



Shire of **Ngaanyatjaraku**
ON A JOURNEY

AGENDA

**Ordinary Council Meeting
26 March 2025**

1:15pm

Notice Paper

Ordinary Council Meeting 26 March 2025

President and Councillors

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

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

The business to be transacted is shown in the agenda.

Yours faithfully



David Mosel
Chief Executive Officer

Disclaimer

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

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

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Order of Business

1. DECLARATION OF OPENING	5
2. ANNOUNCEMENT OF VISITORS.....	5
3. RECORD OF ATTENDANCE	5
3.1 Attendees.....	5
3.2 Apologies	5
3.3 Approved Leave of Absence	5
4. APPLICATIONS FOR LEAVE OF ABSENCE.....	5
5. DECLARATION OF INTEREST	5
6. PUBLIC QUESTIONS	6
7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	6
8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS	6
8.1 Petitions.....	6
8.2 Presentations	6
8.3 Deputations	6
9. CONFIRMATION OF MINUTES.....	6
9.1 Confirmation of Minutes from the Ordinary Meeting of Council Held on 26 February 2025	6
10. CHIEF EXECUTIVE OFFICER REPORTS	8
10.1 Council Investments.....	8
10.2 Payments by Employees Via Purchasing Cards February 2026	11
10.3 Chief Executive Officer Report.....	13
10.4 Council Resolution Register	16
10.5 Compliance Audit Report	18
10.6 2025 Local Government Ordinary Election.....	21
10.7 Housing to Ngaanyatjarra Council Group to Reinitiate Community Program	24
10.8 Provision of Lot 183 Warburton (Early Years Complex) to Ngaanyatjarra Council to reinstate community service	26
10.9 National General Assembly of Local Government (NGA) 2025	28
29	
11. OPERATIONAL REPORTS	30
11.1 Action Report – Operational Services	30

11.2 Action Report – Environmental Health and Building Services	32
12. CORPORATE AND COMMUNITY SERVICES REPORTS	32
12.1 Monthly Payments Listing – February 2025	32
12.2 Monthly Statement of Financial activity for February 2025 month ended. ..	34
13. NEW BUSINESS OF AN URGENT NATURE AS ADMITTED BY DECISION	38
14. CONFIDENTIAL ITEMS	38
15. NEXT MEETING	38
16. CLOSURE OF MEETING	38

1. DECLARATION OF OPENING

Meeting to be declared open by the Presiding Member.

2. ANNOUNCEMENT OF VISITORS

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

3. RECORD OF ATTENDANCE

3.1 Attendees

Council:

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

Staff:

Chief Executive Officer	D Mosel
Executive Officer	T Baldock
Administration Coordinator	P O'Loughlin

Guests:

UHY Haines Norton	J Thompson
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3.2 Apologies

Nil

3.3 Approved Leave of Absence

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. DECLARATION OF INTEREST

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

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

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

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

- (a) Preside at the part of the meeting relating to the matter, or

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

Declarations of Interest provided:

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

6. PUBLIC QUESTIONS

6.1 Response to Previous Public Questions Taken on Notice

Nil

6.2 Public Questions

Questions invited from the public gallery by the Presiding Member.

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 Petitions

No petitions have been received.

8.2 Presentations

Declan Morgan, Ngaanyatjarra Council to present on the Outback Way project.

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 26 February 2025 and the Risk and Audit Committee held on 26 March 2025.

Voting Requirement

Simple majority

Officers Recommendation

1. That the minutes of the Ordinary Council Meeting held on 26 February 2025 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community be confirmed as a true and accurate record of that meeting.
2. That the unconfirmed minutes of the Audit and Risk Committee held on 26 March 2025 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community be confirmed as a true and accurate record of that meeting.

10. CHIEF EXECUTIVE OFFICER REPORTS

10.1 Council Investments

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

Summary

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

Background

To invest the Shire of Ngaanyatjarraku surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that liquidity requirements are being met.

