UNCONFIRMED MINUTES

Ordinary Council Meeting
Tuesday, 16 December 2025

Date: Tuesday, 16 December 2025

Time: 5:00pm

Location: Council Chambers, York Town Hall, York

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MINUTES OF SHIRE OF YORK
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK
ON TUESDAY, 16 DECEMBER 2025 AT 5:00PM

1 OPENING

1.1 Declaration of Opening

Cr Chris Gibbs, Shire President, declared the meeting open at 5.00pm.

1.2 Acknowledgement / Disclaimer

The Shire President advised the following:

"The York Shire Council acknowledges the Ballardong people of the Noongar Nation who are the Traditional Owners of the country where this meeting is being held and recognise their continuing connection to land, water, sky and culture. We pay our respects to all these people and their Elders past, present and emerging.

In accordance with Regulations 14I and 14J of the Local Government (Administration) Regulations 1996, notice is given that this meeting is being video and audio recorded to facilitate community participation and for minute-taking purposes. By being present at a meeting, members of the public consent to the possibility that their image and voice may be recorded. Audio recordings are published on the Shire's website following the meeting and may be released upon request to third parties.

Members of the public are reminded that, in accordance with Section 6.16 of the Shire of York Local Government (Council Meetings) Local Law 2016, nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the Presiding Member.

I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today can be revoked in accordance with Regulation 10 of the Local Government (Administration) Regulations 1996. Therefore, members of the public should not rely on any decisions until formal notification in writing from the Shire has been received.

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material."

1.3 Standing Orders

Nil

1.4 Announcement of Visitors

Nil

1.5 Declaration of Proximity Interest

Nil

1.6 Declaration of Financial Interests

Nil

1.7 Disclosure of Impartiality Interest

Cr Denese Smythe - SY144-12/25 - Multiyear Funding Acquittal - York Agricultural Society Inc 2025/26

Cr Melissa Welsh - 10.1 - Notice of Motion - Site Selection for new Aquatic Facility

2 ATTENDANCE

2.1 Members

Cr Chris Gibbs, Shire President; Cr Denese Smythe, Deputy Shire President

Cr Elaine Ashford; Cr Monique Hutchinson; Cr Kevin Pyke; Cr Kevin Trent; Cr Melissa Welsh

2.2 Staff

Alina Behan, Temporary Chief Executive Officer; Anneke Birleson, Acting Executive Manager Corporate & Community Services; Rebecca Palumbo, Acting Executive Manager Infrastructure & Development Services; Vanessa Green, Council & Executive Support Officer

2.3 Apologies

Nil

2.4 Leave of Absence Previously Approved

Nil

2.5 Number of People in the Gallery at Commencement of Meeting

There were eleven (11) people in the Gallery at the commencement of the meeting.

3 QUESTIONS FROM PREVIOUS MEETINGS

3.1 Response to Previous Public Questions Taken on Notice

Nil

3.2 Response to Unasked Questions from the Previous Meeting

Nil

4 PUBLIC QUESTION TIME

Public Question Time is conducted in accordance with the *Local Government Act 1995* and Regulations. In addition to this the Shire's *Local Government (Council Meetings) Local Law 2016* states:

6.7 Other procedures for question time for the public

(1) A member of the public who wishes to ask a question during question time must identify themselves and register with a Council Officer immediately prior to the meeting.

(2) A question may be taken on notice by the Council for later response.

(3) When a question is taken on notice the CEO is to ensure that—

(a) a response is given to the member of the public in writing; and
(b) a summary of the response is included in the agenda of the next meeting of the Council.

(4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to—

(a) declare that he or she has an interest in the matter; and
(b) allow another person to respond to the question.

(5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.

(6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.

(7) The Presiding Member may decide that a public question shall not be responded to where—

(a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
(b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
(c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

(8) A member of the public shall have 2 minutes to submit a question.

(9) The Council, by resolution, may agree to extend public question time.

(10) Where any questions remain unasked at the end of public question time they may be submitted to the CEO who will reply in writing and include the questions and answers in the agenda for the next ordinary Council meeting.

(11) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

Public Question Time commenced at 5.06pm.

4.1 Written Questions – Current Agenda

Nil

4.2 Public Question Time

JANE FERRO

Question 1

Could we have an update of the SAT's decision on the 12th of December regarding the repair work needed asap on the old Apothecary Building at the corner of Avon Tce and South Street and the way forward for the safety of our community members and visitors to York who have to cross multiple roads to reach their destination on either side of the site?

Response provided by the Shire President

At the recent appearance at SAT on 12 December 2025, the SAT was advised of the history of the proceedings and the ongoing delay in progressing work. The latest delay due to the appointed contractor being stood down. The SAT acknowledged the issues and listed the matter for a Directions Hearing on Friday 19 December 2025, to allow the applicant to engage a new contractor.

The Shire will continue to ask for the matter to be programmed for a Final Hearing.

JULIE-ANNE ELKINS

ON BEHALF OF YORK FAMILY PLAYGROUP

Question 1

Will the Shire help with the cost of relocating the York family playgroup?

Response provided by the Temporary Chief Executive Officer

The costings for any relocation cannot be known yet but is something the Shire could be happy to negotiate at the time.

Question 2

Site B contains asbestos as it is buried it is safe, when it is removed the workers will be wearing full PPE with the School right across the road what accountability and safe guards will the Shire take with the removal of the asbestos from site B to insure our children are safe?

Response provided by the Temporary Chief Executive Officer

The procedure and management requirements for the safe removal of asbestos is well documented.

Response provided by the Acting Executive Manager Infrastructure & Development Services

The handling and removal of asbestos is highly regimented with Regulations and Guidelines. Those requirements will be specified in any contract/tender. There will also be the requirement for a Contract Management Plan and Safety Management Plan, both of which will address any asbestos removal. Given those State Government guidelines, the Shire is confident any asbestos removal can be dealt with safely and securely.

DAVID SPARROW

Question 1

The latest recordings published on the website appear to contain numerous sections where the audio from the public lectern is inaudible. What is happening with the audio?

Response provided by the Temporary Chief Executive Officer

The Minutes are the official record of the meeting which is available if anyone needs to refer to it. The Shire can undertake some testing of the system, with the recordings capturing a moment in time.

Question 2

Is the Shire aware of the vandalism at Wongborel/Mt Brown? Are there cameras which captured the incident?

Response provided by the Acting Executive Manager Infrastructure & Development Services

The Shire is aware of this most recent vandalism which occurred over the weekend and was cleaned up yesterday morning. There are no cameras at the site. The Shire responds to any acts of vandalism once matters are reported or become known to the Administration.

As there were no further questions Public Question Time concluded at 5.14pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PRESENTATIONS

6.1 Petitions

Nil

6.2 Presentations

Nil

6.3 Deputations

6.3.1 Julie-Anne Elkins, York Family Playgroup

Julie-Anne Elkins presented a deputation regarding Item 10.1 - Notice of Motion - Site Selection for new Aquatic Facility. A copy of the deputation is presented in Appendix 6.3.1 at the end of these minutes.

MOTION

RESOLUTION
011225

Moved: Cr Chris Gibbs **Seconded: Cr Denese Smythe**

That the Deputation request submitted at 4.13pm from the York Playgroup be accepted.

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

6.4 Delegates' reports

6.4.1 Cr Denese Smythe

Cr Denese Smythe, Deputy Shire President, advised she had attended the following meetings and events during November 2025:

DAY	MEETING/EVENT DESCRIPTION	VENUE
03/11/2025	Training	WALGA Perth
04/11/2025	York Honours Reference Group Meeting	Council Chambers
10/11/2025	YDHS Meeting	YDHS
11/11/2025	Remembrance Day Service	Memorial Park
11/11/2025	Concept Forum	Council Chambers
12/11/2025	Video	Shire Administration
13/11/2025	ALGA Training	Online

17/11/2025	CWA 100th	Church of Christ
18/11/2025	Agenda Briefing	Council Chambers
25/11/2025	Ordinary Council Meeting	Council Chambers
26/11/2025	YDHS Review	YDHS
27/11/2025	York Senior Celebration	Balladong Garden
28/11/2025	Social Media Self Defence Course	Online
30/11/2025	Council Strategic Workshop	CRC

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RESOLUTION
021225

Moved: Cr Kevin Trent **Seconded: Cr Melissa Welsh**

That the minutes of the Ordinary Council Meeting held on 25 November 2025 and the Special Council Meeting held on 2 December 2025 be confirmed as a correct record of proceedings.

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Meetings and Events Attended

The Shire President advised he had attended the following meetings and events during November and December 2025:

DAY	MEETING/EVENT DESCRIPTION	VENUE
18/11/2025	CEO Meeting	Shire Administration
21/11/2025	Avon-Midland Country Zone Meeting	Wongan Hills
25/11/2025	CEO Meeting	Shire Administration
26/11/2025	Audit Exit Interview	Shire Administration
30/11/2025	Council Strategic Workshop	CRC
01/12/2025	CEO Recruitment Council Workshop	Council Chambers
01/12/2025	CEO Meeting	Shire Administration
02/12/2025	Special Council Meeting	Council Chambers
02/12/2025	Audit, Risk & Improvement Committee Meeting	Council Chambers

9 OFFICER'S REPORTS

SY143-12/25 COMMUNITY GRANT FUNDING ACQUITTAL - YORK CROQUET CLUB INC 2024/25

File Number:	**4.9687**
Author:	**Sam Good, Manager Community & Place**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**17 December 2024 (141224)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Acquittal Report**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents the acquittal from York Croquet Club Inc (YCC) for funds approved in the October 2024 round of Community Grant Funding for Clubhouse roof renovations.

BACKGROUND

Historically, the Shire has provided support for activities, infrastructure improvements for facilities and funding for events that contribute to the Shire's community, social and economic objectives.

Two (2) rounds of sponsorship are opened to the community each year, for a minimum four (4) week period. Applications are considered against the criteria contained in Council Policies and the Shire's Funding Guidelines, both available on the Shire of York website.

Policy C3 - Community Funding: Grants and Sponsorship and Policy C4 - Sponsorship of Tourism Events provided the parameters for considering applications for Shire financial and in-kind support at the time the YCC funding was approved.

These policies were superseded by Policy C8 – Funding: Grants & Sponsorship adopted by Council at its March 2025 Ordinary Meeting (Resolution 060325).

In both policies, acquittal reporting is a requirement of sponsorship. This ensures good governance through accountable distribution of public funds. Dependant on the size, scale and frequency of funding, acquittal reporting detail varies.

YCC's application for funding was received as part of the Shire's October 2024 Community Grant Funding round and was considered by Council at its December 2024 Ordinary Meeting where it resolved (141224):

"***That, with regard to Community Funding Applications, Council:***

1. ***Approves the following community funding requests, as presented in confidential Appendix 3, totalling $5,870, to be funded from the following budget allocations:***

	APPLICANT	***APPROVED AMOUNT***	***GL ACCOUNT***
a.	***York Croquet Club***	***$3,870***	***113167***

b.	***Wheatbelt Arts & Events Inc***	***$2,000***	***132145***

COMMENTS AND DETAILS

The following table summarises YCC's acquittal report for extensions to the existing Clubhouse roofline.

TABLE 1.

ORGANISATION	PURPOSE	PROVISION	ACQUITTAL SUMMARY
York Croquet Club	Croquet Clubhouse roof extensions to provide extra weather protection	$3,870 ex. GST	Extensions to the existing roof, between the YCC Clubhouse and players shed, now provides protection from the weather and removes a potential slip hazard for members and visitors entering and leaving the Clubhouse. **How many people benefit from the project:** Thirty-six (36) regular members plus numerous visitors, including local and visiting competitors, social groups and business and community groups. **Key lessons learned:** That it takes longer than you think to deliver a project like this. Prioritise clear communication, thorough planning and focus on milestones. **How was the Shire of York acknowledged:** In social media, in the YCC Annual Report and in speeches.

In Summary:

- Council approved a total of $3,870 (ex GST) for renovations to YCC's Clubhouse roof, under the Shire of York's Community Grant Funding October 2024 round.
- Acquittal of these funds was due by June 2025, or earlier upon successful completion of the project. The YCC Secretary communicated regularly and reported to the Shire that delays had occurred due to drawing certifications and the need to engage a structural engineer. As a result, the building works could not be completed in time to acquit before the end of the 2024/25 financial year
- An extension was granted until November 2025 and funds allocated in the 2025/26 budget for YCC's final milestone payment of $744.
- The project was completed by 31 October 2025 and YCC submitted its acquittal on 14 November 2025.
- YCC report the total cost of the project as $7,245.69. All grant funds were expended with YCC contributing the balance of funds and $900 of in-kind support from members with labour and painting.
- YCC have provided an acquittal report, a financial breakdown and supporting documentation which is presented in Appendix 1.

Officers recommend Council approve expenses to the agreed value of $3,870 and approve the release of the final milestone payment to YCC upon receipt of an invoice.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the acquittal from YCC as presented in Appendix 1, and direct the Temporary Chief Executive Officer to release the final milestone payment of $744.

Option 2: Council could choose not to accept the acquittal as presented.

Option 3: Council could choose to seek further details from the funded organisation.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

YCC

Strategic

Council Plan 2025-2035

Pillar 1: Community and cultural vitality
A strong, inclusive community supporting all cultures and generations.

Pillar 4: Comfortable and connected places
Enduring heritage identity, quality infrastructure and built form.

Policy Related

C8 Funding: Grants & Sponsorship

Financial

Council approved $3,870 (ex GST) to support roof extensions to the YCC Clubhouse. In January 2025, YCC received the first milestone payment of $3,095.45.

YCC report the total cost of the project as $7,245.69. All funds were expended.

Officers recommend that Council approve expenses to the agreed value of $3,870 and release of the final milestone payment of $744.

Legal and Statutory

Nil in relation to the receipt of the acquittal.

Risk Related

Should Council choose not to accept the acquittal, this poses a reputational and compliance risk which is considered moderate and a potential financial risk which is also rated moderate. Regular reporting in accordance with funding agreements and policy requirements including acceptance of acquittals through resolution provides acceptable treatment controls to manage the risks identified.

Workforce

Time to review and monitor the acquittal reporting process is managed within existing resources.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
031225

Moved: Cr Kevin Trent **Seconded: Cr Monique Hutchinson**

That, with regard to Community Grant Funding Acquittal - York Croquet Club Inc 2024/25, Council:

1. **Accepts the acquittal report from York Croquet Club Inc, as presented in Appendix 1.**
2. **Requests the Temporary Chief Executive Officer to release the final milestone payment of $744 upon receipt of an invoice from York Croquet Club.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

SHIRE OF York

COMMUNITY FUNDING; GRANTS & SPONSORSHIP ACQUITTAL FORM

Please complete this form no later than 90 days following the conclusion of your sponsored event / project and return to the Shire. Please attach an expenditure budget should you need more space than provided below and ensure it is signed by a duly authorised officer of your organisation (i.e. Treasurer, Accountant or Executive Office bearer)

Expenditure receipts are not required however Council can request copies of this expenditure at anytime.

Type of Project Funded(Sporting, Tourism Festival, Community based event/workshop): Sporting

Organisation Name (name of group funded): York Croquet Club Inc.

Date funding was granted: 17th December 2024 (Purchase order # 16428)

Date project was delivered: 31st October 2025.

Describe the key outcomes of your project: The roof extension now provides protection from the weather for members and visitors entering or leaving the clubhouse.

What were the key lessons your organisation learned while delivering the project?

That it takes longer than you think to deliver a project like this. Prioritizing clear communication, thorough planning and focus on milestones.

How many people benefited from your project?

Attendance numbers 36 members regularly attending plus numerous visitors.

Club / Group membership increases (if applicable)

Community engagement undertaken (school incursions, pre or post event workshops, drop in sessions)

Other

How was the Shire of York acknowledged throughout this project?

☑ Annual report ☑ Social Media ☐ Letters to supporters

☐ Media release ☐ Newsletter, flyers, brochures ☐ Signage

☐ Website ☑ Speeches

☐ Other

Please include copies of the relevant promotional material acknowledging the Shire's sponsorship

Did you organisation spend all sponsorship funds granted? If not, why? Yes

Did your club or organisations derive revenue from the sponsorship? NO

If yes, what is the derived revenue being spent on?

Please list the income and expenditure relating to your project:

INCOME	AMOUNT ($)
ITEM/PROGRAM/PROJECT COSTS	
SUBTOTAL	$ 0
In Kind Support	
SUBTOTAL	$ 0
FUNDING AMOUNT FROM SHIRE OF YORK - Community Grant Funding Council Resolution 141224	$4257 (incl. GST).
TOTAL INCOME	$4257-00

EXPENDITURE	AMOUNT ($)
ITEM/PROGRAM/PROJECT COSTS As per attached - Actual #	7070.26
SUBTOTAL	$ 7070.26
In Kind Support Labour provided by members for	900.00
Erection of Extension 3 persons @ $25 x 6 hrs	
x 2 days	
SUBTOTAL	$ 900.00
TOTAL EXPENDITURE	$ 7970.26

Declaration

In affixing my name to this form my organisation is making the following declarations:

☑ **We declare to the best of our knowledge that the statements made in this report are true.**

☑ **We have recorded and retained original invoices and receipts in accordance with the Funding Agreement. We acknowledge that Shire of York may audit the organisation to verify the accuracy of the information contained in this acquittal.**

☑ **The information contained within the Statement of Expenditure or Explanation is complete and accurate and does not contain any misleading or fraudulent information.**

☑ **Relevant statutes, regulations, by-laws and requirements on any Federal, State or Local Government have been complied with.**

Acquittal report duly authorised by:

Name: Eric Ayling **Position Held:** Secretary

Date: 12th November 2025.

(must be signed by a duly authorised officer i.e. Treasurer, Chief Executive Officer or similar)

Eric Ayling

ROOF EXTENSION - YORK CROQUET CLUB

EXPENSES - Materials and Labour		
Peter Bailey - Paid 3/11/25	$4,000.00	
Note: The following expenses were paid by the York Croquet Club, independent of P Bailey Quote.		
Midalia Steel, Roof Sheeting - Paid 18/10/25	$574.75	
Midland Timber, Timber - Paid 27/8/25	$495.00	$5,069.75
Other expenses incurred by York Croquet Club for roof extension		
York Mitre 10, Division Mould 4.5mm H Moulding 3m - Paid 31/10/25	$8.16	
York Mitre 10, Division Mould, Foam, Cladding, fibre cement nail - Paid 31/10/25	$218.20	$226.36
EXPENSES - Other		
Note: The following expenses have all been paid by the York Croquet Club.		
Basics Approval Services - Certificate of Design Compliance - Paid 22/6/25	$220.00	
Fulcrum Engineering - Design Review and Certification works - paid 22/6/25	$770.00	
Fulcrum Engineering - Design Review and Certification works - paid 25/8/25	$137.50	
Gary Byfield - Drawings - paid 12/24	$270.00	
Gary Byfield - Drawings - paid 5/8/25	$315.00	
Shire of York - Planning Permit (No charge)	$0.00	
Shire of York - Building Services Levy - paid 15/7/25	$61.65	$1,774.15
TOTAL EXPENSES INCURRED		**$7,070.26**
GRANT RECEIVED		
Shire of York - Grant (Payment #1) Received January 2025	$3,405.00	
Shire of York - Grant (Payment #2 & final) **YET TO BE PAID @ 31/10/25**	$852.00	**$4,257.00**
Out of Pocket, York Croquet Club for contribution to Roof Extension		**$2,813.26**



2

PRESIDENT'S REPORT.

Good Evening Everyone and Thank you for coming tonight to participate in our AGM meeting.

As your President, I am still looking for harmony in the Club and to keep on moving forward with our plans and aims.

Firstly, let us stop and remember our special Member, Bob Ashworth. He set a good example of being very helpful to the Club, with the setting out of the hoops, while he could do so. His Cheery, "Good day and where have you been" if he hadn't seen you for a while. This was usually followed up with 'so when is it going to Rain?' Yes Bob, we greatly miss you and have put a special plaque on your seat that you loved to sit on, out on the veranda to watch Croquet, when you could no longer play. It says 'BOB'S Spot.' Let us always remember him as a 'Happy Club Member' and take him as a Mentor.

Dorothy and Denis Bull have also moved to Ayr in Queensland and I will read you an email from them shortly. We miss them and their continued coaching and help, but time and tide moves' on for all of us and they are happy being where they are.

Back to our Club and our achievements throughout the year.

Firstly, a big 'Thankyou' to Peter Knox, for his continued work on our Greens throughout a very hot summer plus Todd and Eric helped Peter out from time to time. Club Members assisted with the sanding and top dressing of the greens recently. It was good Team work by all who helped. It made Line Marking a bit difficult, but it should gradually get better, when the lawn covers the dressing.

Our Garden Ladies, Glenys Marsh and Sue Sachse have the garden looking really great, even though it again was a very hot summer. Let us not overlook the help of Club Members with pruning and weeding plus the carting away of the debre.

Our Club Cleaning Staff and rubbish removal is greatly appreciated.

Throughout the year we have held various GC and AC croquet competitions plus our Club Championships. With our open competitions, they usually bring a lot of people to our Club. Many people have enjoyed our company, the greens and the good effort that Lauren and her helpers have put into the catering, from time to time as this brings good fellowship and friendship with one another, being able to sit and talk to other visitors, from other areas. They do appreciate it. Thankyou Lauren for your fine efforts too.

A good achievement we have made, is the interaction with other Groups of people coming to our Club for a friendly game of Croque and some eats This then becomes quite profitable to our Club. The Red Hatters, plus the Dun-ruffin-it Caravaners, and the Perth Friendship Force of 32 people, with some of their people, coming from other countries, have booked to come back to visit us again next year. Also, some members from the Nutrien Ag Solution Company enjoy being able to hire our courts for some relaxation after a busy day of meetings with their colleagues. So now we need to reach out to some local groups who may like to come and play as a group, as this may attract some new members to our Club. Our Challenging group in February, come along each year and appreciate our efforts put into this. Making life enjoyable is so important of today plus relaxation and caring for one another.

We need to look into coaching and mentoring for our members who wish to improve their skills and maybe someday, they too may represent our State as Dorothy and Eric have done in the past. Some croquet essential sessions would also help new players to become confident with their playing. We will look into this for you.

Other objectives for this coming season, is to have the cover way between the two buildings completed shortly. The outside of the buildings now need to be painted as it is five years since this was

done. We have budgeted for this and as some of the original painting crew are still in our midst. We will be only too happy to help members, wishing to swing a paint brush and carry out this procedure. The end product of our painting, will give you great satisfaction.

For the growth of our Membership, we participated in a letter box drop with only a small result so far, but maybe night playing may suit people better. We need to take the time to look after the members we already have as well.

As most of you may already know Eric and Prudence are moving to Perth shortly and we will greatly miss their presence here in our community. Eric has played a very significant part with this Croquet Club for many years, plus coaching and mentoring of players. Eric will remain our Secretary for this next year so at least we will still have him in our midst from time to time, for awhile longer.

Finally, I would like to say Thankyou to my Committee for their support through out the year and to you the Club Members, if you have any input to the Club that you would like to see done, please do not hesitate to let us know.

Thankyou

Kay Anderson

President


YORK CROQUE


YORK CROQUET CLUB 1909-

Tax Invoice - Cash Sale
No. (COPY) 23756416

MIDALIA STEEL

Midalia Steel
Northam
Cnr Great Eastern Hwy & Old York Rd
Northam 6401

Document Date 16.10.2025

Sold To:
York Croquet Club Glebe Street YORK Western Australia 6302 AUSTRALIA

PO Number	Account No.	Date Created	Facsimile
0404097008	926240	16.10.2025	
Salesperson	**E-mail**		**Telephone**
Matthew	northam@midaliasteel.com		

Ship To:
York Croquet Club Glebe Street YORK Western Australia 6302 AUSTRALIA

Cash Sale Notes:
Project
Job Title
Terms of Payment Due Immediately
Shipping Instrns

Item No.	Description	Quantity	Weight (Kg)	Unit Price	Net Amount
100	0.42 CUSTOM ORB COLORBOND 762MM COVER Our Material Id: 999831 peter **Colour** **Cottage Green** Quantity 3.000 Length 2,400 mm Quantity 3.000 Length 5,000 mm Total delivery weight 74.432	22.200 M	74	16.93 M	375.85
200	RIDGE CAPPING FLAT TOP COLORBOND 0.4MM 20-162-162-20MM SUIT CUSTOM ORB CUSTOM CUT LENGTHS Our Material Id: 999128 peter **Colour** **Cottage Green** Quantity 1.000 Length 3,000 mm Total delivery weight 3.750	3 M	4	15.91 M	47.73
300	VALLEY GUTTER 0.4MM COLORBOND 395MM GIRTH CUSTOM CUT LENGTHS Our Material Id: 999160 peter **Colour** **Cottage Green** Quantity 1.000 Length 3,000 mm Total delivery weight 4.050	3 M	4	16.52 M	49.56
400	COLONIAL GUTTER C/B Our Material Id: 999100 peter	3 M	3	13.26 M	39.78

InfraBuild Trading Pty Limited ABN 50 007 519 646

Tax Invoice - Cash Sale
No. (COPY) 23756416

MIDALIA STEEL

Midalia Steel
Northam
Cnr Great Eastern Hwy & Old York Rd
Northam 6401

Document Date 16.10.2025

Item No.	Description	Quantity	Weight (Kg)	Unit Price	Net Amount
500	**Colour** **Cottage Green** Quantity 1.000 Length 3,000 mm Total delivery weight 3.450 COLONIAL GUTTER STOPEND (R) SPECIFY ZINC OR COLOUR Our Material Id: 144252 Peter **cottage green*1pair**	2.0 EA	1	4.78 EA	9.56

Payment Details
Merch id: 04216624002
Term Id: 00000000
Card: [redacted]
MASTERCARD
Total: $ 574.75
Approved 00 **Signature Required**
16.10.2025 15:12:30
033431
Signature_____
Total: $ 574.75

** Standard InfraBuild Terms & Conditions apply, available at: www.infrabuild.com/terms-conditions/**

EFT Payments to:		Total Weight (kg)	87	Net Value	522.50
BSB [redacted]	Account [redacted]			GST	52.25
				Tot Value(AUD)	574.75

Remittances Emailed to:
credit-services@infrabuild.com

PAGE 2 OF 2

InfraBuild Trading Pty Limited ABN 50 007 519 646

Peter Bailey Building Services

ABN 901 89603 474

9/21 Flecker Promenade, Aveley, W.A. 6069

York Croquet Club

Glebe Street, York 6302 27th August, 2025

Attention: Eric Ayling

Can you please organise payment to Midland Timber for trusses required for the Croquet Club

Banking details for Midland Timber - BSB: [redacted]

(Big river Group) ACC:

Total charge $495.00 Inc.

Please use Order Number 602-1243099 as the reference.

It is my intention to collect these tomorrow.

Kind regards,

Peter Bailey

Peter Bailey Building Services

ABN 901 89603 474

9/21 Flecker Promenade, Aveley, W.A. 6069

York Croquet Club

Glebe Road, York 6302

2nd November, 2025

Charges as per quotation for extending roof over decking at Croquet Club, York.

Total charge ~~$3,000.00~~ $4,000.00

P. Bailey

BSB: [redacted]

ACC No:

Peter's invoice

E

Eric

To: You

Mon 3/11/2025 11:58 AM

You replied on Mon 3/11/2025 1:07 PM

Hi Annie

The original quote from Peter was $5450 which when I allowed for the roof trusses, the Midalia order and $200 for sundries from Home Hardware left us owing Peter a bit over $4200. We agreed $4000 and both initialled the changes to his invoice. I will bring this down to the club – the computer is telling me the file is too big to attach it. Can you initiate payment please?

Cheers - Eric

Secretary
York Croquet Club Inc.
Ph. [redacted]

Virus-free. www.avast.com

Peter's invoice

EA

Eric Ayling

To: You

Mon 3/11/2025 2:57 PM

Hi Annie

Peter's bank account is BSB [redacted] and acc. # [redacted] TA Peter Bailey Building Services.

Cheers - Eric
Sent from my iPad

On 3 Nov 2025, at 1:07 pm, Annette Birch [redacted] wrote:

Hi Eric

I don't have Peter Bailey's bank details.

Get Outlook for Android

...

YORK MITRE 10
50 AVON TERRACE
YORK WA 6302
Phone: 08 9641 0100
Fax:
Email: yorkmitre10@yorkcoop.com.au
ABN: 90 863 219 125

Tax Invoice / Statement For 31/10/2025

YORK CROQUET CLUB
PO BOX 373

YORK WA WA 6302

Account No: 101855

Page 1 of 1

Date	Type	Doc No	Description	Due Date	Qty	Unit Price Ex	Total GST	Total Inc	Balance
			B/F BALANCE						23.97
07/10/2025	RECEIPT	14010819	Direct Deposit DR51195					-23.97	0.00
29/10/2025	TAX INV	10081444	KITCHEN	29/10/2025					
			BASKET STRAINER SUIT 90MM WASTE		1.00	10.36	1.04	11.40	
						Invoice Total		**11.40**	**11.40**
31/10/2025	TAX INV	10081700	13010851 ROOF EXTENSION	31/10/2025					
			DIVISION MOULD 4.5MM H MOULDING 3M		2.00	7.42	1.48	16.32	
			FOAM EXPANDING NO MORE BIG GAPS 390ML SELLEYS		1.00	20.18	2.02	22.20	
			HARDIFLEX CLADDING 4.5MM 1200X2400		4.00	38.18	15.27	168.00	
			FIBRE CEMENT NAIL GAL 25 X 2MM (250G)		1.00	11.68	0.00	11.68	
						Invoice Total		**218.20**	**229.60**
31/10/2025	TAX INV	10081714	ROOF EXTENSION	31/10/2025					
			DIVISION MOULD 4.5MM H MOULDING 3M		1.00	7.42	0.74	8.16	
						Invoice Total		**8.16**	**237.76**
31/10/2025	TAX INV	10081755	KITCHEN	31/10/2025					
			BASKET STRAINER SUIT 90MM WASTE		-1.00	10.36	-1.04	-11.40	
						Invoice Total		**-11.40**	**226.36**

Total Owing	Current	Overdue			
		30 days	60 days	90 days	120 + days
226.36	226.36	0.00	0.00	0.00	0.00

101855 YORK CROQUET CLUB

[redacted] **Direct Deposit**
BSB: [redacted]
Account No: [redacted]
Account Name: [redacted]
Reference: [redacted]

Email / Fax Remittance to - Email: yorkmitre10@yorkcoop.com.au Fax:

TOTAL OWING: $226.36

OPTION 2: Cheque Payable to:

YORK MITRE 10
50 AVON TERRACE
YORK WA 6302
PH: 08 9641 0100

TAX INVOICE

Invoice Date
26 Jun 2025

Invoice Number
02024934

Purchase Order No.

York Croquet Club
8 Glebe Street
YORK WA 6302
AUSTRALIA

Basics Approval Services
ABN 25 993 488 746
14 Harriott Street
YORK WA 6302
Email: accounts@basicsapproval.com.au
Phone: 0438 344 662

Description	Quantity	Unit Price	GST	Amount AUD
Supply Certificate of Design Compliance for Additions to Clubroom at 8 Glebe Street York	1.00	200.00	10%	200.00
			Subtotal	200.00
			Total GST	20.00
			Invoice Total AUD	220.00
			Total Net Payments AUD	0.00
			Amount Due AUD	220.00

PAYMENT DUE 7 DAYS FROM DATE OF INVOICE

Bank Details for Electronic Funds Transfer

BSB: [redacted]

Account Number: [redacted]

Account Name: Basics Approval Services

Please quote Invoice Number in Payment Description

THANK YOU FOR YOUR BUSINESS

Fulcrum Structural Engineering
PO Box 137
Chidlow WA 6556
0400711351
eng@fulcrumse.com.au
ABN 11 614 465 842

Tax Invoice

INVOICE TO
York Croquet Club
8 Glebe Street
York WA

INVOICE NO. 1700
DATE 22/06/2025
DUE DATE 07/07/2025
TERMS Net 15

ACTIVITY	DESCRIPTION	GST	QTY	RATE	AMOUNT
Design Review and Certification	For design review and certification works for proposed alterations to York Croquet Club Roof	GST	1	700.00	700.00

SUBTOTAL	700.00
GST TOTAL	70.00
TOTAL	770.00
BALANCE DUE	**A$770.00**

Pay by Direct Deposit / EFT to Fulcrum Engineering [redacted]

Fulcrum Structural Engineering
PO Box 137
Chidlow WA 6556
0400711351
eng@fulcrumse.com.au
ABN 11 614 465 842

Tax Invoice

INVOICE TO
York Croquet Club
8 Glebe Street
York WA

INVOICE NO. 1731
DATE 22/08/2025
DUE DATE 06/09/2025
TERMS Net 15

ACTIVITY	DESCRIPTION	GST	QTY	RATE	AMOUNT
Design Review and Certification	For review and certification of updated project drawings for roof alterations	GST	1	125.00	125.00

SUBTOTAL	125.00
GST TOTAL	12.50
TOTAL	137.50
BALANCE DUE	**A$137.50**

Pay by Direct Deposit / EFT to Fulcrum Engineering [redacted]

PINEFIELD'S of YORK
Architectural Design and Drafting
PO Box 326
York WA 6302
Mob: [redacted]
Email: [redacted]

INVOICE

#009

DATE :	3-Dec-24	**JOB NUMBER**	BN - 09 - 24/25
TO :	**Eric Ayling c/- York Crochet Club**		
	Lot 2 Glebe Street		
	York W.A. 6302		
FROM :	G. Byfield (ABN: 41 389 215 426)		
	PO Box 326		
	York W.A. 6302		

DESCRIPTION	**RATE**	**TOTAL**
Project :		
Plans and details for proposed roof extension on the		
Crochet Club rooms		
Total Hours		**3**
At $ per hour	**$ 90.00**	**$ 270.00**
Travel Kilometres	**.40 per klm**	**0**
Printing of drawings	**.30 per A3**	**0**
With Thanks		

Gary W Byfield

GARY BYFIELD		
For electronic funds transfer :- Quote Invoice #		
Payment within 7 days from invoice date		
Bendigo Bank		
A/C : [redacted]		
BSB : [redacted]		
TOTAL		$270.00

PINEFIELD'S of YORK
Architectural Design and Drafting
PO Box 326
York WA 6302
Mob: [redacted]
Email: [redacted]

INVOICE

#026

DATE :	22-May-25	**JOB NUMBER**	BN - 26 - 24/25
TO :	**York Crocquet Club**		
	Glebe Street		
	York WA 6302		
FROM :	G. Byfield (ABN: 41 389 215 426)		
	PO Box 326		
	York W.A. 6302		

DESCRIPTION	**RATE**	**TOTAL**
Project :		
Plans and details for proposed roof extension to clubrooms		
Total Hours		**7**
At $ per hour	**$ 90.00**	**$ 315.00**
Travel Kilometres	**.40 per klm**	**0**
Printing of drawings	**.30 per A3**	**0**
With Thanks		

Gary W Byfield

GARY BYFIELD		
For electronic funds transfer :- Quote Invoice #		
Payment within 7 days from invoice date		
Bendigo Bank		
A/C : [redacted]		
BSB : [redacted]		
TOTAL		$315.00

From: Shelley Hall [redacted]
Sent: Tuesday, 15 July 2025 4:03 PM
To: Eric [redacted]
Cc: Rebecca Reid [redacted]
Subject: Further Information Required - Certified Building Application - Part B (8) Glebe St, York

Good afternoon Eric,

Thank you for submitting a building application for the roof extension at Part B (8) Glebe St, York.

For the application to be assessed, please provide the following information:

- Update BA1:
  - Include the floor area to be created measurement.
- Provide the plans stamped and referenced in the Certificate of Design Compliance (CDC) document.
- Payment of the Building Services Levy ($61.65).
  - The fee waiver for the building application fee ($110.00) has been approved, however the levy is for an external agency and can't be waived by the Shire.

Please note the application will be placed on hold until the above has been provided.

If you have any queries regarding the above, please don't hesitate to get in contact.
Kind regards,

Shelley Hall
Development Services Officer

SHIRE OF York

PO Box 22,York WA 6302
E: [redacted]
T: (08) 9641 0500
D: [redacted]
W: york.wa.gov.au

SY144-12/25 MULTIYEAR FUNDING ACQUITTAL - YORK AGRICULTURAL SOCIETY INC 2025/26

Disclosure of Interest – Cr Smythe – Impartial – Multiyear Funding Acquittal - York Agricultural Society Inc 2025/26

Cr Smythe read the Impartiality Declaration - … With regard to Multiyear Funding Acquittal - York Agricultural Society Inc 2025/26, the matter in Item SY144-12/25, I disclose that I have an association with the applicant (or person seeking a decision). The association is I am a member of the York Agricultural Society. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

File Number:	**4.9687**
Author:	**Sam Good, Manager Community & Place**
Authoriser:	**Alina Behan, Temporary Chief Executive Officer**
Previously before Council:	**6 August 2024 (010824)** **28 January 2025 (040125)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Acquittal Report 2025/26**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents the acquittal from York Agricultural Society Inc (YAS) for 2025/26, Year two (2) of their current Multiyear Funding Agreement (MFA), for Council's review.

BACKGROUND

Historically, the Shire has provided support for activities, infrastructure improvements for facilities and funding for events that contribute to the Shire's community, social and economic objectives.

In certain circumstances, where Council sees significant benefit to the community of maintaining support for a project or activity on an on-going basis it may resolve to consider a budget allocation for a Multiyear Funding Agreement (MFA).

Policy C8 - Funding: Grants and Sponsorship requires Multiyear Funding Agreements to be acquitted annually in the same way that one-off funding is. This ensures good governance through accountable distribution of public funds. Dependant on the size, scale and frequency of funding, acquittal reporting detail varies.

The request for a new MFA for the YAS was considered by Council at its Special Meeting, held on Tuesday 6 August 2024, where it resolved (010824):

"That, with regard to the Request for new Multi-Year Funding Agreement - York Agricultural Society, Council:

1. ***Receives the request for multi-year funding from the York Agricultural Society, as presented in confidential Appendix 1.***
2. ***Requests the Chief Executive Officer to negotiate a multi-year funding agreement with the York Agricultural Society under the following conditions:***

a. The Agreement will commence on 1 July 2024 and expire on 30 June 2027.

b. The amount of sponsorship will be provided in accordance with the table below:

FINANCIAL YEAR	*SPONSORSHIP*	*FIRST PROGRESS PAYMENT (80%)*	*FINAL PAYMENT ON ACQUITTAL (20%)*
2024/25	*$18,300 ex GST*	*August 2024*	*1 June 2025 or earlier upon successful acquittal*
2025/26	*$19,215 ex GST*	*July 2025*	*1 June 2026 or earlier upon successful acquittal*
2026/27	*$20,175 ex GST*	*July 2026*	*1 June 2027 or earlier upon successful acquittal*

c. Payment will be subject to all milestone conditions of the Agreement being met on an annual basis.

d. That the agreement acknowledges the intent to upgrade the power supply at the Forrest Oval Precinct during the life of the agreement which will result in a renegotiation of the multi-year funding agreement.

3. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the multi-year funding agreement prior to signing.

4. Authorises the Shire President and Chief Executive Officer to engross the final multi-year funding agreement.

5. Directs the Chief Executive Officer to include the above agreed amounts in the 2024/25 - 2026/27 budgeting process, subject to the renegotiation of the agreement in future years in accordance with point 2d."

The YAS Acquittal report for the 2024/25 financial year was presented to Council at its Special Meeting on Tuesday 28 January 2025, where it was resolved (040125):

"That, with regard to Multiyear Funding Acquittal - York Agricultural Society Inc 2024/25, Council:

1. Accepts the acquittal report from the York Agricultural Society Inc, as presented in Appendix 1.

2. Notes the total value of funding for the York Agricultural Society Inc for 2024/25 is reduced to $17,769 based on actual expenditure and requests the Chief Executive Officer to adjust the final milestone payment to reconcile the unspent funds."

In accordance with resolution (040125), the final milestone payment was reduced to $3,129 to recoup the underspend of $531 in 2024/25, and YAS received their final instalment on 28 February 2025.

COMMENTS AND DETAILS

The following table summarises the acquittal for the 2025/26.

TABLE 1.

ORGANISATION	PURPOSE	PROVISION	ACQUITTAL SUMMARY
York Agricultural Society Inc	2025/26 MFA Year 2 of 3 Sponsorship of the annual York Show	$19,215 ex GST	The York Show was held on Saturday 6 September 2025 at the Forrest Oval Precinct. **Attendees recorded**: 4,500 Less than previous year - most likely due to windy weather and storms in Perth.

			Outcomes Delivered: To promote and run a York-based community event to promote agricultural community businesses and other not-for-profit organisations; and to display local crafts, produce, art and children's work. **Feedback Received:** Vendors were happy with the set-up and displays. Equestrian had a successful day of events. **Key Lessons Learned:** The volunteering culture and support for the Show is still very strong and growing.

In Summary:

- The YAS continues to meet its key objectives of providing a York based, community event that promotes York's agricultural community, businesses, not-for-profit organisations, local community crafts, produce, art and school displays.
- The Shire is acknowledged in speeches, on the website, in social media posts, media releases and in the Show Guide (booklet).
- Council committed a total of $19,215 excluding GST to support the delivery of the 2025 York Agricultural Show.
- YAS have received the first milestone payment of $15,372 excluding GST.
- Shire funding specifically pays for the fireworks display and the hire of power equipment (generators, technicians, fuel, leads etc). The YAS have provided a breakdown of expenses and supporting documents. This is presented in Appendix 1 and summarised in Table 2 below:

TABLE 2.

Cardile International Fireworks	Fireworks Display	INV 3359	$ 8,243
Matrix Productions	Generators, cables/leads, technicians, distribution boards	INV 42561	$ 9,526
		TOTAL EXPENDITURE	$ 17,769

Officers recommend Council approve the above expenses to the total value of $17,769 based on actual expenditure and instruct Officers to reduce the final milestone payment to $2,397 to recoup the underspend of $1,446.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the acquittal as presented in Appendix 1 and direct the Temporary Chief Executive Officer to reduce the final milestone payment to $2,397 to recoup the unspent funds.

Option 2: Council could choose not to accept the acquittal as presented.

Option 3: Council could choose to seek further details from the funded organisation.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

YAS

Strategic

Council Plan 2025-2035

Pillar 1: Community and cultural vitality
A strong, inclusive community supporting all cultures and generations.

Pillar 2: Future-ready economy
A diverse, resilient economy with employment and investment growth.

Pillar 5: Strong governance, responsive leadership
Community-informed, responsive leadership and strong governance.

Policy Related

C8 Funding: Grants & Sponsorship

Financial

Council approved a total of $19,215 excluding GST to support the delivery of the 2025 York Agricultural Show. YAS have received the first milestone payment of $15,372 excluding GST.

YAS have reported total expenditure of $17,769, which represents an underspend of $1,446. This can be reconciled by reducing YAS's final milestone payment to $2,397.

Legal and Statutory

Nil in relation to the receipt of the acquittal.

Risk Related

Should Council choose not to accept the acquittal, this poses a reputational and compliance risk which is considered moderate and a potential financial risk which is also rated moderate. Regular reporting in accordance with funding agreements and policy requirements including acceptance of acquittals through resolution provides acceptable treatment controls to manage the risks identified.

Workforce

Time to review and monitor the acquittal reporting process is managed within existing resources.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
041225

Moved: Cr Denese Smythe **Seconded: Cr Kevin Trent**

That, with regard to Multiyear Funding Acquittal - York Agricultural Society Inc 2025/26, Council:

1. **Accepts the acquittal report from the York Agricultural Society Inc, as presented in Appendix 1.**
2. **Notes the total value of funding for the York Agricultural Society Inc for 2025/26 is reduced to $17,769 based on actual expenditure.**

3. **Requests the Temporary Chief Executive Officer to reduce the final milestone payment to $2,397 to reconcile the $1,446 underspend.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

Funding Acquittal Form

SHIRE OF York

Acquittal

FUNDING ACQUITTAL FORM

Instructions to complete the form:

1. Pre-filled information from previously submitted forms connected to your funding will be provided. Please check this information is correct and make any changes necessary.

2. Complete and submit this form no later than 90 days following the conclusion of your project/event.

3. Refer to the relevant guidelines to assist you in providing the most appropriate information.

If you are unsure about what is required or would like some clarity on a particular question, please contact the Shire Officer outlined in the relevant guidelines.

Funding Category

○ Tourism ○ Outstanding Representation ◉ Community ○ Economic Development

Organisation Information

Name of Organisation

York Agricultural Society Inc.

Street Address

Postal Address

Po Box 155, York WA 6302

Email:

treasurer.yas.au@gmail.com

Website (if applicable)

Project Name

York Agricultural Show

Funding Amount

$

Is your acquittal for one-off or multi-year funding?

○ One-Off ◉ Multi-Year

Date Funding Granted

01/07/2024

Date project was Delivered

DD/MM/YYYY

Who is your target sector of the community?

☑ Youth ☑ Seniors ☑ Disadvantaged ☑ Isolated ☑ Visitors ☐ Other

Strategic Alignment *

Describe how your project delivered against the Shire of York Council Plan 2025 - 2035 Pillars selected in your application

Style B I U Open Sans 14

Delivery of Stated Outcomes *

Please demonstrate how you successfully delivered the outcomes outlined in your application. How was this success measured? Please attach supporting documentation (if applicable) in addition to your answer below. NOTE: Do not ONLY attach a document.

Style B I U Open Sans 14

To promote & Run a York based community event, ie The York Show to promote Agricultural Community Businesses and other NFP organisations Local community - crafts - produce - arts - childrens works on display.

Total Attendees (if applicable)

4500

Please upload supporting documents *

Drag and drop up to 4 files here to upload or Choose files

Marketing, Media and Promotions

How was the Shire of York support recognised? (eg social media posts, logo on uniform, posters, other media etc. Please attached examples of the support)

Style B I U Open Sans 14

Speeches, Website, Social Media, Media Release Show Book.

Please upload supporting documents *

Drag and drop up to 4 files here to upload or Choose files

Feedback from Those Involved

What was the general feedback received from those involved, including volunteers, attendees, competitors etc? (In addition to your answer, please attached examples of the feedback if applicable)

Style B I U Open Sans 14 A

Sludge (Truck Driver) Vendor was very impressed and will return. Vendors were happy with the set up and displays Equestrian had a successful day.

Please upload supporting documents

Drag and drop up to 4 files here to upload or Choose files

FINANCIALS

Please complete the table below outlining your actual income and expenditure

NOTE: Do not included GST in your amounts provided

NOTE: If you received funding over $10,000, please attach a separate budget with a detailed breakdown, providing only overall totals in the table below.

(If you require more lines than those provided, please click the + icon to add lines in the relevant section – eg Income or Expenditure)

STATEMENT OF INCOME AND EXPENDITURE

INCOME

Description	Amount
Cash	
- Shire of York Funding	$ 19215
- Other Funding Amounts	$
- Applicant Contribution	$
- Other	$
In-Kind	

Description	Amount
Shire of York In-Kind	$
Other In-Kind Contribution	$

+ Add

TOTAL INCOME
$ 0.00

EXPENDITURE

Description	Amount
Item 1 Matrix Productions (Generator Hire)	$ 9526
Item 2 Candile International Fireworks Pty Ltd	$ 8243
Item 3	$
etc	$

+ Add

TOTAL EXPENSE
$ ~~0.00~~ 17769

Please Upload a PDF containing supporting evidence of expenditure (invoices/receipts etc) here *

Drag and drop up to **10** files here to upload or Choose files

Did you expend all funds granted by the Shire of York?

○ Yes ✓ No

Was your overall expenditure what you predicted?

✓ Yes ○ No

Please provide an explanation below

Environmental Impacts and Other Considerations

Did the project/event impact on the environment in any way? If yes, please explain in what way and if negative, what remedial works have been undertaken to restore the impact?

Style B I U Open Sans 14 A

Lessons Learned

What were the key lessons learned whilst delivering the project?

The volunteering culture & support for the show is still very strong & growing.

The show is still number 1 for community participation.

Checklist *

- [ ] All Supporting documentation as requested (feedback, financials, promotional etc)

DECLARATION

In affixing my name to this form I the undersigned, on behalf of and with the authority of my organisation, make the following declarations:

We declare to the best of our knowledge that the statements made in this report are true

We have recorded and retained all original invoices and receipts in accordance with the Funding Agreement. We acknowledge that the Shire of York may audit the organisation to verify the accuracy of the information contained in this acquittal

The information contained within the Statement of Income and Expenditure is complete and accurate and does not contain any misleading or fraudulent information

Relevant statutes, regulations, by-laws and requirements of any Federal, State or Local Government have been complied with

Acquittal report duly authorised by:

Title *	First Name *	Last Name *
Ms	Kiara	Sheldon

E-mail (preferred for correspondence) *	Position Held
treasurer.yas.au@gmail.com	Treasurer

By checking the box below and pressing SUBMIT, you are confirming you have the authority to act on behalf of yourself or organisation, and it will be accepted as a digital signature

- [x] I acknowledge selecting this box confirms my authority to submit this application on the behalf of myself and/or the organisation identified in this application and will be received as a digital signature.


Contact Us:
Shire of York 1 Joaquina Street York WA 6302 (08) 9641 0500 records@york.wa.gov.au ABN: 55 315 676 247
I'm not a robot
reCAPTCHA
Submit
Save as Draft

MATRIX PRODUCTIONS
LIGHTING • STAGING • AUDIO • EVENTS • SERVICE

TAX INVOICE

Invoice No	Invoice Date	Payment Terms	Purchase Order No
42561	05/09/25	Payment In Advance	

Customer	Delivery Address
York Agricultural Show PO Box 155 York WA 6302	Forrest Oval Forrest Street York

Booking Contact	Delivery and Pick Up Information	
Bernie Finestone [redacted]	Via: Matrix Deliver Date: Fri 05/09/25	Via: Matrix Pickup Date: Sat 06/09/25

Booking No	Show Name / Reference
CPYORKAG00004	Power Generators

Item Description	Qty	Unit Rate	Total
20kVA Generator	1	$500.00	$500.00
60kvA Generator	2	$750.00	$1,500.00
4kvA 3600W Generator	1	$100.00	$100.00
7kvA Generator	1	$120.00	$120.00
20m 240v Coloured Outdoor Lead	5	$5.00	$25.00
25m 240v Coloured Outdoor Lead	5	$5.00	$25.00
20m 15 amp Lead	2	$7.50	$15.00
6 way x 15 amp 3 Phase Distribution Board	5	$50.00	$250.00
Powerwise PD620 12 way Power Distribution Unit	1	$50.00	$50.00
50m 3 Phase 32 amp Extension Lead	3	$50.00	$150.00
25m 3 Phase 32 amp Extension Lead	3	$35.00	$105.00
Cable Trap 1m 2 channel	30	$10.00	$300.00
Fuel			$500.00
Friday 05 September 2025			
Production Crew - Set up - 5 hrs	3	$85.00	$1,275.00
Saturday 06 September 2025			
System Technician - System Tech - 16 hrs	1	$95.00	$1,520.00
Production Crew - Packdown - 5 hrs	3	$95.00	$1,425.00

Hire & Sales	Discount	Labour	Transport	GST	Total
$3,640.00		$4,220.00	$800.00	$866.00	**$9,526.00**

How to pay:
Bank Transfer – Matrix Productions Australia BSB: [redacted] Account No: [redacted]
Credit Card – We accept Visa and Mastercard

eia

Matrix Productions Australia Pty Ltd | ABN 39 101 080 175
18 Mooney Street Bayswater WA 6053 | PO Box 355 Bayswater WA 6933
08 9371 1551 | accounts@matrixproductions.com.au | www.matrixproductions.com.au

Cardile International Fireworks Pty Ltd

15 Bushey Road
Wembley Downs WA 6019

A.B.N. 89 100 615 076
A.C.N. 100 615 076

CARDILE FIREWORKS

Tax Invoice

Rob Cardile
0418 848 188
rob@cardilefireworks.com.au
www.cardilefireworks.com.au

Invoice No: 00003359
Date: 5/09/2025

Bill To:
York Agricultural Society

Ship To:
York Agricultural Society

DESCRIPTION	AMOUNT	CODE
Fireworks Display 2025 Show	$7,700.00	GST
Permits DMIRS & CASA	$543.00	N-T

Bank Account Details: **Terms** Net

Account Name: Cardile International Fireworks Pty Ltd

[redacted]

Freight:	$0.00	GST
GST:	$700.00	
Total Inc GST:	$8,243.00	
Amount Applied:	$0.00	
Balance Due:	**$8,243.00**	

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Page 1 of 1

York Agricultural Show 2025

Past Event



Event Details

Time: 09:00 AM

Location Barker Street, York

Venue York Recreation and Convention Centre

Cost: Adults $17, Pensioners & Students $7, Children 0 to 15 years Free

Type: General

Audience: All Ages

Enquiries

Contact: Simon Penny

Position: President

Phone: 0417 990 616

Email: president.yas.au@gmail.com

Website: https://yorkagriculturalsociety.org.au/show-day/

Event Date(s)

Saturday, 06 September 2025 | 9:00AM - 9:00PM




SATURDAY 6TH SEPT 2025
York Agricultural Society Inc.
THE 178TH YORK SHOW
STAGE
10.30am - Chris Gibbs
11.30am - Darren Gillis
12.30pm - York True Country Scooters &
Northam Line Dancers
1.15pm - Magic Show with Pierre Ulric
2.00pm - Official York Show Opening
2.45pm - Dancers with Bring the Beat
3.30pm - Dog Jumping Competition
4.00pm - Music with Triple Engine
4.45pm - Young Farmers Competition
5.00pm - Music with Triple Engine
6.15pm - Light up the night with Cat
7.00pm - Fireworks Show Sponsored by
The Shire of York
SHIRE OF York
CSBP
Stage Proudly Sponsored by CSBP
CSBP



9.00am Gates Open

Eftpos at Gate. Acrod parking entrance Barker Street

Exhibition Pavillion - Indoor Netball Court

9am-5pm	York Show Exhibition.
All day	Open all day with exhibits from all ages.
All day	York District High School childrens display

CWA Tea Pavillion

All day	CWA - tea and coffee. Home cooked cakes and scones. Delicious sandwiches.

Environmental Section - Outside Exhibition Pavillion

All day	River Conservation Society Inc.
All day	Wildflower Society - York Branch
All day	Machine Preservation
All day	Woodturners Association of WA - demonstrations of woodturning with items on display and for sale
All Day	Blacksmith Displays

York Ag Society Shed Eastern Verandah

All day	Young Farmers Bags
All Day	Face Painting

Childrens Hub - Old Bowling Club

All day	Playgroup is open. Sit in the quiet, heat up a bottle, toilets, nappy changing or let the kids just run and play in a gated area

Equestrian Area Southern end Forrest Oval and School Oval

9am	Show Jumping Forrest Oval
9am	Horse and Pony Hacking Forrest Oval
9am	Breed Events School Oval
12pm	Harness Events School Oval

CSBP Main Stage

10.30am	Music with Chris Gibbs
11.30am	Music with Darren Gillis
12.30pm	York True Country Scooters & Northam Line Dancing
1.15pm	Magic Show with Pierre Ulric
2.00pm	Official York Show Opening
2.45pm	Dancers with Bring the Beat
3.30pm	Dog Jumping (Near the Stage)
4.00pm	Music with Triple Engine
4.45pm	Tug of War Challenge
5.00pm	Music with Triple Engine
6.15pm	Light up the Night wuth Cat
7.00pm	FIREWORKS simulcast on VOICE OF THE AVON 101.3FM

York Recreational Convention Centre

All day	York Bowling Club Bar
All Day	York Bowling Club Café

Food Area

All Day	Great range provided by our many gourmet food caravans all located near Sideshow. Also check out the menu at The YRCC, and don't forget lunch and scones at CWA Tearooms

York Agricultural Society Shed & Poulty Exhibition (Near Entry)

All day	**York Ag Society Show Office**
All day	Farm Produce
All day	Poultry
All day	Ag Society Office - to collect prize money

Poultry Exhibition

9.00am	Judging commences
3.00pm	Presentation of trophies
All day	Chooks, Ducks, Bantams all on show for you to see

Dunnings Shearing Shed

10.00am	On the hour Sheep shearing demonstration

ATM at Front Gate

All day	Cash out

York Football Club Bar Area

12pm -8pm	York Football Club - Silo Baa

Farmyard Friends

9am - 4pm	Animal display Incredible Creatures Petting Zoo Pygmy Goats Donkeys, Sheep

Dog Jumping Competition & Farm Skills Competiton

4.45pm	Tug of War Challenge Queries contact Brett - 0458 757 547
3.30pm	Dog Jumping Competition Queries contact Joel - 0416 439 303

Around the Grounds

All day	Blacksmith
All day	York Veteran Car Club
All day	Wheatbelt Draught Horses. Meet Betty the Australian Draught Horse
All day	Seth and his working dogs
All day	York Ag Society Show Train
All day	Sideshow Alley & Rides
All day	Dodgem Cars
All day	Face motif in Young Farmers Bag
All day	Monster Ball
All day	Sand Pit and toys
All day	Farm Animals
All day	Ringers Clothing Truck
All day	Machinery Preservation Society
All day	Laser Tag
All day	Paint York REaD near York Show Train

Young Farmers Bag at front gate

9am-3pm	Interactive Showbag. Buy your Young Farmers Bag at the entry gate and then enjoy free activities and giveaways around the ground. Stops marked with a Red flag includes Face motif. Train ride, fruit and colouring book

Times and activities are indicative only and may be changed without notice

SY145-12/25 2025/26 QUELLINGTON ROAD UPGRADES - REQUEST FOR AWARD OF CONTRACT

File Number:	**4.9934**
Author:	**Tim Cummings, Acting Manager Projects & Assets**
Authoriser:	**Rebecca Palumbo, Acting Executive Manager Infrastructure & Development Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. RFT01-2526 Recommendation Report - Confidential**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

Council is requested to authorise the award of a contract to deliver road reconstruction on a section of Quellington Road (Request for Tender (RFT) 01-2526).

BACKGROUND

Quellington Road is a regional distributor road linking York and Meckering. The Shire is progressing widening and reconstruction works on a 0.8 km section between SLK 11.80 and 12.60, located approximately 22 km east of the York townsite.

The total budget for the project is $1,006,087.00 comprising funding from:

1. $283,696 from the Australian Government Roads to Recover Program (RTR)
2. $670,725 from Main Roads Western Australia Regional Road Group (RRG)
3. $51,666 from the Shire of York municipal funds

With the detailed design for the widening and reconstruction now finalised, the project has progressed to the delivery phase.

The Tender was advertised in October 2025 and submissions were invited through the Shire's Tenderlink portal.

The general scope of the works includes road widening, road reconstruction, drainage improvements, and installation of delineation and signage.

COMMENTS AND DETAILS

The Tender documentation was released on 31 October 2025 and submissions closed on 24 November 2025.

When submissions closed four (4) submissions had been received. All four (4) tenders were deemed compliant and displayed an ability to meet the minimum requirements of the contract.

The submissions were reviewed against the selection criteria outlined in the Request by an Evaluation Panel consisting of the Acting Manager Projects & Assets, Acting Executive Manager Infrastructure and Development Services, and Manager of Operations. The Evaluation Panel's Recommendation Report for RFT 01-2526 is presented in confidential Appendix 1 and details the tender process, evaluation methodology, and assessment of all submissions.

The evaluation panel has selected Fulton Hogan Industries Pty Ltd as the preferred tenderer for the Quellington Road Reconstruction, with a tendered amount of $559,024.01 (ex GST) for the services outlined in RFT 01-2526.

The available budget is $1,006,087. With the tender price being less than the allocated budget there is an opportunity to negotiate a scope adjustment with the selected contractor to achieve more improvement work. As the project is predominantly grant funded, not utilising the entire budget would result in the return of grant funding. Available funds would be allocated to this contract and additional project costs such as gravel supply and contingency. The increased scope of works will form part of pre award negotiations with the selected contractor.

OPTIONS

Council has the following options:

Option 1: Council could choose to award the contract to the preferred Tenderer up to the budget amount.

Option 2: Council could choose to award the contract to another Tenderer.

Option 3: Council could choose to decline the award of a contract at all.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Evaluation Panel

Strategic

Council Plan 2025-2035

Pillar 2: Future-ready economy

A diverse, resilient economy with employment and investment growth.

Pillar 4: Comfortable and connected places

Enduring heritage identity, quality infrastructure and built form.

Policy Related

F2 Procurement

Financial

The contract value is fully accommodated within the current project budget, and the 2025/26 budget allocation. An opportunity exists to deliver a greater scope against budgeted funds.

If Council chose not to proceed with these works, the Shire may lose the opportunity to utilise grant funding for the road upgrades. If Council chose to delay these works, it is likely that construction costs would continue to increase further over time.

Legal and Statutory

Section 3.57 of the *Local Government Act 1995* are applicable and state:

"3.57 Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders."

The *Local Government (Functions and General) Regulations 1996* provides statutory requirements for the release and acceptance of tenders.

Risk Related

The works are funded under the RTR and RRG programs, with delivery scheduled for completion within 2025/26. Delays in awarding the construction contract may impact the Shire's ability to meet required delivery timeframes and could place both RTR and RRG funding allocations at risk if grant milestones are not achieved.

Prolonged delays may also expose the project to cost escalation from inflationary pressures and market volatility in the civil construction sector.

Workforce

The scope of this report can be managed with current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
051225

Moved: Cr Kevin Trent **Seconded: Cr Melissa Welsh**

That, with regard to 2025/26 Quellington Road Upgrades - Request for Award of Contract, Council:

1. **Endorses the recommendation of the evaluation panel in accordance with the Recommendation Report, as presented in confidential Appendix 1.**
2. **Awards the contract for Tender 01-2526 for Quellington Road Reconstruction to Fulton Hogan Industries Pty Ltd for no more than the budgeted amount.**
3. **Notes the intent to increase the scope of works up to the budgeted amount.**
4. **Authorises the Shire President and Temporary Chief Executive Officer to affix the Common Seal to all relevant contract documentation between the Shire of York and the preferred tenderer, subject to any variations.**
5. **Authorises the Temporary Chief Executive Officer to make any minor formatting or typographical changes to the contract documentation prior to signing.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

SY146-12/25 YORK AQUATIC FACILITY - DESIGN SERVICES - REQUEST FOR AWARD OF CONTRACT

The Shire President advised that, following advice from the WA Local Government Association, this Item would be considered after the resolution of Item 10.1.

MOTION

RESOLUTION
061225

Moved: Cr Chris Gibbs **Seconded: Cr Monique Hutchinson**

That Item SY146-12/25 - York Aquatic Facility - Design Services - Request for Award of Contract be moved in the Minutes and considered after the resolution of Item 10.1.

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

Refer to Page 456 for consideration of Item SY146-12/25.

SY147-12/25 2024/25 ANNUAL REPORT AND ANNUAL ELECTORS MEETING

File Number:	**4.10863**
Author:	**Gemma John, Project Officer**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. 2024/25 Annual Report**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the 2024/25 Annual Report to Council for consideration and, if satisfactory, approval. Providing local public notice of the availability of the Annual Report and advertising the date of the Annual Electors Meeting is also requested.

BACKGROUND

In accordance with Section 5.53 of the *Local Government Act 1995* (the Act) the Shire is required to prepare an Annual Report for each financial year ending 30 June. The content of the Annual Report is prescribed by the Act and includes a summary of the Shire's activities during the previous financial year, statistics, statutory reporting and the Audited Annual Financial Report.

In accordance with Section 5.54 of the Act the Shire is required to provide the Annual Financial Report to the auditor by 30 September for the previous financial year. Section 7.2 of the Act requires that the accounts and annual financial report of the local government are audited by an auditor and Section 7.9 prescribes the conditions under which the audit is to be conducted. Part 4 of the *Local Government (Financial Management) Regulations 1996* prescribes what is to be included in the report.

Section 5.27 of the Act requires Council to conduct an Annual Electors Meeting not more than fifty-six (56) days after the acceptance of the Annual Report for the previous year.

COMMENTS AND DETAILS

The 2024/25 Annual Report is presented in Appendix 1, with highlights from the Shire's activities for the last financial year including:

- The new Council Plan 2025-2035 adopted, combining both the Corporate Business Plan and the Strategic Community Plan
- Received first milestone payment of $3.15 million as part of key funding for the Light Industrial Area upgrade including $8 million from the Federal Government and $1 million from Main Roads WA.
- Location and size of the new aquatic facility development confirmed
- New toilets installed at the Off-Road Vehicle Track

- York appearing on various media including Destination WA, ABC Breakfast News and as the location for several documentaries
- Filming opportunities of The Travellers contributed to economic development and added to York's film friendly reputation
- Cultural Burning Program won runner-up in both the State Resilient Australia 2024 Local Government Awards and the National Awards for Location Government with Honourable mentions – Disaster Readiness and Recovery and Outstanding Small Rural/Remote Council
- Completed $3.5 million in road construction projects targeting road safety initiatives on Regional Distributor Roads

It should be noted the date of adoption will be included on the Annual Report once Council has resolved to accept it.

Audited Annual Financial Report

On Tuesday 25 November 2025, the Shire received an audited copy of the Shire's Annual Financial Report and the Office of the Auditor General's Independent Auditor's Report.

Annual Electors Meeting

To comply with Section 5.27(2) of the Act, the Annual Electors Meeting (AEM) needs to be held no later than fifty-six (56) days from adoption of the Annual Report. This means the AEM can be held no later than Tuesday 10 February 2026. If the Annual Report is adopted at this Meeting, it is proposed the AEM be conducted on Tuesday 3 February 2026 at 6.30pm and that this date is publicly advertised for a minimum of fourteen (14) days.

OPTIONS

Council has the following options:

Option 1: Council could choose not to accept the Annual Report. However, as the Audited Financial Report has been received, Council is required under Section 5.54(2) of the Act to accept the Annual Report within two (2) months of receipt.

Option 2: Council could choose to accept the Annual Report, direct the Temporary Chief Executive Officer to give local public notice of its availability and conduct the AEM on Tuesday 3 February 2026 at 6.30pm with that date publicly advertised for a minimum of fourteen (14) days.

Option 2 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

The Act requires the Annual Report, which includes the Annual Financial Report to be made publicly available. One adopted, the Annual Report will be available on the Shire's website and in hard copy available from the Shire Administration Office, Library and CRC.

Strategic

Council Plan 2025-2035

Goal 5: Strong Governance, Responsive Leadership

Community-informed, responsive leadership and strong governance.

Policy Related

F3 Significant Accounting Policies

G18 Integrated Planning and Reporting – Reporting

G19 Risk Assessment and Management

G25 Compliance

O5 Asset Management

Financial

Costs for conducting the audit are included in the 2024/25 budget at GL: 042193 ($85,800). The OAG have not yet confirmed the final cost for this audit.

Legal and Statutory

Sections 5.53 to 5.55A of the Act are applicable and state:

"5.53. Annual reports

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain —

(a) a report from the mayor or president; and

(b) a report from the CEO; and

[(c), (d) deleted]

(e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and

(f) the financial report for the financial year; and

(g) such information as may be prescribed in relation to the payments made to employees; and

(h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and

(ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and

(hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —

(i) the number of complaints recorded in the register of complaints; and

(ii) how the recorded complaints were dealt with; and

(iii) any other details that the regulations may require;

and

(i) such other information as may be prescribed.

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government."

Section 5.27 of the Act is applicable to Annual Electors Meetings and states:

"5.27. Electors' general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed."

Risk Related

Accepting the Shire's Annual Report and conducting an AEM is a legislative requirement. Failure to do so exposes Council to compliance risk. This report and appendices mitigate that risk.

Workforce

The scope of this report can be managed within existing operational capacity.

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
071225

Moved: Cr Denese Smythe Seconded: Cr Kevin Trent

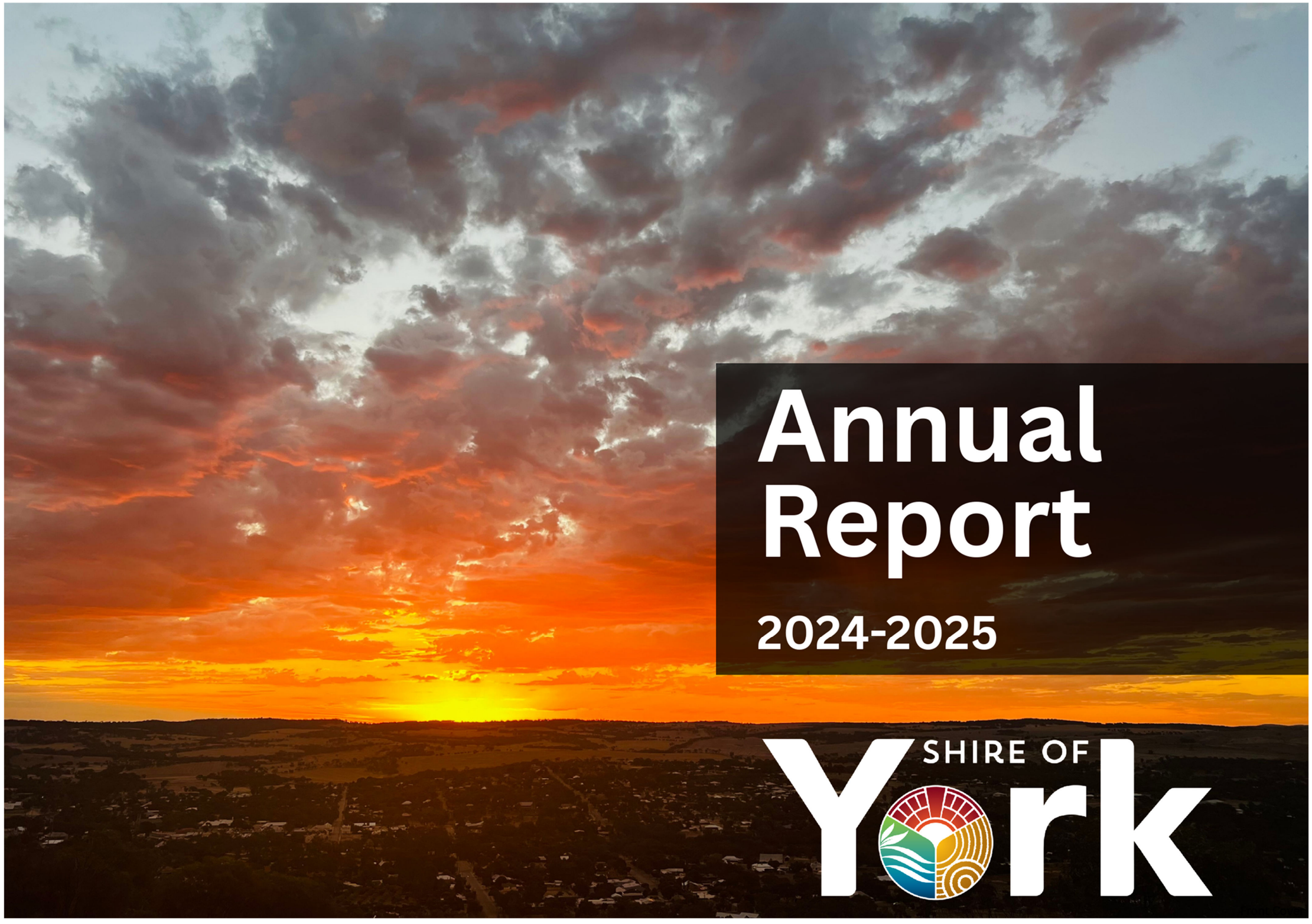
That, with regard to the 2024/25 Annual Report and Annual Electors Meeting, Council:

1. **Resolves to accept the Annual Report for the year ended 30 June 2025, as presented in Appendix 1, noting that it incorporates the Audited Financial Report.**
2. **Authorises the Temporary Chief Executive Officer to make any minor typographical and formatting changes to the 2024/25 Annual Report prior to publication.**
3. **Requests the Temporary Chief Executive Officer to provide local public notice of the availability of the 2024/25 Annual Report.**
4. **Authorises the Temporary Chief Executive Officer to convene the Annual Electors Meeting to be held on Tuesday 3 February 2026 at 6.30pm at the Community Resource Centre.**

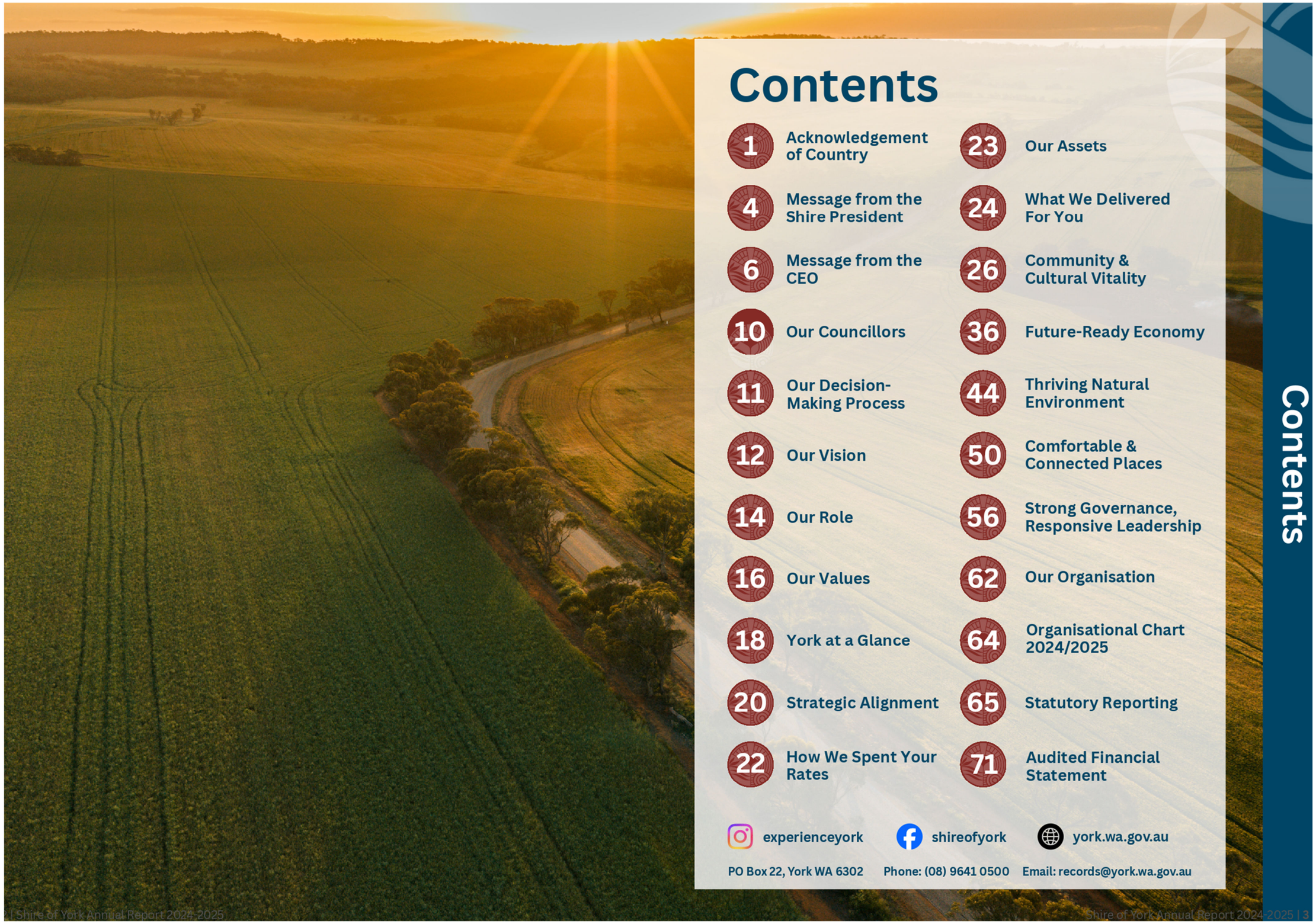
In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY


Annual
Report
2024-2025
SHIRE OF
York


ACKNOWLEDGEMENT OF COUNTRY
The Shire of York acknowledges the Ballardong people of the Noongar Nation who are the Traditional Owners of the land in this area and recognises their continuing connection to land, water, sky and culture.
We pay our respects to all these people and their Elders past, present and emerging.
Shire of York Annual Report 2024-2025 | 1



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experienceyork shireofyork york.wa.gov.au

PO Box 22, York WA 6302 Phone: (08) 9641 0500 Email: records@york.wa.gov.au

Message from the Shire President

The 2024–25 financial year was a defining period for the Shire of York, a year centred on long-term planning, sound governance and preparing for the future. Council's focus has been on safeguarding York's prosperity through careful financial management, strategic decision-making and an enduring commitment to the people we serve.

This year saw the completion and adoption of the Council Plan 2025–2035, endorsed by Council in April 2025. The Plan represents a major milestone for our community. It replaces the former Strategic Community Plan and Corporate Business Plan, combining them into a single, integrated document that links community aspirations with four-year deliverables and the annual budget. Importantly, it sets out a ten-year vision shaped by more than a thousand community insights gathered during extensive engagement in late 2024 and early 2025. The result is a clear and shared direction for York's next decade, a plan that places community, heritage, environment and good governance at its core.

