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

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

#### Statutory Environment

Nil

#### Financial Implications

There are no financial implications of adopting this resolution.

#### Strategic Implications

Nil.

#### Risk Management

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

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**Policy Implications**

Nil

**Attachment**

10.3

**Officers Recommendation**

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 10.3)

#### 10.4 Budget Variation Murdoch Veterinary Services – Warburton and Warakurna

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| File Reference:         | GV.05                                                                              |
| Reporting Officer:      | David Mosel, Chief Executive Officer                                               |
| Date Report Written:    | 20 November 2025                                                                   |
| Disclosure of Interest: | The author has no financial, proximity, or impartiality interests in the proposal. |
| Voting Requirement:     | Simple Majority                                                                    |

##### Purpose

To seek Council's noting of a budget variation to cover accommodation costs associated with the Murdoch on the Road program, aimed at addressing animal welfare in Warburton and Warakurna.

##### Background

The Murdoch on the Road program is delivered by The Animal Hospital at Murdoch University and delivers dog and cat sterilisation services to remote communities. Warburton and Warakurna were identified as locations where these services were required. Coordinated by the Ngaanyatjarra Council, the team consisted of 3 veterinarians, 6 students and 1 veterinary nurse. The program comes at no cost to the Shire or the community other than in kind accommodation for program staff to enable service delivery in these areas.

##### Comment

The program aligns with Council's commitment to community wellbeing. Accommodation costs for this program were not included in the original budget allocation to enable the program's successful implementation, therefore a budget variation is necessary.

Council's responsibility is limited to in kind accommodation costs in Warburton only, totalling \$5,360.00 for 10 people during the following periods:

- 15–16 November
- 19–22 November

##### Statutory Environment

Nil

##### Financial Implications

The proposed variation of \$5,360.00 will cover accommodation expenses for the Murdoch on the Road program in Warburton. Funding will be sourced from existing operational reserves without impacting other service areas.

##### Strategic Implications

Plan for the Future 2021-2031

Our Leadership

Outcome 8 – A well functioning organisation

8.1 – Maintain corporate governance, responsibility and accountability

8.1.5 Provide appropriate services to our communities within resource capacity.

**Risk Management**

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

**Policy Implications**

Nil

**Attachments**

Nil

**Officers Recommendation:**

1. It is proposed that Council approve an additional expenditure allocation of \$5,360.00 to fund accommodation costs for 10 people in Warburton between 15–16 November and 19–22 November for the Murdoch on the Road program.

## 10.5 Code of Conduct for Council Members, Committee Members and Candidates

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

### Purpose

To review and, if required, update the Shire's Code of Conduct for Council Members, Committee Members, and Candidates.

### Background

Section 5.103 of the Local Government Act 1995 requires every local government to adopt a Code of Conduct for Council Members, Committee Members, and Candidates. This Code must be reviewed to ensure it remains current, relevant, and compliant with legislative requirements.

The Code of Conduct sets out the standards of behaviour expected and provides a framework for ethical and accountable decision-making. It applies to all Council Members, Committee Members, and Candidates, ensuring public confidence in the integrity of local government.

### Comment

- The most recent review of the Code of Conduct was undertaken in 2023.
- Since then, there have been no significant legislative changes affecting the Code, but a review is required to confirm ongoing compliance and relevance.
- The review process involves:
  - Assessing the current Code against legislative requirements and best practice.
  - Considering any feedback or issues raised during the previous term.
- Any proposed amendments will be presented to Council for adoption.

### Statutory Environment

- **Local Government Act 1995**
  - Section 5.103: Requires adoption and review of a Code of Conduct.
  - Section 5.104: Mandates compliance with the Code.
- **Local Government (Model Code of Conduct) Regulations 2021**
  - Prescribes minimum standards and procedures for dealing with breaches.

### **Financial Implications**

There are no direct financial implications associated with reviewing the Code of Conduct. Any costs associated with consultation or training can be met within existing budgets.

### **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 review is considered “Low” risk and can be managed by routine procedures. It ensures the Shire continues to meet its statutory obligations and maintains high standards of governance.

### **Policy Implications**

The review may result in updates to the Code of Conduct policy.

### **Attachments**

10.5 – Reviewed Code of Conduct for Council Members, Committee Members and Candidates.

#### **Officers Recommendation:**

1. That Council notes the review the Code of Conduct for Council Members, Committee Members, and Candidates.
2. That Council endorses the review process as outlined in this report.

### 10.6 Outback Highway Development Council (OHDC) request for additional funds.

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

#### Purpose

For Council to consider an additional \$3,500 funding to complete the OHDC 2025 Action Plan and Blueprint.

#### Background

The Outback Highway Development Council engaged Collabforge to develop and enact the OHDC Action Plan 2023 – 2024 and for 2024 – 2025. At a presentation at the OHDC AGM on the 16 September, Collabforge indicated that additional funding would be required to continue engagement and coordination activities. Additional funding was needed for Stages 2,3 and 4 due to increased engagement.

#### Summary

The OBHDC has requested further funding of \$3,500 from each council to complete the 2025 Action Plan and Blueprint. Winton, Boulia and Alice Springs Shire Councils have approved additional funds request to date.

