



Shire of **Ngaanyatjaraku**

ON A JOURNEY

# MINUTES

**Ordinary Council Meeting  
25 September 2024**

**1:30pm**

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## Ordinary Council Meeting 25 September 2024

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.

**David Mosel**  
Chief Executive Officer

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**The minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on 25 September 2024.**

Damian McLean  
Shire President  
30 October 2024

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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**

Elected Members	President Deputy President Councillor Councillor	D McLean D Frazer J Frazer J Porter
Staff	CEO MO FAO EO RC	D Mosel S Latham F Butler T Baldock JP Koekemoer
Guests	Judy Thompson – UHY Haines Norton	
Members of Public	There were no members of the public in attendance at the commencement of the meeting.	

Meeting started 1.45pm

**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
Nil		

## 6. PUBLIC QUESTIONS

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

Nil

### 6.2 Public Questions

Nil

## 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 28 August 2024

### Voting Requirement

Simple majority

**Officers Recommendation and Council Resolution**

**Moved: Cr J Porter**

**Seconded: Cr D Frazer**

That the minutes of the Ordinary Council Meeting held on 28 August 2024 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community be confirmed as a true and accurate record of that meeting.

***Carried 4/0***

***Voting for: Cr D McLean, Cr D Frazer, Cr J Porter, Cr J Frazer***

***Voting Against: Nil***

UNCONFIRMED

## 10. CHIEF EXECUTIVE OFFICER REPORTS

### 10.1 Council Investments

<b>File Reference:</b>	FM.04
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	20 September 2024
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

#### Summary

For Council to be advised of the Shires Municipal Account and Investments.

#### Background

To invest the Shire of 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 to be the principal objective with consideration given to liquidity, cash flow requirements and return on investments.

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.

Better rates have been received through a quotation process with the Westpac and Commonwealth Bank and as such funds have been deposited with the bank providing better interest rates. Westpac Business Premium Reserve Account has also been opened with the intention of keeping surplus operating funds in this bank account yielding higher interest income. Money is also held in Westpac's 31-day Notice Account. These funds are mainly from the Commonwealth's FAGS 2023-2024 and Roads Grants paid in advance along with Shire reserve accounts.



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*

- (1) *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 –*
  - (a) *Make provision in respect of the investment of money referred to in subsection (1); and*
  - (b) *[deleted]*
  - (c) *Prescribe circumstances in which a local government is required to invest money held by it; and*
  - (d) *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))*

- (1) *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 –*
  - (a) *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 –*

  - (a) *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 –*
- (a) *Deposit with an institution except an authorised institution;*
  - (b) *Deposit for a fixed term of more than 3 years;*
  - (c) *Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
  - (d) *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**

10.1 – Council Investment Register

#### **Officers Recommendation and Council Resolution**

**Moved: Cr J Porter**

**Seconded: Cr D Frazer**

That Council receive the Council Investment Register detailing investment activity for September 2024. (Attachment 10.1).

**Carried 4/0**

**Voting for: Cr D McLean, Cr D Frazer, Cr J Porter, Cr J Frazer**

**Voting Against: Nil**

## 10.2 Payments by Employees Via Purchasing Cards 26 July to 27 August 2024

<b>File Reference:</b>	FM.02
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	20 September 2024
<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 July 2024 to 27 August 2024.

### 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 July 2024 to 27 August 2024 of \$6,671.83 via credit card payments totalling \$6,671.83 are presented to Council to be received.

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

The list of payments made by authorised employees using transaction cards to be received by Council for the period 28 July 2024 to 27 August 2024 (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 2023/24 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 – 28 July 2024 to 27 August 2024.

#### **Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr J Porter**

That Council receive the listing of payments made by authorised employees using transaction cards for the period of 26 July to 27 August 2024 (Attachment 10.2)

***Carried 4/0***

***Voting for: Cr D McLean, Cr D Frazer, Cr J Porter, Cr J Frazer***

***Voting Against: Nil***

### 10.3 Chief Executive Officer Report

<b>File Reference:</b>	GV.05
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	20 September 2024
<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>August 2024</b>		
29	Meeting with Think Project re Data Review	online
29	CEO meeting with Environmental Health Officer	in person
30- 31	CEO Travel to Brisbane & Winton, QLD	
<b>September 2024</b>		
2 -3	The Outback Highway Development Council – AGM – Boulia QLD	in person
4-5	CEO Travel from QLD to WA	
6	Meeting with UHY Haines	online
9	Orientation and Induction of Executive Officer	online
9	Meeting – Breakaway (Contract Management)	phone
10	Administration Coordinator interviews	phone
10	Meeting – Breakaway (Contract Management)	phone
11	OHDC Boulia/Sign briefing	online