Council also strengthened its strategic approach to roads and asset management this year. The adoption of the Roads Hierarchy Policy in May 2024, alongside continued implementation of the Transport Asset Management Plans, has provided a clearer and more consistent framework for how roads are prioritised across the Shire. This strategic foundation will be further supported by the Roads Operational Plan, scheduled for completion in August 2025.

Strong advocacy with Main Roads WA continued throughout the year, helping to progress major safety upgrades along Great Southern Highway, specifically the Lakes Road section, scheduled for delivery in 2025–26. While this work sits ahead, the planning and negotiation undertaken during 2024–25 reflects Council's focus on long-term outcomes and building strong partnerships.

Importantly, feedback from residents regarding Council's approach to roads has been highly positive. Many community members contacted the Shire to acknowledge not only the clearer priorities and long-term planning, but also the visible work underway across the Shire. This encouragement is appreciated and reinforces that our strategic direction is delivering meaningful outcomes for the community.



The spirit of community remains at the heart of everything we do. ANZAC Day at Wongborel (Mount Brown) once again brought the community together in solemn reflection and gratitude, a moment to honour those who served and to recognise the strength and unity of regional communities like ours.

Australia Day 2025 captured that same sense of connection in a different way, with a full day of free community events, the Citizen of the Year Awards and a vibrant program at the York Swimming Pool. The three-day *Ballardong First!* cultural celebration, held in partnership with the local Noongar community, River Conservation Society and Wheatbelt Arts & Events Inc., brought people together to share culture, history and pride. It was a powerful reflection of how celebration and reconciliation can unite our community.

I extend my sincere thanks to my fellow Councillors, our Chief Executive Officer, and the dedicated Shire of York staff for their professionalism and commitment. I also thank our residents, volunteers and community partners whose input and participation guide our work.

> "...a year centred on long-term planning, sound governance and preparing for the future.

With the Council Plan now in place, and major projects advancing, York is well-positioned for a decade of sustainable growth, strong governance, and community resilience. It has been a privilege to serve as Shire President during this pivotal year as we build a confident future for our community.

Kevin Trent

CR KEVIN TRENT
SHIRE OF YORK PRESIDENT



Message from the CEO

The Shire of York Chief Executive Officer (CEO) for 2024-2025 was Chris Linnell. After serving as CEO of the Shire of York since February 2020, Council received his resignation at the July 2025 Ordinary Council Meeting. At the time of writing this report, Council has appointed Executive Manager Corporate and Community Services, Alina Behan, as Temporary Chief Executive Officer until the CEO recruitment process has occurred and a new CEO appointed. The Shire of York Council and Administration would like to thank Chris Linnell for his exemplary leadership during his tenure and his dedication to building staff culture has left a legacy that will remain long after his departure.

It is my pleasure to present the CEO's Annual Report for 2024-25. A year marked by strategic progress, strong financial stewardship, operational delivery across the Shire, and continued growth in York's reputation as a vibrant, culturally rich, community-focused regional centre.

Strategic Highlights

This year delivered several long-term planning and governance milestones that position the Shire for the decade ahead.

The Council Plan 2025–2035 advanced through extensive community engagement, involving York District High School, the Greenhills community, the Aboriginal Advisory Group, local playgroups, businesses, and participants at several open forums. This broad outreach in December 2024 ensured that the Shire's long-term vision reflects diverse perspectives and community priorities.
Financial governance remained strong. The Office of the Auditor General issued an unqualified (clean) Audit Opinion for the 2023–24 financial year, reaffirming our commitment to transparency, accountability, and sound financial management.

> **"Together, we are meeting the needs of today while building a resilient, vibrant, and confident Shire for generations to come**

The Shire strengthened its governance with the renewal of the Audit, Risk & Improvement Committee. Expressions of interest for external committee members were advertised in June 2025, enhancing oversight, continuous improvement, and risk management.



Major Projects

Several strategic projects progressed during the year, each contributing to community wellbeing, economic development, and the enhancement of key precincts.

The York Aquatic Facility Renewal remains one of Council's most significant undertakings. Following the completion of the feasibility study, Council resolved in February 2025 to plan for a new 50-metre pool in the north-west corner of the Recreation Precinct. Planning is now underway, with the appointment of a design consultant scheduled later in the year as well as ongoing engagement to ensure the design reflects community expectations.

The $10.8 million Light Industrial Area upgrade progressed with design contracts expected to be awarded in July 2025. The upgrade will deliver major improvements to freight accessibility and business operations. Once complete, Restricted Access Vehicles will be able to legally enter the precinct for the first time, strengthening York's economic capacity.

The Macartney Street Revitalisation Project also progressed through its design phase. A landscape architect and traffic engineer were appointed, and a lease agreement was finalised with the York Co-operative, laying the groundwork for a transformative town-centre upgrade.

Operational Highlights

The Shire delivered an extensive capital works and maintenance program focused on safety, functionality, and public amenity.

Major roadworks were undertaken across the district, including upgrades to Spencers Brook Road, Goldfields Road, and Quellington Road, alongside grading across the unsealed network. Significant bridge and infrastructure repairs were completed, including works on the Glebe Street bridge, Pool Street swing bridge, and concrete repairs to the York Recreation and Convention Centre (YRCC) basketball courts.

Recreational infrastructure also received enhancements, including improvements to the Off-Road Vehicle (ORV) Track, installation of a new modular toilet, and coordinated track maintenance.

Accessibility remained a priority. The Shire delivered the Access & Inclusion Expo at the YRCC, upgraded footpaths and pram ramps on Howick Street, and installed a new accessible front counter at the administration building.



Message from the CEO



Community & Recognition

York's cultural identity and community spirit were showcased through media exposure, major events, and national recognition.

York continued to feature prominently on national screens, appearing in Curtin University's Don't Talk About the Monster on the Roof, SBS's Sorry, Not Sorry, and as a filming location for Runt, The Twelve, and The Travellers further cementing York's reputation as a film-friendly destination.

York's feature on Destination WA highlighted the Shire as a must-visit regional destination, and Shire representatives were interviewed on ABC Breakfast News in April 2025 to discuss local initiatives.

The year concluded with York receiving third place in the 2025 Top Tourism Town Awards, demonstrating the strength of our visitor economy.

The Shire's pilot project, Re-introducing Traditional Aboriginal Mosaic Cultural Burning to Ballardong Country, was recognised nationally through multiple award nominations and received Highly Commended at the 2024 State Resilient Australia Local Government Awards.

Workplace safety also remained a core focus, with the Shire earning a Tier 2 Diligence in Safety Award from LGIS (Local Government Insurance Scheme).

Conclusion

The 2024-25 year has been one of steady momentum, community connection, and purposeful delivery. We strengthened governance, advanced major projects that will shape York's future, and elevated our regional and national profile.

These achievements reflect the commitment of Council, the dedication of staff, the support of volunteers and community partners, and the pride of our wider community.

Together, we are meeting the needs of today while building a resilient, vibrant, and confident Shire for generations to come. I look forward to the year ahead.

Alina Behan

ALINA BEHAN
SHIRE OF YORK TEMPORARY CEO



Our Councillors



Shire President
Cr Kevin Trent OAM RFD JP
Term Expires: October 2025

Deputy Shire President
Cr Denis Warnick
Term Expires: October 2025

Cr Chris Gibbs
Term Expires: October 2027

Cr Kevin Pyke
Term Expires: October 2027

Cr Denese Smythe
Term Expires: October 2027

Cr Peter Wright
Term Expires: October 2025

Position Vacant
James Adamini resigned November 2024

Our Decision-Making Process

1

Second Tuesday of the month

Concept Forum
Closed to public
5.00pm start

To discuss:
- Current matters of local or regional significance
- Matters relating to future direction of the Shire
- Emerging changes for the local government sector and implications to the Shire

The following applies:
- There is no debate on any matter
- No decisions will be made
- Conflicts of interest are to be declared

Agenda provided to Councillors by COB Friday before Concept Forum

2

Third Tuesday of the month

Agenda Briefing
Open to the public
5.00pm start

- Opportunity for Councillors to ask questions or seek clarification on items included in the Agenda
- Members of the public may attend but there is no opportunity for public participation

The following applies:
- There is no debate on any matter
- No decisions will be made
- Conflicts of interest are to be declared

Agenda provided to Councillors and published on Shire's website by COB Friday before Agenda Briefing

3

Fourth Tuesday of the month

Ordinary Council Meeting
Open to public
5.00pm start

- Councillors to consider items on the agenda comprising of Officer's reports and recommendations
- Members of the public may participate through Petitions, Deputations and Public Question Time

The following applies:
- Conflicts of interest are to be declared
- Meeting procedures in accordance with Standing Orders Local Law

Agenda provided to Councillors and published on Shire's website by COB Friday before Agenda Briefing.
Any updates (Addendums) following Agenda Briefing are provided to Councillors and published on Shire's website as soon as practicable prior to the Ordinary Council Meeting (OCM).

*December OCM is held on the third Tuesday and no OCM is held in January

Our Vision

A vibrant, family-friendly lifestyle and cultural destination where rich heritage, sense of place and connected community shape a thriving future

Our Pillars of Aspiration

Community & Cultural Vitality

A strong, inclusive community supporting all cultures and generations



Future Ready Economy

A diverse, resilient economy with employment and investment growth



Thriving Natural Environment

A climate-resilient, healthy natural environment



Comfortable & Connected Places

Enduring heritage identity, quality infrastructure and built form



Strong Governance, Responsive Leadership

Community-informed, responsive leadership and strong governance



The Shire of York exists to provide, facilitate and advocate for services, infrastructure and facilities to improve the quality of life for everyone in the district. It has varying roles to play when working towards achieving the vision and goals set by our community

OUR ROLE

PARTNER

- Establishing and maintaining formal and informal partnerships and alliances to strategically leverage Shire capacity and resources to maximise our reach and impact
- Building capacity of community groups and others to support delivery through volunteering programs, grant funding and sponsorships

ADVOCATE

- Advocating for community interests to regional agencies, Federal and State Government departments
- Championing local priorities in funding discussions and regional planning processes
- Building partnerships with key stakeholders to influence decisions that affect the community

DELIVER

- Provide parks, roads, drainage, waste management and cultural facilities
- Maintaining infrastructure assets such as parks, playgrounds and buildings
- Providing non-asset-based services including tourism, economic development and a range of social services such as library facilities and the Community Resource Centre

REGULATE

- Ensuring public health standards in food premises
- Regulating compliance for new buildings and land use
- Balancing operational requirements with potential community impact
- Monitoring environmental and safety compliance across community spaces
- Enforcing local laws to support safe neighbourhoods


TAKE OWNERSHIP
We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity
ACHIEVE TOGETHER
We collaborate internally and externally to achieve better outcomes together
INSPIRE & UPLIFT
We bring our best self to work, and strive to make a positive impact on our colleagues and community
SHAPE THE FUTURE
We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community - today, and for future generations
Our Values
The importance of organisational values cannot be underestimated. They are the essence of our identity and are the unseen drivers of all decision-making within the Shire. Our values represent 'who we are and how we do things around here'.

York at a Glance

$1,127
Median Household Weekly Income

2669
Rateable Properties

56
Median Age

12.6%
University Qualification

21.9%
Volunteering rate

35%
Has 1 or more long term conditions

3649
Population

3.9%
Speaks language other than English

52%
% in the labour force

5.7%
Needs help with care activities

4.2%
Indigenous

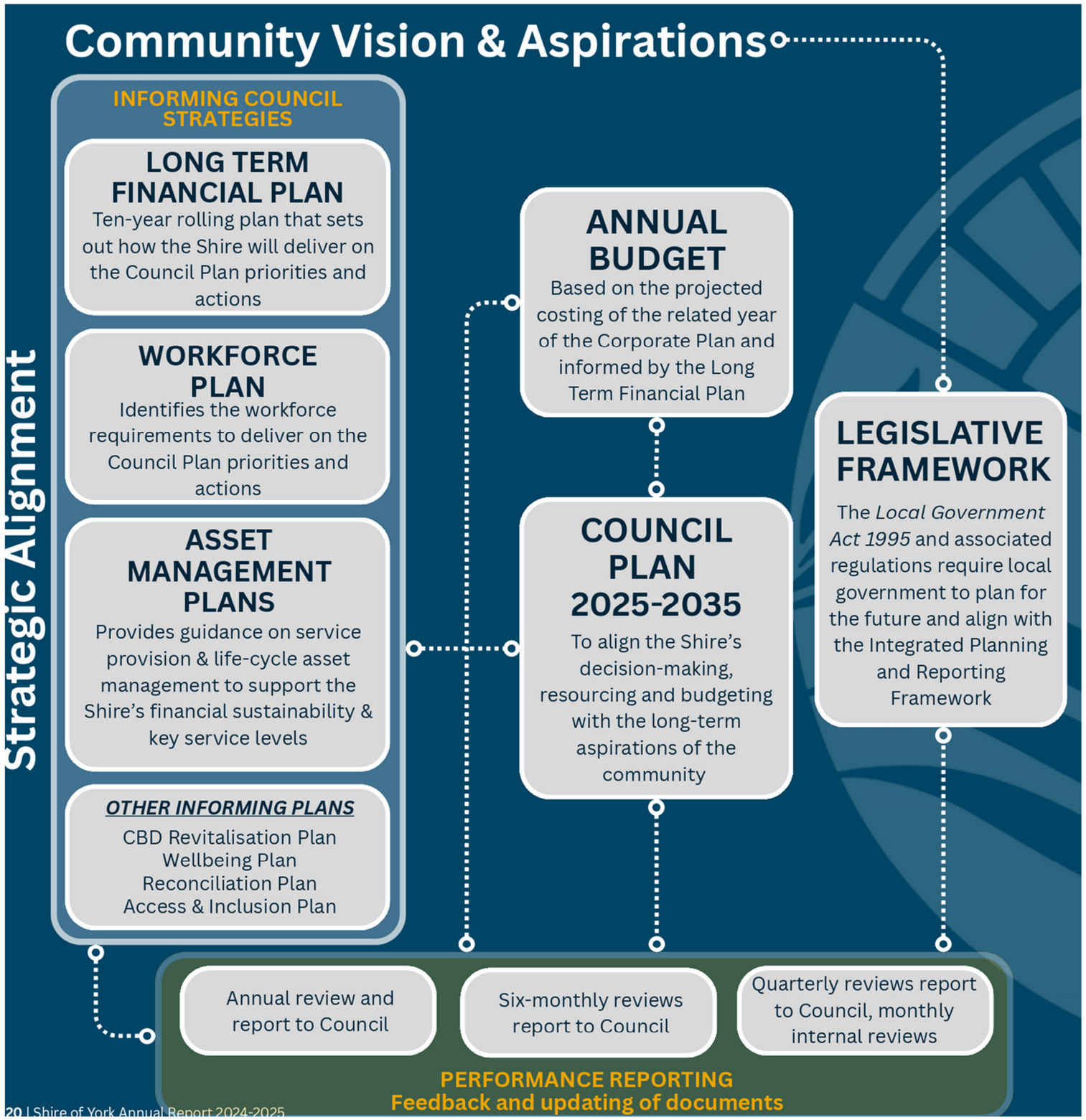
65+

33%
Aged over 65

422
Total number of businesses



213,159
Hectares in Shire



Strategic Alignment

In April 2025 Council adopted its inaugural Council Plan 2025-2035, combining both the Strategic Community Plan and the Corporate Business Plan into one document.

In the Plan, Council has outlined specific 4-year deliverables to meet the key issues and challenges identified by our community, covering the following themes:

- Social
- Economic
- Natural Environment
- Built Environment
- Governance and Leadership

In collaboration with our community, industry and government partners, delivery of these projects will work towards achieving the outcomes identified in the community's vision to help meet the challenges of the future.

Scan the QR Code to download the Shire's reviewed Council Plan 2025-2035

Key Service Delivery Costs

The infographics illustrate the cost to provide key service delivery areas to our community during the financial year



Development Services
$947,330



Recreation & Culture
$3,221,931



Tourism & Area Promotion
$669,984



Fire Prevention
$289,100



Cemetery
$157,648

Road & Bridge Maintenance
$2,246,058



Waste Management
$1,007,211



Road Construction
$3,674,313



Economic Development
$315,279



Animal Control
$254,906



Our Assets



Sports Facilities
5



Parks & Reserves
10



Public Amenties
9



Community Buildings
29



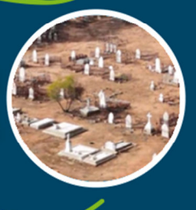
Unsealed Roads (km)
467



Sealed Road (km)
268



Libraries
1



Cemeteries
1



Trees Planted
950



Footpaths (km)
15



Playgrounds
7



Bridges
22


The Travellers

Tree Planting


Wildflowers, Birds and Reserves


New Front Counter - All Access


YORK 2035
TOGETHER WE THRIVE
York Business Association
York
Council Plan Consultation


#australiaday
#reflectrespectcelebrate
Australia Day
WE'RE ALL PART OF THE STORY.
YORKids
Youth Feedback

Community & Cultural Vitality

A strong, inclusive community supporting all cultures and generations





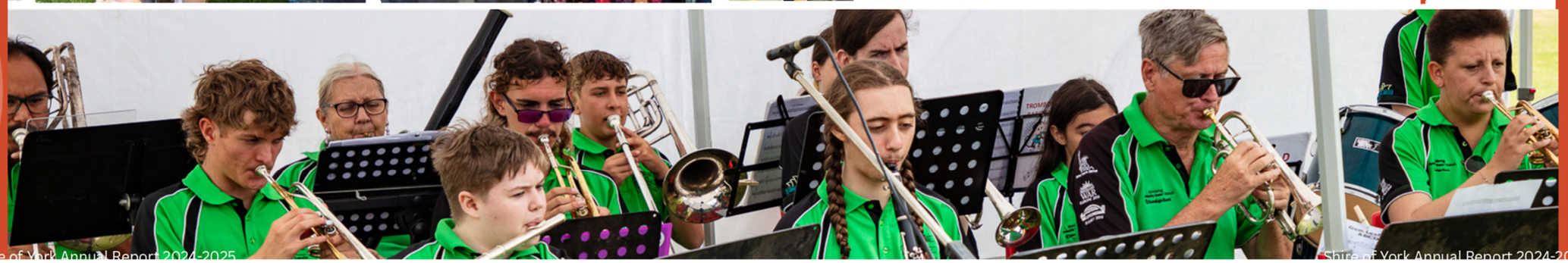


PRIORITIES

- Assist place, education and employment opportunities for young people
- Advocate for improvements in healthcare services and infrastructure for an aging population
- Strengthen First Nations and cultural identity
- Advocate for housing supply and diversity
- Facilitate access to community facilities for all life stages
- Strengthen community stewardship and volunteerism

HIGHLIGHTS

- Intergenerational Morning tea held at Balladong Gardens Estate bringing all ages together
- “Ride & Shine” Ride to School morning in collaboration with York CRC, Westcycle, York DHS, Shire of York and York Police and local businesses.
- CRC celebrates one year operating under the Shire of York
- Archaeological excavation at the historic site of the former Gerald Mission (1851–1855)



Community & Cultural Vitality

Community & Cultural Vitality



Citizen of the Year – Monique Hutchinson (accepted by Val Menezes)



Senior Citizen of the Year – Helen Grainger



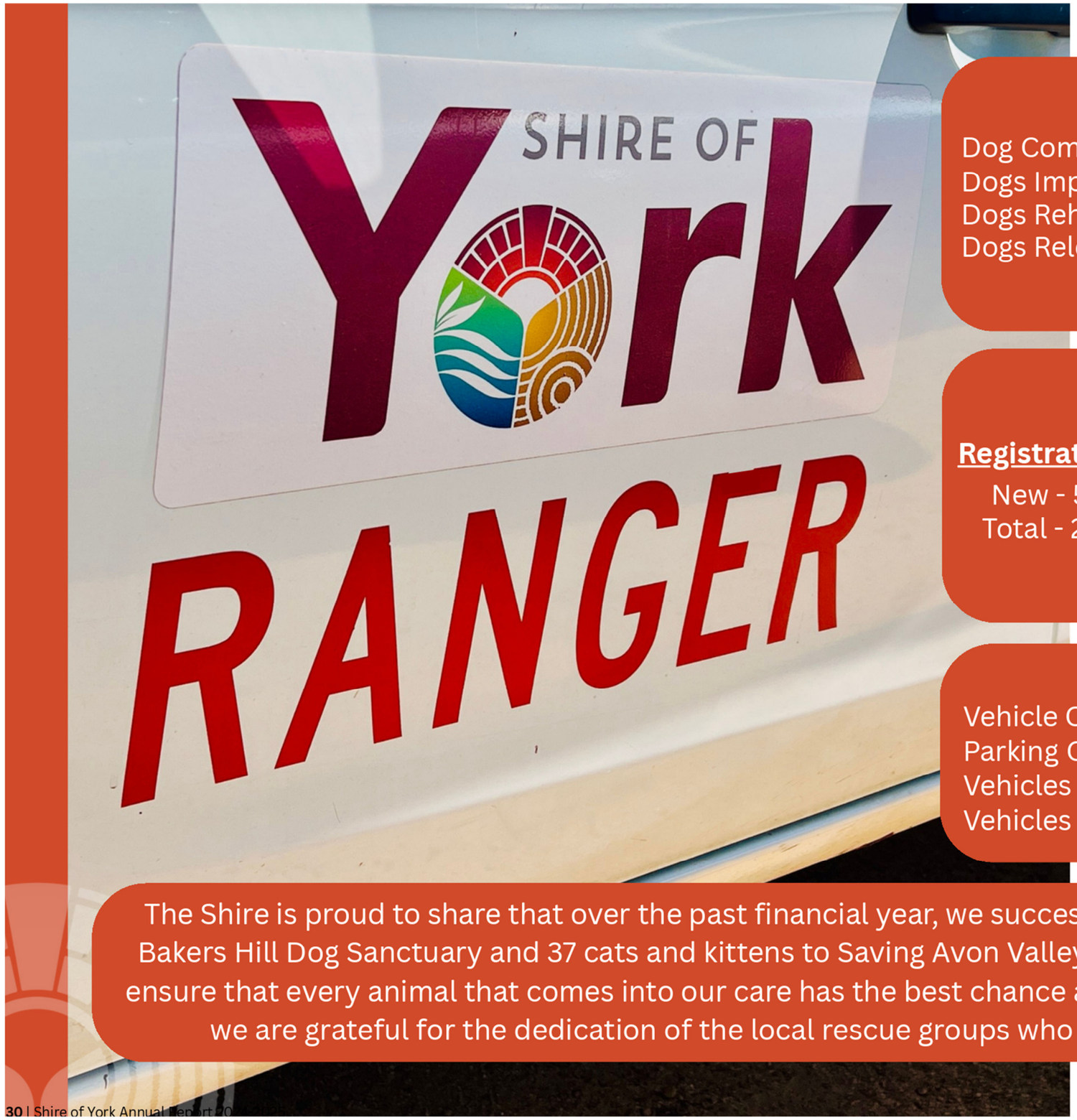
Active Community Group or Event of the Year – Healthy Self Wellness York (HSWY)

Citizen of the Year Awards 2025

The Citizen of the Year Awards celebrate the people who make our regional community stronger, kinder and more connected. Each year, these awards recognise local residents who give their time, skills and energy to improve the lives of others. They highlight the quiet achievers, the dedicated volunteers, and the community groups whose efforts often happen behind the scenes but have a lasting visible impact.

In a regional community, these contributions matter deeply. Our town relies on people who step forward to support local events, strengthen community spirit, care for neighbours, preserve our history and make our region a better place to live.

The awards remind us that strong communities are built by individuals who choose to make a difference.



Dogs

Dog Complaints - 35
Dogs Impounded - 25
Dogs Rehomed - 6
Dogs Released - 18

Registrations
New - 92
Total - 927



Cats

Registrations
New - 50
Total - 219



Cat Complaints - 25
Cats Impounded - 54
Cats Rehomed - 37

Cars

Vehicle Complaints - 12
Parking Complaints - 12
Vehicles Removed - 0
Vehicles Impounded - 0



The Shire is proud to share that over the past financial year, we successfully rehomed 6 dogs to the Bakers Hill Dog Sanctuary and 37 cats and kittens to Saving Avon Valley Animals. These partnerships ensure that every animal that comes into our care has the best chance at a safe and loving future, and we are grateful for the dedication of the local rescue groups who help make this possible.

Community & Cultural Vitality

Community & Cultural Vitality

YOUR LIBRARY

Physical Items Issued
17,937

E-Resources Issued
4,989

New Members 2024/25
102

New Stock Items Added
2,648



Total Active Members - 1,268

York Agricultural Society	Multi Year - York Show	$18,300
Flour Mill Emporium	Multi Year - Meet The Makers	$4,000
York RSL	Multi Year - Anzac Day Celebrations	$3,500
York Christmas Festival Inc	Multi Year - York Christmas Festival 2024	$16,750
York Community Radio Inc	Multi Year - Voice of the Avon 101.3FM	$4,000
York District High School	Multi Year - End of Year Awards Ceremony	$2,500
River Conservation Society Inc	Multi Year - Revegetation, Weed Control, Workshops & Events	$12,972
Wheatbelt Arts & Events	Multi Year - York Photographic / Art / Craft Awards, Research Support	$10,000
York Croquet Club	Community Funding October 2024 - Club Room Renovations	$3,870
Wheatbelt Arts & Events	Community Funding October 2024 - Ballardong First 2025	$2,000
River Conservation Society Inc	Community Funding April 2025 - Avon River Rough Terrain Project	$7,294
Wheatbelt Endurance Riders	Community Funding April 2025 - Greenhills Endurance Ride 2025	$2,000
York Imperials Cricket Club	Community Funding April 2025 - Forrest Oval Cricket Wicket Upgrade	$10,000

FUNDING PROVIDED TO SUPPORT COMMUNITY FOCUSED ACTIVITIES



Michelle Kickett Artist in Residence at the archaeological excvation



UWA Students undertaking archaeological excavation at the Gerald Mission site June 2025

During the archaeological excavation at the historic site of the former Gerald Mission (1851–1855), Artist in Residence Michelle Kickett (pictured top), a proud local Ballardong artist, spent four days on-site alongside archaeologists providing the inspiration for a painting that will become an important feature of The Waugal Rising, an ambitious Aboriginal River Trail project that is planned to offer an immersive experience along the Gogulyar Bilya/Avon River.

This groundbreaking fusion of Ballardong cultural heritage, art and historical archaeology is a proud moment for our community.

LOOKING FORWARD TO 2025/2026

- A permanent interactive light display to be developed at Avon Park as part of the Waugal Rising project
- “Stitches in Time” collaboration with CWA York Branch exploring traditional crafts
- NOM School Holiday Program aiming to improve nutrition knowledge and skills to instill confidence in selecting and cooking healthier options
- NBN Co Scam Awareness Session to empower residents to spot scams
- Providing the opportunity to attend a Mental Health First Aid Certification course here in York



Driving the York Economy Forward

A diverse, resilient economy with employment and investment growth

Driving the York Economy Forward

PRIORITIES

- Strategic growth of cultural tourism and the destination economy
- Position York as investment ready to attract diverse business and industries
- Strengthen small business support

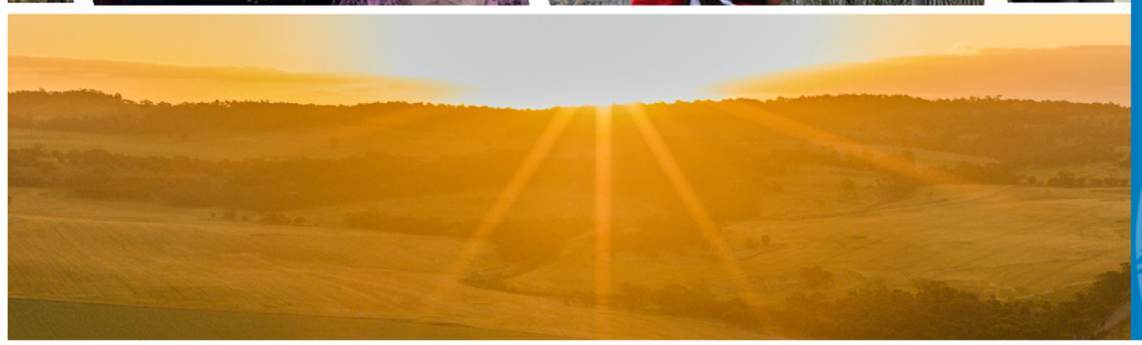
HIGHLIGHTS

- York was awarded Silver in the Tourism Council WA Small Top Tourism Town Award, reinforcing York's growing profile and visitor appeal
- Financially supported and attended the York Business Association's multiple business forums, regular meetings, the Spring into York Festival and the York Heritage Weekend, all designed to support local businesses.
- YORKids recorded a strong attendance with over 1,500 visitors, a total of 89% indicated they would return next year
- The York Motorcycle Festival transitioned to a new event manager and attracted over 5,000 attendees
- York recorded strong visitor growth with an 32% increase in visitation from 63,621 in 2023/24 to 84,425 in 2024/25
- Collaboration between the Shires of York, Northam, Beverley, Toodyay and Goomalling was strengthened through the launch of the new Avon Valley Alliance website and social media suite promoting the Avon Valley as a united regional tourism destination.
- 7,000 copies of the York Christmas Guide were distributed, promoting local gift buying from 32 businesses who chose to be included.









York on the Big Screen

York continued to gain strong regional and national attention throughout the year with several high-profile media and film initiatives showcasing the town's character, people and landscapes.

Destination WA featured York across two dedicated episodes, each attracting an average audience of 218,000 viewers. This provided substantial national and international exposure, reinforcing York's reputation as a vibrant regional destination.

In August, the feature film The Travellers was filmed across multiple locations in York, drawing significant interest from the Australian film industry. The production brought an acclaimed cast and crew to town, including Bryan Brown, Luke Bracey and Susie Porter, under the direction of award-winning filmmaker Bruce Beresford.

York also hosted the premiere of Runt at the historic Town Hall. The event generated strong community participation, with more than 300 students attending school screenings during the day and a further 400 community members attending the evening showcase.

Audiences were treated to a special appearance by the film's animal stars, and the premiere generated wide-reaching media coverage that shone a positive spotlight on York.

National visibility continued when ABC News Breakfast broadcast live from outside the York Town Hall in April. The program, hosted on site by James Glenday and Nate Byrne, aired nationally on ABC TV and ABC iView. The broadcast featured conversations with Shire President Cr Trent, discussing life in York and regional Western Australia; Rebecca Atkinson, Manager of Tourism and Economic Development, who highlighted York's tourism strengths; Troy Granville, Community Emergency Services Manager, who spoke about cultural burning and land management; and Lindon Mellor, Acting CEO, who provided insight into the Shire's position on proposed Allawuna Landfill and local planning matters.

Collectively, these initiatives significantly elevated York's profile, strengthened community pride, and showcased the region's stories to audiences across the country and beyond.











Driving the York Economy Forward

FUNDING PROVIDED TO DRIVE ECONOMIC GROWTH

York Business Association	Multi-year Agreement - Training and Support the York Business Community	$8,675
Hardwired Events	Multi-year Agreement - York Motorcycle Festival	$30,000
Wheatbelt Arts & Events	Multi-year Agreement - York Festival	$28,500
York Motoring Events	York Motor Show	$12,000

Experience York App Total Subscribers

1834



% Increase in Experience York App Downloads

50%

Christmas Gift Guides

7,000

Total Businesses in Xmas Guide

32

Visitors to the Town Hall

84,015

Experience York App Downloads

630

Major Events Held

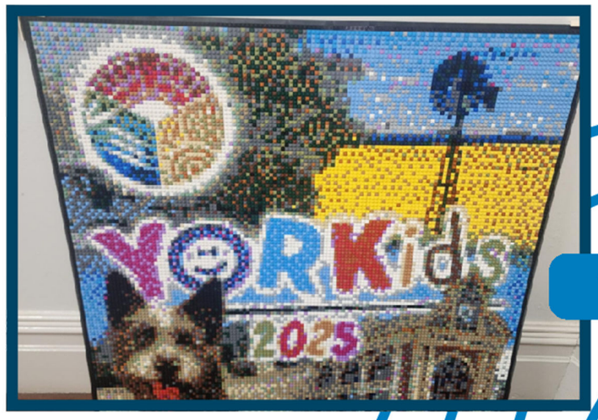
23

Official Town Hall Tours

20

LOOKING FORWARD TO 2025/2026

- Author Craig Silvey returning to York for book launch of *Runt and the Diabolical Dog-Napping*
- Early development of the feature film *The Golden Age*
- Promotion of York at the Caravan and Camping Show to showcase York as a visitor destination
- YORKristmas festival as a new Shire-led event celebrating community, local businesses and building visitor capacity during the Christmas period
- Launch of Build York. A new collection of iconic York buildings recreated as LEGO-style models available for purchase
- Development of the Shire of York Economic Development Strategy to plan for future industry strengthening and diversification whilst supporting the growth of existing industries



YORKids giant LEGO mural



Acting CEO Alina Behan and Manager Tourism and Economic Development Rebecca Atkinson with the Small Tourism Town Bronze Award



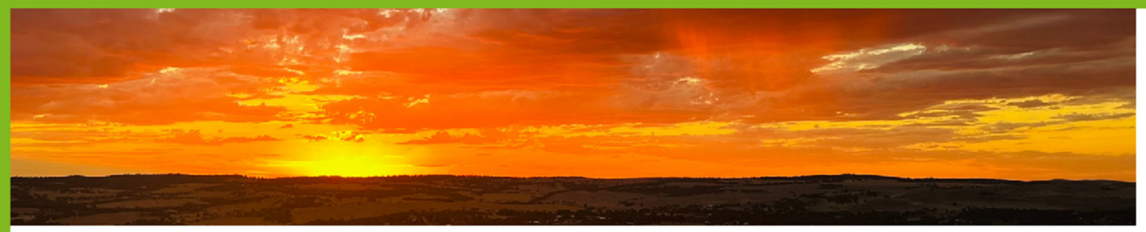
Driving the York Economy Forward

In May 2025, the Shire of York was honoured with the Bronze Award in the Tourism Council WA's Small Tourism Town category.

This state-wide recognition reflects York's ongoing commitment to delivering authentic visitor experiences, celebrating our heritage, and strengthening the town's position as a key destination in the Wheatbelt. The award highlights the collaborative efforts of the Shire, local businesses, community groups, and volunteers who continue to contribute to York's welcoming atmosphere and vibrant tourism offering.

Thriving Natural Environment

A climate-resilient, healthy natural environment













PRIORITIES

- Continue to improve the quality of bushland and Gogulyar / Avon River
- Advance climate and sustainability position and commitments
- Enhance access to and enjoyment of the Gogulyar Bilya / Avon River and bushland

HIGHLIGHTS

- Cultural Burning project received State and National recognition receiving runner up in both the State Resilient Australia 2024 Local Government Awards and the National Awards for Location Government with Honourable mentions – Disaster Readiness and Recovery and Outstanding Small Rural/Remote Council
- River Conservation Society, with the assistance volunteers and multi-year Shire community funding, completed revegetation works and extensive weed control along Gogulyar Bilya / Avon River
- Tree seedlings provided to all York primary students as part of National Tree Day



CULTURAL BURNING PROJECT

The Shire has completed a 2-year Cultural Burning project in partnership with the Ballardong community, on Wongborel/Mt Brown and on the riverbanks. It exemplifies an ecologically responsive approach to fire management through a mixture of traditional Aboriginal fire practices and contemporary DFES techniques.

Numerous requests for case studies and presentations of the project together with ABC media coverage have demonstrated that this pathway for ethical, effective and culturally appropriate land management is a model of best practice, being acknowledged through:

- State Resilient Australia 2024 Local Government Award with a high commendation (runner-up).
- National Awards for Local Government with Honourable Mentions (runner-up) in the 2024 Disaster Readiness and Recovery and Outstanding Small Rural/Remote Council categories.

The Shire is now actively seeking further funding to continue the scheme.