Comment

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

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

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

The Shire Investment Register recording the details of these longer-term investments is as reported in Item 12.2 Financial Report – February 2025.

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

12.2 Financial Report

Officers Recommendation

That Council note the Council Investment Register detailing investment activity for February 2026 within the Financial report. (Attachment 12.2).

10.2 Payments by Employees Via Purchasing Cards February 2026

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

Summary

To provide Council with the list of payments made by authorised employees using transaction cards for the period 28 January to 27 February 25.

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 28 January to 27 February 2025 of \$13,729.62 via credit card payments totaling \$13,729.62 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 January to 27 February 2025 (Attachment 10.2) are presented to Council.

Statutory Environment

Regulation 13A of the Local Government (Financial Management) Regulations 1996 provides that a list of all payments made by an authorised employee using a credit, debit or other purchasing card be prepared and presented to Council.

This list must include all payments made since the list was last prepared and presented to Council and included in the minutes of the meeting.

Financial Implications

Expenditure relating to payments made using transaction cards is included in the 2024/25 budget.

Strategic Implications

Shire of 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 January – 27 February 2025.

Officers Recommendation

That Council receive the listing of payments made by authorised employees using transaction cards for the period of 28 January to 27 February 2025 for \$13,729.62 .
(Attachment 10.2)

10.3 Chief Executive Officer Report

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 March 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Information Only report

Summary

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

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

Calendar of meetings and events		Meeting Format
February 2025		
24	Roads Data Meeting	Online
	Human Resources Meeting	Online
25	IT Provide quarterly meeting	Online
	Human Resources Meeting	Online
26	Council Meeting	Online
	Pre-renewal Meeting LGIS	Online
	Core Business – Roads report	Online
27	Regional climate Alliance working group	Online
	Council Property Leases – Lawyers meeting	Online
28	Compliance Audit Return review	Online
	Road Funding 2023/24	Online

March 2025		
3	CEO Travel Home to Perth (Public Holiday)	
4	CEO Travel Perth to Adelaide	
	Meeting with UHY Haines Norton	In person
	Warburton DLG Sub Committee Meeting	Online
	Goldfields DLG Meeting	Online
5	Meeting with Council First re Council software	In person
	UHY Haines Norton meeting	In person
	Meeting with Government Frameworks re software	In person
	CEO Travel – Adelaide to Perth	
6	Meeting with Ngaanyatjarra Council CEO	In person
	CEO Travel – Perth to Home	
7	GVROC CEO Meeting	Online
	OHDC General Meeting	Online
	Meeting with Focus – IT Provider re LGIS Questionnaire	Online
10	Core Australia meeting	Online
13	CEO Travel Home to Kalgoorlie	
14	Meeting with WAPOL	In person
	Meeting with Kelly Waterhouse, DLGSCI	In person
	Meeting with Main Roads WA	In person
	CEO Travel Kalgoorlie to Perth	
15	CEO Travel Perth to Home	

17	Compliance Audit Review	Online
	Council Property Lease – Lawyers meeting	Online
18	Outback Way Development Council Special Meeting	Online
23	CEO Travel to Perth	
24 –2 5	CEO Travel – Perth to Warburton	Vehicle
25	Goldfields-Esperance Digital Plan Stakeholder Round Table	

Officers Recommendation

That Council receive the Chief Executive Officers Report for 24 February – 25 March 2025.

10.4 Council Resolution Register

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 March 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Background

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

Comment

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

A Council decision that acknowledges the Council Resolution Register as a true and correct record, will confirm that Council is satisfied that decisions marked as ‘complete’ have been fully enacted to the satisfaction of Council. These decisions will then be closed by Administration and will no longer appear on the next Council Resolution Register.

Confidential decisions that are still outstanding will be listed separately in the Council Resolution database and not included in this report.

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

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

Statutory Environment

Nil

Financial Implications

There are no financial implications of adopting this resolution.