11	Industrial Relations Commission Hearing	online
12	LG Solutions Demonstration	online
17	Meeting with Regional Manager Goldfields, Sport and Recreation - Regional Services	in person
18	BHP (Contract Management)	phone
18	Breakaway (Contract Management)	phone
18	Meeting with Market Creations	online
19	Meeting – Roads Coordinator (Roads Program/Budget)	online
19	Meeting – Breakaway (Operations Overview)	online
19	Meeting – McLeod's Lawyers (Road Contract Management)	online
20	Meeting – CEO Ngaanyatjarra Council	In person
20	Meeting – Focus IT	In person
23	CEO Travel to Warburton	
24	Meeting with WALGA Roadwise – Road Safety Advisor	online

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr D Frazer**

That Council receive the Chief Executive Officers Report for 29 August – 24 September 2024.

***Carried 4/0***

***Voting for: Cr D McLean, Cr D Frazer, Cr J Porter, Cr J Frazer***

***Voting Against: Nil***

## 10.4 Local Government Elections – Review of WALGA advocacy Positions

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

### Background

The Local Government Amendment Act 2023 introduced a range of electoral reforms that came into effect prior to the 2023 Local Government ordinary elections:

- the introduction of Optional Preferential Voting (OPV);
- extending the election period to account for delays in postal services;
- changes to the publication of information about candidates;
- backfilling provisions for extraordinary vacancies after the 2023 election;
- public election of the Mayor or President for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- aligning the size of councils with the size of populations of each Local Government (change to representation)

Following requests from several Zone's, WALGA undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

### Comment

The Elections Analysis Review and Report was presented to State Council 4 September 2024, with State Council supporting a review of WALGA's Local Government Elections Advocacy Positions.

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

WALGA State Council current advocacy positions:

The following is a summary of WALGA's current Advocacy Positions in relation to Local Government Elections:

### 2.5.15 ELECTIONS

Position Statement	<p>The Local Government sector supports:</p> <ol style="list-style-type: none"><li>1. Four-year terms with a two-year spill</li><li>2. Greater participation in Local Government elections</li><li>3. The option to hold elections through:<ul style="list-style-type: none"><li>• Online voting</li><li>• Postal voting, and</li><li>• In-person voting</li></ul></li><li>4. Voting at Local Government elections to be voluntary</li><li>5. The first past the post method of counting votes</li></ol> <p>The Local Government sector opposes the introduction of preferential voting, however if ‘first past the post’ voting is not retained then optional preferential voting is preferred.</p>
Background	<p>The first past the post (FPTP) method is simple, allows an expression of the electorate’s wishes and does not encourage tickets and alliances to be formed to allocate preferences.</p>
State Council Resolution	<p>February 2022 – 312.1/2022 December 2020 – 142.6/2020 March 2019 – 06.3/2019 December 2017 – 121.6/2017 October 2008 – 427.5/2008</p>
Supporting Documents	<p><a href="#">Advocacy Positions for a New Local Government Act</a> <a href="#">WALGA submission: Local Government Reform Proposal (February 2022)</a></p>

### 2.5.16 METHOD OF ELECTION OF MAYOR

Position Statement	<p>Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.</p>
State Council Resolution	<p>February 2022 – 312.1/2022 March 2019 – 06.3/2019 December 2017 – 121.6/2017</p>

### 2.5.18 CONDUCT OF POSTAL ELECTIONS

Position Statement	<p>The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) and any other third-party provider including Local Governments to conduct postal elections.</p>
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Background Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.

State Council Resolution May 2023 – 452.2/2023  
March 2019 – 06.3/2019  
December 2017 – 121.6/2017  
March 2012 – 24.2/2012

**WALGA has requested the following advocacy positions be considered by Councils:**

**1. PARTICIPATION**

(a) The sector continues to support voluntary voting at Local Government elections.

OR

(b) The sector supports compulsory voting at Local Governments elections.

**2. TERMS OF OFFICE**

(a) The sector continues to support four-year terms with a two-year spill.

OR

(b) The sector supports four-year terms on an all in/all out basis.

**3. VOTING METHODS**

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

**4. INTERNAL ELECTIONS**

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

#### 5. **VOTING ACCESSIBILITY**

The sector supports the option to hold general elections through:

- (a) Electronic voting; and/or
- (b) Postal voting; and/or
- (c) In-Person voting.

#### **METHOD OF ELECTION OF MAYOR**

The sector supports:

- (a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors' method), with regulations preventing a change in this method.
- (b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.
- (c) Apply current provisions to all Bands of Local Governments – apply the election by electors' method to all classes of local governments.