Pictured (above right) - The team on Wongborel / Mt Brown for the July 2025 cultural burn



Pictured (right) - L to R; Troy Granville, Elders Philip Bateman and Dennis Kickett receive the State Award from Damien Pumphrey, DFES

Thriving Natural Environment



The team hard at work at the Containers for Change Facility on Maxwell Street



LOOKING FORWARD TO 2025/2026

- Develop offsets planning to ensure that we deliver net environmental gain in response to our need for vegetation clearing for road safety
- Undertake further revegetation at the Oliver Battista Motorcross Track
- Increased public use green space at the Macartney Street project

CONTAINERS FOR CHANGE

Total Containers Collected

1,503,491

TOTAL WASTE COLLECTED



1,434t

RECYCLABLE MATERIAL COLLECTED

325t

Enduring heritage identity, quality infrastructure and built form

Comfortable & Connected Places

PRIORITIES

- Safe and accessible road infrastructure and connectivity
- Upgrade and maintain roads and footpaths in line with asset management plans
- Continue town centre beautification and heritage conservation
- Enhance streets and places with a focus on greening to support climate resilience







HIGHLIGHTS

- Road Operational Plan developed to act as a bridge between the Asset Management Plan and the annual maintenance plan
- Receipt of 3.15m of key funding for the upgrade of the Light Industrial Area. The total project will receive $8m from the Federal Government & $1m from Main Roads WA
- Shoulder repairs completed on 56 kilometres of roads, both in rural areas and within the townsite
- Sub-soil drainage works were completed at Forrest Oval, to address water logging on the playing surface
- 485 kilometres of unsealed roads graded implementing wet grading across all roads, significantly improving road integrity and surface quality.
- Footpath and ramp construction in Howick Street as the next step in CBD Accessibility upgrades
- Installation of a new public toilet at the Oliver Battista Motocross Track supported by funding from the Department of Local Government, Industry Regulation and Safety (LGIRS) Off-Road Vehicle (ORV) fund.
- Five kilometres of road construction works including 3.4km of road widening on York-Tammin Road, 1.7km of reconstruction on Quellington Road and a kilometre of widening on the York Spencers Brook Road.
- Progressing the new aquatic facility with key decisions finalised on site and pool length

Comfortable & Connected Places

$11,924,060
Approximate value of approved building works

PERCENTAGE SPLIT OF BUILDING APPROVALS

20%	Dwellings
48%	Outbuildings
4%	Additions / Alterations
5%	Swimming Pools
2%	Retaining Wall / Fence
4%	Water Tanks
1%	Eight Aged Care Dwellings
1%	Ablution Facilities
1%	Research Module
2%	Demolition
4%	Extensions
8%	Unauthorised









BUILDING, PLANNING AND HEALTH

Building Permits Issued 113

Planning Approvals Issued 60

Subdivisions Approved 10

Effluent Approvals Issued 31

Food Business Inspections 28

LOOKING FORWARD TO 2025/2026

- Awarding the tender for the design and superintendency of upgrades to the York Light Industrial Area (LIA)
- Progression of the Macartney Street / Old Home Hardware site including developing the green space for community use.
- Progression of the York Swimming Pool Renewal Project

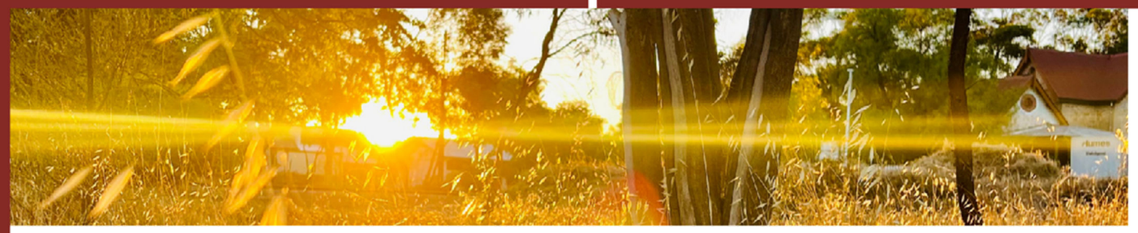






Comfortable & Connected Places

Strong Governance, Responsive Leadership









Community-informed, responsive leadership and strong governance

PRIORITIES

- Continued enhancement of community engagement and communications
- Strengthen Elected Members community outreach and engagement
- Facilitate community understanding of responsible governance
- Continued improvement in governance and service delivery

HIGHLIGHTS

- Working with Bush Fire Control Officer's towards finalising Bush Fire Brigades Local Law 2025
- Shire obtained a Tier 2 Diligence in Safety Award from LGIS (Local Government Insurance Scheme)
- Extensive policy review resulting in updates and implementation of new policies
- Community Scorecard conducted by external consultants, Markyt, to obtain unbiased feedback on Shire operations.
- Cr Smythe completed her Diploma of Local Government – Elected Member, showcasing her dedication to serving our community with expertise and commitment
- Online interactions with Shire communications up 61% on previous year and a 20% increase in followship



GOVERNANCE

Five (5) Freedom of Information (FOI) applications received

Review of nineteen (19) policies

C1 Honorary Freeman of the Shire of York	E4 Council Delegates: Roles & Responsibilities
E8 Payment of Legal Costs for Councillors	E9 Attendance at Events: Councillors & CEO
F6 Corporate Credit Card Policy	G1 Record Keeping
G2 Designation of Senior Employees	G3 Civic Functions, Awards and Hospitality
G4 Appointment of Acting or Temporary CEO	G7 Disruptive Behaviour at Council Meetings
G8 Petitions	G9 Reference or Working Groups
G10 Public Question Time	G11 Conduct of Council Agenda Briefings & Concept Forums
G15 Whistleblower (Public Interest Disclosure	
G31 Flags	O1 Staff Superannuation
O3 Workforce & Human Resources	O4 Alcohol and Other Drugs

Four (4) policies rescinded upon review

C3 Community Funding: Grants and Sponsorship	C4 Sponsorship of Tourism
E6 Provision of Governance Services	G20 Legislative Compliance

Adoption of two (2) new policies

O13 Drone Operation policy	C8 Funding: Grants and Sponsorship

Six (6) leases approved or renewed

Wildflower Society of WA (York) for the Bushland Garden	Healthy Self Wellness York Inc for the Community Garden
York Bowling Club Inc for the Management of the York Recreation and Convention Centre	WA Country Health Service for Pioneer Memorial Lodge (Renewal)
York & Districts Co-operative Ltd for the development of the Old Home Hardware Site	York Carriage Diner Lease (Renewal)

Disposals: Local Government Act 1995, Section 3.58 Disposing of Property

Disposal of 40ft Sea Container by Public Tender

Local Law Review

Proposed Bush Fire Brigades Local Law 2024 (New)

Strong Governance, Responsive Leadership

Strong Governance, Responsive Leadership



Cr Smythe receiving her Diploma of Local Government – Elected Member



Citizenship Ceremony

LOOKING FORWARD TO 2025/2026

- Ongoing professional development opportunities for Elected Members
- Implementation of the new Library Management System
- Undertaking comprehensive Local Law Review
- Review of the Shire of York Record Keeping Plan
- Continuing with readiness actions in preparation for Privacy and Responsible Information Sharing Act coming into effect
- Ongoing Lease and Licence Renewals



Macartney Street Lease Agreement with York IGA



Our Organisation

Working at the Shire of York

The Shire is committed to ensuring its workforce has the right skills and knowledge to deliver services that meet the community's current and future demands. Recognising this, we are committed to creating a values-driven, high performing culture where everyone is encouraged to thrive.

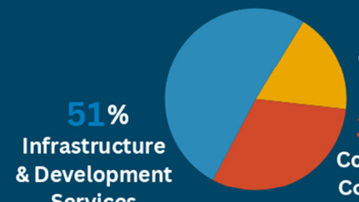
The Shire's Workforce Plan was endorsed in May 2024. This Plan provides the workforce management and resource strategies necessary to deliver the objectives of the Shire's Council Plan and provides key focus areas to ensure the Shire's workforce can continue to deliver high quality community outcomes. Following adoption of the inaugural Council Plan 2025-2035, the Workforce Plan is being reviewed and is expected to be presented to Council towards the end of 2025.

Workforce Snapshot

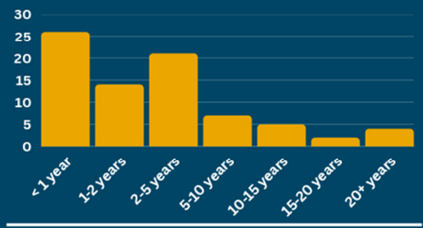
Employee Profile - 79 total & 55 FTEs

- 68% Female
- 32% Male
- 48% Permanent Full Time
- 27% Permanent Part Time
- 19% Casual
- 6% Contract
- 5% Disclosed Disability
- 2.5% Cultural & Linguistically Diverse
- 1% Aboriginal / Torres Strait Islander

FTEs ACROSS DEPARTMENTS



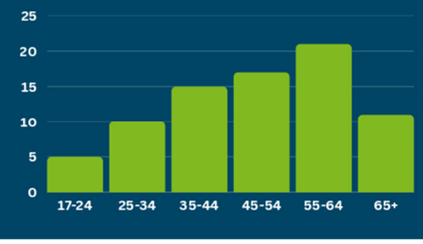
EMPLOYEE LENGTH OF SERVICE (%)

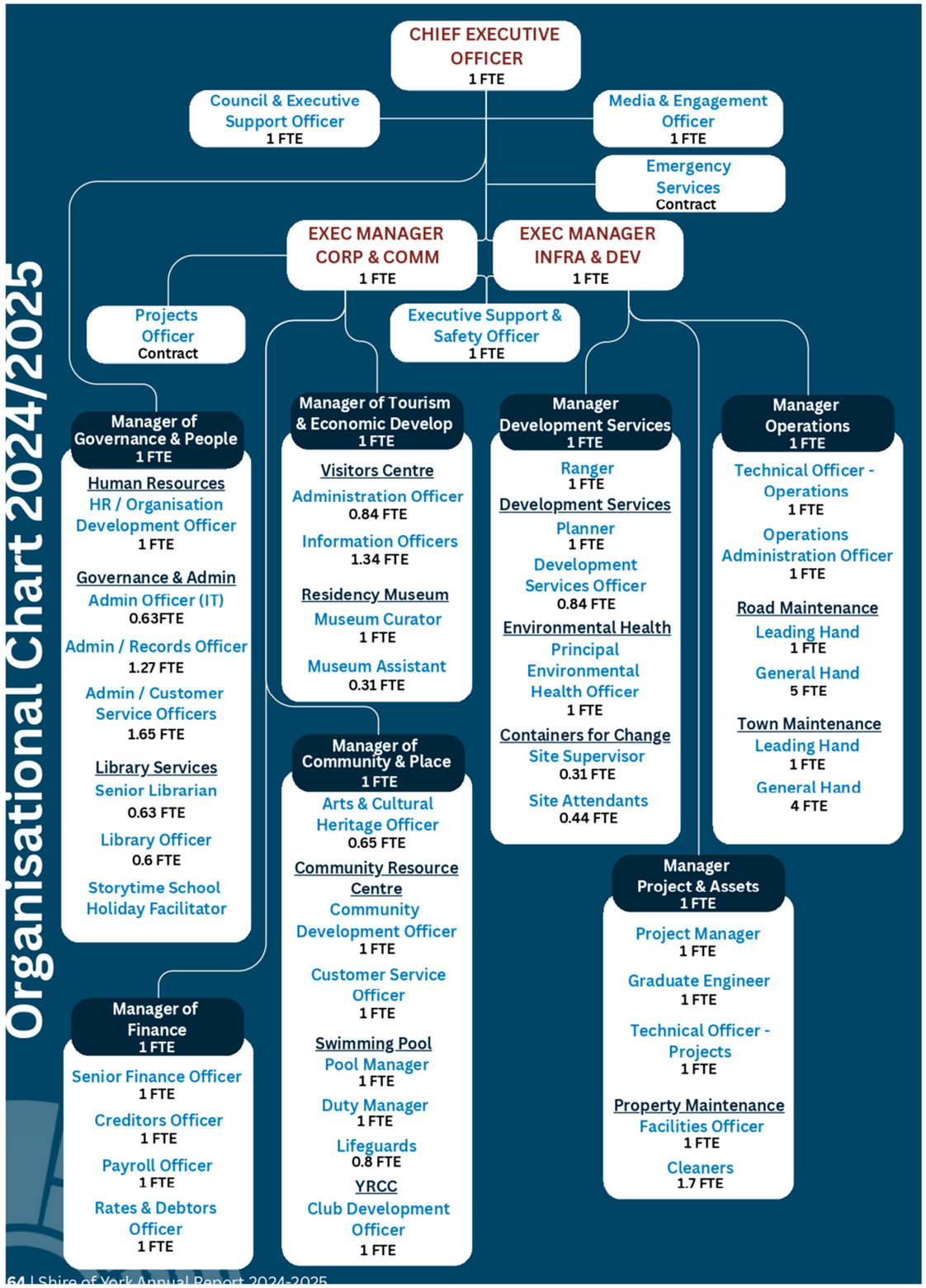


MANAGEMENT TIERS



EMPLOYEE AGE (%)





Statutory Reporting

Official Conduct

Section 5.121 of the *Local Government Act 1995* requires the complaints officer of the local government to maintain a register of complaints which records all complaints that result in a finding under Section 5.110(2)(a) that a minor breach has occurred.

One complaint was received on 19 April 2024 which was referred to the Local Government Standards Panel. On 10 July 2025 the Standards Panel advised a Finding of No Breach of Regulation 19.

Councillor Demographics

Regulation 19B(2)(h) of the *Local Government (Administration) Regulations 1996* requires a local government to include in its Annual Report, the age of Councillors (if available).

Age Range 30 June 2025	Elected Members
Between 18 years and 24 years	0
Between 25 years and 34 years	1
Between 35 years and 44 years	2
Between 45 years and 54 years	1
Between 55 years and 64 years	0
Over 64 years	3

Council & Committee Meeting Attendance

Regulation 19B(2)(f) of the *Local Government (Administration) Regulations 1996* requires a local government to report on the number of Council and Committee meetings attended by each Councillor during the financial year.

Councillor	Ordinary (11)	Special (2)	Annual Electors (1)	Audit & Risk Committee (4)
Cr Kevin Trent	11	2	1	4
Cr Denis Warnick	10	1	0	1
Cr Chris Gibbs	11	2	1	0
Cr Kevin Pyke	10	2	0	0
Cr Denese Smythe	11	2	1	1
Cr Peter Wright	10	2	1	4
James Adamini	2	0	0	0

Regulation 19B(2)(g) & (i) of the *Local Government (Administration) Regulations 1996* requires a local government to report on the gender, linguistic background, country of birth and the number of Councillors who identify as Aboriginal or Torres Strait Islander (if available).

Councillor	Gender	Linguistic Background	Country of Birth	Aboriginal or Torres Strait Islander
Cr Kevin Trent	Male	English	Australia	No
Cr Denis Warnick	Male	English	Australia	No
Cr Chris Gibbs	Male	English	Australia	No
Cr Kevin Pyke	Male	English	Australia	No
Cr Denese Smythe	Female	Australian	Australia	No
Cr Peter Wright	Male	Australian	Australia	No

Workforce

In accordance with Section 5.53(2)(g) of the *Local Government Act 1995* and Regulation 19B of the *Local Government (Administration) Regulations 1996*, a local government is required to report the number of employees earning an annual salary of $130,000 or more and the number of employees of the local government entitled to an annual salary that falls within each band of $10,000 over $130,000.

Salary Range	Total
$130,000 - $139,999	0
$140,000 - $149,999	0
$150,000 - $159,999	1
$160,000 - $169,999	0
$170,000 - $179,999	1
$190,000 - $199,999	0
$200,000 - $209,999	0
$210,000 - $219,999	0
$220,000 - $229,999	1

In accordance with the reporting requirements of Regulation 19B(2)(e) of the *Local Government (Administration Regulations) 1996*, the remuneration paid or provided to the CEO during the financial year was $276,327, with a cash salary within the range of $220,000 - $229,999 as listed in the table.

Access and Inclusion Plan (AIP)

PWDWA Collaboration

Partnered with People with Disabilities WA (PWDWA) through the Business Accessibility Empowerment Program to assess accessibility at the Community Resource Centre and Visitors Centre. A local young person with disability was trained and employed to complete on-site evaluations. The project delivered detailed accessibility reports, suggested improvements, and supported the participant with paid work, training and confidence towards future employment.

Access and Inclusion Expo

Delivered a free community expo showcasing fifteen (15) local and regional exhibitors, with presentations on mental health, disability advocacy, online accessibility and LGBTQI+ supports. The event gave residents direct access to services, information and support networks promoting greater awareness of disability and diversity.

Howick Street Access & Inclusion Upgrades

Completed accessibility upgrades along Howick Street, including new concrete pathways, compliant access ramps and tactile paving to improve safety and connectivity. Installed a new accessible parking bay meeting current standards adjacent to the accessible public toilets.

New Service Counter in Shire Office

Replaced the existing single-height counter with a new design featuring a lowered accessible section to better support wheelchair users and visitors with mobility needs. Also installed a counter-based hearing loop and clear signage to improve customer service for people who are hearing impaired.

Statutory Reporting







Record Keeping

Under the *State Records Act 2000*, the Shire and its employees are obliged to comply with the Shire's Record Keeping Plan. Record keeping training is undertaken as part of the on-boarding process for new employees, as well as conducting annual refresher training for all employees.

The Plan is due for review in late 2025.

Capital Grants, Subsidies and Contributions

In accordance with Section 5.53(2)(i) of the *Local Government Act 1995* and Regulation 19BE of the *Local Government (Administration) Regulations 1996*, a local government is required to report details of capital grants, subsidies and contributions received for replacing and renewing asserts for the past 3 financial years.

	2024/25	2023/24	2022/23
Renewal & Replacement Assets	$3,559,228	$2,034,147	$375,470



APPENDIX 1:
Audited Financial Reports

Statement by Chief Executive Officer
For year end 30 June 2025

$16,845,104
(Total Expenditure)

$8,067,963
(Rates)

$712,655
(Borrowings owed as at 30 June 2025)

2,669
(Rateable Properties)

$147,321
(Repayments on borrowing for 2024/25)

$2,646,143
(Reserves)

$2,050,598
(Fees & Changes revenue)

SHIRE OF York

SHIRE OF YORK

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2025

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The Shire of York conducts the operations of a local government with the following community vision:

A vibrant, family-friendly lifesyle and cultural destination where rich heritage, sense of place and connected community shape a thriving future.

Principal place of business:
1 Joaquina Street
York WA 6302

Nexia Perth Audit Services Pty Ltd

SHIRE OF YORK
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Statement by CEO

The accompanying financial report of the Shire of York has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2025 and the financial position as at 30 June 2025.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 26th day of November 2025

Temporary Chief Executive Officer

Alina Behan
Name of Temporary Chief Executive Officer

OAG AUDITED

Nexia Perth Audit Services Pty Ltd

SHIRE OF YORK
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2025

	Note	2025 Actual	2025 Budget	2024 Actual
		$	$	$
Revenue				
Rates	2(a),24	8,067,963	8,077,313	7,616,016
Grants, subsidies and contributions	2(a)	2,064,224	621,696	2,156,700
Fees and charges	2(a)	2,050,598	1,915,379	1,375,159
Interest revenue	2(a)	390,106	301,362	281,883
Other revenue	2(a)	309,106	272,700	384,574
		12,881,997	11,188,450	11,814,332
Expenses				
Employee costs	2(b)	(6,604,254)	(6,771,772)	(5,856,912)
Materials and contracts		(3,869,157)	(4,533,983)	(3,711,976)
Utility charges		(558,546)	(508,499)	(409,977)
Depreciation		(6,918,320)	(6,817,295)	(6,836,472)
Finance costs	2(b)	(48,317)	(49,335)	(58,632)
Insurance		(391,374)	(324,955)	(341,071)
Other expenditure	2(b)	(645,098)	(610,559)	(791,293)
		(19,035,066)	(19,616,398)	(18,006,333)
		(6,153,069)	(8,427,948)	(6,192,001)
Capital grants, subsidies and contributions	2(a)	3,698,819	3,329,753	2,221,593
Profit on asset disposals		0	487,397	18,751
Loss on asset disposals		(8,660)	(4,645)	(13,481)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	(3,551)	0	1,681
		3,686,608	3,812,505	2,228,544
Net result for the period		**(2,466,461)**	**(4,615,443)**	**(3,963,457)**
Total other comprehensive income for the period		**0**	**0**	**0**
Total comprehensive income for the period		**(2,466,461)**	**(4,615,443)**	**(3,963,457)**

This statement is to be read in conjunction with the accompanying notes.



Nexia Perth Audit Services Pty Ltd

SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2025

	Note	2025	2024
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	7,767,911	4,424,839
Trade and other receivables	5	1,713,080	1,675,962
Other financial assets	4(a)	1,028,433	2,084,043
Inventories	6	7,962	52,481
Other assets	7	1,762,468	0
TOTAL CURRENT ASSETS		12,279,854	8,237,325
NON-CURRENT ASSETS			
Trade and other receivables	5	252,455	219,021
Other financial assets	4(b)	79,620	83,171
Property, plant and equipment	8	46,429,183	47,493,206
Infrastructure	9	136,828,337	138,257,476
Right-of-use assets	11(a)	947,265	975,323
TOTAL NON-CURRENT ASSETS		184,536,860	187,028,197
TOTAL ASSETS		196,816,714	195,265,522
CURRENT LIABILITIES			
Trade and other payables	12	2,846,755	1,638,062
Capital grant/contribution liabilities	13	3,281,890	232,933
Borrowings	14	155,947	147,321
Employee related provisions	15	658,020	769,588
TOTAL CURRENT LIABILITIES		6,942,612	2,787,904
NON-CURRENT LIABILITIES			
Borrowings	14	556,708	712,655
Employee related provisions	15	360,257	341,365
TOTAL NON-CURRENT LIABILITIES		916,965	1,054,020
TOTAL LIABILITIES		7,859,577	3,841,924
NET ASSETS		188,957,137	191,423,598
EQUITY			
Retained surplus		22,569,962	25,145,293
Reserve accounts	27	2,646,143	2,537,273
Revaluation surplus	16	163,741,032	163,741,032
TOTAL EQUITY		188,957,137	191,423,598

This statement is to be read in conjunction with the accompanying notes.



Nexia Perth Audit Services Pty Ltd

SHIRE OF YORK
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2025

	Note	Retained surplus	Reserve accounts	Revaluation surplus	Total equity
		$	$	$	$
Balance as at 1 July 2023		**29,060,750**	**2,585,273**	**163,741,032**	**195,387,055**
Comprehensive income for the period					
Net result for the period		(3,963,457)	0	0	(3,963,457)
Total comprehensive income for the period		(3,963,457)	0	0	(3,963,457)
Transfers from reserve accounts	27	88,000	(88,000)	0	0
Transfers to reserve accounts	27	(40,000)	40,000	0	0
Balance as at 30 June 2024		**25,145,293**	**2,537,273**	**163,741,032**	**191,423,598**
Comprehensive income for the period					
Net result for the period		(2,466,461)	0	0	(2,466,461)
Total comprehensive income for the period		(2,466,461)	0	0	(2,466,461)
Transfers from reserve accounts	27	19,196	(19,196)	0	0
Transfers to reserve accounts	27	(128,066)	128,066	0	0
Balance as at 30 June 2025		**22,569,962**	**2,646,143**	**163,741,032**	**188,957,137**

This statement is to be read in conjunction with the accompanying notes.



Nexia Perth Audit Services Pty Ltd

SHIRE OF YORK
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2025

	Note	2025 Actual	2024 Actual
		$	$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		7,787,137	7,233,387
Grants, subsidies and contributions		1,976,663	2,084,339
Fees and charges		2,373,470	1,378,992
Interest revenue		390,106	281,883
Goods and services tax received		881,835	797,097
Other revenue		309,106	384,574
		13,718,317	12,160,272
Payments			
Employee costs		(6,681,474)	(5,621,354)
Materials and contracts		(4,477,353)	(2,915,053)
Utility charges		(558,546)	(409,977)
Finance costs		(48,317)	(58,632)
Insurance paid		(391,374)	(341,071)
Goods and services tax paid		(823,388)	(809,135)
Other expenditure		(645,098)	(791,293)
		(13,625,550)	(10,946,515)
Net cash provided by operating activities		92,767	1,213,757
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for financial assets at amortised cost		0	(2,084,043)
Payments for purchase of property, plant & equipment	8(a)	(357,749)	(1,145,472)
Payments for construction of infrastructure	9(a)	(4,083,011)	(2,476,931)
Proceeds from capital grants, subsidies and contributions		6,747,776	1,595,792
Proceeds for financial assets at amortised cost		1,055,610	0
Proceeds from sale of property, plant & equipment		35,000	245,882
Net cash provided by (used in) investing activities		3,397,626	(3,864,772)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	26(a)	(147,321)	(315,032)
Net cash (used in) financing activities		(147,321)	(315,032)
Net increase (decrease) in cash held		3,343,072	(2,966,047)
Cash at beginning of year		4,424,839	7,390,886
Cash and cash equivalents at the end of the year		7,767,911	4,424,839

This statement is to be read in conjunction with the accompanying notes.

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Nexia Perth Audit Services Pty Ltd

SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2025

	Note	2025 Actual	2025 Budget	2024 Actual
		$	$	$
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	24	7,037,680	7,053,992	6,642,543
Rates excluding general rates		1,030,283	1,023,321	973,473
Grants, subsidies and contributions		2,064,224	621,696	2,156,700
Fees and charges		2,050,598	1,915,379	1,375,159
Interest revenue		390,106	301,362	281,883
Other revenue		309,106	272,700	384,574
Profit on asset disposals		0	487,397	18,751
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	0	0	1,681
		12,881,997	11,675,847	11,834,764
Expenditure from operating activities				
Employee costs		(6,604,254)	(6,771,772)	(5,856,912)
Materials and contracts		(3,869,157)	(4,533,983)	(3,711,976)
Utility charges		(558,546)	(508,499)	(409,977)
Depreciation		(6,918,320)	(6,817,295)	(6,836,472)
Finance costs		(48,317)	(49,335)	(58,632)
Insurance		(391,374)	(324,955)	(341,071)
Other expenditure		(645,098)	(610,559)	(791,293)
Loss on asset disposals		(8,660)	(4,645)	(13,481)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	(3,551)		
		(19,047,277)	(19,621,043)	(18,019,814)
Non-cash amounts excluded from operating activities	25(a)	6,922,578	6,334,543	6,965,980
Amount attributable to operating activities		757,298	(1,610,653)	780,930
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		3,698,819	3,329,753	2,221,593
Proceeds from disposal of assets		35,000	879,000	245,882
		3,733,819	4,208,753	2,467,475
Outflows from investing activities				
Acquisition of property, plant and equipment	8(a)	(357,749)	(1,850,000)	(1,145,472)
Acquisition of infrastructure	9(a)	(4,083,011)	(3,630,940)	(2,476,931)
		(4,440,760)	(5,480,940)	(3,622,403)
Amount attributable to investing activities		(706,941)	(1,272,187)	(1,154,928)
FINANCING ACTIVITIES				
Inflows from financing activities				
Transfers from reserve accounts	27	19,196	75,000	88,000
		19,196	75,000	88,000
Outflows from financing activities				
Repayment of borrowings	26(a)	(147,321)	(147,320)	(315,032)
Transfers to reserve accounts	27	(128,066)	(679,908)	(40,000)
		(275,387)	(827,228)	(355,032)
Amount attributable to financing activities		(256,191)	(752,228)	(267,032)
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	25(b)	3,566,396	3,652,527	4,207,426
Amount attributable to operating activities		757,298	(1,610,653)	780,930
Amount attributable to investing activities		(706,941)	(1,272,187)	(1,154,928)
Amount attributable to financing activities		(256,191)	(752,228)	(267,032)
Surplus or deficit after imposition of general rates	25(b)	**3,360,562**	**17,459**	**3,566,396**

This statement is to be read in conjunction with the accompanying notes.



Nexia Perth Audit Services Pty Ltd

SHIRE OF YORK
FOR THE YEAR ENDED 30 JUNE 2025
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SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

1. BASIS OF PREPARATION

The financial report of the Shire of York which is a Class 3 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied except for disclosure requirements of:
- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 *Leases* which would have required the Shire to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provide that:
- land and buildings classified as property, plant and equipment;or
- infrastructure; or
- vested improvements that the local government controls;

and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from *AASB 116 Property, Plant and Equipment*, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying amounts of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment - note 8
  - Infrastructure - note 9
- Measurement of employee benefits - note 15

Fair value heirarchy information can be found in note 23

The local government reporting entity
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 28 of the financial report.

Initial application of accounting standards
During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.
- *AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- *AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback*
- *AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants*
- *AASB 2023-3 Amendments to Australian Accounting Standards - Disclosure of Non-current Liabilities with Covenants: Tier 2*
- *AASB 2024-1 Amendments to Australian Accounting Standards - Supplier Finance Arrangements: Tier 2 Disclosures*
- *AASB 2023-1 Amendments to Australian Accounting Standards - Supplier Finance Arrangements*

These amendments did have a material impact on the financial report on initial application.
- *AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*

The Shire will apply AASB 2022-10 prospectively in the year of revaluation for relevant assets.

New accounting standards for application in future years
The following new accounting standards will have application to local government in future years:
- *AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- *AASB 2024-4b Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*
- *AASB 2022-9 Amendments to Australian Accounting Standards - Insurance Contracts in the Public Sector*
- *AASB 2023-5 Amendments to Australian Accounting Standards - Lack of Exchangeability*
- *AASB 18 (FP) Presentation and Disclosure in Financial Statements - (Appendix D) [for for-profit entities]*
- *AASB 18 (NFP/super) Presentation and Disclosure in Financial Statements - (Appendix D) [for not-for-profit and superannuation entities]*
- *AASB 2024-2 Amendments to Australian Accounting Standards - Classification and Measurement of Financial Instruments*
- *AASB 2024-3 Amendments to Australian Accounting Standards – Annual Improvements Volume 11*

These amendments are not expected to have any material impact on the financial report on initial application.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers
Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/refunds/ warranties	Timing of revenue recognition
Grants, subsidies and contributions	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Fees and charges - facility entry fees	Permission to use facilities	Single point in time	Full payment prior to use	None	On entry to facility
Fees and charges - sale of stock	Museum and visitor centre stock	Single point in time	Payment in full in advance	Refund for faulty goods	At point of sale

Consideration from contracts with customers is included in the transaction price.

Revenue recognition

Rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2025

Nature	Contracts with customers	Capital grant/contributions	Statutory requirements	Other	Total
	$	$	$	$	$
Rates	22,559	0	8,045,404	0	8,067,963
Grants, subsidies and contributions	73,375	0	0	1,990,849	2,064,224
Fees and charges	1,904,795	0	118,580	27,223	2,050,598
Interest revenue	0	0	178,177	211,929	390,106
Other revenue	268,654	0	0	40,452	309,106
Capital grants, subsidies and contributions	0	3,698,819	0	0	3,698,819
Total	2,269,383	3,698,819	8,342,161	2,270,453	16,580,816

For the year ended 30 June 2024

Nature	Contracts with customers	Capital grant/contributions	Statutory requirements	Other	Total
	$	$	$	$	$
Rates	21,403	0	7,594,613	0	7,616,016
Grants, subsidies and contributions	92,445	0	0	2,064,255	2,156,700
Fees and charges	1,200,837	0	112,590	61,732	1,375,159
Interest revenue	0	0	135,868	146,015	281,883
Other revenue	165,001	0	0	219,573	384,574
Capital grants, subsidies and contributions	0	2,221,593	0	0	2,221,593
Total	1,479,686	2,221,593	7,843,071	2,491,575	14,035,925

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

	Note	2025 Actual $	2024 Actual $
Interest revenue			
Interest on reserve account		128,066	87,084
Trade and other receivables overdue interest		178,177	135,868
Other interest revenue		83,863	58,931
		390,106	281,883
The 2025 original budget estimate in relation to: Trade and other receivables overdue interest was $142,362.			
Fees and charges relating to rates receivable			
Charges on instalment plan		16,090	15,790
The 2025 original budget estimate in relation to: Charges on instalment plan was $21,907.			

(b) Expenses

Auditors remuneration			
- Audit of the Annual Financial Report		82,500	75,000
- Other services – grant acquittals		12,900	0
		95,400	75,000
Employee Costs			
Employee benefit costs		5,741,946	5,386,193
Other employee costs		862,308	470,719
		6,604,254	5,856,912
Finance costs			
Interest and financial charges paid/payable for financial liabilities not at fair value through profit or loss		48,317	58,632
		48,317	58,632
Other expenditure			
Sundry expenses		645,098	791,293
		645,098	791,293

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

3. CASH AND CASH EQUIVALENTS

	Note	2025	2024
		$	$
Cash at bank and on hand		6,124,851	3,924,527
Term deposits		1,643,060	500,312
Total cash and cash equivalents		7,767,911	4,424,839
Held as			
- Unrestricted cash and cash equivalents		2,868,311	3,738,676
- Restricted cash and cash equivalents	17	4,899,600	686,163
		7,767,911	4,424,839

MATERIAL ACCOUNTING POLICIES

Cash and cash equivalents
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

Restricted financial assets
Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

4. OTHER FINANCIAL ASSETS

	Note	2025	2024
		$	$
(a) Current assets			
Financial assets at amortised cost		1,028,433	2,084,043
		1,028,433	2,084,043
Other financial assets at amortised cost			
Term deposits		1,028,433	2,084,043
		1,028,433	2,084,043
Held as			
- Restricted other financial assets at amortised cost	17	1,028,433	2,084,043
		1,028,433	2,084,043
(b) Non-current assets			
Financial assets at fair value through profit or loss		79,620	83,171
		79,620	83,171
Financial assets at fair value through profit or loss			
Units in Local Government House Trust - opening balance		83,171	81,490
Movement attributable to fair value increment		(3,551)	1,681
Units in Local Government House Trust - closing balance		79,620	83,171

MATERIAL ACCOUNTING POLICIES

Other financial assets at amortised cost
The Shire classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows; and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierachy (see Note 23 (i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit or loss
The Shire classifies the following financial assets at fair value through profit or loss:
- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has elected to recognise as fair value gains and losses through profit or loss.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

5. TRADE AND OTHER RECEIVABLES

	Note	2025	2024
		$	$
Current			
Rates and statutory receivables		2,022,534	1,691,658
Trade receivables		227,030	227,815
Other receivables		129,440	95,051
GST receivable		90,853	149,300
Receivables for employee related provisions		51,976	37,410
Allowance for credit losses of rates and statutory receivables		(848,144)	(525,272)
Other receivables - Accrued Debtors		39,391	0
		1,713,080	1,675,962
Non-current			
Rates and statutory receivables		252,455	219,021
		252,455	219,021

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non-financial assets is:	Note	30 June 2025 Actual	30 June 2024 Actual	1 July 2023 Actual
		$	$	$
Trade and other receivables from contracts with customers		356,470	193,115	250,505
Contract assets	7	1,762,468	0	0
Allowance for credit losses of trade receivables	5	0	0	(2,982)
Total trade and other receivables from contracts with customers		2,118,938	193,115	247,523

MATERIAL ACCOUNTING POLICIES

Rates and statutory receivables
Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables
Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

Other receivables
Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers and amounts received as grants for the construction of recognisable non financial assets.

Measurement
Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement
Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

6. INVENTORIES

	Note	2025	2024
Current		$	$
Fuel & materials		7,962	52,481
		7,962	52,481
The following movements in inventories occurred during the year:			
Balance at beginning of year		52,481	46,329
Inventories expensed during the year		(194,691)	(131,976)
Additions to inventory		150,172	138,128
Balance at end of year		7,962	52,481

MATERIAL ACCOUNTING POLICIES
General
Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

7. OTHER ASSETS

	2025	2024
	$	$
Other assets - current		
Contract assets	1,762,468	0
	1,762,468	0

MATERIAL ACCOUNTING POLICIES

Contract assets
Contract assets primarily relate to the Shire's right to . consideration for work completed but not billed at the end of the period.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

		Assets not subject to operating lease		Total property			Plant and equipment		
	Note	Land	Buildings	Land	Buildings	Total property	Furniture and equipment	Plant and equipment	Total property, plant and equipment
		$	$	$	$	$	$	$	$
Balance at 1 July 2023		9,377,400	35,089,099	9,377,400	35,089,099	44,466,499	203,783	3,283,391	47,953,673
Additions		0	300,772	0	300,772	300,772	12,097	832,603	1,145,472
Disposals		0	0	0	0	0	0	(240,612)	(240,612)
Depreciation		0	(822,889)	0	(822,889)	(822,889)	(47,259)	(495,179)	(1,365,327)
Balance at 30 June 2024		9,377,400	34,566,982	9,377,400	34,566,982	43,944,382	168,621	3,380,203	47,493,206
Comprises:									
Gross balance amount at 30 June 2024		9,377,400	35,389,871	9,377,400	35,389,871	44,767,271	1,100,080	4,498,391	50,365,742
Accumulated depreciation at 30 June 2024		0	(822,889)	0	(822,889)	(822,889)	(931,459)	(1,118,188)	(2,872,536)
Balance at 30 June 2024	8(b)	9,377,400	34,566,982	9,377,400	34,566,982	43,944,382	168,621	3,380,203	47,493,206
Additions		0	25,794	0	25,794	25,794	125,403	206,552	357,749
Disposals		0	0	0	0	0	0	(43,660)	(43,660)
Depreciation		0	(831,145)	0	(831,145)	(831,145)	(40,345)	(506,622)	(1,378,112)
Balance at 30 June 2025		9,377,400	33,761,631	9,377,400	33,761,631	43,139,031	253,679	3,036,473	46,429,183
Comprises:									
Gross balance amount at 30 June 2025		9,377,400	35,415,665	9,377,400	35,415,665	44,793,065	1,225,484	4,652,943	50,671,492
Accumulated depreciation at 30 June 2025		0	(1,654,034)	0	(1,654,034)	(1,654,034)	(971,805)	(1,616,470)	(4,242,309)
Balance at 30 June 2025	8(b)	9,377,400	33,761,631	9,377,400	33,761,631	43,139,031	253,679	3,036,473	46,429,183

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying amount measurements

Asset class	Note	Carrying amount 2025 $	Carrying amount 2024 $	Fair value hierarchy	Valuation technique	Basis of valuation	Date of last valuation	Inputs used
(i) Fair value - as determined at the last valuation date								
Land and buildings								
Land - freehold		9,377,400	9,377,400	2	Market approach using recent observable market data for similar assets	Independent	June 2023	Price per square metre
Total land	8(a)	9,377,400	9,377,400					
Buildings - non specialised		33,761,631	34,566,982	3	Cost approach using current replacement cost	Independent	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Total buildings	8(a)	33,761,631	34,566,982					

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

9. INFRASTRUCTURE

(a) Movements in balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Infrastructure - drainage	Infrastructure - bridges	Infrastructure - footpaths	Infrastructure - other structures	Total infrastructure
	$	$	$	$	$	$
Balance at 1 July 2023	110,136,491	6,959,572	17,472,757	1,577,036	5,077,775	141,223,631
Additions	680,810	273,654	717,295	0	805,172	2,476,931
Depreciation	(4,113,067)	(157,589)	(838,402)	(75,601)	(258,427)	(5,443,086)
Balance at 30 June 2024	106,704,234	7,075,637	17,351,650	1,501,435	5,624,520	138,257,476
Comprises:						
Gross balance at 30 June 2024	158,795,111	12,660,226	50,920,999	2,813,392	8,028,494	233,218,222
Accumulated depreciation at 30 June 2024	(52,090,877)	(5,584,589)	(33,569,349)	(1,311,957)	(2,403,974)	(94,960,746)
Balance at 30 June 2024	106,704,234	7,075,637	17,351,650	1,501,435	5,624,520	138,257,476
Additions	3,674,313	45,620	0	0	363,078	4,083,011
Depreciation	(4,138,359)	(161,260)	(843,818)	(75,601)	(293,112)	(5,512,150)
Balance at 30 June 2025	106,240,188	6,959,997	16,507,832	1,425,834	5,694,486	136,828,337
Comprises:						
Gross balance at 30 June 2025	162,469,424	12,705,846	50,920,999	2,813,392	8,391,572	237,301,233
Accumulated depreciation at 30 June 2025	(56,229,236)	(5,745,849)	(34,413,167)	(1,387,558)	(2,697,086)	(100,472,896)
Balance at 30 June 2025	106,240,188	6,959,997	16,507,832	1,425,834	5,694,486	136,828,337

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

9. INFRASTRUCTURE (Continued)

(b) Carrying amount measurements

Asset class	Fair value hierarchy	Valuation technique	Basis of valuation	Date of last valuation	Inputs used
(i) Fair value - as determined at the last valuation date					
Infrastructure - roads	3	Cost approach using current replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - drainage	3	Cost approach using current replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - bridges	3	Cost approach using current replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - footpaths	3	Cost approach using current replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - other structures	3	Cost approach using current replacement cost	Management valuation	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

10. FIXED ASSETS

(a) Depreciation

Depreciation rates
Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset class	Useful life
Buildings	40 to 100 years
Furniture and equipment	8 to 10 years
Plant and equipment	5 to 15 years
Infrastructure - roads	
formation	not depreciated
sealed pavement	5 to 55 years
unsealed pavement	20 years
road seals	25 to 60 years
subgrade	200 years
carparks	20 to 40 years
Infrastructure - drainage	15 to 80 years
Infrastructure - bridges	50 to 60 years
Infrastructure - footpaths	30 to 45 years
Infrastructure - other structures	6 to 100 years
Right-of-use (buildings)	40 to 100 years

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

10. FIXED ASSETS (Continued)

MATERIAL ACCOUNTING POLICIES

Initial recognition
An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5).* These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition
Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable value
In accordance with *Local Government (Financial Management) Regulation 17A(2)* , the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Revaluation
Land and buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation
The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation
When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:
(i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset; or
(ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment
In accordance with *Local Government (Financial Management)* Regulations 17A(4C), the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal
Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

11. LEASES

(a) Right-of-use assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.	Note	Right-of-use assets - buildings	Total right-of-use assets
		$	$
Balance at 1 July 2023		1,003,382	1,003,382
Depreciation		(28,059)	(28,059)
Balance at 30 June 2024		975,323	975,323
Gross balance amount at 30 June 2024		1,122,342	1,122,342
Accumulated depreciation at 30 June 2024		(147,019)	(147,019)
Balance at 30 June 2024		975,323	975,323
Depreciation		(28,058)	(28,058)
Balance at 30 June 2025		947,265	947,265
Gross balance amount at 30 June 2025		1,122,342	1,122,342
Accumulated depreciation at 30 June 2025		(175,077)	(175,077)
Balance at 30 June 2025		947,265	947,265

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the Shire is the lessee:	2025 Actual	2024 Actual
	$	$
Depreciation on right-of-use assets	(28,058)	(28,059)
Total amount recognised in the statement of comprehensive income	(28,058)	(28,059)

MATERIAL ACCOUNTING POLICIES

Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Right-of-use assets - measurement

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the material accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

12. TRADE AND OTHER PAYABLES

	2025	2024
	$	$
Current		
Sundry creditors	1,976,587	792,483
Prepaid rates	259,239	175,755
Accrued payroll liabilities	155,152	50,454
ATO liabilities	0	89,242
Bonds and deposits held	451,103	524,435
Accrued interest on long term borrowings	4,674	5,693
	2,846,755	1,638,062

MATERIAL ACCOUNTING POLICIES

Financial liabilities
Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Statutory liabilities
Statutory liabilities, are amounts owed to regulatory authorities due to statutory obligations such as FBT and PAYG. GST payable is offset against GST receivable and any net GST payable is included as a statutory liability.

