



Shire of **Ngaanyatjarra**
ON A JOURNEY

Agenda

**Ordinary Council Meeting
27 May 2026**

1.00pm

Notice Paper

Ordinary Council Meeting 27 May 2026

President and Councillors

I inform you that an Ordinary Council Meeting of the Shire of Ngaanyatjarraku will be held on Wednesday 27 May 2026 commencing at 1.00pm.

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

The business to be transacted is shown in the agenda.

Yours faithfully



David Mosel
Chief Executive Officer

Disclaimer

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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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
Administration Coordinator	T Green

Guests:

UHY Norton Consultant	J Thompson
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3.2 Apologies

Finance Manager	M Parr
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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

Nil

8.3 Deputations

No requests to formally address the Council have been received.

9 CONFIRMATION OF MINUTES

9.1 Confirmation of Minutes from the Ordinary Meeting of Council Held on 29 April 2026.

Voting Requirement

Simple majority

Officers Recommendation

That the minutes of the Ordinary Council Meeting held on 29 April 2026 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 the minutes from the Audit, Risk and Improvement Committee held on 29 April 2026.

Audit Risk and Improvement Committee Recommendation

That the minutes of the Audit, Risk and Improvement meeting held on 29 April 2026 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community be accepted by Council as a true and accurate record of that meeting.

10 CHIEF EXECUTIVE OFFICER REPORTS

10.1 Council Investment Report – April 2026

File Reference:	FM.04
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	8 May 2026
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 for April 2026.

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.

In a previous report within the agenda, the Shire Investments were presented. This report reflects the reconciliation of bank & investment accounts reported in the monthly financial report under Note 2 Cash & Cash Equivalent (August2025).

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 April 2026

Officers Recommendation

That Council receive and note the Council Investment Register detailing investment activity for April 2026 within the Financial report. (Attachment 10.1).

10.2 Payments by Employees Via Purchasing Cards 27 March – 26 April 2026

File Reference:	FM.02
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	8 May 2026
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 March 2025 to 26 April 2026.

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 March to 26 April 2026. via credit card payments totalling \$12,238.87 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 March 2026 to 26 April 2026 (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 March to 26 April 2026

Officers Recommendation

That Council receive and note the listing of payments made by authorised employees using transaction cards for the period of 27 March 2026 to 26 April 2026 (Attachment 10.2)

10.3 Chief Executive Officer Report

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	22 May 2026
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.

Calendar of meetings and events		Meeting Format
April 2026		
26	CEO Travel – Home to Perth	
27	CEO Travel – Perth to Warburton	
28	Roadwise – Site visit to Tjirrkarli	In person
	Roadwise – Site visit Blackstone	In person
29	Council Meeting and Audit, Risk and Improvement Committee meeting	In person
	Meeting with Rob Koch, DFES, Warburton CDA and Shire President	In person
30	Meeting with Dry Kirkness	Online
	Meeting with Rob Koch, DFES	In person
	Water Demands Study – project introduction	Online
May 2026		
1	CEO Travel Warburton to Perth	
2	CEO Travel – Perth to Home	
4	General Manager Communities - Ngaanyatjarra Council -	Phone

	Sandy Robertson re 2026 Desert Dust Up	Phone
	Council First Implementation – Project catchup	Online
6	Meeting with the Audit Risk and Improvement Committee Independent Chair	In person
	Meeting with McLeods re CEO Contract	Online
7	Phone meeting with Breakaway Earthmoving Contractors	Phone
	Meeting with Core Business re Strategic Community Plan and Strategic Corporate Plan	Online
	Mark Hutton, General Manager Infrastructure, Ngaanyatjarra Council	Phone
8	UHY Haines Norton – Budget discussion	Phone
	Meeting with Governance Manager – review of Council reports for May Ordinary Council Meeting	Online
	Meeting with Council First	In person
11	Collection of Starlink equipment for Council vehicles	In person
	GVROC CEO’s meeting	Online
	Discussion with Planning Consultant on Planning issues	Phone
12	CEO Travel – Home to Perth	
	Meeting with Chris Berry, WA LGGC	In person
	Meeting with Telstra Regional Engagement Manager	In person
	Meeting with Andrew Mann, GVROC Executive Officer	In person

	Meeting with Focus Networks	In person
13	Meeting with Ngaanyatjarra Council	In person
	Meeting with Robert Koch, DFES	In person
14	Strategic Community Plan - Core Business	Online
	Council First meeting	Phone
	CEO Travel Perth to Home	
15	Consultant meetings x 2	Phone
18	Market Creations fortnightly meeting	Online
	Finance meeting	Online
19	All staff meeting	Online
	EHO Orientation documents	Online
	Council First Implementation meeting	Online
	Rating Overview meeting	Online
21	Meeting with EHO Consultant	Online
22	GVROC Meeting	Online

Officers Recommendation

That Council receive and note the Chief Executive Officers Report for 25 April to 22 May 2026.