Strategic Implications

Nil.

Risk Management

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

Policy Implications

Nil

Officers Recommendation:

That Council receive the Council Resolution Register for March 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.

10.5 Compliance Audit Report

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 March 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

To provide Council with the Compliance Audit Return (CAR) for the period 1 January 2024 to 31 December 2024. Following Council endorsement, the CAR is to be certified and submitted to the Department of Local Government, Sport, and Cultural Industries (DLGSC) by 31 March 2024.

Background

The CAR is provided by the Department in a prescribed form approved by the Minister and is to be completed annually by each local government.

The 2024 CAR questions were provided by the DLGSC in late December 2024. This year, the CAR questions were reviewed and prepared by Moore Australia WA, in consultation with Shire officers. Completion of the CAR was performed through analysing responses to information requests with Shire officers and inspection of various documents and records including:

- Minute books
- Tender register
- Extracts from the Financial Interest and Return Register
- Complaints Register
- Delegations Register
- Council's Website

The areas of questioning in the 2024 CAR are in alignment with legislative requirements and are focused on key areas of potential non-compliance and areas affected by regulatory change.

The CAR is a tool for Council to monitor how the Shire is functioning in regard to compliance with the *Local Government Act 1995* and provides for the Audit and Risk Committee to report to Council any cases of non-compliance or where full compliance is not achieved.

The Audit and Risk Committee will review the CAR at its meeting held 26 March 2025 and if resolved to receive the responses as presented, will recommend for Council adoption of the 2024 CAR as well as authorisation for the Shire President and Chief Executive Officer to sign the CAR for submission to DLGSC.

Comment

For 2023, there were 94 questions over 11 disciplines. For the 2024 CAR, there are also 94 questions over 11 disciplines relating to the prescribed statutory requirements in regulation 13 of the *Local Government (Audit) Regulations 1996*.

The CAR is required to be presented to Council for adoption before its submission to the Department of Local Government, Sport, and Community Industries by 31 March 2024.

Where improvements to address the matters have been, or are being implemented, these are also noted along with any improvement opportunities to systems and processes which were identified through the completion of the CAR. These improvements may assist the Shire in its risk management activities and endeavours towards continual improvement of administrative and compliance functions.

Statutory Environment

Regulation 14 of the Local Government (Audit) Regulations 1996 provides that:

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —*
 - (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.*

Regulation 15 of the Local Government (Audit) Regulations 1996 details the requirements regarding certification of the CAR and submitting it to the Departmental CEO

Section 7.13(1)(i) of the Local Government Act 1995 refers to the provisions within regulations regarding audits.

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

Plan for the Future 2021-2031

Goal 3 – Our Leadership: Showing the way for our communities.

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's Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "medium" 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

10.5a – Compliance Audit Return 2024

Officers Recommendation:

1. Adopt the finalised Compliance Audit Return 2023 (Attachment 10.1a) of the Shire for the period 1 January 2024 to 31 December 2024 as recommended by the Audit and Risk Committee; and
2. Authorise the Shire President and Chief Executive Officer to sign the 2024 Compliance Audit Return for submission to the Department of Local Government, Sport, and Cultural Industries by 31 March 2025 in accordance with legislative requirements.

10.6 2025 Local Government Ordinary Election

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 March 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Absolute Majority

Summary

For Council to consider the Western Australia Electoral Commission (WAEC) to undertake the 2025 Ordinary Election on behalf of the Shire of Ngaanyatjarraku.

Background

The next local government ordinary election is scheduled to be held on Saturday, 18 October 2025.

The Chief Executive Officer of an authority is responsible for the conduct of local government elections unless arrangements are made in accordance with section 4.20 of the Local Government Act 1995 (Act) to appoint another person. This appointment must occur at least 80 days prior to election day.