Trade and other payables
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates
Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

13. OTHER LIABILITIES

	2025	2024
	$	$
Current		
Capital grant/contribution liabilities	3,281,890	232,933
	3,281,890	232,933
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	232,933	858,734
Additions	3,281,890	(34,801)
Revenue from capital grant/contributions held as a liability at the start of the period	(232,933)	(591,000)
	3,281,890	232,933

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

MATERIAL ACCOUNTING POLICIES
Capital grant/contribution liabilities
Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

14. BORROWINGS

	Note	2025 Current	2025 Non-current	2025 Total	2024 Current	2024 Non-current	2024 Total
Secured		$	$	$	$	$	$
Debentures		155,947	556,708	712,655	147,321	712,655	859,976
Total secured borrowings	26(a)	155,947	556,708	712,655	147,321	712,655	859,976

Secured liabilities and assets pledged as security
Debentures are secured by a floating charge over the assets of the Shire of York.

The Shire has complied with the financial covenants of its borrowing facilities during the 2025 and 2024 year.

MATERIAL ACCOUNTING POLICIES
Borrowing costs
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierachy (see Note 23(i)) due to the unobservable inputs, including own credit risk.

Risk
Details of individual borrowings required by regulations are provided at Note 26(a).

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

15. EMPLOYEE RELATED PROVISIONS

Employee related provisions

	2025	2024
Current provisions	$	$
Employee benefit provisions		
Annual leave	408,324	509,194
Long service leave	202,877	216,390
Sick leave	46,819	44,004
	658,020	769,588
Total current employee related provisions	658,020	769,588
Non-current provisions		
Employee benefit provisions		
Long service leave	360,257	341,365
	360,257	341,365
Total non-current employee related provisions	360,257	341,365
Total employee related provisions	1,018,277	1,110,953

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

MATERIAL ACCOUNTING POLICIES

Employee benefits
The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits
Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits
Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

16. REVALUATION SURPLUS

	2025 Opening balance	2025 Closing balance	2024 Opening balance	2024 Closing balance
	$	$	$	$
Revaluation surplus - Land	8,033,650	8,033,650	8,033,650	8,033,650
Revaluation surplus - Buildings	30,723,028	30,723,028	30,723,028	30,723,028
Revaluation surplus - Furniture and equipment	61,757	61,757	61,757	61,757
Revaluation surplus - Plant and equipment	772,011	772,011	772,011	772,011
Revaluation surplus - Infrastructure - roads	95,312,696	95,312,696	95,312,696	95,312,696
Revaluation surplus - Infrastructure - drainage	8,138,526	8,138,526	8,138,526	8,138,526
Revaluation surplus - Infrastructure - bridges	16,876,832	16,876,832	16,876,832	16,876,832
Revaluation surplus - Infrastructure - footpaths	889,766	889,766	889,766	889,766
Revaluation surplus - Infrastructure - other structures	2,932,766	2,932,766	2,932,766	2,932,766
	163,741,032	163,741,032	163,741,032	163,741,032

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

17. RESTRICTIONS OVER FINANCIAL ASSETS

	Note	2025 Actual	2024 Actual
		$	$
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	4,899,600	686,163
- Financial assets at amortised cost	4	1,028,433	2,084,043
		5,928,033	2,770,206
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	27	2,646,143	2,537,273
Capital grant liabilities	13	3,281,890	232,933
Total restricted financial assets		5,928,033	2,770,206

18. UNDRAWN BORROWING FACILITIES AND CREDIT STANDBY ARRANGEMENTS

Credit standby arrangements			
Bank overdraft limit		200,000	200,000
Bank overdraft at balance date		0	0
Credit card limit		10,000	10,000
Credit card balance at balance date		(914)	(1,580)
Total amount of credit unused		209,086	208,420
Loan facilities			
Loan facilities - current		155,947	147,321
Loan facilities - non-current		556,708	712,655
Total facilities in use at balance date		712,655	859,976
Unused loan facilities at balance date		0	0

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

19. CONTINGENT LIABILITIES

The Shire of York has identified the following sites in relation to land owned, vested or leased that is known to be or suspected of being contaminated. At the date of this report the value and timing of remediation has not been ascertained.

- 36 Avon Terrace, York 6302 comprising of lots 2, 3, 4, 5 and 6 Avon Terrace.

20. CAPITAL COMMITMENTS

	2025	2024
	$	$
Contracted for:		
- capital expenditure projects	16,911	318,675
- plant & equipment purchases	747,481	10,468
	764,392	329,143
Payable:		
- not later than one year	764,392	329,143

The capital expenditure projects outstanding at the end of the current reporting period represent the construction of toilets at the off road vehicle area and purchase of a new grader and tip truck.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

21. RELATED PARTY TRANSACTIONS

(a) Council member remuneration

Fees, expenses and allowances to be paid or reimbursed to council members.	Note	2025 Actual	2025 Budget	2024 Actual
		$	$	$
President's annual allowance		23,993	23,993	17,039
President's meeting attendance fees		21,940	21,940	21,138
President's ICT expenses		1,791	2,020	2,020
President's annual allowance for ICT expenses		0	500	0
President's travel and accommodation expenses		1,731	0	212
		49,455	48,453	40,409
Deputy President's annual allowance		5,998	5,998	4,283
Deputy President's meeting attendance fees		14,168	14,168	13,735
Deputy President's ICT expenses		1,791	2,020	2,020
Deputy President's travel and accommodation expenses		0	500	500
		21,957	22,686	20,538
All other council member's meeting attendance fees		62,280	70,840	64,286
All other council member's ICT expenses		7,873	10,100	9,275
All other council member's travel and accommodation expenses		0	500	130
		70,153	81,440	73,691
	21(b)	141,565	152,579	134,638

(b) Key management personnel (KMP) compensation

The total of compensation paid to KMP of the Shire during the year are as follows:				
Short-term employee benefits		764,886		600,830
Post-employment benefits		91,930		69,050
Employee - other long-term benefits		(14,392)		54,352
Council member costs	21(a)	141,565		134,638
		983,989		858,870

Short-term employee benefits
These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits
These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits
These amounts represent annual leave and long service leave entitlements accruing during the year.

Council member costs
These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

21. RELATED PARTY TRANSACTIONS (Continued)

(c) Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:	2025 Actual $	2024 Actual $
Amounts outstanding from related parties:		
Trade and other receivables	454	0

(d) Related parties

The Shire's main related parties are as follows:

i. Key management personnel
Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire, directly or indirectly, including any council member, are considered key management personnel.

ii. Other Related Parties
Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel abd/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the Shire
There were no such entities requiring disclosure during the current or previous year.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

22. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There have been no material events after the reporting period which would affect the financial report of the Shire for the year ended 30 June 2025 or which would require a separate disclosure.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

23. OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and services tax (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification
The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures
All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures
Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation
The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities
Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the Shire at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue
Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy
AASB 13 Fair Value Measurement requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets
In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:
- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116 *Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

24. RATING INFORMATION

(a) General rates

RATE TYPE Rate description	Basis of valuation	Rate in $	Number of properties	2024/25 Actual rateable value*	2024/25 Actual rate revenue	2024/25 Actual interim rates	2024/25 Actual total revenue	2024/25 Budget rate revenue	2024/25 Budget interim rate	2024/25 Budget total revenue	2023/24 Actual total revenue
				$	$	$	$	$	$	$	$
GRV General rate	Gross rental valuation	0.141283	1,501	25,639,702	3,622,454	10,790	3,633,244	3,622,454	11,000	3,633,454	3,419,942
UV General rate	Unimproved valuation	0.007340	403	464,651,000	3,410,538	(6,102)	3,404,436	3,410,538	10,000	3,420,538	3,222,601
Total general rates			1,904	490,290,702	7,032,992	4,688	7,037,680	7,032,992	21,000	7,053,992	6,642,543
		Minimum payment $									
Minimum payment											
GRV General rate	Gross rental valuation	1,395	473	1,587,483	659,835	0	659,835	659,835	0	659,835	629,640
UV General rate	Unimproved valuation	1,395	292	35,574,576	407,340	0	407,340	407,340	0	407,340	385,440
Total minimum payments			765	37,162,059	1,067,175	0	1,067,175	1,067,175	0	1,067,175	1,015,080
Total general rates and minimum payments			2,669	527,452,761	8,100,167	4,688	8,104,855	8,100,167	21,000	8,121,167	7,657,623
		Rate in									
Ex-gratia rates											
Co-operative Bulk Handling			0	0	0	22,559	22,559	22,559	0	22,559	21,403
Total amount raised from rates (excluding general rates)			0	0	0	22,559	22,559	22,559	0	22,559	21,403
Discounts							(59,451)			(66,413)	(63,010)
Total rates							8,067,963			8,077,313	7,616,016

(b) Rates related information

Rates instalment interest							27,463			27,000	26,708
Rates instalment plan charges							16,090			21,907	0
Rates overdue interest							142,981			115,362	108,832

*Rateable Value at time of raising of rate.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

25. DETERMINATION OF SURPLUS OR DEFICIT

	Note	2024/25 (30 June 2025 carried forward)	2024/25 Budget (30 June 2025 carried forward)	2023/24 (30 June 2024 carried forward)
		$	$	$
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32.*				
Adjustments to operating activities				
Less: Profit on asset disposals		0	(487,397)	(18,751)
Less: Movement in liabilities associated with restricted cash		6,589		
Less: Fair value adjustments to financial assets at fair value through profit or loss		3,551	0	(1,681)
Add: Loss on disposal of assets		8,660	4,645	13,481
Add: Depreciation		6,918,320	6,817,295	6,836,472
Non-cash movements in non-current assets and liabilities:				
Pensioner deferred rates		(33,434)	0	(58,093)
Employee benefit provisions		18,892	0	194,552
Non-cash amounts excluded from operating activities		6,922,578	6,334,543	6,965,980
(b) Surplus or deficit after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserve accounts	27	(2,646,143)	(3,142,181)	(2,537,273)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	14	155,947	155,946	147,321
- Employee benefit provisions		513,516	506,927	506,927
Total adjustments to net current assets		(1,976,680)	(2,479,308)	(1,883,025)
Net current assets used in the Statement of financial activity				
Total current assets		12,279,854	4,627,954	8,237,325
Less: Total current liabilities		(6,942,612)	(2,131,187)	(2,787,904)
Less: Total adjustments to net current assets		(1,976,680)	(2,479,308)	(1,883,025)
Surplus or deficit after imposition of general rates		3,360,562	17,459	3,566,396

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

26. BORROWING AND LEASE LIABILITIES

(a) Borrowings

		Actual							Budget			
Purpose	Note	Principal at 1 July 2023	New loans during 2023-24	Principal repayments during 2023-24	Principal at 30 June 2024	New loans during 2024-25	Principal repayments during 2024-25	Principal at 30 June 2025	Principal at 1 July 2024	New loans during 2024-25	Principal repayments during 2024-25	Principal at 30 June 2025
		$	$	$	$	$	$	$	$	$	$	$
Forrest Oval Stage 1		732,238	0	(72,929)	659,309	0	(77,596)	581,713	659,307	0	(77,596)	581,711
Forrest Oval Stage 2		104,269	0	(25,879)	78,390	0	(27,238)	51,152	78,390	0	(27,237)	51,153
Forrest Oval Stage 3		162,644	0	(40,367)	122,277	0	(42,487)	79,790	122,278	0	(42,487)	79,791
Old Convent School		175,857	0	(175,857)	0	0	0	0	0	0	0	0
Total		1,175,008	0	(315,032)	859,976	0	(147,321)	712,655	859,975	0	(147,320)	712,655

Borrowing finance cost payments

Purpose	Loan number	Institution	Interest rate	Date final payment is due	Actual for year ending 30 June 2025	Budget for year ending 30 June 2025	Actual for year ending 30 June 2024
					$	$	$
Forrest Oval Stage 1	62	WATC	6.30%	26/05/2031	(39,842)	(40,333)	(45,000)
Forrest Oval Stage 2	63	WATC	5.15%	8/02/2027	(3,311)	(3,517)	(4,875)
Forrest Oval Stage 3	64	WATC	5.15%	8/02/2027	(5,164)	(5,485)	(7,606)
Old Convent School	67	WATC	3.29%	8/07/2025	0	0	(5,856)
Total					(48,317)	(49,335)	(63,337)
Total finance cost payments					(48,317)	(49,335)	(63,337)

* WA Treasury Corporation

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

27. RESERVE ACCOUNTS

	2025 Actual opening balance	2025 Actual transfer to	2025 Actual transfer (from)	2025 Actual closing balance	2025 Budget opening balance	2025 Budget transfer to	2025 Budget transfer (from)	2025 Budget closing balance	2024 Actual opening balance	2024 Actual transfer to	2024 Actual transfer (from)	2024 Actual closing balance
	$	$	$	$	$	$	$	$	$	$	$	$
Restricted by council												
(a) Leave reserve	506,927	25,785	(19,196)	513,516	506,927	0	0	506,927	506,927	0	0	506,927
(b) Plant reserve	516,688	26,282	0	542,970	516,688	139,954	0	656,642	476,688	40,000	0	516,688
(c) Land & infrastructure reserve	158,104	8,042	0	166,146	158,104	0	0	158,104	158,104	0	0	158,104
(d) Avon river maintenance reserve	15,426	785	0	16,211	15,426	0	0	15,426	15,426	0	0	15,426
(e) Industrial land reserve	134,010	6,816	0	140,826	134,010	0	0	134,010	134,010	0	0	134,010
(f) Refuse site reserve	75,519	3,841	0	79,360	75,519	0	0	75,519	75,519	0	0	75,519
(g) Centennial garden reserve	156,162	7,943	0	164,105	156,162	0	0	156,162	156,162	0	0	156,162
(h) Forrest oval lights reserve	6,161	313	0	6,474	6,161	0	0	6,161	6,161	0	0	6,161
(i) Bowls synthetic surface reserve	20,445	1,039	0	21,484	20,444	0	0	20,444	20,445	0	0	20,445
(j) Pioneer memorial lodge reserve	533	27	0	560	533	60,000	0	60,533	78,533	0	(78,000)	533
(k) Carparking reserve	18,623	947	0	19,570	18,623	0	0	18,623	18,623	0	0	18,623
(l) Building reserve	75,380	3,835	0	79,215	75,380	145,000	0	220,380	75,380	0	0	75,380
(m) Disaster reserve	59,281	3,015	0	62,296	59,281	0	0	59,281	59,281	0	0	59,281
(n) Tennis synthetic surface reserve	3,155	161	0	3,316	3,155	0	0	3,155	3,155	0	0	3,155
(o) Tied grant funds reserve	19,557	0	0	19,557	19,557	0	0	19,557	19,557	0	0	19,557
(p) RSL memorial reserve	12,600	641	0	13,241	12,600	0	0	12,600	12,600	0	0	12,600
(q) Greenhills townsite development reserve	11,221	571	0	11,792	11,221	0	0	11,221	11,221	0	0	11,221
(r) Roads reserve	156,884	7,980	0	164,864	156,884	0	0	156,884	156,884	0	0	156,884
(s) Swimming pool reserve	90,000	4,578	0	94,578	90,000	214,954	0	304,954	0	100,000	(10,000)	90,000
(t) Recreation reserve	500,597	25,465	0	526,062	500,598	0	(75,000)	425,598	600,597	(100,000)	0	500,597
(u) Bridge reserve	0		0	0	0	120,000	0	120,000	0			0
	2,537,273	128,066	(19,196)	2,646,143	2,537,273	679,908	(75,000)	3,142,181	2,585,273	40,000	(88,000)	2,537,273

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

27. RESERVE ACCOUNTS (Continued)

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

	Name of reserve account Restricted by council	Purpose of the reserve account
(a)	Leave reserve	To fund annual and long service leave requirements.
(b)	Plant reserve	To be used to fund plant purchases or major capital repairs.
(c)	Land & infrastructure reserve	For the purpose of funding the purchase of land and or buildings or the construction of buildings.
(d)	Avon river maintenance reserve	To maintain and protect the Avon River and its environs.
(e)	Industrial land reserve	For the continued development and expansion of an industrial subdivision within the Shire.
(f)	Refuse site reserve	To be used for ongoing maintenance and development of the Shire's waste management facilities.
(g)	Centennial garden reserve	To be used for further expansion and capital repairs of the existing units.
(h)	Forrest oval lights reserve	To provide for the replacement and upgrading of the oval lights.
(i)	Bowls synthetic surface reserve	To provide for the future replacement of bowls synthetic surface.
(j)	Pioneer memorial lodge reserve	To finance capital improvements and extensions to the seniors village (funded by the operational surplus of the Lodge).
(k)	Carparking reserve	To fund the management and control of parking facilities in accordance with the Shire's Parking Plan.
(l)	Building reserve	For the construction and major capital improvements to all Shire buildings.
(m)	Disaster reserve	A contingency reserve to help fund recovery from any natural disaster.
(n)	Tennis synthetic surface reserve	To provide for the future replacement of tennis synthetic surface.
(o)	Tied grant funds reserve	To segregate grant funds provided for specific projects until those projects are carried out.
(p)	RSL memorial reserve	To provide for the upgrading of the RSL Memorial.
(q)	Greenhills townsite development reserve	To provide funds to enhance the amenity and economic potential of the Greenhills Townsite with such funds to be expended in.
(r)	Roads reserve	To provide for future road resealing requirements.
(s)	Swimming pool reserve	To provide for the maintenance and upgrade of the swimming pool.
(t)	Recreation reserve	To be used to fund capital improvements and ongoing development of recreational facilities, including sporting facilities, halls and trails.
(u)	Bridge reserve	To provide for the maintenance of bridges.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

28. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2024	Amounts received	Amounts paid	30 June 2025
	$	$	$	$
Cash in Lieu - Public open Space	58,422	0	0	58,422
	58,422	0	0	58,422

Auditor General

INDEPENDENT AUDITOR'S REPORT

2025

Shire of York

To the Council of the Shire of York

Opinion

I have audited the financial report of the Shire of York (Shire) which comprises:

- the statement of financial position as at 30 June 2025, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report:

- is based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position at the end of that period
- is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2025, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of York for the year ended 30 June 2025 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
27 November 2025



Back Cover

SY148-12/25 PROPOSED SHIRE OF YORK BUSH FIRE BRIGADES AMENDMENT LOCAL LAW 2026

File Number:	**4.9680**
Author:	**Abi Parker, Governance Officer**
Authoriser:	**Kylie Williams, Manager Governance**
Previously before Council:	**22 April 2025 (110425)** **22 July 2025 (080725)** **25 November 2025 (151125)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Proposed Shire of York Bush Fire Brigades Amendment Local Law 2026** **2. Consultation with WALGA - Citing of Local Laws**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents Council with a draft Shire of York Bush Fire Brigades Amendment Local Law for consideration. Council's approval is sought to commence the law-making process and authorise the Temporary Chief Executive Officer to give local public notice of the proposed local law.

The Purpose and Effect of the proposed amendment local law are as follows:

Purpose	To make provisions for the organisation, establishment, maintenance and equipment of bush fire brigades.
Effect	To ensure the bush fire brigades are established and managed in accordance with the *Bush Fires Act 1954*.

BACKGROUND

At its July 2025 Ordinary Meeting, Council resolved (080725):

"That, with regard to Proposed Shire of York Bush Fire Brigades Local Law 2025, Council:

1. Resolves to make the Shire of York Bush Fire Brigades Local Law 2025 in accordance with Section 3.12(4) of the Local Government Act 1995.

2. Authorises the Chief Executive Officer to carry out the processes required to make the Shire of York Bush Fire Brigades Local Law 2025 in accordance with Section 3.12(5) and Section 3.12(6) of the Local Government Act 1995.

3. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Shire of York Bush Fire Brigades Local Law 2025 prior to publication."

Under Section 3.12(5) of the *Local Government Act 1995*, the Shire of York Bush Fire Brigades Local Law 2025 was published in the Government Gazette on 26 August 2025. It took effect on 9 September 2025, fourteen (14) days after gazettal. A copy of the Local Law was provided to the Department of Fire and Emergency Services and the Department of Local Government, Industry Regulation and Safety, and it has been uploaded to the Shire's website.

Following publication of the Local Law in the Government Gazette, public notice was issued in accordance with Section 3.12(6) of the *Local Government Act 1995*. Explanatory and supporting documents were submitted to the Joint Standing Committee on Delegated Legislation (JSCDL) for review as required.

At its meeting on 13 October 2025, the JSCDL reviewed the Local Law and resolved to contact the Shire. Subsequently, on 21 October 2025, the Shire received a letter from the JSCDL concerning the *Shire of York Bush Fire Brigades Local Law 2025* (subject to parliamentary privilege). The comments by the JSCDL included the request for the Shire to make amendments to the following three (3) drafting errors:

Drafting error in clause 2.7

This clause states:

> ***2.7 Termination of membership***
>
> *Membership of the bush fire brigade terminates if the member –*
>
> *(e) ceases to be a member or is taken to have resigned under subclause (2).*

However, there is no 'subclause (2)'. The Shire deleted subclause (2) from the WALGA Model and this caused the error. Clause 2.7(2) in the Model states:

> *(2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.*

The error must be rectified because the JSCDL is uncertain if the Shire deliberately or accidentally omitted WALGA Model subclause (2) above.

Drafting error in clause 2.10

This clause states:

> ***2.10 Member has right of defence***
>
> *A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.*

However, there is no clause 2.7(1)(d). It should be amended to clause 2.7(d).

Drafting error in clause 2.11

This clause states:

> ***Objection Rights***
>
> *A person whose –*
>
> *(a) application for membership is refused under clause 2.5(1)(b);*
>
> *(b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or*
>
> *(c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),*
>
> *has the right of objection to the local government which may … etc.*

Again, the references to 'clause 2.7(1)(c)' and clause 2.7 (1)(d)' are incorrect because there is no '2.7(1)'/ This needs to be amended to: 'clause 2.7(c)' and 'clause 2.7(d)'.

At its November Ordinary Meeting Council resolved (151125):

"That, with regard to Request for Amendment to Shire of York Bush Fire Brigades Local Law 2025, Council:

1. Undertakes to the Joint Standing Committee on Delegated Legislation that within twelve (12) months, the Shire will make an Amendment Local Law to:

a. Delete clause 2.7(e).

b. Amend clause 2.7(1)(d) to clause 2.7(d) under clause 2.10.

c. Amend clause 2.7(1)(c) and 2.7(1)(d) under clause 2.11 to clause 2.7(c) and clause 2.7(d).

2. Until the Shire of York Bush Fire Brigades Local Law 2025 is amended in accordance with these undertakings, the Shire of York will:

a. Not enforce the Shire of York Bush Fire Brigades Local Law 2025 in a manner contrary to these undertakings.

b. Ensure that a copy of these undertakings accompanies the Local Law wherever it is publicly available, whether in hard copy or electronic form.

3. Authorises that these undertakings be given in the form of a letter signed by the Shire President to the Joint Standing Committee on Delegated Legislation pursuant to Section 2.8(1)(d) of the Local Government Act 1995, as per the Committee's request."

COMMENTS AND DETAILS

The amendment local law is to be proposed as the *Shire of York Bush Fire Brigades Amendment Local Law 2026*, because in consultation with the Western Australian Local Government Association (WALGA), the JSCDL advice is that a local law title should include the year that it will be made, rather than the year in which the local law-making process commenced.

OPTIONS

Council has the following options:

Option 1: Council could choose to not commence the local law-making process for the amendment local law.

Option 2: Council could choose to direct the Temporary Chief Executive Officer to commence the law-making process in accordance with Section 3.12 of the *Local Government Act 1995*.

Option 2 is the recommended option

IMPLICATIONS TO CONSIDER

Consultative

WALGA

Shire of York BFCOs

Should Council choose to commence the law-making process, Officers will publish a local public notice of the proposed local law, inviting submissions. The submission period is to be no less than six (6) weeks. After this period, Officers will consider any submissions received and report back to Council.

Strategic

Council Plan 2025-2035

Pillar 5: Strong Governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

There are currently no policies directly related to Bush Fire Brigades. However, an updated Work Health and Safety Policy (Policy H1) was adopted by Council at its May 2024 Ordinary Meeting and includes volunteers (Resolution 070524).

Financial

There will be costs associated with the advertising of the proposed Shire of York Bush Fire Brigades Amendment Local Law 2026 and its publishing in the *Government Gazette*. It is unlikely that these costs will exceed $3,000.

Legal and Statutory

Sections 3.5 and 3.12 of the *Local Government Act 1995* are applicable and state:

"3.5. Legislative power of local governments

(1) A local government may make local laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.

(2) A local law made under this Act does not apply outside the local government's district unless it is made to apply outside the district under section 3.6.

(3) The power conferred on a local government by subsection (1) is in addition to any power to make local laws conferred on it by any other Act.

(4A) Nothing in the Building Act 2011 prevents a local government from making local laws under this Act about building work, demolition work, a standard for the construction or demolition of buildings or incidental structures, or the use and maintenance of, and requirements in relation to, existing buildings or incidental structures, as those terms are defined in section 3 of that Act.

(4B) Nothing in the Health (Miscellaneous Provisions) Act 1911 or the Public Health Act 2016 prevents a local government from making local laws under this Act about matters relating to public health (as defined in the Public Health Act 2016 section 4(1)).

(4) Regulations may set out —

(a) matters about which, or purposes for which, local laws are not to be made; or

(b) kinds of local laws that are not to be made,

and a local government cannot make a local law about such a matter, or for such a purpose or of such a kind.

(5) Regulations may set out such transitional arrangements as are necessary or convenient to deal with a local law ceasing to have effect because the power to make it has been removed by regulations under subsection (4).

3.12. Procedure for making local laws

(1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.

(2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

(3) Subject to subsection (3A), the local government is to —

(a) give local public notice stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to —

(i) the Departmental CEO; and

(ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is proposed to be made — the chief executive officer of that other department;

and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

(3A) The local government may, at the council meeting referred to in subsection (2), determine to proceed under subsection (3C) instead of subsection (3) if all the proposed local law would do is adopt, wholly and without modification —

(a) a model local law; or

(b) a model local law except certain provisions that the local government determines, at the council meeting referred to in subsection (2), are not relevant to the local government and the district.

(3B) In subsection (3A)(a) and (b), references to a model local law include an amendment of a model local law.

(3C) If the local government determines to proceed under this subsection, the local government must —

(a) publish a notice on the local government's official website stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 3 weeks after the notice is published;

and

(b) as soon as the notice is published, give a copy of the notice to —

(i) the Departmental CEO; and

(ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is proposed to be made — the chief executive officer of that other department;

and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

(4) After the last day for submissions under subsection (3) or (3C) (as the case requires), the local government is to consider any submissions made and may make the local law as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*

(5) After making a local law, the local government must —

(a) publish the local law in the Gazette; and

(b) give a copy of the local law to —

(i) the Departmental CEO; and

(ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law is made — the chief executive officer of that other department.

(6) After the local law has been published in the Gazette the local government is to give notice in the required way —

(a) stating the title of the local law; and

(b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and

(c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.

*(6A) For the purposes of subsection (6), the **required way** for giving a notice is as follows —*

(a) if the local government proceeded under subsection (3) — by local public notice;

(b) if the local government proceeded under subsection (3C) — by notice published on the local government's official website.

(7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

(8) In this section —

***making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law."*

Risk Related

If the Shire does not commence the local law making process for the Bush Fire Brigades Amendment Local Law 2026 as per the JSCDL's request, the JSCDL may recommend disallowance of the Principal Local Law to the Legislative Council.

Due to this, the compliance risk is determined to be significant.

Workforce

The scope of this report is managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
081225

Moved: Cr Elaine Ashford **Seconded: Cr Kevin Trent**

That, with regard to the Proposed Shire of York Bush Fire Brigades Amendment Local Law 2026, Council:

1. Commences the law-making process for the Shire of York Bush Fire Brigades Amendment Local Law 2026. The purpose and effect of the local law being as follows:

Purpose	**To make provisions about the organisation, establishment, maintenance and equipment of bush fire brigades.**
Effect	**To ensure the Shire of York's Bush Fire Brigades are created in accordance with the Bush Fires Act 1954.**

2. Authorises the Temporary Chief Executive Officer to carry out the law-making procedure under Section 3.12(3) of the Local Government Act 1995, by:

a. Giving local public notice of the proposed Bush Fire Brigades Amendment Local Law 2026.

b. Giving a copy of the proposed Bush Fire Brigades Amendment Local Law 2026 and the notice to the Director General of the Department of Local Government, Industry Regulation and Safety and the Commissioner of the Department of Fire and Emergency Services.

3. Authorises the Temporary Chief Executive Officer to make any minor formatting or typographical changes to the proposed Shire of York Bush Fire Brigades Amendment Local Law 2026 prior to advertising.

4. Notes that the Temporary Chief Executive Officer, after the close of the public consultation period, will submit a report to Council on any submissions received on the proposed Bush Fire Brigades Amendment Local Law 2026 to enable Council to consider the submissions and determine whether to make the local law, in accordance with Section 3.12(4) of the *Local Government Act 1995*.

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

SHIRE OF YORK

BUSH FIRE BRIGADES AMENDMENT LOCAL LAW 2026

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

SHIRE OF YORK

BUSH FIRE BRIGADES AMENDMENT LOCAL LAW 2026

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of York resolved on [*insert date*] to make the following local law.

1. Citation

This local law shall be cited as the *Shire of York Bush Fire Brigades Amendment Local Law 2026*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal local law

The local law amends the *Shire of York Bush Fire Brigades Local Law 2025* as published in the *Government Gazette* on 26 August 2025.

4. Clause 2.7(e) deleted

Clause 2.7(e) is deleted.

5. Clause 2.10 amended

In clause 2.10, "clause 2.7(1)(d)" is amended to "clause 2.7(d)".

6. Clause 2.11 amended

In clause 2.11, "clause 2.7(1)(c)" and "2.7(1)(d)" are amended to "clause 2.7(c)" and "clause 2.7(d)" respectively.

Abi Parker

From: [redacted]
Sent: Tuesday, 28 October 2025 1:01 PM
To: Abi Parker
Subject: RE: Citing of Amendment Local Law

You don't often get email from [redacted] Learn why this is important

Good afternoon, Abi

Thank you for your enquiry.

The JSCDL advice is that a Local Law title should include the year that it will be made, rather than the year in which the local law making process commenced.

In the below circumstance, the Shire is proposing the amendment local for consultation in 2025, with the decision to make the amendment local law proposed to occur in 2026, in which case the local law would be titled the *Shire of York Bush Fire Brigades Amendment Local Law 2026*.

I hope this information assists.
Kind regards

WALGA
Influence. Support. Expertise.

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WALGA acknowledges the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including Boorloo (Perth), on the land of the Whadjuk Noongar People, where WALGA is located and we acknowledge and pay respect to Elders past and present.

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From: Abi Parker <[redacted]wa.gov.au>
Sent: Tuesday, 28 October 2025 9:08 AM
To: [redacted]
Subject: Citing of Amendment Local Law

Good morning,

The Shire of York received comment from the JSCDL regarding our Bush Fire Brigades Local Law 2025, in which they requested amendments be made.

However, do we cite the amendment as 2025, the current year, or 2026 when the amendment is likely to take effect?

Your assistance is much appreciated,

1

Kind regards,

Abi Parker
Governance Officer

PO Box 22,York WA 6302
E: [redacted]@york.wa.gov.au
T: 9641 0500
D: [redacted]
W: www.york.wa.gov.au

The Shire of York would like to acknowledge the Traditional Owners of the land, the Ballardong people of the Noongar nation and pay our respects to Elders, past, present and emerging.

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SY149-12/25 REVIEW OF WORKFORCE PLAN 2024-2028

File Number:	**4.10863**
Author:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Authoriser:	**Alina Behan, Temporary Chief Executive Officer**
Previously before Council:	**27 March 2017 (090317)** **26 April 2022 (060422)** **28 May 2024 (090524)** **30 September 2025 (180925)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Revised Workforce Plan 2025-2029**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

The report presents the reviewed and updated Workforce Plan for Council's information and endorsement.

BACKGROUND

As set out in Section 5.56(1) of the *Local Government Act 1995* a local government is to plan for the future of the district. Division 3 of the *Local Government (Administration) Regulations 1996* Regulation 19DA(3)(c) requires that the Corporate Business Plan, now incorporated into the Council Plan, is to develop and integrate matters relating to resources including asset management, workforce planning and long-term financial planning.

The aim of the workforce planning process is to determine the capacity of the organisation's ability to meet the requirements of Council's strategic planning.

Following a competitive procurement process, Mint Collaborative was appointed to produce the Workforce Plan 2024-2028. This was considered by Council and adopted at its May 2024 Ordinary Meeting (Resolution 090524).

The Asset Management Plans for both Buildings and Open Spaces were adopted by Council at its September 2024 Ordinary Meeting (Resolution 030924).

At its April 2025 Ordinary Meeting Council adopted the new Council Plan 2025-2035 (Resolution 130425), which combines the requirements of the Strategic Community Plan and the Corporate Business Plan into one (1) cohesive document.

To ensure the Shire is sufficiently resourced to deliver on changes in the new Council Plan and incorporate findings from the Buildings and Open Spaces Asset Management Plan, Mint Collaborative was engaged to conduct a minor review of the Workforce Plan for the next four (4) years (2025-2029).

The reviewed Workforce Plan 2025-2029 was presented to Council at its September 2025 Ordinary Meeting. Council resolved to request further information to be included in the reviewed Workforce Plan and to present the updated document to its December 2025 Ordinary Meeting (Resolution 180925).

COMMENTS AND DETAILS

The review of the Workforce Plan included the following considerations:

- Undertaking a review of the current organisational structure against the:
  - Inaugural Council Plan
  - Shire of York informing documents
  - External drivers for change
  - Internal drivers for change
  - Organisational changes since the adopted Workforce Plan
  - Regional and local government sector employment trends

  to establish workforce resourcing gaps between the planned outcomes identified in the Council Plan and informing documents.

Consultation was undertaken using the following methods:

- Workshops with the Executive Leadership Team (ELT)
- Workshop with the Organisational Management Group (OMG)
- Presentation of the draft Workforce Plan to Council

The subsequent reviewed and updated Workforce Plan 2025-2029, as presented in Appendix 1, gives clear direction for:

1. A sustainable four (4) year plan to assist the Shire to meet its stated outcomes through workforce resourcing
2. A year-by-year timeline for the implementation of the Workforce Plan

OPTIONS

Council has the following options:

Option 1: Council could choose to endorse the reviewed and updated Workforce Plan 2025-2029, as presented in Appendix 1.

Option 2 Council could choose to specify further information to be included in the reviewed Workforce Plan and direct the Temporary Chief Executive Officer to represent the updated Workforce Plan to Council at a future meeting.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

ELT

OMG

Council Concept Forum 12 August 2025

Council Workshop 30 November 2025

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G2 Designation of Senior Employees

Financial

The costs for the external consultant to update the reviewed Workforce Plan is managed through GL: 042169 – Consultant Fees.

Any financial implications will be addressed in annual budgets and the Long Term Financial Plan.

Legal and Statutory

Section 5.56 of the *Local Government Act 1995* is applicable and states:

"5.56. Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district."

Regulation 19DA(3)(c) of the *Local Government (Administration) Regulations 1996* is applicable and states:

"19DA. Corporate business plans, requirements for (Act s. 5.56)

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.*

**Absolute majority required.*

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan."

Risk Related

There is a risk that, should the organisational structure remain as it is, projects could be delayed, levels of service may fall and compliance with regulatory requirements may not be met. Workforce

planning mitigates these risks by improving resourcing and the Shire's effectiveness to deliver services to the community.