10.4 Council Resolution Register

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
8 May	8 May 2026
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 month’s 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

Attachment

10.4 Council Resolution Register

Officers Recommendation

That Council receive and note the Council Resolution Register for May 2026 as presented in this meeting agenda, as a true and correct record, and confirms that it is satisfied that decisions marked as 'complete' have been fully enacted to the satisfaction of Council (Attachment 10.4)

10.5 Change of June 2026 council meeting date

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	10 May 2026
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Absolute Majority

Background

It is a statutory requirement for Council to adopt the schedule of meeting dates, times and locations for Ordinary Meetings of Council each year. This was undertaken by Council at its meeting on 29 October 2025.

Comment

The Council meeting in June is scheduled to be held on the 24 June 2026.

The Chief Executive Officer, Shire President Damian McLean and Deputy President Cr P Thomas will be attending the ALGA National General Assembly in Canberra from the 23 – 25 June 2026, therefore, to ensure there is a quorum for the June Council meeting, it is recommended to move the Council meeting date to the week earlier on Wednesday 17 June 2026 at 1pm.

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

Statutory Environment

Local Government Act 1995

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

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

Local Government (Administration) Regulations 1996

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

Financial Implications

Nil

Strategic Implications

Plan for the Future 2021-2031

Goal 3, Our leadership

Outcome 8, A well-functioning organisation.

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

Nil

Officers Recommendation:

That Council moves to reschedule the June 2026 council meeting from the 24 June to 17 June 2026 at 1pm.

10.6 Risk Management Policies

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	15 April 2026
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

Following review and endorsement by the Audit, Risk and Improvement Committee (ARIC), Council is requested to endorse the following policies:

- 1.3 - Risk Management Policy
- 1.11 - Audit, Risk and Improvement Charter Policy

Background

Since presenting the Financial Management, Risk Management, Internal Control and Legislative Compliance Review Report to ARIC in December 2025, a review and update of the policies have been undertaken in line with the recommendations of the report. These were presented to the ARIC at the 29 April 2026 meeting.

Comments

As part of the recommendations the following policies have been reviewed and updated.

Risk Management Policy 1.3

It was recommended that the Shire improve documentation to clearly record timelines or actions in addressing risks, risk reviews or status updates in the Risk Register and communication or consultation with Council or Audit, Improvement and Risk Committee. This review strengthens the Shire's Risk Management Policy by expanding the risk tolerance and appetite section to describe the end-to-end risk management process and confirm its application across strategic and operational activities, and by identifying key low-risk appetite areas (health and safety, financial and asset administration, and legislative compliance). It also updates the monitoring and review arrangements (two program focus areas: Strategic and Operational), clarifies strategic and operational risk definitions and escalation/oversight expectations, confirms periodic reporting through the ARIC, and adds a new section outlining Council and ARIC roles and responsibilities.

Audit, Risk and Improvement Committee Charter 1.11

The reviewed policy updates the charter by expanding the committee's focus and governance settings: it renames the body from the Audit and Risk Committee to the Audit, Risk and Improvement Committee and broadens the objective to explicitly include financial and performance reporting (and internal audit "where applicable").

Updates by the inclusion the presiding member and deputy must be external members under s7.1A of the *Local Government Act 1995*, a minimum of two meetings annually aligned to key audit/Council milestones, and refines external-audit arrangements by adding clearer processes for selecting/appointing the auditor, including formalising the appointment via a written agreement; it also updates some role wording (e.g., “Financial Manager/Consultants” instead of “CFO”).

Statutory Environment

Regulation 17.1 of the Local Government (Audit) Regulations 1996

Requires the CEO to monitor the appropriateness and effectiveness of systems and procedures in regard to risk management, internal control and legislative compliance

Financial Implications

Nil

Strategic Implications

Plan for the Future 2021-2031

Our Leadership

Outcome 8 – A well-functioning organisation

8.1 Maintain corporate governance, responsibility and accountability

Risk Management

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

Policy Implications

There are no known policy implications for this matter.

Attachments

- 10.6s - Policy 1.3 - Risk Management
- 10.6b - Policy 1.11 - Audit, Risk and Improvement Committee Charter

Voting

Absolute Majority

Audit, Risk and Improvement Committee Recommendation:

That Council adopts by absolute majority the updated the updated Risk Management Policy and Audit, Risk and Improvement Charter Policy as per the Audit, Risk and Improvement Committee’s recommendation.