Section 4.61(1) of the Act provides for an election to be conducted as a:

Postal election – which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or

Voting in person election, which is an election at which the principal method of casting votes is by voting in person on election day, but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

Postal voting legislation currently prohibits early polling. This limits the ability to provide pre-polling opportunities particularly in the remote communities and for this reason has not been considered for the 2025 Ordinary Election.

The WAEC previously conducted the postal elections on behalf of the Shire in 2023.

Comment

The WAEC have provided a cost estimate to conduct the 2025 election with a local Returning Officer at approximately \$12,124.00 (ex GST)

This cost is based on the following:

- The method of election will be postal
- 2 Councillors(s) vacancies
- 900 electors
- Response rate of approximately 85%
- Appointment of a local Returning Officer and

- Count to be conducted at the Shire Office using CountWA

To confirm the WAEC engagement for the 2025 election a resolution of Council by absolute majority is required under section 4.20(4) of the Act and in accordance with the Local Government Ordinary Election Process as outlined **Attachment 3**.

Overseeing local government elections by the WAEC was recommended in the Local Government Act Review Final Report issued in May 2020 which stated:

“The Panel decided that the WAEC was the most appropriate organisation to coordinate local government elections. Having the one body responsible for conducting elections would allow for greater consistency across local governments.”

The Shire has a well-established relationship with the WAEC and their continued appointment is strongly recommended.

Strategic Implications

4.20. CEO to be returning officer unless other arrangements made

- (1) *Subject to this section the CEO is the returning officer of a local government for each election.*
 - (2) *A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —*
 - (a) *an election; or*
 - (b) *all elections held while the appointment of the person subsists.*
- * Absolute majority required.*
- (3) *An appointment under subsection (2) —*
 - (a) *is to specify the term of the person’s appointment; and*
 - (b) *has no effect if it is made after the 80th day before an election day.*
 - (4) *A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

** Absolute majority required.*

4.61. Choice of methods of conducting election

- (1) *The election can be conducted as a —*
postal election *which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or*

voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

(2) The local government may decide* to conduct the election as a postal election.

* Absolute majority required.

Policy implications

Nil

Voting Requirements

Absolute Majority

Council Resolution

That Council:

1. Agrees to the cost estimate of \$12,124 excluding GST provided by the Electoral Commissioner in **Attachment 1** to conduct the Shire of Ngaanyatjarraku 2025 Election as a postal election:
 - a) utilising a local returning officer; and
2. Requests the Chief Executive Officer provide written confirmation to the Western Australian Electoral Commission of the Cost Estimate.
3. Make a budget allocation in 2025/26 Annual Budget to meet the costs incurred by the Western Australian Electoral Commission (WAEC) in conducting the 2025 ordinary election.

10.7 Housing to Ngaanyatjarra Council Group to Reinitiate Community Program

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 March 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to consider further provision of staff housing to the Ngaanyatjarra Council Group to reinitiate a program in the community.

Background

Playgroup WA withdrew the delivery of a program within the Warburton community. Ngaanyatjarra Council Group is in the final stages of reinitiating a program and part of this process was the securement of staff housing. In October 2024 Council ratified to support the Ngaanyatjarra Council Group in providing short term accommodation until alternative accommodation can be found.

Whilst the Ngaanyatjarra Council Group are finalising arrangements for ongoing funding for the playgroup program, it is recommended that the Shire of Ngaanyatjarraku provide ongoing support to the Council during this time through the provision of Lot 255b Motel Street, Warburton for a further three month period, followed by a review.

Comment

Lot 255b Motel Street Warburton was previously under a rental agreement with Playgroup WA and was vacant when the program was withdrawn in May 2024.

To assist the Ngaanyatjarra Council Group in finalising the process it is recommended that the Shire provide housing on a month-to-month arrangement, with a report to Council to review the arrangement in a further three months.

Statutory Environment

Local Government Act 1995

2.7. Role of council

(1)The council —

- (a) governs the local government’s affairs; and
- (b) is responsible for the performance of the local government’s functions.