Workforce

The reviewed and updated Workforce Plan 2025-2029 is presented in Appendix 1. The Plan aims to address the workforce needs of the Shire arising from core function services and operations, projects, strategic initiatives and priorities. It also aims to build capacity and resilience to allow the Shire to respond to the changing environment and issues arising from community aspirations, external pressures and legislative compliance issues.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
091225

Moved: Cr Kevin Trent **Seconded: Cr Melissa Welsh**

That, with regard to the Review of Workforce Plan 2024-2028, Council:

1. **Endorses the Workforce Plan 2025-2029, as presented in Appendix 1.**
2. **Directs the Temporary Chief Executive Officer to include the budget implications of the reviewed Workforce Plan as part of the annual budget process during the term of the Workforce Plan for Council's consideration.**
3. **Authorises the Temporary Chief Executive Officer to make any minor formatting and typographical changes to the reviewed Workforce Plan prior to publication.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

SHIRE OF York

WORKFORCE PLAN

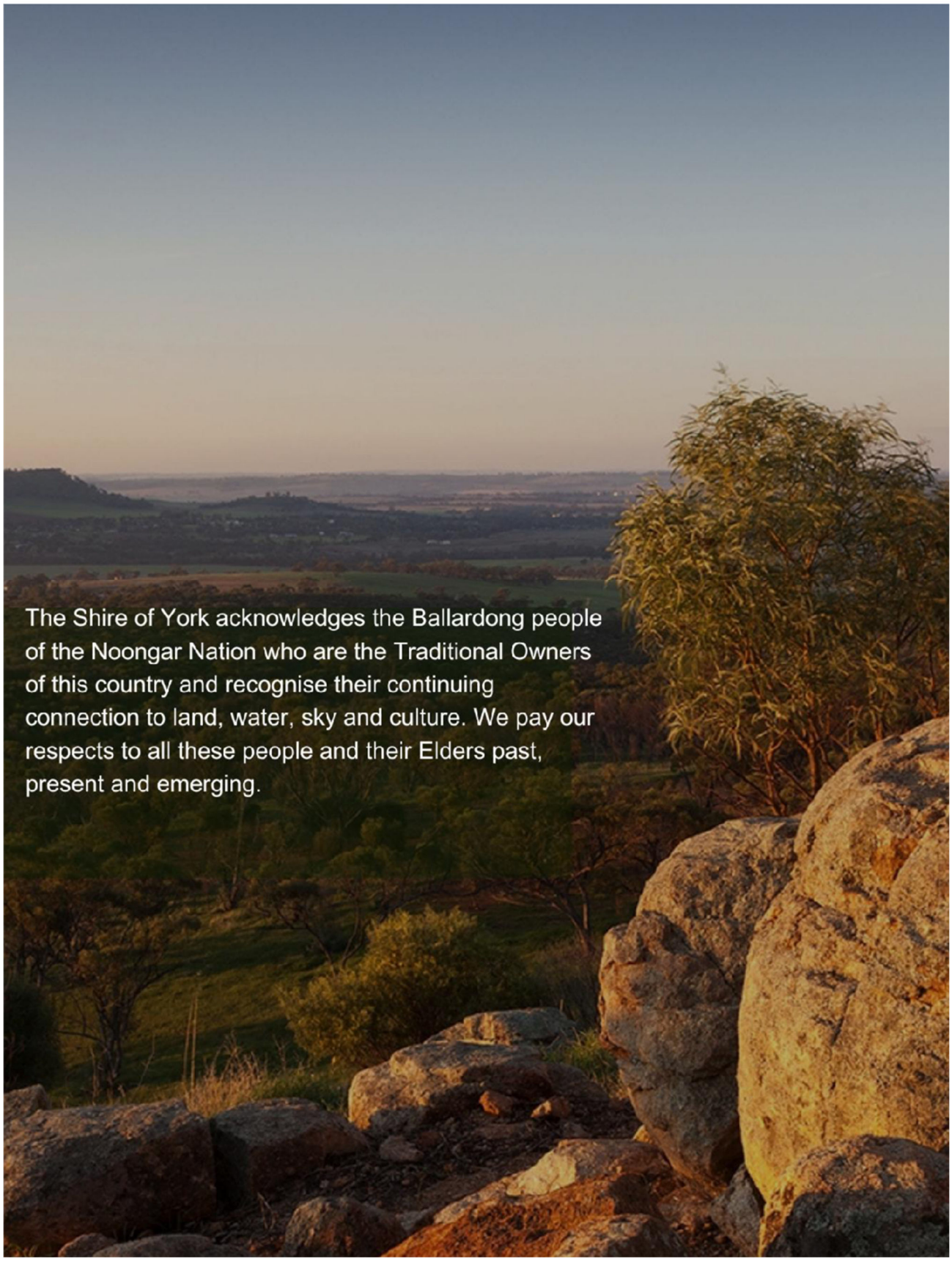


2025
2029

ACHIEVE TOGETHER
TAKE OWNERSHIP
SHAPE THE FUTURE
INSPIRE AND UPLIFT

Developed December 2025

Workforce Plan 2025 - 2029 **Shire of York**



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1. Message from the CEO

I am pleased to share the Shire of York's Workforce Plan for 2025-2029, outlining our approach to building a strong workforce that is aligned to the unique needs of our community.

The Workforce Plan is an essential component of the Integrated Planning and Reporting Framework (IPRF). It will guide us in shaping the organisation and ensuring we have the capability and capacity to deliver on our strategic priorities.

This document has been informed by extensive research, consultation, and consideration of the requirements of our workforce currently, as well as over the next four years.

In developing this Plan, we are encouraged by the strengths highlighted by our employees, and are committed to retaining these advantages into the future. These include the strong sense of satisfaction and connection in working for our local community, the opportunity for diverse and challenging work, and our culture of great friendly people.

However, the Workforce Planning process also identified a number of focus areas over the next four years. For example, how we will respond to external drivers for change, such as skills shortages, an ageing population and workforce, and an increasing focus on technology, governance, and sustainability. The Plan also outlines how we will respond to our internal drivers for change, including the need to better manage employee workloads through optimising our resourcing, improve systems support and employee engagement, foster cross-team collaboration, and continue focusing on attracting and retaining great people.



Our overall workforce priority areas outlined in this plan include ensuring that our community priorities are adequately resourced, improving our employee retention, and enhancing our culture to become an employer of choice.

For each of these priorities, we have outlined the actions we will take over the next four years.

We are confident that through the implementation of this Workforce Plan, we will continue to have a strong workforce that delivers great outcomes for our community.

Alina Behan

Temporary Chief Executive Officer*

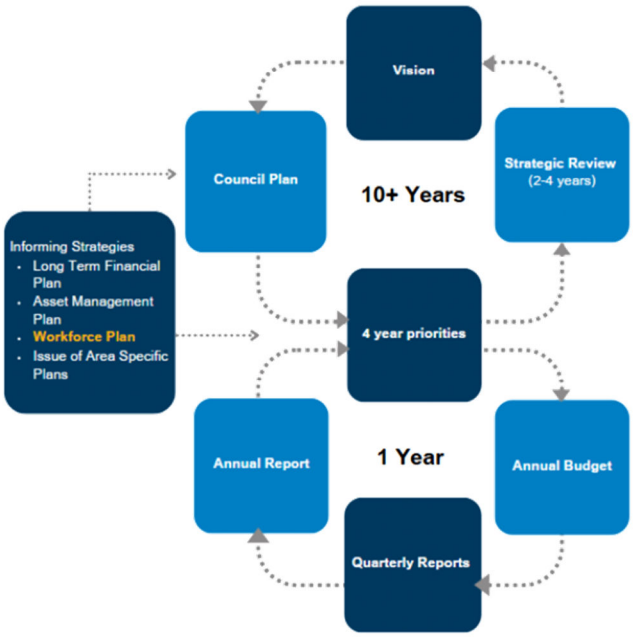
Shire of York

**This Workforce Plan was developed during the tenure of CEO Chris Linnell (to October 2025). The Shire acknowledges his leadership during this period. At the time of publication of this Workforce Plan, the Temporary CEO is Alina Behan.*

2. Development of the Workforce Plan

Local governments in Western Australia are required to effectively plan for the future under the Local Government Act 1995, using the **Integrated Planning and Reporting Framework (IPRF).** This ensures that the goals and outcomes of local government align with the community vision, are possible within the allocated resources, and can be monitored and reported on to ensure effectiveness and transparency.

The **Workforce Plan**, updated at least every four years, identifies the workforce structure, capabilities and initiatives that will enable the local government to deliver on its Council Plan





In developing this workforce plan, the Shire of York's key strategic and informing documents were analysed to inform **future workforce requirements**.

Employee data, organisational structure, engagement surveys and industry benchmarks were analysed to determine **internal drivers for change**. An environmental scan of workforce trends was also conducted to inform **external drivers for change**.

Workforce consultation included a survey distributed to all staff (online and hard copy), as well as several Executive and operational management group workshops. This was followed by **elected members engagement** and the **finalisation of the workforce plan**.

The final phase is **to monitor and evaluate** the implementation of the plan over the following years.

3. About the Shire of York

3.1 Our Vision

The Shire's first Council Plan (combined Strategic Community Plan and Corporate Business Plan) was developed in 2025. This Plan represents the community's guiding vision and strategic goals for the Shire of York for the next 10 years:





3.2 Our Values

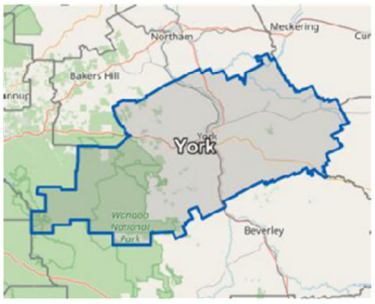
The Shire of York's Values guide 'how' we work in delivering the above priorities – from our overall culture to our decision-making and day-to-day behaviours.

Our values ensure that we not only deliver great outcomes for our community, but that we do so in the right way.

In 2025, the Shire's values were refreshed to better reflect how the team will work to deliver the Shire's priorities.

4. Community Profile

The Shire of York



The Shire of York is a Local Government area in the Wheatbelt region of Western Australia. Covering 2,131km^2, the Shire of York is situated on the Avon River 97km east of Perth. York is the oldest inland town in Western Australia, surrounded by the Shires of Northam, Cunderdin, Quairading, Beverley, Mundaring and Kalamunda. The Ballardong people of the Noongar Nation are the Traditional Owners of the land.

Our Community

3,459 People

152% total net internal migration (June 2023)

200,000 visitors p.a.

936 families Average **1.8** children

11% of people born overseas

4.2% ATSI

Population:
50% Male
50% Female

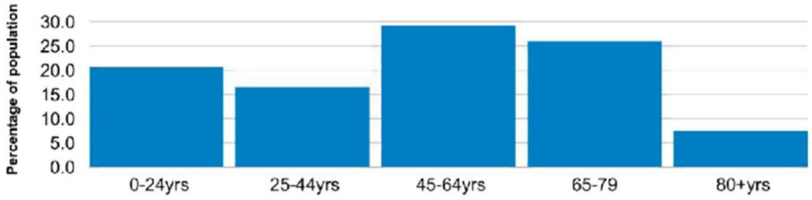
1,869 total dwellings
47.9% of people own their own home

$46.2M Agriculture industry p.a.

56 population median age

51% population aged over 55

Shire of York Population by Age



Our Workforce

Full Time	51.7%
Part Time	33.6%
Away from work	8.3%
Unemployed	5.9%

Of the **50.5%** of residents who make up the labour force

Percent of Registered Businesses*

Agriculture	38%
Retail	7.1%
Manufacturing, transport & logistics	5.2%

Our Economy

Leading Industries of Employment

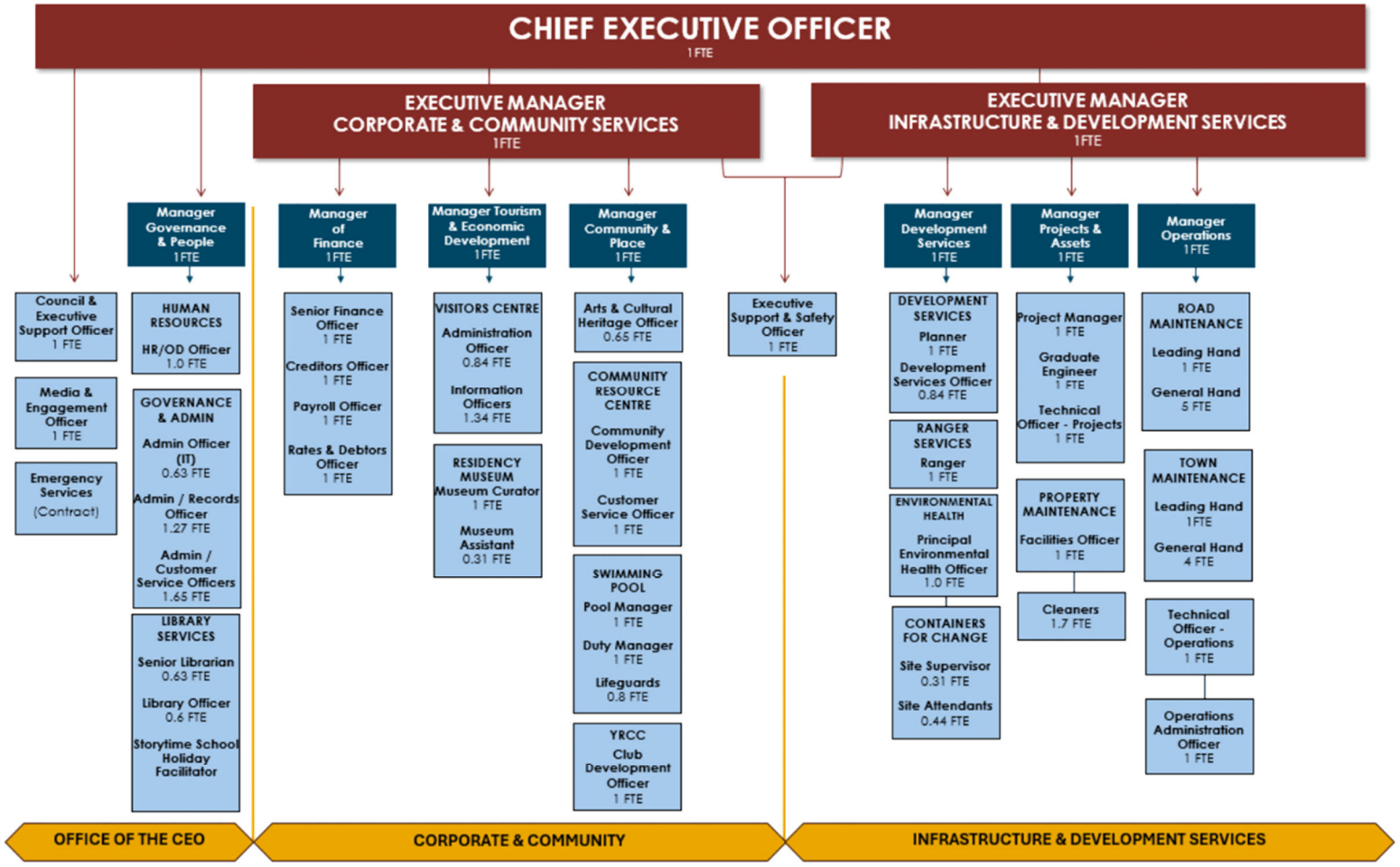
1. Grain-Sheep or Grain-Beef Cattle Farming
2. Hospitals
3. Secondary Education
4. Other Grain Growing
5. Local Government Administration

Emerging Industries

Wine Production
Olive Production
Tourism

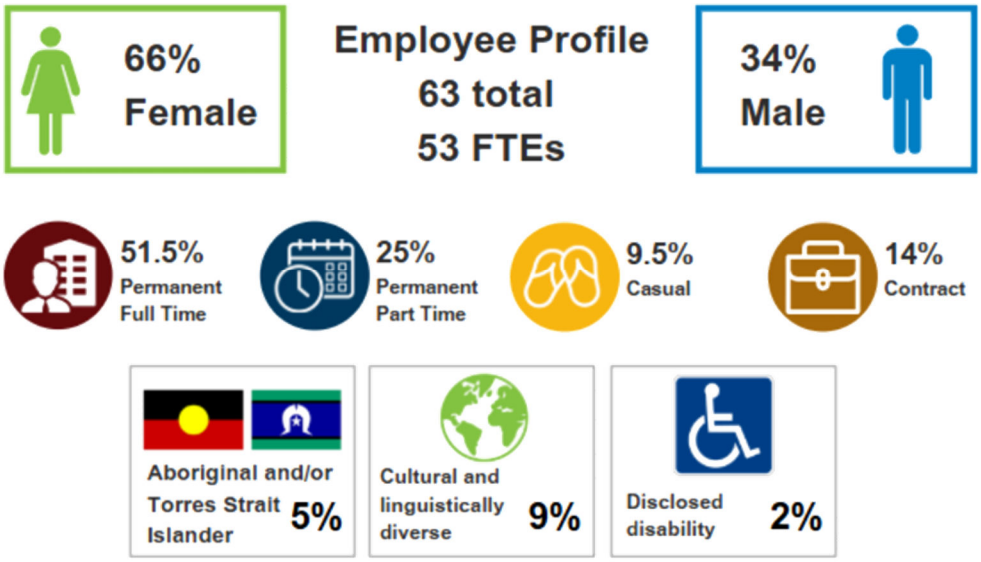
*2009 & 2012 data

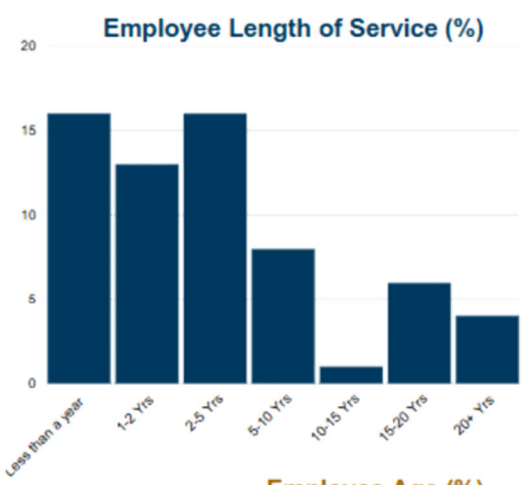
5. Current Workforce Profile

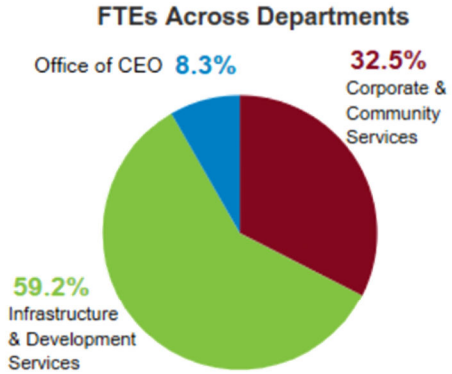


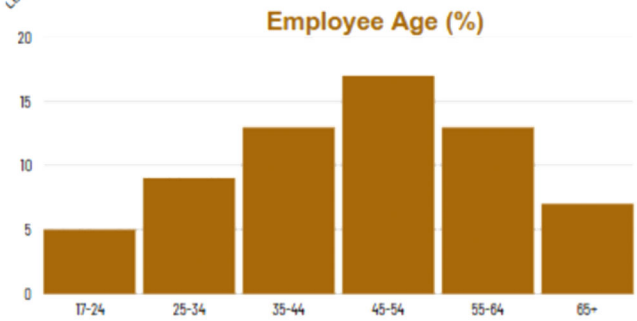
5.2 Workforce Snapshot

The Shire of York's current workforce includes approximately 64 people, with a higher weighting of females and over 50s. The majority of roles are permanent full time, the majority of employees have been with the Shire less than 10 years, and nearly two thirds of employees sit within the Infrastructure and Development Services division.











6. Drivers for Change

6.1 Strategic Context

The Shire of York's key informing plans and strategies were reviewed, and any potential workforce implications flagged for discussion with the Shire's Executive Management Team. The key Workforce Plan considerations identified through this process were:

Strategic Goals (2025)	Key Workforce Plan Considerations
Community and cultural vitality	• Tourism and events demands • Reduced CRC operating hours • Resourcing of community and tourism events • Housing availability • The Shire's role in the ageing population, Age Friendly Community Strategy, DAIP and Wellbeing Plan
Future-ready economy	• The opportunity to strengthen tourism and events to benefit the community • The opportunity to better leverage grants as an alternative source of revenue
Thriving natural environment	• The potential to better utilise volunteers and 'friends of' groups • The opportunity to explore partnerships with other Shires, for example for waste education • With increasing demands, there is a possible need for a dedicated role in the future
Comfortable and connected places	• The need to maintain adequate facilities management • The increasing importance of footpaths in light of the ageing population • Resourcing of roads maintenance was recently increased and will be monitored to determine whether it meets the requirements of the Asset Management Plans • Implications of the Trails Master Plan and new Trails commitments.
Strong governance, responsive leadership	• Likely increases in administrative and governance requirements. • Increasing community engagement expectations • Potential efficiencies afforded by emerging technologies and separation of operational and administrative functions • Requirement for increasing technology capabilities • Increasing HR requirements • Housing as a barrier for employee attraction

6.2 External Drivers for Change

A review of global, national, Local Government, Western Australia and York trends resulted in the below 5 factors being identified as key external drivers for change for the Shire of York. See Appendix A for a detailed Environmental Scan.

Skills and workforce shortages

Australia, particularly Western Australia is experiencing a high rate of employment, with unemployment rates as low as 3.4% (WA). This has led to an 'employee's market', with high competition for skilled workers. Industries like environmental health, urban planning, aged care, agriculture, hospitality, and retail are experiencing skills shortages compounded by lack of available housing. Employee expectations have also shifted, with employees prioritising flexibility, autonomy, wellbeing, and culture. Consequently, for the Shire of York, establishing a competitive 'employee value proposition' and strong focus on organisational development is critical.

Technology challenges and opportunities

Globally technology is rapidly evolving, key challenges of this include increased cyber security risks, widening skills gaps as employees learn new technologies and increasing community expectations for digital services. However, this also presents opportunities, such as efficiencies through automation and artificial intelligence, and the ability to make data-driven decisions. For the Shire of York, it will be important to strike a balance between digital advancements and meeting the needs of its ageing population while leveraging new technologies for efficiency.

Increasing focus on governance, transparency, and engagement

Globally and across industries, there is a growing emphasis on governance, transparency, and ethics. This is also true of Local Government, a shift which is likely to be cemented through the review of the Local Government Act. Community expectations in Australia have shifted towards greater transparency and engagement from their Council's, including access to Council meetings, rapid social media responses, regular direct access to Councillors, and full visibility of expenditure. The Shire of York can anticipate increased demand on administrative, governance, and engagement resources due to these shifts.

Ageing population

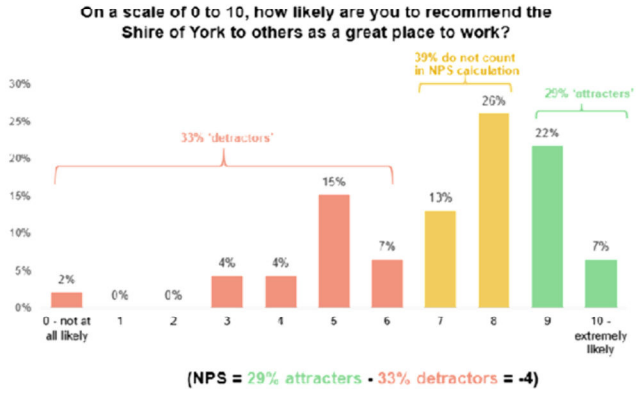
As with many areas, the Shire of York is experiencing an ageing population, with a third of the population currently over the age of 65. This is likely to impact demand for health and community services, aged care services and facilities, as well as housing, accessibility, and transport requirements. The Shire of York's role in supporting the ageing population is likely to include some direct support service provision, as well as external advocacy and funding for services and infrastructure.

Environmental sustainability

Environmental sustainability and climate change are increasing in focus both globally and locally. For the Shire of York, the impact of this is likely to include preparations and response to extreme weather events, increased environmental requirements and approvals, increasing community expectations around natural resource management, and adapting to electric vehicles.

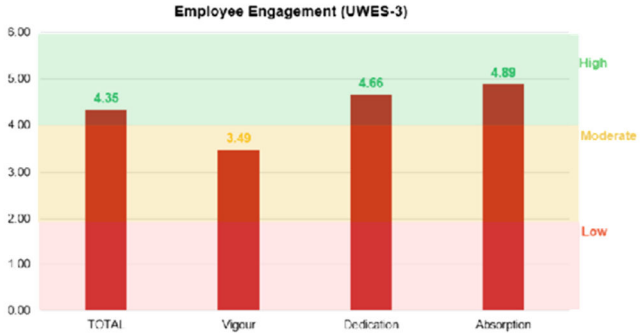
6.3 Analysis of Employee Data and Trends

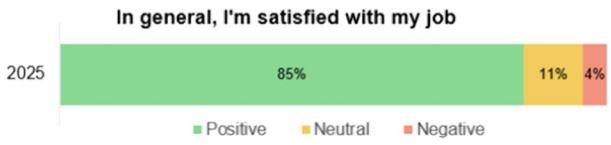
In 2024, a full analysis of employee engagement and turnover data was conducted (see Appendix B for further detail). In 2025, a refreshed Staff Engagement and Feedback Survey was administered, which shed further light on staff sentiment across the Shire.



While the **Net Promoter Score (NPS)** remained negative at -4 (up from -31), this did not accurately reflect the overall sentiment, wherein 74%* of employees were positive about recommending the Shire as a great place to work.

Employee Engagement was also High overall, and High for all except one of the three types of engagement. This reinforces that employees are passionate about and absorbed in their work and have a high level of dedication, but may be experiencing mild levels of fatigue or burnout – likely associated with the reported workload challenges.





Overall job satisfaction was strong at 85% positive. The Shire's average score of 76.63 is well above the 2025 Australian average of 65.9. **Pride in working at the Shire** also increased on previous years, from 73% in 2024 to 80%.

Key strengths highlighted were:

- Great people who genuinely care
- Manager and team support
- Meaningful work
- Connection to the community
- Work/life balance and flexibility
- Opportunities for learning and growth
- Interesting and variety of work
- Job security and pay

Key improvement opportunities identified were:

- Internal collaboration and peer accountability
- Clear communication and change management
- Workloads and resourcing
- Further development opportunities
- Process improvements and efficiencies
- Recognition and wellbeing focus

**Note: NPS percentages have been rounded to the nearest whole number; however, the 74% figure is correct based on the raw figures.*

6.4 Internal Drivers for Change

After reviewing all available sources of employee data and feedback, the five factors below were identified as key internal 'drivers for change'. See Appendix B and Appendix C for further detail on employee data analysis and consultation outcomes respectively.

Attracting and retaining qualified staff

New hires, younger (17-24 and 35-44) and female employees, as well as part-time and casual workers, have in the past been over-represented in employee exits. The predominant exit reason was "better opportunity" after lifestyle factors. Data suggests challenges in attracting qualified candidates, attributed to recent trends in housing availability and employment competition. Continuing to promote a strong 'employee value proposition' and enhancing retention and housing strategies is therefore critical.

Workload management and service levels

While spans of control and numbers of direct reports have improved, employee consultation reveals high workloads remain a key challenge. Unsustainable workloads for employees, stemming from high service levels or inefficiencies, contribute to employee stress, disengagement, and attrition. A culture of always being available for drop-ins has led to constant interruptions, further exacerbating workloads. There is also data to suggest some areas are being over-serviced.

Insufficient processes and systems training

Outdated manual record keeping and the use of four disparate systems were flagged as inefficient and time consuming by employees, which has improved but remains a challenge. Additionally, insufficient training compounds these issues, with inadequate resources for continual learning past initial onboarding. Procedures and process maps are not well documented, up to date or accessible for employees to reference. Exploring process automation, the use of AI and resourcing process improvement is likely to support with efficiencies and workload challenges.

Skills gaps in leadership and resilience skills

The 2025 Staff Cultural Survey painted a significantly more positive picture of employee engagement, with an improved NPS and 74% of team members recommending the Shire as a great place to work. However, the survey did identify some key skills gaps. For leaders, there is the opportunity to improve skills in communication and change management, as well as managing performance and recognition. For team members, resilience and workload management skills would further complement the organisational workload interventions.

Lack of cross-team collaboration

Lack of cross-team role clarity and collaboration was identified as a challenge. Lack of visibility and knowledge of the structure and role responsibilities across teams fosters distrust between groups. Additionally, there are significant barriers to cross team interactions resulting in limited opportunity for collaboration, such as the lack of communal spaces, limited interactions across teams and separated work areas.

7. Future Workforce Priorities and Actions

After reviewing all key internal and external data and trends as well as extensive employee and leader consultation, three key focus areas were identified for the Shire of York over the next four years. These are captured in the visual below.

7.1 2025-2029 Priority Areas and Actions

The broad priority areas remain consistent with what was identified in the 2024/25 Workforce Plan:



The specific actions to address these priorities were revisited, and updated in consultation with the Organisational Management Group (OMG) based on progress already made and changing requirements. **From 2024 to 2025, workload management continues to be a high priority area, so a number of new actions were identified to free up and optimise existing resourcing.**

The table on the following page captures the key Workforce Plan actions for the next 4 years. The specific Organisational Chart implications of these changes are then outlined on the following page.

Workforce Plan 2025 - 2029 **Shire of York**

Workforce Plan Key Actions	Year 1 2025/26	Year 2 2026/27	Year 3 2027/28	Year 4 2028/29
1. Ensure community priorities are adequately resourced				
1.1 Resourcing Environment & Sustainability commitments	*(Define Shire's role)*	x *(pending Y1 outcomes)*		
1.1.1 Dedicated Environment and Sustainability resource				
1.1.2 Explore Shire partnership for waste education	x	*(Pending Y1 outcomes)*		
1.2 Improve facilities management through work programs and service level expectations.	x	x	x	x
1.3 Explore opportunities to increase community volunteering	x	x	x	x
1.4 Increased Tourism & ED support with events and volunteering *(existing role reclassification)*	x	x	x	x
1.5 Monitor the adequacy of road maintenance resourcing.	x	x	x	x
2. Improve retention through addressing key challenges (workload, induction, systems)				
2.1 Manage workloads through optimising resourcing				
2.1.1 Shift to 'by appointment' model to reduce volume of interruptions and task-switching	x	*(Maintain)*		
2.1.2 Develop Service Plans to clarify service levels	x		*(Review)*	
2.1.3 Explore identified list of efficiencies, with any changes in service levels to be subject to Council approval.	x *(Implement)*	*(Maintain)*		
2.1.4 Explore building surveying sourcing options	x	*(Re-visit as appropriate)*		
2.1.5 Support process improvement through re-focusing the existing IT/Records role.	x			
2.1.6 Revisit the feasibility of a new grants role to reduce overall resourcing pressures		x	x	x
2.1.7 Explore feasibility of additional Executive role.			x	x
2.2 Create efficiencies using technology.	x	*(Re-visit as appropriate)*		
2.2.1 Apply Farmer to automate key forms.				
2.2.2 Explore the potential of AI to reduce administrative load and aid information access and collation.	x	x	x	x
2.3 Review delegations and decision-making.	x	x	x	x
2.4 Develop a standardised 12-month induction program & survey to better support new-starters.	x	*(Re-visit as appropriate)*		
2.5 Ongoing support with key processes and systems.	x	*(Re-visit as appropriate)*		
2.5.1 Record training sessions.				
2.5.2 Periodic drop-in sessions.	x	x	x	x
2.5.3 Mapping key processes	x	x	x	x

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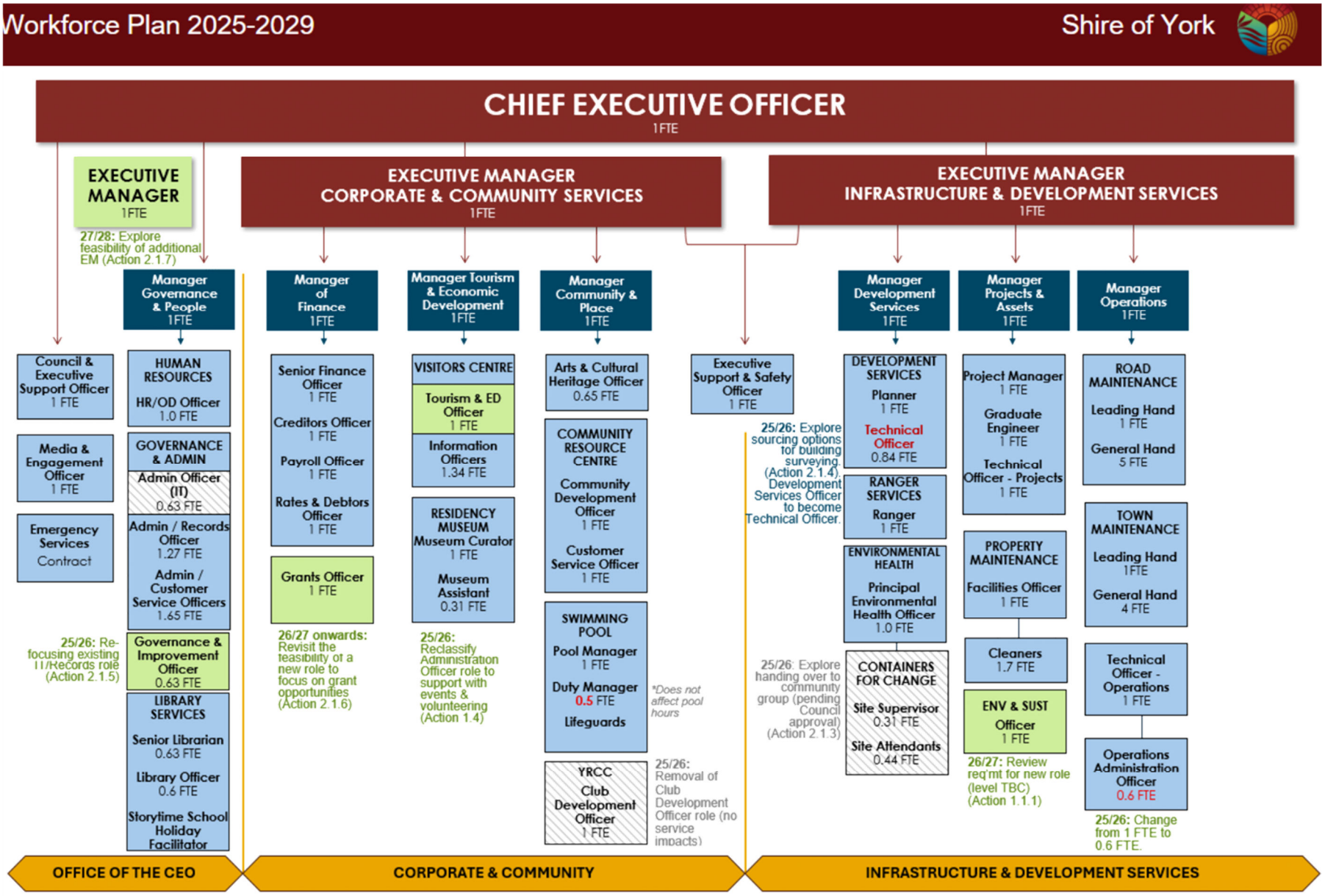
3. Enhance our culture and become an employer of choice					
3.1	**Better attract skilled staff.**				
3.1.1	Refine & embed the Shire's Employee Value Proposition	x	*(Re-visit as appropriate)*		
3.1.2	Develop an Employee Housing Strategy to ensure fairness		x	*(Re-visit as appropriate)*	
3.1.3	Review market reflectiveness of roles	x	x	x	x
3.2	**Improve team and leader engagement.**				
3.2.1	Delivery of Annual Cultural Program	x	x	x	x
3.2.2	OMG team development and capability building	x	x	x	x
3.3	**Improve cross-team role clarity and collaboration.**				
3.3.1	Develop a quick reference contact list	x	*(Re-visit as appropriate)*		
3.3.2	Develop an intranet and key team content	x	*(Re-visit as appropriate)*		
3.3.3	Cross-team socialisation (as feasible)	x	x	x	x
3.3.4	Create a physical space to enable more ad hoc collaboration (e.g. enclosed courtyard).	x *(project brief)*	x *(pending brief)*		
3.4	**Boost recognition and appreciation.**				
3.4.1	Annual budget for within-team recognition.	x	x	x	x
3.4.2	Peer/lead shout-outs included in key meetings.	x	x	x	x
3.4.3	Annual staff recognition awards.	x	x	x	x
3.5	**Develop position-level training programs**	x	*(Re-visit as appropriate)*		


Workforce Plan 2025-2029
Shire of York
CHIEF EXECUTIVE OFFICER
1FTE
EXECUTIVE MANAGER
1FTE
27/28: Explore feasibility of additional EM (Action 2.1.7)
EXECUTIVE MANAGER
CORPORATE & COMMUNITY SERVICES
1FTE
EXECUTIVE MANAGER
INFRASTRUCTURE & DEVELOPMENT SERVICES
1FTE
Manager Governance & People 1FTE
Manager of Finance 1FTE
Manager Tourism & Economic Development 1FTE
Manager Community & Place 1FTE
Manager Development Services 1FTE
Manager Projects & Assets 1FTE
Manager Operations 1FTE
Council & Executive Support Officer 1 FTE
Media & Engagement Officer 1 FTE
Emergency Services Contract
HUMAN RESOURCES
HR/OD Officer 1.0 FTE
GOVERNANCE & ADMIN
Admin Officer (IT) 0.63 FTE
Admin / Records Officer 1.27 FTE
Admin / Customer Service Officers 1.65 FTE
Governance & Improvement Officer 0.63 FTE
LIBRARY SERVICES
Senior Librarian 0.63 FTE
Library Officer 0.6 FTE
Storytime School Holiday Facilitator
25/26: Re-focusing existing IT/Records role (Action 2.1.5)
Senior Finance Officer 1 FTE
Creditors Officer 1 FTE
Payroll Officer 1 FTE
Rates & Debtors Officer 1 FTE
Grants Officer 1 FTE
26/27 onwards: Revisit the feasibility of a new role to focus on grant opportunities (Action 2.1.6)
VISITORS CENTRE
Tourism & ED Officer 1 FTE
Information Officers 1.34 FTE
RESIDENCY MUSEUM
Museum Curator 1 FTE
Museum Assistant 0.31 FTE
25/26: Reclassify Administration Officer role to support with events & volunteering (Action 1.4)
Arts & Cultural Heritage Officer 0.65 FTE
COMMUNITY RESOURCE CENTRE
Community Development Officer 1 FTE
Customer Service Officer 1 FTE
SWIMMING POOL
Pool Manager 1 FTE
Duty Manager 0.5 FTE
Lifeguards
*Does not affect pool hours
YRCC
Club Development Officer 1 FTE
25/26: Removal of Club Development Officer role (no service impacts)
Executive Support & Safety Officer 1 FTE
25/26: Explore sourcing options for building surveying (Action 2.1.4). Development Services Officer to become Technical Officer.
25/26: Explore handing over to community group (pending Council approval) (Action 2.1.3)
DEVELOPMENT SERVICES
Planner 1 FTE
Technical Officer 0.84 FTE
RANGER SERVICES
Ranger 1 FTE
ENVIRONMENTAL HEALTH
Principal Environmental Health Officer 1.0 FTE
CONTAINERS FOR CHANGE
Site Supervisor 0.31 FTE
Site Attendants 0.44 FTE
Project Manager 1 FTE
Graduate Engineer 1 FTE
Technical Officer - Projects 1 FTE
PROPERTY MAINTENANCE
Facilities Officer 1 FTE
Cleaners 1.7 FTE
ENV & SUST Officer 1 FTE
26/27: Review req'mt for new role (level TBC) (Action 1.1.1)
ROAD MAINTENANCE
Leading Hand 1 FTE
General Hand 5 FTE
TOWN MAINTENANCE
Leading Hand 1FTE
General Hand 4 FTE
Technical Officer - Operations 1 FTE
Operations Administration Officer 0.6 FTE
25/26: Change from 1 FTE to 0.6 FTE.
OFFICE OF THE CEO
CORPORATE & COMMUNITY
INFRASTRUCTURE & DEVELOPMENT SERVICES

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Developed in May 2024 then key areas refreshed
in December 2025 by Mint Collaborative
info@mintcollaborative.com.au

mint
collaborative

SY150-12/25 2026 COUNCIL MEETING DATES

File Number:	**4.8686**
Author:	**Vanessa Green, Council & Executive Support Officer**
Authoriser:	**Alina Behan, Temporary Chief Executive Officer**
Previously before Council:	**23 November 2021 (381121)** **25 October 2022 (031022)** **28 November 2023 (131123)** **26 November 2024 (121124)**
Disclosure of Interest:	**Nil**
Appendices:	**1. 2026 Meeting Dates**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report seeks Council approval for advertising the proposed dates and times for Ordinary Council Meetings, Agenda Briefings and Audit, Risk and Improvement Committee Meetings to be held during 2026.