The following are key passages from the attachment "OHDC 2025 Action Plan Finalisation." These sections raise important questions. While the overall direction has merit, future planning remains uncertain. The document contains aspirational language but lacks substantive detail and confirmed funding.

Within the proposal the following outline was provided:

*"In order to address this, understanding the strain on OHDC's very limited budget, and expressing our goodwill and interest to see success for this project, this proposal provides:*

1. The **minimum cost to deliver** a satisfactory result for the Parliamentary launch event  
*A further discount to our rates (in addition to our already discounted rate for our high-impact / low resourced clients)*
3. A **fix-fee service**, delivering the promised Outcomes and Outputs within the timeframes listed, at this cost (any overruns to be at Collabforge's cost
4. A **comparison of options** in the context of no further funding vs funding this proposal."

*‘This proposal provides a minimum, fixed-fee cost to deliver an updated Action Plan and Blueprint (e.g. for launch at the Parliamentary Friends event). This proposal reflects Option 1 in our recent GM report, but does not exclude the potential to add Option 2 at a later date if additional funding is found (Option 2 provides significantly more detail and utility for the Action Plan and Blueprint while also supporting the Parliamentary Friends event and other critical stakeholder coordination activities).’*

*This proposal also recognises the efforts Collabforge is undertaking in parallel (funded through our in-kind contributions) to source additional funding for this work. If these efforts do not succeed, then the Action Plan and Blueprint will need to be sufficiently detailed to warrant an “update launch”, as well as be usable over the next year for OHDC advocacy and by a growing number of agencies and organisations. Should our efforts to secure additional funding succeed, it is estimated to take several months (minimum) to get funds flowing and should therefore not be expected to deliver the needed resourcing for this proposal in the timeframes require.”*

The Shire of Ngaanyatjarraku along with the other members have contributed \$30,000 to the AGM event in Canberra along with the yearly contribution of \$35,000.00.

### **Statutory Environment**

Nil

### **Financial Implications**

As the funding request was not included in the original budget, a budget variation would be necessary.

### **Strategic Implications**

*Our Land : Looking after our Land*

*Outcome 5 – Travelling our Land*

*5.1 Effective management and planning of road infrastructure*

*5.1.4 Lobby for and support upgrade and seal of Great Central Road*

### **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

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## Attachments

Nil

### Officers Recommendations

It is proposed that Council approve an additional expenditure allocation of \$3,500 towards the completion of the OHDC Action Plan and Blueprint

## 11. OPERATIONAL REPORTS

### 11.1 Action Report – Operational Services

|                                |                                                                                    |
|--------------------------------|------------------------------------------------------------------------------------|
| <b>File Reference:</b>         | CP.00, PE.00, RD.00, WM.00                                                         |
| <b>Business Area:</b>          | Operations                                                                         |
| <b>Reporting Officer:</b>      | Phillip O’Loughlin, Building Maintenance Officer                                   |
| <b>Date Report Written:</b>    | 20 November 2025                                                                   |
| <b>Disclosure of Interest:</b> | The author has no financial, proximity, or impartiality interests in the proposal. |
| <b>Voting Requirement:</b>     | Simple Majority                                                                    |

#### Summary

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

#### Background

Not applicable.

#### Comment

See attachment 11.1 for actions achieved.

#### Statutory Environment

Not applicable.

#### Financial Implications

There are no financial implications resulting for this matter.

#### Strategic Implications

Shire of Ngaanyatjarra 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 November 2025.

**Officers Recommendation**

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

## 11.2 Action Report – Environmental Health and Building Services

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

### Summary

There is no report available for November 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 2025

|                                |                                                                                    |
|--------------------------------|------------------------------------------------------------------------------------|
| <b>File Reference:</b>         | FM.02                                                                              |
| <b>Business Area:</b>          | Corporate & Community Services                                                     |
| <b>Reporting Officer:</b>      | David Mosel, Chief Executive Officer                                               |
| <b>Date Report Written:</b>    | 20 November 2025                                                                   |
| <b>Disclosure of Interest:</b> | The author has no financial, proximity, or impartiality interests in the proposal. |
| <b>Voting Requirement:</b>     | Simple Majority                                                                    |

#### Summary

For Council to receive the list of payments made by authority as attached in the Monthly Payments Listing for October 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 October 2025

#### **Officers Recommendation**

That the Council received the month payment listing for October 2025 payments of \$1,222,248,24. (Attachment 12.1)

## 12.2 Monthly Statement of Financial activity for the Month of October 2025

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

### Summary

For Council to receive the monthly financial report for October 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.

During the scheduled meeting, the CEO is expected to give a verbal update about Council investments for October 2025.

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:

- **Grants, Subsidies & Contribution - Favourable:** increase in grant funding received.
- **Fees and Charges – Favourable:** As at end of the reporting period the leases accounts for 2<sup>nd</sup> quarter had not been raised.
- **Interest – Favourable:** 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 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.

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**Policy Implications**

No policy implications apply in the preparation of this report.

**Attachments**

12.2 Monthly Financial Report October 2025

**Officer Recommendation**

That Council receive the Monthly Financial Report for the periods ended 31 October 2025. (Attachment 12.2)

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

**14. CONFIDENTIAL ITEMS**

**15. NEXT MEETING**

The next meeting is scheduled for Wednesday 17 December 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.