10.7 Risk Management Strategy review

File Reference:	FM.04
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 April 2026
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Absolute Majority

Summary

For Council to adopt the Risk Management Strategy review following its review at the Audit, Risk and Improvement Committee on the 29 April 2026.

Background

A report was presented to the Audit, Risk and Improvement Committee (ARIC) at the 29 April committee meeting with an update on the revisions made to the Risk Management Strategy.

Since presenting the Financial Management, Risk Management, Internal Control And Legislative Compliance Review Report to the ARIC in December 2025, a review and update of the Risk Management Strategy have been updated in line with the recommendations of the report.

Comment

The Risk Management Strategy provides guidance and direction around risk management activities, including the assessment, prioritisation and communication of risk.

The 2026 Risk Management Strategy refresh updates governance language and responsibilities by replacing references to the “Audit & Risk Committee” with the “Audit, Risk and Improvement Committee (ARIC),” along with:

- expanding the committee’s remit beyond biannual risk reporting to explicitly include compliance reporting and follow-through on agreed risk treatments and audit/compliance actions,
- updating reporting lines and escalation pathways to reflect ARIC’s role alongside Council (e.g., “ARIC/Council” for high-level risks),
- strengthening document control by recording approval/review dates and formalising an annual review cycle (or sooner if major legislative/operational change occurs).

Statutory Environment

Local Government (Audit) Regulations 1996

Sec (17) - CEO is to review the appropriateness and effectiveness of a local governments systems and procedures in relation to:

- a. *Risk management*
- b. *Internal control*
- c. *Legislative compliance*

Strategic Implications

Plan for the Future 2021-2031

Our Leadership

Outcome 8 – A well-functioning organisation

8.1 Maintain corporate governance, responsibility and accountability

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku's Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is low with the progression of risk management activities aligned with the Risk Management Strategy.

Policy Implications

Shire of Ngaanyatjarraku Policies:

- Policy 1.3 Risk Management

Attachments

10.7 - Risk Management Strategy 2026

The Audit, Risk and Improvement Committee's Recommendations

That Council by absolute majority adopts the updates to the Risk Management Strategy 2026 (attachment 10.7)

10.8 Council Policy Review

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 April 2026
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Absolute Majority

Summary

The purpose of this report is to present to Council a review of the following policies

- Policy 1.6 Communication – Elected Members and Staff
- Policy 1.8 Elected Member Ongoing Professional Development
- Policy 1.9 Managing Public Question Time
- Policy 1.12 Committees,
- Policy 1.13 Attendance at Events,
- Policy 1.14 Disturbance at Council Meetings – Compliant Procedure

Background

Council policies are to be reviewed every 2 – 3 years to confirm they remain current, compliant, and fit for purpose. The Western Australian local government sector has continued to experience governance reform, including amendments to the Local Government Act 1995, increased emphasis on transparency and role clarity, mandatory training expectations for elected members, and updated guidance issued by the Department of Local Government, Industry Regulation and Safety. In particular, attendance at events policies are expressly contemplated by section 5.90A of the Local Government Act 1995, while broader reforms relating to committees, council roles, and meeting procedures have reinforced the need for local policies to be clear, contemporary, and consistent. This review has therefore been undertaken to identify updates as required with summaries of updates within the comments section.

Comment

Policy 1.6 Communication – Elected Members and Staff

The update clarifies that the President is the Shire’s official spokesperson, all media enquiries must go through the CEO, and communications by elected members and staff must comply with legislation, the Code of Conduct and the policy. It also strengthens guidance on social media, personal statements, recordkeeping, FOI and how elected members may seek information from staff, including through ordinary citizen transactions.

Policy 1.8 Elected Member Ongoing Professional Development

Ongoing professional development supports elected members to discharge their statutory role effectively, strengthens informed decision-making, and promotes good governance. The broader sector framework now includes mandatory Council Member Essentials training for newly elected members within the required timeframe, along with continued encouragement for ongoing skills development beyond minimum compliance. The policy reflects current mandatory training requirements, reporting, record-keeping expectations, and Council's commitment to continuous improvement.

Policy 1.9 Managing Public Question Time

The policy has been updated following a review to strengthen alignment with section 5.24 of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*. The revised policy provides clearer direction on the purpose and conduct of public question time, reinforces principles of fairness, relevance and respectful participation, and expands the procedures available to the presiding member for managing questions in an orderly and efficient manner. Key updates include clearer expectations regarding admissible questions, recording requirements in meeting minutes, the handling of questions taken on notice, limits on the number of questions per person, and options for extending public question time or managing matters outside scope through administrative processes.