BACKGROUND

Council has previously held its Ordinary Meetings on the fourth Tuesday of each month with an Agenda Briefing held on the third Tuesday of each month. The agenda is generally distributed approximately ten (10) days prior to the meeting. The dates for the Ordinary Council Meetings are to be advertised in accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Since May 2016, Council has conducted a monthly Concept Forum providing Officers the opportunity to discuss any emerging issues with Council and to seek guidance regarding Council's strategic direction in accordance with the Council Plan. Concept Forums have been held on the second Tuesday of the month.

Council has historically held a meeting once a year at Talbot and Greenhills. For the last several years Council has not held an Ordinary Council Meeting in January.

With the Act Reform amendments to the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* from 1 January 2025 all Band 3 local governments have been required to audio record Ordinary Council and Committee Meetings and publish that recording on their website.

COMMENTS AND DETAILS

Officers propose that Concept Forums, Agenda Briefings and Ordinary Council Meetings are held monthly with the following schedule for 2026:

1. Concept Forum – second Tuesday of every month commencing at 5:00pm
2. Council Agenda Briefing – third Tuesday of every month commencing at 5:00pm
3. Ordinary Meeting of Council – fourth Tuesday of every month commencing at 5:00pm
4. Audit, Risk and Improvement Committee – quarterly on the second Tuesday of the month commencing March at 3:00pm

The exceptions to this are:

1. January, where no Ordinary Meetings of Council are held.
2. December, where due to Christmas Concept Forum will be held on the first Tuesday, Agenda Briefing will be held on the second Tuesday, and the Ordinary Council Meeting will be held on the third Tuesday of the month.

Although the dates in December 2026 mean that the Council process could run on its usual schedule (ie Ordinary Council Meeting on fourth Tuesday), if that were to occur there is little time between the Ordinary Council Meeting and the usual office closure to action/complete Council's resolution. Therefore, it is proposed that the December Council process be bought forward as has historically been the case.

As mentioned above, the Act Reform requirements mean Council can no longer conduct its Ordinary Meeting at Greenhills or Talbot as both facilities do not contain the necessary infrastructure to enable a suitable recording to be made in accordance with those requirements. It is not feasible for Council to spend the amount required, approximately $30,000 per venue, to have the necessary infrastructure installed at those locations for meetings which are only held once a year and have other community use when not used by Council. However, to continue the engagement opportunity provided by attending each location, Council can conduct its Agenda Briefings at Talbot and Greenhills as there is no requirement for recording. As was the case in 2025, a general Q&A session could be held with the community following the Agenda Briefing.

As has been recent practice it is proposed that, in addition to the Ordinary Council Meetings, the following are opened to the public:

1. Agenda Briefings
2. Audit, Risk and Improvement Committee Meetings

Presented in Appendix 1 is a 2026 calendar indicating the proposed dates for:

1. Concept Forums
2. Close and release of agendas for Ordinary Council Meetings
3. Agenda Briefings
4. Ordinary Council Meetings
5. Audit, Risk and Improvement Committee Meetings

OPTIONS

Council has the following options:

Option 1: Council could accept the scheduled dates, times, and locations for 2026 as presented in Appendix 1.

Option 2: Council could select other days, dates and/or times to hold Council meetings. However, the meeting dates and times have been proposed in consultation with Council and in accordance with what appears to be convenient for the community and the legislative requirements.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Concept Forum 11 November 2025

The dates of Council meetings and Committee meetings that are open to the public are required to be advertised publicly in accordance with Regulation 12(2) of the *Local Government (Administration) Regulations 1996.*

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

E1 Code of Conduct – Council Members, Committee Members and Candidates

G10 Public Question Time

G11 Conduct of Council Agenda Briefings and Council Forums

Financial

Funds are included in the 2025/26 budget to cover the costs of advertising and promoting the Council Meeting dates.

Legal and Statutory

Sections 5.23, 5.23A and 5.25 of the *Local Government Act 1995* are applicable and state:

"5.23. Meetings generally open to public

(1) Subject to subsection (2), the following are to be open to members of the public —

(a) all council meetings; and

(b) all meetings of any committee to which a local government power or duty has been delegated.

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

(a) a matter affecting an employee or employees; and

(b) the personal affairs of any person; and

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and

(e) a matter that if disclosed, would reveal —

(i) a trade secret; or

(ii) information that has a commercial value to a person; or

(iii) information about the business, professional, commercial or financial affairs of a person,

where the trade secret or information is held by, or is about, a person other than the local government; and

(f) a matter that if disclosed, could be reasonably expected to —

(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or

(ii) endanger the security of the local government's property; or

(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;

and

(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and

(h) such other matters as may be prescribed.

(3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

5.23A. Electronic broadcasting and video or audio recording of council meetings

(1) In this section —

***council meeting** means a meeting of a council or committee;*

***electronic broadcasting** means broadcasting by way of the Internet or other electronic means;*

***recording** means a video recording or an audio recording.*

(2) Regulations may require, regulate or otherwise make provision in relation to any of the following —

(a) the electronic broadcasting of council meetings (either live or with a delay);

(b) the making or retaining of recordings of council meetings;

(c) the making of recordings of council meetings publicly available;

(d) the provision of, or otherwise making available of, recordings of council meetings to any person (on the person's request or otherwise).

(3) Regulations made for the purposes of subsection (2) cannot require or authorise —

(a) the electronic broadcasting of any part of a council meeting that is closed to members of the public; or

(b) a recording of any such part of a council meeting —

(i) to be made publicly available; or

(ii) to be provided to, or otherwise made available to, any person other than the Departmental CEO or a person authorised by the Departmental CEO.

(4) Without limiting section 9.57A(2) or subsection (2), regulations made for the purposes of subsection (2) may provide for a local government, or any other person, to be not liable to an action for defamation in prescribed circumstances.

5.25. Regulations about council and committee meetings and committees

(1) Without limiting the generality of section 9.59, regulations may make provision in relation to —

(a) the matters to be dealt with at ordinary or at special meetings of councils; and

(b) the functions of committees or types of committee; and

(ba) the holding of council or committee meetings by telephone, video conference or other electronic means; and

(c) the procedure to be followed at, and in respect of, council or committee meetings; and

(d) methods of voting at council or committee meetings; and

(e) the circumstances and manner in which a decision made at a council or a committee meeting may be revoked or changed (which may differ from the manner in which the decision was made); and

(f) the content and confirmation of minutes of council or committee meetings and the keeping and preserving of the minutes and any documents relating to meetings; and

(g) the giving of public notice of the date and agenda for council or committee meetings; and

(h) the exclusion from meetings of persons whose conduct is not conducive to the proper conduct of the meetings and the steps to be taken in the event of persons refusing to leave meetings; and

(i) the circumstances and time in which the unconfirmed minutes of council or committee meetings are to be made available for inspection by members of the public; and

(j) the circumstances and time in which notice papers and agenda relating to any council or committee meeting and reports and other documents which could be —

(i) tabled at a council or committee meeting; or

(ii) produced by the local government or a committee for presentation at a council or committee meeting,

are to be made available for inspection by members of the public.

(2) Regulations providing for meetings to be held by telephone, video conference or other electronic means may modify the application of this Act in relation to those meetings to the extent necessary or convenient to facilitate the holding of those meetings in that way."

Regulations 12(2), 14 and 14I of the *Local Government (Administration) Regulations 1996* are also applicable and state:

"12. Publication of meeting details (Act s. 5.25(1)(g))

(1) In this regulation —

***meeting details**, for a meeting, means the date and time when, and the place where, the meeting is to be held.*

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings;

(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.

14. Notice papers, agenda etc., public inspection of (Act s. 5.25(1)(j))

(1) A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents which —

(a) are to be tabled at the meeting; or

(b) have been produced by the local government or a committee for presentation at the meeting,

and which have been made available to members of the council or committee for the meeting are available for inspection by members of the public and published on the local

government's official website from the time the notice papers, agenda or documents were made available to the members of the council or committee.

(2) Subregulation (1) does not apply if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public under section 5.23(2).

14I. Local governments to make recordings of council meetings

(1) A local government must —

(a) make a recording of every meeting of its council in accordance with subregulation (2); and

(b) make the recording publicly available —

(i) within 14 days after the meeting day; and

(ii) until, at least, the end of the period of 5 years after the meeting day;

and

(c) retain the recording until, at least, the end of the period of 5 years after the meeting day; and

(d) provide a copy of the recording to the Departmental CEO if the Departmental CEO requests a copy under subregulation (11)(a) during —

(i) the period of 5 years after the meeting day; or

(ii) any longer period during which the local government retains the recording or any copy of it.

(2) For the purposes of subregulation (1)(a) —

(a) if the meeting is a meeting of the council of a class 1 local government or class 2 local government — the recording must be a video recording (with audio), except that the recording may be an audio only recording —

(i) if the meeting is not held at the council's usual meeting place and is not an electronic meeting; or

(ii) to the extent that the recording is of closed proceedings of the council;

and

(b) if, or to the extent that, the recording is a video recording (with audio) — the quality of the recording must be sufficient to allow persons effectively to watch and listen to the deliberations and communications that are part of the meeting's proceedings; and

(c) if, or to the extent that, the recording is an audio only recording — the quality of the recording must be sufficient to allow persons effectively to listen to the deliberations and communications that are part of the meeting's proceedings.

(3) Subregulation (4) applies to a council's meeting, or a part of a council's meeting, if, because of a technological failure beyond the control of the local government, it is not possible for a recording of the meeting or part (as the case requires) to be made by means of the local government's recording technology.

*(4) Despite subregulation (1)(a), the meeting or part may be held so long as the local government does everything that is reasonably practicable to make a recording (an **improvised recording**) of the meeting or part by means other than the local government's recording technology.*

(5) An improvised recording must —

(a) cover as much of the meeting or part as it is reasonably practicable to cover; and

(b) meet the requirement of subregulation (2)(b) or (c) (as applicable) to the extent reasonably practicable.

(6) If a meeting or part is held under subregulation (4) and an improvised recording is made —

(a) subregulation (1)(b) to (d) apply to the improvised recording; and

(b) the local government must publish on its official website, for the period during which it makes the improvised recording publicly available under subregulation (1)(b), a notice that does the following in effect —

(i) states that it was not possible for a recording of the meeting or part to be made by means of the local government's recording technology and explains why that was the case;

(ii) states that the improvised recording was made by means other than the local government's recording technology;

(iii) states the means by which the improvised recording was made;

(iv) states any deficiencies in the improvised recording and explains the reasons for them.

Examples for this subparagraph:

1. The improvised recording is deficient if it does not cover the whole of the meeting or part.

2. The improvised recording is deficient if it does not meet the requirement of subregulation (2)(b) or (c) (as applicable).

(7) Subregulation (8) applies if —

(a) a meeting or part is held under subregulation (4); but

(b) no improvised recording is made because it is not reasonably practicable for the local government to make any improvised recording.

(8) The local government must publish on its official website, in accordance with the timings in subregulation (1)(b)(i) and (ii), a notice that does the following in effect —

(a) states that it was not possible for a recording of the meeting or part to be made by means of the local government's recording technology and explains why that was the case;

(b) states that no improvised recording was made;

(c) states that it was not reasonably practicable for the local government to make any improvised recording and explains why that was the case.

(9) If a part of a meeting is held under subregulation (4) —

(a) the local government must make a recording of the rest of the meeting under subregulation (1)(a) by means of the local government's recording technology; and

(b) subregulation (1)(b) to (d) apply to that recording accordingly.

(10) Despite subregulation (1)(b), a local government must not make a recording publicly available to the extent that the recording is of closed proceedings of its council.

Note for this subregulation:

This subregulation does not affect a local government's duty to make a recording under subregulation (1)(a) of any closed proceedings of its council, to retain the recording under subregulation (1)(c) and to provide a copy of the recording to the Departmental CEO under subregulation (1)(d) if requested under subregulation (11)(a).

(11) For the purposes of subregulation (1)(d) —

(a) the Departmental CEO may request a copy of the recording for the purpose of obtaining information about a matter concerning the local government or its operations or affairs; and

(b) the quality of the copy provided to the Departmental CEO —

(i) must be substantially the same as the quality of the recording; and

(ii) without limiting subparagraph (i), must meet the requirement of subregulation (2)(b) or (c) (as applicable), subject to subregulation (5)(b) if the recording is an improvised recording."

Risk Related

Outlined below are the identified risks related to the Officer recommendations.

TABLE 1.

Identified Risk	Risk type	Level of Risk	Mitigation
Community criticism regarding transparency	Reputational	Moderate/High	To increase the opportunity for community input, public distribution of meeting agendas is at least seven (7) days prior to Ordinary Council Meetings and at least seventy-two (72) hours prior to meetings of Committees.
Contravention of Department of Local Government Guidelines	Compliance	Low	The Department's guidelines state that local governments should implement a system that best suits their needs. Policy G11 - Conduct of Council Agenda Briefings and Concept Forums outlines the Shire's framework for conducting.

Workforce

The scope of this report is managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
101225

Moved: Cr Kevin Trent **Seconded: Cr Elaine Ashford**

That, with regard to the 2026 Council Meeting Dates, Council:

1. Adopts the following dates for the 2026 Ordinary Council Meetings to be held in Council Chambers commencing at 5.00pm:

Tuesday 24 February 2026	**Tuesday 25 August 2026**
Tuesday 24 March 2026	**Tuesday 22 September 2026**
Tuesday 28 April 2026	**Tuesday 27 October 2026**
Tuesday 26 May 2026	**Tuesday 24 November 2026**
Tuesday 23 June 2026	**Tuesday 15 December 2026**
Tuesday 28 July 2026	

2. Opens to the public and adopts the following dates for the 2026 Council Agenda Briefings to be held in Council Chambers (unless otherwise stated) commencing at 5.00pm:

Tuesday 17 February 2026	**Tuesday 18 August 2026 (Greenhills)**
Tuesday 17 March 2026 (Talbot)	**Tuesday 15 September 2026**
Tuesday 21 April 2026	**Tuesday 20 October 2026**
Tuesday 19 May 2026	**Tuesday 17 November 2026**
Tuesday 16 June 2026	**Tuesday 8 December 2026**
Tuesday 21 July 2026	

3. Opens to the public and adopts the following dates for the 2026 Audit, Risk and Improvement Committee Meetings to be held in Council Chambers commencing at 3.00pm:

Tuesday 10 March 2026	**Tuesday 8 September 2026**
Tuesday 9 June 2026	**Tuesday 1 December 2026**

4. Notes that Agendas for Ordinary Council Meetings will generally be distributed ten (10) days, but no later than one (1) week, prior to the Ordinary Council Meeting.

5. Directs the Chief Executive Officer to advertise the above meeting dates in accordance with Regulation 12(2) of the *Local Government (Administration) Regulations 1996.*

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

SHIRE OF York

Meeting Dates 2026

JANUARY

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

MARCH Agenda Briefing Talbot Hall

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

APRIL

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

MAY

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

JUNE

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

JULY

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

AUGUST Agenda Briefing Greenhills Hall

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SEPTEMBER

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

OCTOBER

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

DECEMBER

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

LEGEND

- Concept Forum
- Agenda Close - staff
- Agenda Briefing
- Ordinary Meeting of Council
- Public Holiday
- Audit & Risk Committee Meeting
- School Holidays
- Agenda Distribution

SY151-12/25 POLICY REVIEW - E14 - COMMUNICATIONS PROTOCOL

File Number:	**4.6084**
Author:	**Vanessa Green, Council & Executive Support Officer**
Authoriser:	**Alina Behan, Temporary Chief Executive Officer**
Previously before Council:	**28 November 2023 (171123)** **28 May 2024 (040524)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Reviewed Policy E14**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents a review of Policy E14 – Communications Protocol for Council's consideration.

BACKGROUND

The *Local Government Amendment Act 2023* (2023 Amendment Act) was passed by Parliament in May 2023 and made a series of amendments to the *Local Government Act 1995* (the Act). The 2023 Amendment Act implements several key reforms, including those relating to local government elections, as well as some changes which are yet to commence. These include the requirement for a communications agreement between Council and the Chief Executive Officer (CEO) of a local government.

The communications agreement is intended to function as a fundamental governance instrument within each local government to set out minimum expectations for formal communications between Councillors and the Administration.

The 2023 Amendment Act inserts Sections 5.92A — 5.92C into the *Local Government Act 1995* (the Act) which (upon gazettal/assent) require that:

- each local government must have a communications agreement which deals with the matters required by the Act and regulations
- a local government may adopt a communications agreement by the CEO and council both agreeing to its terms
- if a local government does not adopt or is unable to adopt a communications agreement, the default communications agreement set out in a Ministerial order applies.

As mentioned above, local governments have the option of either adopting its own communications agreement or using the default communications agreement. Considering these impending reforms, Council adopted Policy E14 – Communications Protocol at its November 2023 Ordinary Meeting. The Policy was further reviewed in May 2024.

As part of the default communications agreement implementation process, the (then) Department of Local Government, Sport & Cultural Industries consulted with the sector in mid-2025 on the draft *Local Government Regulations Amendment Regulations 2025* and the *Local Government (Default Communications Agreement) Order 2025* which contained a default communications agreement.

COMMENTS AND DETAILS

As the communications agreement is between Council and the CEO, it is necessary for it to be considered with the Temporary CEO following the resignation of the previous CEO. This was discussed with Council at its December 2025 Concept Forum where consensus indicated Policy E14 was mostly sound. It was suggested that a dispute resolution process be included and the timeframe for responses to requests for support from Councillors be extended to align more with the timeframes in the proposed default communications agreement.

These changes have been incorporated into the Policy, along with other minor amendments, and a tracked-changes copy is presented in Appendix 1.

OPTIONS

Council has the following options:

Option 1: Council could choose to adopt the reviewed Policy E14 – Communications Protocol, noting it has been agreed with the Temporary CEO.

Option 2 Council could choose to suggest further changes to the review of Policy E14 – Communications Protocol and consult with the Temporary CEO on what those changes are.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Council Concept Forum 11 November 2025 (matter deferred)

Council Concept Forum 2 December 2025

Temporary CEO

Executive Leadership Team

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

E14 Communications Protocol

E1 Code of Conduct: Council Members, Committee Members & Candidates

O8 Employee Code of Conduct

Financial

Nil

Legal and Statutory

Section 2.7(2)(b) of the *Local Government Act 1995* is applicable to Council's role relating to policies and states:

"2.7. Role of council

(1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.

(2) The council's governing role includes the following —

(a) overseeing the allocation of the local government's finances and resources;

(b) determining the local government's policies;

(c) planning strategically for the future of the district;

(d) determining the services and facilities to be provided by the local government in the district;

(e) selecting the CEO and reviewing the CEO's performance;

(f) providing strategic direction to the CEO.

(3) For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —

(a) the council's governing role is separate from the CEO's executive role as described in section 5.41;

(b) it is important that the council respects that separation.

(4) The council must make its decisions —

(a) on the basis of evidence, on the merits and in accordance with the law; and

(b) taking into account the local government's finances and resources.

(5) The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.

(6) The council has the other functions given to it under this Act or any other written law."

While the *Local Government Amendment Bill 2023* outlines the reform changes being made and the introduction of a default communications agreement, these Regulations are yet to be released following recent sector consultation. The policy may require further review upon gazettal of those Regulations.

Risk Related

There is a moderate risk to Council if it does not regularly review its Policies.

Workforce

The scope of this policy can be managed within current organisational capacity.

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
111225

Moved: Cr Monique Hutchinson Seconded: Cr Kevin Trent

That, with regard to Policy Review - E14 - Communications Protocol, Council:

1. Resolves to adopt the review of Policy E14 – Communications Protocol, as presented in Appendix 1.

2. Authorises the Temporary Chief Executive Officer to make any minor formatting and typographical changes to the policy prior to publication.

In Favour: Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

ELECTED MEMBERS POLICIES
Communications Protocol

Policy Number:	E14
Relevant Delegation:	Not Applicable
Adoption Details:	28 November 2023
Last Review Details:	~~28 May 2024~~December 2025

PREAMBLE:

The Shire of York is a local government established under the *Local Government Act 1995* (the Act). Like all local governments in Western Australia, it is comprised of two parts: a Council which is made up of Councillors including the President and Deputy President; and an Administration which is made up of the Chief Executive Officer (CEO) and Officers. The respective roles of each of these groups is enshrined in legislation.

Both the Council and the Administration are required to meet the legislative role of the local government, which is to provide for the good government of persons in its district. To deliver on good governance, the Council and the Administration also require a common purpose, a common understanding of their unique and important roles, respect of, and recognition of their value.

To deliver good government, a partnership between Council and the Administration is required. This Communication Protocol documents the commitment of Council and the Administration for a partnership and the framework for communications between Council and the Administration that recognises the contribution made by each entity and sets out accepted behaviours in accordance with legislation.

COMMITMENT:

The Council and its Councillors and the Administration and its Officers of the Shire of York express their commitment to work in partnership to deliver good government for the district and recognise the unique and essential contribution that each makes.

The Council and its Councillors and the Administration and its Officers of the Shire of York agree to abide by this Communication Protocol as a policy of the local government.

THE ROLE OF COUNCIL:

Section 2.7 of the Act sets out the role of Council:

"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."

THE ROLE OF THE PRESIDENT:

Section 2.8 of the Act sets out the role of the President:

"2.8. Role of mayor or president

(1) The mayor or president —

(a) presides at meetings in accordance with this Act; and

(b) provides leadership and guidance to the community in the district; and

(c) carries out civic and ceremonial duties on behalf of the local government; and

(d) speaks on behalf of the local government; and

(e) performs such other functions as are given to the mayor or president by this Act or any other written law; and

(f) liaises with the CEO on the local government's affairs and the performance of its functions.

(2) Section 2.10 applies to a councillor who is also the mayor or president and extends to a mayor or president who is not a councillor."

THE ROLE OF THE DEPUTY PRESIDENT:

Section 2.9 of the Act sets out the role of the Deputy President:

"2.9. Role of deputy mayor or deputy president

The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so under section 5.34."

THE ROLE OF COUNCILLORS:

Section 2.10 of the Act sets out the role of Councillors:

"2.10. Role of councillors

A councillor —

(a) represents the interests of electors, ratepayers and residents of the district; and

(b) provides leadership and guidance to the community in the district; and

(c) facilitates communication between the community and the council; and

(d) participates in the local government's decision-making processes at council and committee meetings; and

(e) performs such other functions as are given to a councillor by this Act or any other written law."

THE ROLE OF CHIEF EXECUTIVE OFFICER AND OFFICERS:

Section 5.41 of the Act sets out the role (functions) of the CEO (to whom Officers act through):

"5.41. Functions of CEO

The CEO's functions are to —

(a) advise the council in relation to the functions of a local government under this Act and other written laws; and

(b) ensure that advice and information is available to the council so that informed decisions can be made; and

(c) cause council decisions to be implemented; and

(d) manage the day to day operations of the local government; and

(e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and

(f) speak on behalf of the local government if the mayor or president agrees; and

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

(h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and

(i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO."

OVERARCHING PRINCIPLES:

1. Excluding matters such as integrity matters, development of Alternative Motions (in the first instance), development of Notices of Motions (in the first instance), personally sensitive information and individual training, communication that goes to one Councillor is sent to all Councillors.
2. Notwithstanding point 1, in accordance with Section 2.8 of the Act, the role of the President includes liaising with the CEO on the local government's affairs and the performance of its functions which requires heightened communication to achieve.
3. In accordance with Section 2.8(1)(d) of the Act, both the Administration and Councillors acknowledge only the President or CEO may speak on behalf of the Shire as the official spokesperson on Council decision.
4. Councillors are leaders in the community and their conduct can impact positively and negatively the reputation of the Shire.
5. The Administration has respect for the Office of Councillor and values the contribution that Councillors make.
6. Both the Administration and Councillors acknowledge the separation of powers enshrined in legislation.
7. Both the Administration and Councillors recognise the importance of timely communication and that the provision of accurate information takes time.
8. Both the Administration and Councillors recognise the importance of professionalism and respect in communication.

MEDIA RELATIONS:

In accordance with Section 2.8(1)(d) of the Act, only the President may speak on behalf of the Shire as the official spokesperson on Council decisions. In accordance with Section 5.41(f) of the Act, the CEO is authorised to speak on behalf of the local government if the President agrees.

A Councillor who wishes to make or has been approached by the media to make a "personal statement" relating to a Council decision, including the use of a Councillor's portrait photograph, must receive prior authorisation from the President unless it has been expressly authorised by a Council decision.

All media enquiries, requests for interviews or statements received by Councillors are to be referred to the CEO in the first instance, who will advise the most appropriate response and/or action.

Councillors have a legal duty of fidelity to act in the best interests of Council and the Shire and must not make public statements that are critical of a Council decision or cause detriment to the Shire or Officers.

To streamline the application of this policy in dealing with media enquiries and requests, it is acknowledged and agreed that the CEO will liaise with the media outlet(s) and provide comment and undertake interviews on behalf of the Shire in the first instance where required, and will inform Council of the outcome.

CUSTOMER (ACTION) REQUESTS:

Customer Service forms part of the day-to-day operations of the local government under Section 5.41 of the Act.

The Shire's Report It system, available via the Shire's website, provides a means for customers to request and report issues associated with the extensive services provided by the Shire to the community. The Report It system is linked to the Shire's Records Management system to ensure efficient, effective and timely service delivery.

As community leaders and the public face of the local government, Councillors are often a point of contact for members of the public.

Members of the public will often reach out to Councillors with issues and requests for services relating to advancing planning or building matters, maintenance of parks and gardens, road works or waste collection.

While Councillors have a role representing the collective interests of electors, ratepayers and residents of the district, acting on behalf of individual customers can put Councillors in a difficult position.

Customer Service forms part of the Administration's functions under Section 5.41 and unavoidably a request from a Councillor can be perceived by the Administration as a direction that must be acted on as a priority and accordingly result in an advantage to the customer.

When approached by members of the community, Councillors should direct the customer to the Report It system available on the Shire's website. For customers who do not have access to the website, they can contact the Administration by phone, email or face-to-face to report any issues. This approach will assist Councillors meet the requirements of Regulations 18, 19 and 20 of the *Local Government (Model Code of Conduct) Regulations 2021.*

A model response that Councillors may wish to use when contacted by members of the public directly is below:

> *"Thank you for query regarding XXXX. The best way to action your issue is to contact the Shire through the Report It system. Alternatively, you can contact the Shire Administration via phone (9641 0500) or email (records@york.wa.gov.au). This will enable you to track progress on your request. A response will be provided by the Shire in accordance with the Shire's Customer Service Charter. If you do not receive a response to your satisfaction, please follow up with me."*

If a customer is not satisfied with the Shire's services, a Councillor may wish to:

1. liaise with the Shire President who has the authority under Section 2.8 of the Act to liaise with the CEO on the local government's affairs and the performance of its functions; and/or
2. advise the customer to contact the Ombudsman.

To protect Councillors, Customer Requests received from Councillors on behalf of third parties will be treated like any other request received in the Report It system. Councillors will not receive any preferential treatment in this regard because such an action would be in conflict with the Shire's conflict of interest procedures and Code of Conduct.

Requests for action by Councillors on behalf of third parties will not be actioned by the Council and Executive Support Officer (CESO).

Councillors are community members and customers too and Customer Requests received from Councillors will be managed in accordance with the Department of Local Government, ~~Sport & Cultural Industries'~~ Industry Regulation and Safety's Conflict of Interest procedure.

The Shire has adopted a Customer Service Charter which describes the Shire's commitment to customer service and achieving efficient and effective delivery of services to the community. The Shire has also adopted Council Policy G5 – Comprehensive Complaints Response which describes the Shire's approach to managing complaints related to service provision.

RESIDENT COMPLAINTS:

Resident complaints forwarded by Councillors will contain the resident's contact details and Report It reference number(s) or some details of the resident's initial contact with the Administration.

Resident complaints will then be dealt with in accordance with Council Policy G5 – Comprehensive Complaints Response.

INFORMATION REQUESTS:

Effective communication between Councillors and the Administration is critical to the success of the entire organisation. Both Councillors and the Administration have a responsibility to communicate effectively.

Under Section 5.92 of the Act, Councillors may request any information held by the local government that is relevant to the performance by the person of any of his or her functions under the Act or under any other written law. A Councillor's functions under Section 2.10 of the Act are to:

1. *"Represent the interests of electors, ratepayers and residents of the district*
2. *Provide leadership and guidance to the community in the district*
3. *Facilitate communication between the community and the council*

4. *Participate in the local government's decision-making processes at council and committee meetings*
5. *Perform such other functions as are given to a councillor by this Act or any other written law."*

In making requests for information under Section 5.92 of the Act, a Councillor may be asked to specify why the information is relevant to the performance of their duties. This approach will help ensure that Councillors do not breach Section 5.93 of the Act that provides that a Council Member must not make improper use of information acquired in the course of their duties to:

1. *"Gain directly or indirectly an advantage for the person or any other person; or*
2. *Cause detriment to the local government or any other person."*

Such a breach of Section 5.93 constitutes serious misconduct under the *Corruption, Crime and Misconduct Act 2003* and can be investigated by the Corruption and Crime Commission.

To promote shared expectations, the table below summarises categories of communication typically initiated by Councillors and guidance on the timeframe for responses.

Category	**Timeframe for Response**	**Examples**	**Most appropriate communication channel**
Councillor support	Acknowledgement within 21 ~~1~~ business day Initial response within 105 ~~5~~ business days with further responses provided as required	Councillor training requests Fees and allowances IT assistance Resident complaints	Email to CESO with CEO cc'd in Telephone to CESO or CEO
Decision making	Acknowledgement within 1 business days Response according to meeting timeframes (NOM: in line with Standing Orders, AM: best practice suggests 24 hours notice)	Notices of Motion (NOM) Alternative Motion (AM)	NOM Email to CEO with CESO cc'd in AM Email to CEO and Executive with CESO cc'd in
Decisions involving changes in service delivery	Shire President / CEO meetings are held weekly	~~Pothole repairs / road works~~ Increase~~-~~/~~-~~decrease ~~maintenance~~ service levels Requesting additional services and/or facilities	Shire President to CEO Notice of Motion

The following table summarises categories of communication typically initiated by Officers where a response is required.

Category	Timeframe for Response	Examples	Most appropriate communication channel
Statutory information requests	Within statutory limits specified	Annual and Primary Returns Related Party Disclosures Training Register	Email to Councillors
General	Within agreed timeline specified	Miscellaneous requests for feedback and information (ie Councillor contact details, arranging meeting times, RSVPs to events and functions, responses to surveys, requesting feedback on documentation)	Email to Councillors

DISPUTE RESOLUTION

If the CEO's final response to a request for information includes a refusal to provide some or all of the information the subject of the request, the Councillor(s) may notify the CEO in writing that there is a dispute regarding the final response.

A dispute regarding the final response to a request for information must be discussed at a meeting between the Shire President, the CEO and the Councillor(s).

If the dispute is not resolved at the meeting —

a. the Councillor(s) may refer the dispute to Council; and

b. Council may determine the dispute.

Council's determination of the dispute —

a. may override a decision made by the CEO; and

b. is final.

WEEKENDS AND AFTER HOURS:

Officers are employees who are compensated for their time with a salary. Achieving a productive workplace requires respecting the boundaries between work and non-work periods. In general, responses to information requests from Councillors will only occur during normal work hours.

Councillors have responsibilities and commitments outside their role as a Councillor. While it is impossible to accommodate all individual Councillors and their circumstances, Officers recognise the limitations on the availability of Councillors and will generally schedule events and meetings on a Tuesday which by convention is the day where Council business occurs.

COMMUNICATION TO AND FROM COUNCILLORS AND OFFICERS:

To ensure separation of powers and in accordance with the different roles and responsibilities set out in legislation, communication to and from Councillors and Officers is regulated by this protocol.

The primary communication points for Councillors are:

1. CEO and Executive Managers
2. CESO

Where matters relate to the functions of a Directorate, communication can occur between a Councillor and the relevant Executive, on the condition that the CEO is cc'd into all communications.

Where matters relate to integrity and conduct, communication is to occur between a Councillor and the CEO.

Distribution of Council and Committee meeting agenda and minutes occurs via the CESO or an Officer acting on their behalf. Queries regarding the contents of agenda and minutes should be directed to the CESO or CEO.

To facilitate compilation of the Shire's Community Update in the York & Districts Community Matters newspaper, the Shire President can liaise with the Media & Engagement Officer in relation to the Shire President's column, with the CEO & CESO to be cc'd into all email communication.

All correspondence generated and received by Councillors that relate to the business of Council is subject to the *State Records Act 2000*, the *Freedom of Information Act 1992* and the Shire's Record Keeping Plan, and as such must be retained within the Shire's corporate recordkeeping system.

WEEKLY UPDATE:

The CEO issues a "Weekly Update" newsletter to Councillors once a week on a Friday. This newsletter is collated by the CESO and Executive Managers from various internal sources on activities from the previous week. The purpose of the newsletter is to provide Councillors with Administration information that they may be asked about by members of the public and provides a mechanism for the Administration to communicate information to Councillors informally and regularly.

DIARIES:

All Councillors have access to an electronic diary through Outlook. This is the official diary in the performance of their duties and all invitations are sent through Outlook.

All Shire related calendar activities will be updated and managed by the CESO who will issue invites and update calendars by sending invites to the relevant Councillors. A decline to a meeting invite indicates that a member will be an apology for the meeting or event.

External agencies may send invitations directly to a Councillor for events/meetings that require attendance in an official capacity.

Shire calendars should include only Shire related activities in which Councillors are attending in an official capacity including:

1. Committees of Council
2. Council Advisory Groups
3. External groups of which a Councillor is a delegated member (ie WALGA Zone or AROC)
4. Shire Events

As a public record subject to the *State Records Act 2000*, the *Freedom of Information Act 1992* and the Shire's Record Keeping Plan, Councillor electronic diaries should only be used for recording official business.

MAINTAINING CONFIDENTIALITY/EMBARGOED INFORMATION:

Councillors must not promote Shire information to the community that has not already been released or published, or until such time as the Shire President, as spokesperson for the Shire, has had an opportunity to speak.

The CEO, or representative, will advise verbally, or in writing if appropriate, where information is deemed to be confidential in nature or embargoed. Such documents will be clearly marked 'confidential' or embargoed.

Information does not need to be marked confidential for its release to constitute a gain for another person.

MEETINGS:

RECEIPT OF NOTICE PAPER

In accordance with Regulation 14 of the *Local Government (Administration) Regulations 1996* Councillors will receive the notice paper and agenda relating to any Council or Committee meeting from the time that these documents are available for inspection by members of the public. The following conventions shall apply:

1. All Councillors will receive electronic versions of Council and Committee agendas and all attachments. In certain circumstances hard copies can be provided (ie excel spreadsheets etc)

Where practicable, the agenda for Ordinary Council Meetings will be published 10 days prior to the Council meeting (that is Friday the week before Agenda Briefing).

Council and the Administration recognise the importance of accurate and timely advice contained in the agenda and that on occasion, individual agenda items may need to be published or updated following publication of the agenda. This shall occur using either a Late Item or Addendum to the agenda with the associated report being published on the Shire's website with the agenda when available.

In accordance with Regulation 6 of the *Local Government (Model Code of Conduct) Regulations 2021* Councillors should ensure they read all papers prior to the meeting.

ALTERNATIVE MOTIONS/AMENDMENTS

Councillors wishing to propose an Alternative Motion or Amendment to the Officer's recommendation are encouraged to first consult with the CEO. This is to ensure the consequences of the Alternative Motion/Amendment are considered.

Councillors are encouraged to distribute Alternative Motions/Amendments prior to the meeting to Councillors, the CEO, Executive and CESO. Alternative Motions/Amendments that are circulated prior to 2:00pm on the day of the meeting will be printed and provided to Councillors at their Chamber desk. Officers will not distribute Alternate Motions as it could be construed as being a revision to the Officer's recommendation.

INFORMATION REGARDING AGENDA REPORTS

Under Section 5.41 of the Act, the functions of the CEO include ensuring that advice and information is available to the Council so that informed decisions can be made. The Agenda Briefing session provides an opportunity for Councillors to identify additional information requirements related to agenda reports. Written responses to questions that are not answered at the Agenda Briefing will be provided to all Councillors.

Councillors seeking information on agenda reports can also request to meet with the CEO and/or relevant Executive.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Not applicable.

Responsible Officer:	Chief Executive Officer
Contact Officer:	Council & Executive Support Officer
Relevant Legislation:	*Local Government Act 1995*
	Local Government (Administration) Regulations 1996
	Local Government (Model Code of Conduct) Regulations 2021
Relevant Documents:	*Policy E1 – Code of Conduct for Councillors, Committee Members and Candidates*
	Policy E4 – Council Delegates – Roles and Responsibilities
	Policy E9 – Attendance at Events – Elected Members and CEO
	Policy E10 – Provision of IT Equipment for Councillors
	Policy G9 – Reference or Working Groups
	Policy G10 – Public Question Time
	Policy G11 – Conduct of Council Agenda Briefings and Concept Forums
	Policy G12 – Social Media
	Customer Service Charter

Review History:

Date Review Adopted:	Resolution Number
Adopted 28 November 2023	171123
Reviewed 28 May 2024	040524
Reviewed 16 December 2025	TBC

SY152-12/25 AVON MIDLANDS PERI-URBAN PARTNERSHIP - MEMORANDUM OF UNDERSTANDING

File Number:	**4.9680**
Author:	**Vanessa Green, Council & Executive Support Officer**
Authoriser:	**Alina Behan, Temporary Chief Executive Officer**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Memorandum of Understanding**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents the reviewed Memorandum of Understanding (MoU) for the Avon Midlands Peri-Urban Partnership (AMP-UP), formally the Avon Regional Organisation of Councils (AROC), to Council for consideration.