(2) Without limiting subsection (1), the council is to -

- (a) oversee the allocation of the local government’s finances and resources;
and
- (b) determine the local government’s policies.

Financial Implications

The current rent is set at \$511.15 per week, according to the 2024-2025 Schedule of Fees and Charges. The Shire Council has the power to rent staff housing for less than the Adopted Fees and Charges set by Council.

Strategic Implications

Plan for the Future 2021 – 2031

Goal 1, Our People: looking after our people.

Outcome 3, Informed People.

Strategy 3.1, Support education opportunities and advocate for appropriate education services.

Action 3.1.1, Advocate for early years learning service.

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:

1. Authorised the Chief Executive Officer to waive adopted Fees and Charges for the rental of Lot 255b Motel Street Warburton; and
2. Authorises Lot 255b Motel Street Warburton to be provided to Ngaanyatjarra Council Group on a month-to-month basis, to be reviewed in 3 months.

10.8 Provision of Lot 183 Warburton (Early Years Complex) to Ngaanyatjarra Council to reinstate community service

File Reference:	FM.09
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 March 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to approve the use of Lot 183 Warburton (Early Years complex) to the Ngaanyatjarra Council Group to reinitiate a program in the community.

Background

Playgroup WA withdrew the delivery of a program within the Warburton community.

Whilst the Ngaanyatjarra Council Group are finalising arrangements for ongoing funding for the playgroup program, the Shire of Ngaanyatjarraku support the Council during this time through the provision of Lot 183 Warburton, (Early Years Complex) for a three month period, followed by a review.

Comment

Lot 183 Warburton (Early Years Complex) was previously under a rental agreement with Playgroup WA and was vacant since delivery of the program was withdrawn in May 2024.

To assist the Ngaanyatjarra Council Group it was recommended in October 2024 that the Shire waive rent on a month-to-month basis, with a report to Council to review the arrangement.

Statutory Environment

Local Government Act 1995

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to -
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Financial Implications

The current rent is set at \$866.30 per week, according to the 2024-2025 Schedule of Fees and Charges.

Strategic Implications

Plan for the Future 2021 – 2031

Goal 1, Our People: looking after our people.

Outcome 3, Informed People.

Strategy 3.1, Support education opportunities and advocate for appropriate education services.

Action 3.1.1, Advocate for early years learning service.

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:

1. Authorises the CEO Officer to waive adopted Fees and Charges for the rental of Lot 183 Warburton (Early Years Complex).
2. Authorises Lot 183 Warburton (Early Years Complex) to be provided to Ngaanyatjarra Council Group on a month-to-month basis, to be reviewed in 3 months.

10.9 National General Assembly of Local Government (NGA) 2025

File Reference:	FM.09
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 March 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

To seek approval for the CEO and an elected member (to be nominated) to attend the 2025 National General Assembly of Local Government (NGA) in Canberra from 24 – 27 June 2025.

Background

Attendance at the 2025 National General Assembly of Local government (NGA) is considered valuable for the Shire, offering key insights into national priorities and advancements in local government. It provides an opportunity for advocacy, offers networking opportunities, policy influence, knowledge sharing and professional development whilst keeping informed on emerging national issues that impact local communities.

Comment

The [Australian Local Government Association 2025 National General Assembly](#) will be held in Canberra from 24-27 June 2025, with the theme “National Priorities Need Local Solutions”. A Regional Cooperation and Development Forum will be held on Tuesday 24 June and is an additional registration and cost.