Policy 1.12 Committees

The legislative and reform context places emphasis on committee roles, the distinction between Council and administration, and the operation of committees such as audit, risk and improvement committees. The policy defines the purpose of committees, advisory against delegated functions, reporting lines to Council, membership arrangements, and expectations regarding transparency and meeting procedures.

The policy has been updated to include guidelines around appointment of external members and council representation on outside committees for elected members and staff.

Policy 1.13 Attendance at Events

Policy 1.13 Attendance at Events is a policy area specifically recognised by section 5.90A of the *Local Government Act 1995*, which requires a local government to prepare and adopt a policy addressing matters relating to the attendance of council members and the CEO at events, including tickets, payments, approval processes, and criteria for approval.

Policy 1.14 Disturbance at Council Meetings – Compliant Procedure

Policy 1.14 has been reviewed in light of the evolving State approach to standardised meeting procedures and the established legislative power to regulate meeting conduct and the exclusion of persons whose behaviour is not conducive to the proper conduct of meetings.

Statutory Environments

Local Government Act 1995

Local Government (Administration) Regulations 1996

State Records Act 2000

Freedom of Information Act 1992

Financial Implications

Nil

Strategic Implications

Plan for the Future 2021 – 2031

Our Leadership

Outcome 8 – A well function organisation

8.1 Maintain corporate governance, responsibility and accountability

8.1.1 Maintain accountability and financial responsibility through effective planning

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

Voting requirement

Simple Majority

Attachments

- 10.8a - 1.6 Communication – Elected Members and Staff
- 10.8b - 1.8 Elected Member Ongoing Professional Development
- 10.8c - 1.9 Managing Public question time
- 10.8d - 1.12 Committees
- 10.8e - 1.13 Attendance at Events
- 10.8f- 1.14 Disturbance at Council Meetings – Compliant Procedure

Officers Recommendation

That Council, by absolute majority, adopt the revised policies

- Policy 1.6 Communication – Elected Members and Staff
- Policy 1.8 Elected Member Ongoing Professional Development
- Policy 1.9 Managing Public question time
- Policy 1.12 Committees
- Policy 1.13 Attendance at Events
- Policy 1.14 Disturbance at Council Meetings – Compliant Procedure

and to be updated on the Council website.

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:	20 May 2026
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 April 2026.

Officers Recommendation

That Council notes and receives the Operational Services Action Report for May 2026 (Attachment 11.1).

11.2 Action Report – Environmental Health Services

File Reference:	EM.00
Business Area:	Operations
Reporting Officer:	Environmental Health Officer
Date Report Written:	20 May 2026
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

No report to be provided at this meeting.

Background

Not applicable.

Comment

An Environmental Health Officer has undertaken a site visit the week of the 25 – 29 May and with a report to be submitted to Council for the June 2026 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 – April 2026

File Reference:	FM.02
Reporting Officer:	Max Parr, Finance Manager
Date Report Written:	14 May 2026
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 April 2026 (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 Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

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

Risk Management

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

Policy Implications

There are no known policy implications for this matter.

Attachments

12.1 - Payment Listing April 2026

Officers Recommendation

That the Council notes and receives the monthly payment listing for April 2026 with payments of \$921,551.02 (Attachment 12.1)

12.2 Monthly Statement of Financial activity for the April 2026 Month End

File Reference:	FM.10
Reporting Officer:	Max Parr, Finance Manager
Date Report Written:	15 May 2026
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 April 2026.

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 included 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.

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

- **Grants, Subsidies & Contribution - Unfavourable:** Result due to timing of grant funding. Expected to be in-line with budget by the end of year.
- **Fees and Charges – Favourable:** Increase in rentals income.
- **Interest Revenue – Favourable:** Increase in interest income due to higher interest rates and more active approach to investments.
- **Other revenue – Favourable:** Increased income from insurance reimbursements.
- **Employee Costs – Favourable:** Reflects savings from current vacancies in budgeted positions.
- **Utility Charges – Favourable:** Caused by timing differences between budgeted and actual expenditure.
- **Other Expenditure – Favourable:** General underspending across various accounts.

The Council has also been advised that the variance between the cash and cash equivalents position disclosed in the monthly financial report of \$17,614,456 differs from

that of the cash position disclosed in the investment register of \$17,762,669 (\$148,213 variance) due to a creditor payment which had not cleared the bank at the date of reporting.

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 April 2026

Officer Recommendation

That Council receive the Monthly Financial Report for the periods ended 30th April 2026 (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 June 2026 at the Tjulyuru Cultural and Civic Centre, Warburton Community, commencing at a time to be confirmed.

16. CLOSURE OF MEETING

Meeting to be declared closed by the Presiding Member.