**Recommendation and Council Resolution:**

**Moved: Cr D Frazer**

**Seconded: Cr J Porter**

That the Shire of Ngaanyatjarraku recommends that WALGA adopt the following Local Government Election Advocacy Positions:

1. Participation – The Shire of Ngaanyatjarraku supports advocacy position (a)
2. Terms of Office – The Shire of Ngaanyatjarraku supports advocacy position (a)
3. Voting Methods – The Shire of Ngaanyatjarraku supports advocacy position (b)
4. Internal Elections – The Shire of Ngaanyatjarraku supports advocacy position (a)
5. Voting accessibility – The Shire of Ngaanyatjarraku supports advocacy position (c)
6. Method of Election of Mayor – The Shire of Ngaanyatjarraku supports advocacy position (b)

***Carried 4/0***

***Voting for: Cr D McLean, Cr D Frazer, Cr J Porter, Cr J Frazer***

***Voting Against: Nil***

## OPERATIONS 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>	Stephen Latham, Manager Operations
<b>Date Report Written:</b>	20 September 2024
<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 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.

#### **Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr D Frazer**

That Council receive the Operational Services Action Report for September 2024.  
(Attachment 11.1).

***Carried 4/0***

***Voting for: Cr D McLean, Cr D Frazer, Cr J Porter, Cr J Frazer***

***Voting Against: Nil***

## 11.2 Action Report – Environmental Health and Building Services

<b>File Reference:</b>	EM.00
<b>Business Area:</b>	Operations
<b>Reporting Officer:</b>	Terry Sargent, Environmental Health Officer
<b>Date Report Written:</b>	20 September 2024
<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 Environmental Health and Building Services activities and actions for the preceding month.

### Background

Not applicable.

### Comment

See Attachment 11.2 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.

### 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

11.2 – Environmental Health and Building Services Action Report September 2024.

**Officers Recommendation and Council Resolution**

**Moved: Cr J Porter**

**Seconded: Cr J Frazer**

That Council receive the Environmental Health and Building Services Action Report for September 2024 (Attachment 11.2).

***Carried 4/0***

***Voting for: Cr D McLean, Cr D Frazer, Cr J Porter, Cr J Frazer***

***Voting Against: Nil***

UNCONFIRMED

## 12. CORPORATE AND COMMUNITY SERVICES REPORTS

### 12.1 Monthly Payments Listing - August 2024

<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 September 2024
<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 August 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 August 2024

#### **Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer**

**Seconded: Cr J Porter**

That Council receive the monthly payment listing for August 2024 totalling payments of \$1,498,835.98 (Attachment 12.1).

**Carried 4/0**

**Voting for: Cr D McLean, Cr D Frazer, Cr J Porter, Cr J Frazer**

**Voting Against: Nil**

## 12.2 Monthly Statement of Financial activity for the Months of July and August 2024

<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 September
<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 July & August 2024.

### 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

Over recent weeks, a new financial reporting tool has been implemented via the Local Government Solutions (LGS) portal. LG Solutions provide specialist accounting and financial reporting software specific to the Australian Local Government Industry and are currently used by over 200 Councils/Shires across Australia. As a result, initial drafts of the new monthly reporting format are now attached for July and August 2024.

Administration will continue to progress implementation of this new reporting format, which will evolve to allow alignment of budget timings with actual expenditure and timely variance reporting. This new format will result in financial data being presented in an alternative reporting sequence, updates will be communicated as they occur, with the main changes to date being outlined as below;

**Table: Revised Format Changes to Financial Reporting**

Old/ Existing Format	New LGS Format
Financial Activity & Activity Information	Cashflow and Statement of Financial
Note 3: Cash & Financial Assets	Cash & Cash Equivalent
Note 4: Reserve Accounts	Reserve Accounts
Note 5/6/7: Capital Acquisitions	Infrastructure movement and balances
Note 8: Receivables	Trade & Other Receivables

Note 9: Payables	Trade and Other Payables
Note 10: Rate Revenue	Rating Information

Once completed, this new monthly reporting will reflect the financial statements format on a monthly basis and so minimise the annual financial statements procedure at year end.

Comments in relation to ‘timing’ variances for each monthly report refer to expenditure delays between the budgeted timings versus the actual costs once incurred.

Note: This report is an indicative result for 30 June 2024 closing YTD Actuals, as the end of year process is still being finalised.

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

- Operating Grants - under budget, are yet to be received.
- Building Fees - over budget due to building applications for the Oz Minerals mine construction, noting that some is payable to the Building Commission.

## 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 sub regulation (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 sub

- regulation (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 sub regulation (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 sub regulation (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 July & August 2024

#### **Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr D Frazer**

That Council receive the Monthly Financial Report for the periods ending July & August 2024. (Attachment 12.2)

***Carried 4/0***

***Voting for: Cr D McLean, Cr D Frazer, Cr J Porter, Cr J Frazer***

***Voting Against: Nil***

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

Nil

**14. CONFIDENTIAL ITEMS**

Nil

**15. NEXT MEETING**

The next meeting is scheduled for Wednesday 30 October 2024 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 at 2.09pm

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