Statutory Environment

Not Applicable

Financial Implications

Event	Admission Cost	Airfares	Accommodation	Meals	Total approx. budget
National General Assembly Registration 24-27 June, 2025 National Convention	\$979 (early bird rego) \$279 Regional Forum <ul style="list-style-type: none"> Access to all Assembly Sessions Access to the Exhibition Hall 	Approx \$4500 per person Based on an average return trip Warburton - Canberra - Warburton	\$1000 per person Based on the average cost of a corporate hotel in Canberra for 5 nights General Assembly Dinner \$179 per person	\$300.00 per person Based on average cost of meals for 5 days not included in the conference.	\$7237 approx per person

Centre, Canberra	<ul style="list-style-type: none"> • General Assembly Satchel and Materials • Catered breaks each day • Welcome Reception & Exhibition Opening 				
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Strategic Implications

Plan for the Future 2021 – 2031

Goal 3, Our Leadership

Outcome 8, A well functioning organisation.

Strategy 8.1, Maintain corporate governance, responsibility and accountability.

Risk Management

This item has been 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:

1. That Council approves the CEO and Cr xx attendance at the Australian Local Government Associations, 2025 Regional Forum and National General Assembly.
2. Endorses Cr xx as the Shire’s voting representative.

11. OPERATIONAL REPORTS

11.1 Action Report – Operational Services

File Reference:	CP.00, PE.00, RD.00, WM.00
Business Area:	Operations
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 March 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

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

Background

Not applicable.

Comment

See attachment 11.1 for actions achieved.

Statutory Environment

Not applicable.

Financial Implications

There are no financial implications resulting for this matter.

Strategic Implications

Shire of Ngaanyatjaraku Plan for the Future 2021-2031

Goal 1 – Our People

Outcome 2 – Healthy People

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

Goal 2 – Looking after our Land

Outcome 6 – Living on our Land

Strategy 6.1 – Maintain Shire owned buildings and facilities.

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.2 – Provide a good place to work.

Risk Management

This item has been evaluated against the Shire of 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 March 2025

Officers Recommendation

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

11.2 Action Report – Environmental Health and Building Services

Nil

12. CORPORATE AND COMMUNITY SERVICES REPORTS

12.1 Monthly Payments Listing – February 2025

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

Summary

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

Officers Recommendation

That Council receive the monthly payment listing for October 2024 totalling payments of \$604,278.85 (Attachment 12.1).

12.2 Monthly Statement of Financial activity for February 2025 month ended.

File Reference:	FM.10
Business Area:	Corporate and Community Services
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	21 March 2025
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

Summary

For Council to receive the monthly financial report for February 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

Over recent weeks, a new financial reporting tool has been implemented via the Local Government Solutions (LGS) portal. The new monthly reporting format is prepared for February 2025.

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; no changes since last reported.

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 Equivalents
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

Further inclusion is the Shire’s Investment Cash Position report is now included with in the monthly financial report under note 2 Cash & Cash Equivalent.

The shire has the following investment.

Term Deposit	Investment Amount	Investment Date	Maturity Date	
Reserve Funds 1	\$5,000,000.00	19-Feb-25	19-May-25	\$58,642.47
Reserve Funds 2	\$3,293,678.00	19-Feb-25	19-Nov-25	\$118,740.25
Shire Funds 1	\$2,000,000.00	23-Dec-24	23-Mar-25	\$25,693.15
Shire Funds 2	\$2,000,000.00	28-Jan-25	28-Apr-25	\$25,002.74
Banks project interest earned at maturity				\$228,078.61
Interest earned in all Term Deposits are debited into the Shire operating account and available for general use.				

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 2025 closing YTD Actuals, as the end of year process is still being finalised.

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

- Other revenue – favourable to budget as a result reimbursement from the insurers in relation to vandalism of staff housing.
- Non-Operating Grants, subsidies & contribution – under budget possibly timing of funding
- Proceeds on Asset Disposals – under budget
- Employee Expense – favourable to budget due to unfilled vacancies as of 31 December 2024 & 31 January 2025.
- Depreciation is currently under budget as currently reviewing roads replacement valuations and the depreciation rates.

Other revenue & expenses variance have been reviewed, the adopted changes have been updated in the report.

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 February 2025

Officer Recommendation

That Council receive the Monthly Financial Report for the periods ended 28 February 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 30 April 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.