BACKGROUND

AROC was established in 2009 and its mission is to work cooperatively for the benefit of the region and well-being of the community by:

- Working together cooperatively to address regional problems, issues or challenges and advance the interests of the region.
- Developing and implementing resource sharing strategies or regional service delivery models.
- Delivery of training and development programs for elected members or staff.
- Undertaking joint tendering or purchasing arrangements.

The AROC MoU was last reviewed in December 2022. The Shire of Chittering joined AROC in September 2025. That, along with a consideration of appropriate branding, has resulted in AROC changing its name to AMP-UP.

AMP-UP's membership includes the:

- Shire of Chittering
- Shire of Goomalling
- Shire of Northam
- Shire of Toodyay
- Shire of Victoria Plains
- Shire of York

COMMENTS AND DETAILS

As a result of these changes, the MoU has again been reviewed and a copy is presented in Appendix 1. The MoU sets out the framework for regional cooperation between the member local governments.

Other AMP-UP member local governments have received the MoU and indicated their intent to sign.

The Shire President and Deputy Shire President are Council's delegates to AMP-UP.

OPTIONS

The Committee has the following options:

Option 1: Council could choose to endorse the AMP-UP MoU and note it will be signed by the Shire President and Temporary Chief Executive Officer.

Option 2: Council could choose to not to endorse the AMP-UP MoU.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

AMP-UP Member Councils

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

E4 Council Delegates - Roles & Responsibilities

G24 Local Government Resource Sharing

Financial

The 2025/26 budget includes an allocation of $5,500 for membership fees to AMP-UP.

Legal and Statutory

The MoU is not a legally binding document. Similarly, AMP-UP is a voluntary regional organisation of Councils, and not a regional entity as stipulated in Division 4 of Part 3 of the *Local Government Act 1995.*

Risk Related

There would be a reputational risk to Council if it chose to reject the AMP-UP MoU as this has already been discussed and accepted at the regional level with member local governments.

Workforce

The scope of this report is managed within existing resources.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
121225

Moved: Cr Kevin Trent **Seconded: Cr Denese Smythe**

That, with regard to the Avon Midlands Peri-Urban Partnership - Memorandum of Understanding, Council:

1. Endorses the updated Memorandum of Understanding between Avon Midlands Peri-Urban Partnership member local governments dated November 2025, as presented in Appendix 1.

2. Notes the Memorandum of Understanding will be signed by the Shire President and Temporary Chief Executive Officer on behalf of the Shire of York.

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

AMP-UP
Avon Midlands Peri-Urban Partnership

Memorandum of Understanding for the operation of the AMP-UP Agreement

BETWEEN THE:

SHIRE OF CHITTERING
SHIRE OF GOOMALLING
SHIRE OF NORTHAM
SHIRE OF TOODYAY
SHIRE OF VICTORIA PLAINS
SHIRE OF YORK

Adopted at an AROC meeting held on 21 September2020

(Res. No. 16/09/20)

Amended at an AROC meeting held on 21 November 2022

(Res. No 03/11/22)

Amended at an AROC meeting held on 17 November 2025

(Res. No XX/11/25)

November 2025

Memorandum of Understanding

Avon Midlands Peri-Urban Partnership (AMP-UP)

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Memorandum of Understanding

Avon Midlands Peri-Urban Partnership (AMP-UP)

A. Description of the Memorandum of Understanding (MOU)

1. The purpose of this document is to set out the framework for regional cooperation between the member local governments.
2. The regional body shall be known as the Avon Midlands Peri-Urban Partnership, or under the short form AMP-UP.
3. AMP-UP will not be a legal entity or a body corporate and may only operate under the auspices of one or more-member local governments.
4. AMP-UP operates under the authority of Section 3.68 of the *Local Government Act 1995*.

B. Period of Agreement

1. This agreement shall apply from the date it is adopted by the member local governments for a period of five years. At the end of that period the members may:
   - Renew the agreement;
   - Change the agreement; or
   - Take no action, in which case the agreement ceases to have effect.
2. The agreement may be modified or cancelled at any time with the unanimous agreement of the member local governments.

C. Membership

1. Membership of the Avon Midlands Peri-Urban Partnership shall consist of the following organisations. Each member is a local government constituted under the Western Australian *Local Government Act 1995*.
2. Member local governments of the Avon Midlands Peri-Urban Partnership are:
   - Shire of Chittering
   - Shire of Goomalling;
   - Shire of Northam;
   - Shire of Toodyay;
   - Shire of Victoria Plains; and
   - Shire of York.

D. Mission Statement

The mission of the Avon Midlands Peri-Urban Partnership is to:

"Work cooperatively for the benefit of the region and well-being of the community."

E. Purpose

The purpose of AMP-UP is to arrange and facilitate members:

- Working together cooperatively to address regional problems, issues or challenges and advance the interests of the region;
- Developing and implementing resource sharing strategies or regional service delivery models;
- Delivery of training and development programs for elected members or staff; and
- Undertaking joint tendering or purchasing arrangements.

F. The AMP-UP Governance Group

1. The prime decision-making body for AMP-UP shall be the Governance Group;
2. The Governance Group will meet every two months at a time and place agreed by the group;
3. Each member local government shall have equal representation on the Governance Group;
4. The Governance Group shall consist of:
   - one Elected Member from each member local government, usually the Mayor or Shire President;
   - one Senior Officer from each member local government, usually the CEO;
5. Each local government shall nominate an Elected Member to represent it on the Governance group;
6. Proxies are permitted;
7. Each member local government shall have a single vote to be exercised by their nominated elected member or proxy, or in the absence of an elected member by the CEO or senior officer present;
8. Governance Group meetings are not open to the public, but additional elected members from member local governments are encouraged to attend as observers;
9. Invited guests may attend the meeting to address particular issues and can remain for the remainder of the meeting unless decided otherwise by the meeting;
10. Members may attend by prior arrangement through instantaneous electronic communication.

G. The AMP-UP Officers' Group

1. The AMP-UP Officers' Group will meet every two months at a time and place agreed by the Officers' Group, in the months when the Governance Group does not meet;
2. Each member local government shall have equal representation on the Officers' Group, usually the CEO;
3. Proxies are permitted; and
4. Decisions shall be by consensus.

H. Authority

1. The Governance Group will have authority from member local governments to deal with funds held by AMP-UP from members and third-party contributions;
2. The individual local government that is auspiced to deliver a program or project under third party grant funding shall ensure that the program or project is delivered and the funds are expended and acquitted in accordance with the grant agreement.

I. Role of the Executive Officer

The purpose of the role of the Executive Officer is to:

- Be the principal point of contact for the AMP-UP;
- Increase the effectiveness of the AMP-UP;
- Assist in achieving the objectives of the AMP-UP MOU;
- Encourage greater participation by member local governments;
- Build the brand of the AMP-UP as a collective voice for the Avon region; and,
- Lead to greater advocacy for the benefit of all AMP-UP local government members.

Key responsibilities and duties of the Executive officer include:

1. Regular communication with AMP-UP members and key stakeholders;
2. Coordinate all meetings and administration of the AMP-UP Governance Group and Officers' Group;
3. Action AMP-UP Governance Group and AMP-UP Officers' Group decisions;
4. Monitor AMP-UP finances in collaboration with the Treasury;
5. Undertake special projects as resolved by the AMP-UP Governance Group with operational direction provided by the AMP-UP Officers' Group;
6. Apply for, administer, and acquit funding for AMP-UP projects;
7. Prepare submissions relating to matters affecting AMP-UP, in line with direction provided at meetings;
8. Facilitate appointment of consultants for AMP-UP business or projects as directed; and,
9. Any other function as specified or directed by the AMP-UP Officers' Group and AMP-UP Governance Group, the Presiding Member (Chair) or the CEO of the Secretariat.

J. Meetings

1. AMP-UP Governance Group meetings shall be convened at the time and at the place determined by the group;
2. The Executive Officer will prepare a program for the meeting that will consist of:
    - Matters referred by the Officers' Group for consideration or decision;
    - Matters raised by individual member local governments for consideration;
    - Review of actions and progress arising from previous meetings or decisions;

- Submissions, presentations or representations from third parties arranged by the secretariat or agreed by the Chairperson;
- Such other matters as may be agreed by the Governance Group.

3. The meeting Program will generally be circulated one week prior to the Governance Group Meeting.
4. A quorum shall consist of delegates of more than 50% of member local governments.

K. Chairperson and Deputy Chairperson

1. The Chairperson and Deputy Chairperson of the Governance Group will be elected at the first Governance Group meeting following the local government Ordinary Elections, or at such other times as may be necessary if the position is vacated;
2. The Chairperson and Deputy Chairperson must be elected members from the member local governments;
3. The Chairperson shall have a deliberate vote only and no casting vote. Unresolved matters are to be referred to the next meeting;
4. If the Chairperson is absent, whether represented by a proxy or not, the Deputy Chairperson will preside;
5. If both the Chairperson and the Deputy Chairperson are absent, whether represented by proxies or not, the group will elect a presiding member for that meeting only.

L. Secretariat

1. A member local government will be appointed to act as Secretariat to provide secretariat support to AMP-UP.
2. The secretariat will oversee the appointment and supervision of the Executive Officer on behalf of AMP-UP;

M. Treasury

1. A member local government will be appointed to act as Treasurer to hold, manage and account for funds held on behalf of AMP-UP;
2. The Treasurer will provide regular financial reports to the Governance Group;

N. Annual Financial Contribution

1. Each year at its March meeting the Governance Group will determine the annual contribution for member Councils for the following financial year;
2. The annual contribution will be identical for each member Council;
3. The annual contribution will be sufficient to cover operating expenses determined in the annual budget item presented at its March meeting.

O. Project Financial Contribution

1. AMP-UP through the Governance Group may decide to undertake a project or projects which require additional financial contributions from member local governments;

2. Projects must involve at least two local governments, but could involve all member local governments;
3. Each project will have a separate form of agreement which will ensure that:
   - The costs of the project are equitably distributed;
   - That any additional costs or savings are equitably distributed to the participating local governments; and
   - That there will be no impost on, or windfall to those member local governments that choose not to participate.

P. New AMP-UP Members

1. The Governance Group may by unanimous agreement:
   - Allow an additional local government to become a member; or
   - Invite an additional local government to become a member.
2. Any new member will be required to pay the full annual financial contribution on joining the Avon Midlands Peri-Urban Partnership;

Q. Withdrawal of AMP-UP Members

1. AMP-UP members recognise and agree that participation in AMP-UP is a long-term strategy and any decision to withdraw should be reflective of the long-term nature of the commitment;
2. A withdrawing member must advise by the 1 January in the financial year they intend to withdraw;
3. A member may withdraw at any time without notice but will be required to pay any contributions due and payable up to the end of the current financial year.

R. Strategic Priorities

1. AMP-UP will agree on strategic priorities that will inform planned projects and activities for the next two-year period;
2. The priorities will be outlined in an AMP-UP Strategic Plan in a schedule to this MOU;
3. The Strategic Plan will be reviewed annually.

S. Executed by the Parties

Shire of Chittering

SHIRE PRESIDENT

Printed Name	Signature	Date

CHIEF EXECUTIVE OFFICER

Printed Name	Signature	Date

Shire of Goomalling

SHIRE PRESIDENT

Printed Name	Signature	Date

CHIEF EXECUTIVE OFFICER

Printed Name	Signature	Date

Shire of Northam

SHIRE PRESIDENT

Printed Name	Signature	Date

CHIEF EXECUTIVE OFFICER

Printed Name	Signature	Date

Shire of Toodyay

SHIRE PRESIDENT

Printed Name	Signature	Date

CHIEF EXECUTIVE OFFICER

Printed Name	Signature	Date

Shire of Victoria Plains

SHIRE PRESIDENT

Printed Name	Signature	Date

CHIEF EXECUTIVE OFFICER

Printed Name	Signature	Date

Shire of York

SHIRE PRESIDENT

Printed Name	Signature	Date

CHIEF EXECUTIVE OFFICER

Printed Name	Signature	Date

T. Schedule 1 – AMP-UP Strategic Priorities

The strategic priorities for activities undertaken by the Avon Midlands Peri-Urban Partnership will include:

PURPOSE	**MISSION**	**VISION**	**ABOUT US**
Working together to address regional issues and advance the interests of the region.	Work cooperatively for the benefit of the region and well-being of the community.	For the Avon region to grow and prosper.	AMP-UP is a voluntary regional organisation of Councils including the local governments of Goomalling, Northam, Toodyay, Victoria Plains and York. Established in 2009.

REGIONAL PRIORITY	**ACTIONS**
Advocacy	Work collaboratively to advocate on issues and opportunities that impact our communities.
Community	Identify strategies and partnerships to address a critical shortage of housing in the Avon region.
	Enhance emergency management collaboration through alignment of procedures, practices, and a statement of intent to extend support to members if required.
Economy	Advocate for changes to the native vegetation clearing permit system to address detrimental impacts on the delivery of road projects, including delayed timeframes and budgeted expenditure.
Environment	Form a Regional Climate Alliance to progress action on climate change and enhance opportunities for funding at a regional level to support climate change initiatives.
	Work collaboratively to implement Corella management strategies to reduce the negative impacts of Corella activities on our communities.
	Identify local and regional water priorities and seek funding to improve water access and sustainability.
	Work collaboratively to manage waste more effectively.
Shares Services & Regional Funding	Review the delivery of Local Government services and projects across the region to identify opportunities to share resources and attract and retain LG professionals.
	Collaboratively apply for State and Federal funding.

8

SY153-12/25 FINANCIAL REPORT - NOVEMBER 2025

File Number:	**4.9726**
Author:	**Denise Gobbart, Manager Finance** **Nikki Gors, Rates/Debtors Officer**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Monthly Financial Statements - November 2025** **2. Creditor Payments - November 2025** **3. Direct Debits not yet Processed - November 2025** **4. Business & Purchase Card Transactions - November 2025**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the statement of financial activity, creditors payment listing and purchasing card transactions to Council for noting.

BACKGROUND

Local governments are required to prepare general purpose financial reports in accordance with the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the *Australian Accounting Standards*.

A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity summarises the Shire's operating activities and non-operating activities. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996,* a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

COMMENTS AND DETAILS

This report is presented for Council's consideration and provides information for the period ending 30 November 2025 and includes the following:

1. Monthly Statements
2. List of Creditor Payments
3. List of Direct Debits not yet Processed
4. List of Business & Purchasing Card Transactions

The following information provides balances for key financial areas for the Shire of York's financial position as at 30 November 2025.

List of Payments for November 2025

A list of accounts paid from the Municipal Fund and Trust Fund under the Temporary Chief Executive Officer's delegated authority for the month of November 2025 is presented to Council for noting.

Outstanding Rates and Services

The total outstanding rates balance as at 30 November 2025 was $3,936,566 compared to $3,587,991 as at 30 November 2024. Final notices were sent out in October 2025. Second instalments were due 26 November 2025. Debt collection activity will commence in early 2026, to recover 2025/26 outstanding rates debts.

TABLE 1.

CURRENT YEAR	PROPERTIES	31/10/2025	%		PROPERTIES	31/10/2024	%
3 years and over	106	$625,457	16%		97	$566,313	16%
2 years and over	148	$210,605	5%		130	$180,515	5%
1 year and over	207	$318,708	8%		231	$357,021	10%
Total Aged		$1,154,770	29%			$1,103,849	31%
Current Rates	1202	$2,781,796	71%		1196	$2,484,142	69%
Total Rates Outstanding		**$3,936,566**	**100%**			**$3,587,991**	**100%**

An appropriately qualified and experienced debt collection contractor has been appointed to assist in resolving outstanding debts. Officers continue to administer payment arrangements outside of the ordinary payment options in line with the current Policy F1 - Revenue Collection.

**Minor differences in percentage calculations are due to rounding errors as percentages are displayed as whole numbers.*

Outstanding Sundry Debtors

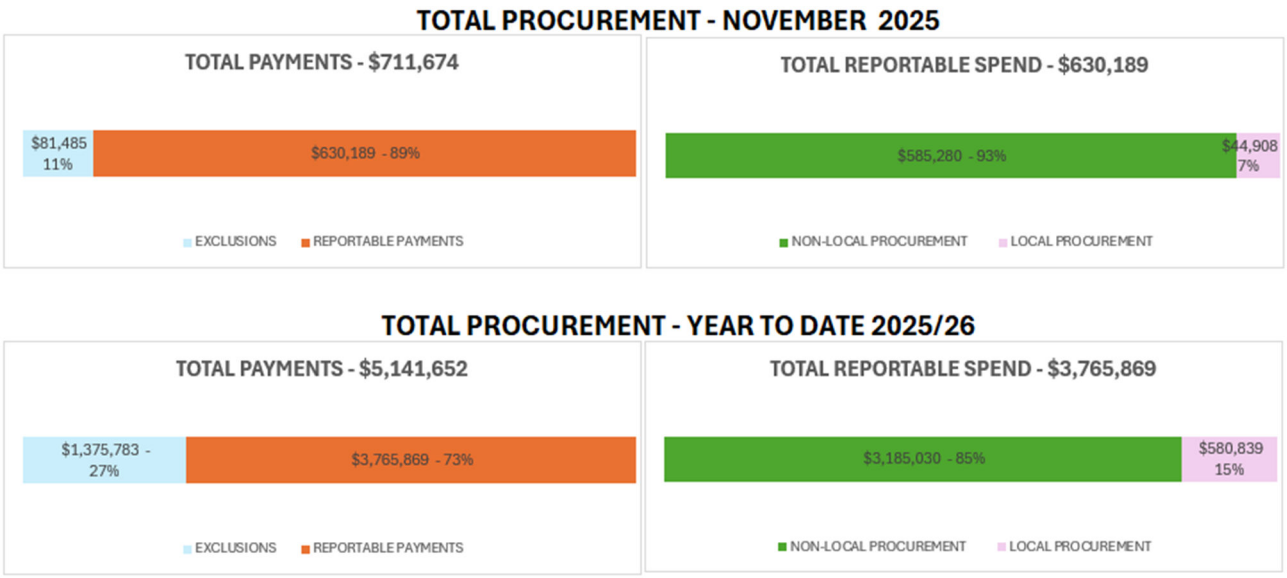
The figure for total outstanding sundry debtors as at 30 November 2025 was $177,244.85 compared to $62,590.60 as at 30 November 2024. Aged sundry debtors greater than ninety (90) days is mainly due to one (1) debtor who is being followed up for payment. The outstanding amount in the thirty (30) days and over is mainly attributed to an Ex-Gratia rates claim and a BAS refund from the Australian Tax Office. These amounts were incorrectly reporting as thirty (30) days and over in the summary report for October 2025 but were correctly reported in the monthly financial statement as current. The current sundry debtor balance has four (4) major debtors; $27,000 relates to grant funding claims, $29,000 is a project contribution and $7,400 is fees and charges. Generally, the aged debts are made up of several small debts with no single-issue dominating.

TABLE 2.

CURRENT YEAR	30/11/2025	%		30/11/2024	%
90 days and over	$21,240.61	11%		$19,669.04	30%
60 days and over	$514.00	0%		$1,636.05	2%
30 days and over	$96,431.83	51%		$17,974.59	27%
Current	$69,981.72	37%		$27,188.45	41%
Total Debtors Outstanding	**$188,168.16**	**100%**		**$66,468.13**	**100%**
Credits	**-$10,923.31**			**-$3,877.53**	
Total Including Credits	**$177,244.85**			**$62,590.60**	

Local Procurement

To support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of November 2025, Officers report the following in relation to local procurement, noting that 7% of payments were made to local businesses by the end of November with the year-to-date (YTD) figure currently standing at 15%.



The above figures provide an indication of the levels of local procurement as a percentage of reportable payments. It is important to note that in the development of the above tables, several exclusions apply and are not included in the reportable totals. These include, but are not limited to, payments made for the following:

1. Superannuation
2. Goods and Services Tax
3. Department of Fire and Emergency Services
4. Local Government Insurance Services
5. WA Local Government Association
6. WA Treasury Corporation
7. Office of the Auditor General
8. Utilities (Synergy, Telstra, Water Corporation)
9. Placement of Shire term deposits

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER

Consultative

Not applicable

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance

Policy Related

F2 Procurement
F6 Credit Cards
F5 Authority to make payments from Trust and Municipal Funds
DL 1.1.17 Payments from the Municipal or Trust Funds

Financial

This report and its appendices provide a summary of the financial position of the Shire at the end of the reporting period. The prior year figures reported are an actual following the finalisation of the 2024/25 Annual Financial Report.

Legal and Statutory

Section 6.10 of the *Local Government Act 1995* is applicable and states:

"6.10. Financial management regulations

Regulations may provide for —

(a) the security and banking of money received by a local government; and

(b) the keeping of financial records by a local government; and

(c) the management by a local government of its assets, liabilities and revenue; and

(d) the general management of, and the authorisation of payments out of —

(i) the municipal fund; and

(ii) the trust fund,

of a local government."

Regulations 13, 13A, 34 and 35 of the *Local Government (Financial Management) Regulations 1996* are applicable and state:

"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 power 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 which requires council authorisation in that month —

(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 subregulation (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.

13A. Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment;

(d) sufficient information to identify the payment.

(2) A list prepared under subregulation (1) must 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.

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.

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."

Risk Related

It is a requirement of the *Local Government (Financial Management) Regulations 1996* that local governments prepare a Statement of Financial Activity within two (2) months after the end of the reporting period. This report mitigates the risk of non-compliance with the Regulations.

Workforce

The scope of this report can be managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
131225

Moved: Cr Denese Smythe **Seconded: Cr Melissa Welsh**

That, with regards to the Financial Report - November 2025, Council:

1. **Receives the Monthly Financial Report and the list of payments drawn from the Municipal and Trust accounts for the period ending 30 November 2025 as summarised below:**

November 2025

MUNICIPAL FUND	**AMOUNT ($)**
Electronic Payments	**889,746.08**
Cheque Payments	**11,466.90**
Direct Debits	**32,430.41**
Sub Total	**933,643.39**
Payroll Net Salaries	**294,688.90**
Direct Debits Not Processed	**134,652.62**

Total - Municipal	**1,362,984.91**
TRUST FUND	
Electronic Funds Payments	**0.00**
Cheque Payments	**0.00**
Direct Debits Licensing	**96,439.30**
Total - Trust	**96,439.30**
TOTAL DISBURSEMENTS	**1,459,424.21**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

SHIRE OF YORK

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 November 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2025

	Note	Adopted Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		8,944,151	8,940,936	**8,941,822**	886	0.01%	
Grants, subsidies and contributions		1,505,372	822,812	**991,299**	168,487	20.48%	▲
Fees and charges		2,154,233	1,610,176	**1,487,641**	(122,535)	(7.61%)	
Interest revenue		284,000	86,825	**123,281**	36,456	41.99%	▲
Other revenue		179,800	77,245	**169,052**	91,807	118.85%	▲
Profit on asset disposals		102,748	0	**0**	0	0.00%	
		13,170,304	**11,537,994**	**11,713,095**	**175,101**	1.52%	
Expenditure from operating activities							
Employee costs		(6,859,454)	(2,857,845)	**(2,661,112)**	196,733	6.88%	
Materials and contracts		(4,792,706)	(1,973,900)	**(923,268)**	1,050,632	53.23%	▲
Utility charges		(560,711)	(233,477)	**(66,165)**	167,312	71.66%	▲
Depreciation		(6,812,097)	(2,838,340)	**0**	2,838,340	100.00%	▲
Finance costs		(40,709)	(16,960)	**89**	17,049	100.52%	▲
Insurance		(295,817)	(295,817)	**(302,914)**	(7,097)	(2.40%)	
Other expenditure		(474,695)	(208,181)	**(138,969)**	69,212	33.25%	▲
Loss on asset disposals		(28,802)	0	**(30,510)**	(30,510)	0.00%	
		(19,864,991)	**(8,424,520)**	**(4,122,849)**	**4,301,671**	51.06%	
Non cash amounts excluded from operating activities	2(c)	6,758,285	2,838,340	**30,510**	(2,807,830)	(98.93%)	▼
Amount attributable to operating activities		**63,598**	**5,951,814**	**7,620,756**	**1,668,942**	28.04%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		2,181,238	0	**83,980**	83,980	0.00%	
Proceeds from disposal of assets		436,000	77,000	**70,000**	(7,000)	(9.09%)	
		2,617,238	**77,000**	**153,980**	**76,980**	99.97%	
Outflows from investing activities							
Acquisition of property, plant and equipment		(2,142,130)	(500,000)	**(477,205)**	22,795	4.56%	
Acquisition of infrastructure		(2,857,348)	(21,251)	**(26,849)**	(5,598)	(26.34%)	
		(4,999,478)	**(521,251)**	**(504,054)**	**17,197**	3.30%	
Amount attributable to investing activities		**(2,382,240)**	**(444,251)**	**(350,074)**	**94,177**	21.20%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		75,000	0	**0**	0	0.00%	
		75,000	**0**	**0**	**0**	0.00%	
Outflows from financing activities							
Repayment of borrowings		(155,947)	(17,996)	**(17,996)**	0	0.00%	
Transfer to reserves		(807,223)	0	**(30,492)**	(30,492)	0.00%	
		(963,170)	**(17,996)**	**(48,488)**	**(30,492)**	(169.44%)	
Amount attributable to financing activities		**(888,170)**	**(17,996)**	**(48,488)**	**(30,492)**	(169.44%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	3,227,052	3,227,052	**3,360,563**	133,511	4.14%	
Amount attributable to operating activities		63,598	5,951,814	**7,620,756**	1,668,942	28.04%	▲
Amount attributable to investing activities		(2,382,240)	(444,251)	**(350,074)**	94,177	21.20%	▲
Amount attributable to financing activities		(888,170)	(17,996)	**(48,488)**	(30,492)	(169.44%)	▼
Surplus or deficit after imposition of general rates		**20,240**	**8,716,619**	**10,582,757**	**1,866,138**	21.41%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

	Actual 30 June 2025	Actual as at 30 November 2025
	$	$
CURRENT ASSETS		
Cash and cash equivalents	7,767,912	7,737,837
Trade and other receivables	1,713,080	4,243,317
Other financial assets	1,028,433	5,184,587
Inventories	7,962	38,570
Other assets	1,762,468	790,567
TOTAL CURRENT ASSETS	12,279,855	17,994,878
NON-CURRENT ASSETS		
Trade and other receivables	252,455	252,455
Other financial assets	79,620	79,620
Property, plant and equipment	46,429,183	46,805,878
Infrastructure	136,828,337	136,855,186
Right-of-use assets	947,265	947,265
TOTAL NON-CURRENT ASSETS	184,536,860	184,940,404
TOTAL ASSETS	196,816,715	202,935,282
CURRENT LIABILITIES		
Trade and other payables	2,846,755	1,312,514
Contract liabilities	3,281,890	3,281,890
Borrowings	155,947	137,951
Employee related provisions	658,020	658,020
TOTAL CURRENT LIABILITIES	6,942,612	5,390,375
NON-CURRENT LIABILITIES		
Borrowings	556,708	556,708
Employee related provisions	360,257	360,257
TOTAL NON-CURRENT LIABILITIES	916,965	916,965
TOTAL LIABILITIES	7,859,577	6,307,340
NET ASSETS	**188,957,138**	**196,627,942**
EQUITY		
Retained surplus	22,569,963	30,210,275
Reserve accounts	2,646,143	2,676,635
Revaluation surplus	163,741,032	163,741,032
TOTAL EQUITY	**188,957,138**	**196,627,942**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 04 December 2025

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES
Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 November 2025
Current assets		$	$	$
Cash and cash equivalents		8,190,980	7,767,912	7,737,837
Trade and other receivables		1,572,271	1,713,080	4,243,317
Other financial assets		666,106	1,028,433	5,184,587
Inventories		5,000	7,962	38,570
Contract assets		1,762,468	0	0
Other assets		39,391	1,762,468	790,567
		12,236,216	12,279,855	17,994,878
Less: current liabilities				
Trade and other payables		(2,822,244)	(2,846,755)	(1,312,514)
Other liabilities		(3,281,890)	(3,281,890)	(3,281,890)
Borrowings		(155,947)	(155,947)	(137,951)
Employee related provisions		(725,584)	(658,020)	(658,020)
Other provisions		(46,819)	0	0
		(7,032,484)	(6,942,612)	(5,390,375)
Net current assets		5,203,732	5,337,243	12,604,503
Less: Total adjustments to net current assets	2(b)	(1,976,680)	(1,976,680)	(2,021,746)
Closing funding surplus / (deficit)		**3,227,052**	**3,360,563**	**10,582,757**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(2,665,339)	(2,646,143)	(2,676,635)
Less: Current assets not expected to be received at end of year				
- Current financial assets at amortised cost - self supporting loans				
- Rates receivable		0	0	(2,540)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings		155,947	155,947	137,951
- Current portion of employee benefit provisions held in reserve		532,712	513,516	519,478
Total adjustments to net current assets	2(a)	**(1,976,680)**	**(1,976,680)**	**(2,021,746)**

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 30 November 2025	YTD Actual 30 November 2025
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	(102,748)	0	0
Add: Loss on asset disposals	28,802	0	30,510
Add: Depreciation	6,812,097	2,838,340	0
Movement in current employee provisions associated with restricted cash	20,134		
Total non-cash amounts excluded from operating activities	**6,758,285**	**2,838,340**	**30,510**

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2025-26 year is $10,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Grants, subsidies and contributions Story Book funding $54,064 & Workers Compensation $29,565 not included in the budget. CRC Contributions $63,220 in the budget as fees & charges, a budget amendment is required to amend this issue. Incorrect IE code used for Town Hall grant.	168,487	20.48%	▲
Interest revenue Rates interest higher than anticipated	36,456	41.99%	▲
Other revenue Containers for Change revenue $56,267 higher than expected. Macartney St and carpark reimbursement for consultancy costs for traffic engineering $27,000 not budgeted. Licensing commission $7,000 higher than anticipated.	91,807	118.85%	▲
Expenditure from operating activities			
Materials and contracts Expenditure was restricted prior to budget adoption to enable cashflow. Leading to road maintenance $389,000, tree pruning $103,000 lower than anticiapted. Refuse collection & disposal fees $186,000 lower than expected. Incorrect IE Code used for PWOH $209,303. Rate recovery expenses not yet applied.	1,050,632	53.23%	▲
Utility charges Swimming Pool, Standpipes & Forrest Oval water lower than expected. Utility direct debits not yet processed in SynergySoft.	167,312	71.66%	▲
Depreciation Depreciation not run as Asset Register yet to be rolled to 25/26	2,838,340	100.00%	▲
Finance costs Loan repayments yet to be processed.	17,049	100.52%	▲
Other expenditure Incorrect IE code used for elected member payments. Container for Change refunds $51,522 not included in the budget.	69,212	33.25%	▲
Non cash amounts excluded from operating activities Depreciation not run as Asset Register yet to be rolled to 25/26	(2,807,830)	(98.93%)	▼
Surplus or deficit after imposition of general rates	1,866,138	21.41%	▲

SHIRE OF YORK

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$3.23 M	$3.23 M	$3.36 M	$0.13 M
Closing	$0.02 M	$8.72 M	$10.58 M	$1.87 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$12.92 M	% of total
Unrestricted Cash	$10.25 M	79.3%
Restricted Cash	$2.68 M	20.7%

Refer to 3 - Cash and Financial Assets

Payables

	$1.31 M	% Outstanding
Trade Payables	$0.48 M	
0 to 30 Days		15.5%
Over 30 Days		84.5%
Over 90 Days		81.0%

Refer to 9 - Payables

Receivables

	($0.25 M)	% Collected
Rates Receivable	$4.49 M	59.0%
Trade Receivable	($0.25 M)	% Outstanding
Over 30 Days		66.7%
Over 90 Days		12.0%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.06 M	$5.95 M	$7.62 M	$1.67 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$8.94 M	% Variance
YTD Budget	$8.94 M	0.0%

Grants and Contributions

YTD Actual	$0.99 M	% Variance
YTD Budget	$0.82 M	20.5%

Refer to 12 - Grants and Contributions

Fees and Charges

YTD Actual	$1.49 M	% Variance
YTD Budget	$1.61 M	(7.6%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.38 M)	($0.44 M)	($0.35 M)	$0.09 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.07 M	%
Adopted Budget	$0.44 M	(83.9%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$0.03 M	% Spent
Adopted Budget	$2.86 M	(99.1%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$0.08 M	% Received
Adopted Budget	$2.18 M	(96.1%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.89 M)	($0.02 M)	($0.05 M)	($0.03 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.02 M)
Interest expense	$0.00 M
Principal due	$0.69 M

Refer to 10 - Borrowings

Reserves

Reserves balance	$2.68 M
Net Movement	$0.03 M

Refer to 4 - Cash Reserves

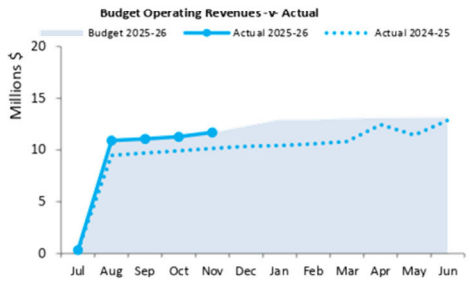
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

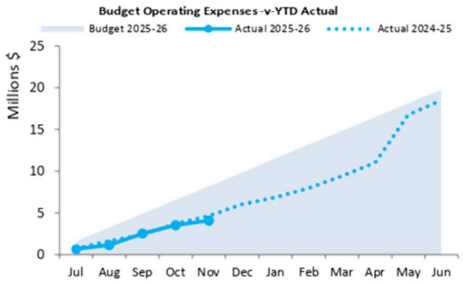
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

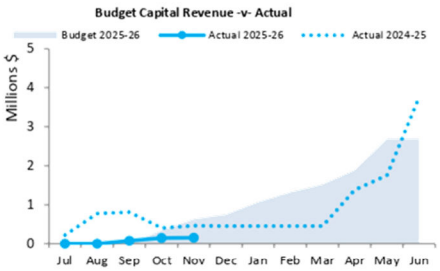


OPERATING EXPENSES

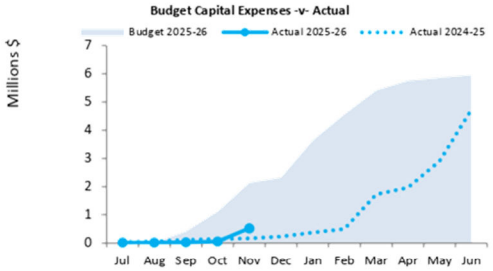


INVESTING ACTIVITIES

CAPITAL REVENUE

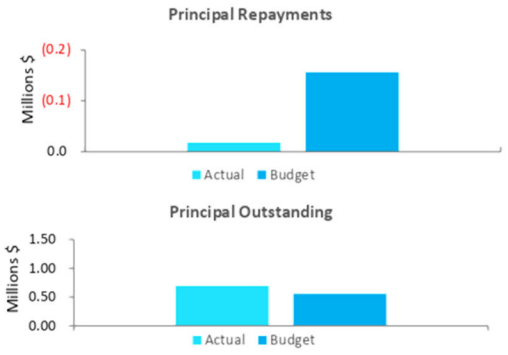


CAPITAL EXPENSES

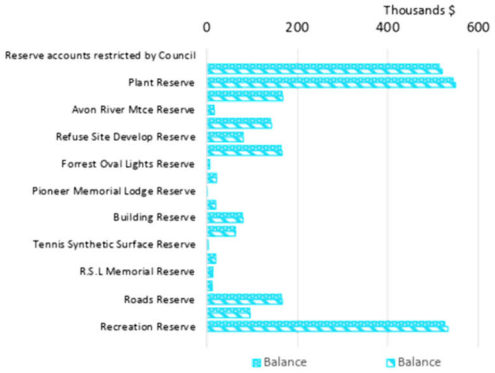


FINANCING ACTIVITIES

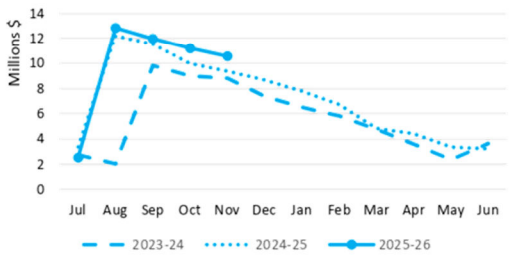
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

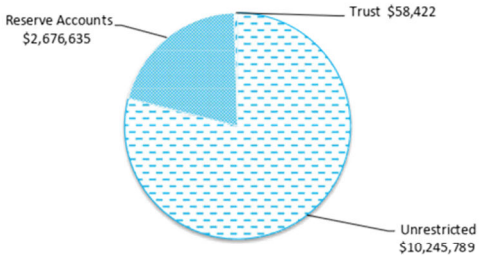
3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on Hand	Cash and cash equivalents	6,580	0	6,580	0		Nil	On Hand
Muni Bank	Cash and cash equivalents	2,276,973	0	2,276,973	0	Bendigo	Nil	Cheque Acc.
Westpac Flexi	Cash and cash equivalents	5,428	0	5,428	0	Westpac	Variable	N/A
AMP Municipal Notice	Cash and cash equivalents	1,002	0	1,002	0	AMP	Variable	N/A
AMP Business Saver	Cash and cash equivalents	26	0	26	0	AMP	Variable	N/A
Westpac - LIA Term Deposit	Financial assets at amortised cost	3,000,000		3,000,000	0	Westpac	4.40%	18/06/2026
Westpac - Term Deposit	Cash and cash equivalents	2,500,000	0	2,500,000	0	Westpac	4.26%	18/02/2026
NAB - Term Deposit	Cash and cash equivalents	2,000,000	0	2,000,000	0	NAB	3.35%	29/12/2025
Trust Bank	Cash and cash equivalents	314,626	0	314,626	0	Bendigo	Nil	Cheque Acc.
Trust Bank	Cash and cash equivalents	0	0		58,422	Bendigo	Nil	Cheque Acc.
Bendigo Trust Term Deposit	Financial assets at amortised cost	37,711	0	37,711	0	Bendigo	4.40%	29/01/2026
Bendigo Trust Term Deposit	Financial assets at amortised cost	35,379		35,379	0	Bendigo	4.40%	29/01/2026
Bendigo Trust Term Deposit	Financial assets at amortised cost	68,064		68,064	0	Bendigo	4.40%	29/01/2026
Reserves Bank	Cash and cash equivalents	0	5,549	5,549	0	Bendigo	Variable	N/A
Reserves Term Deposits	Financial assets at amortised cost	0	1,028,433	1,028,433	0	AMP	4.45%	08/12/2025
Reserves Term Deposits	Cash and cash equivalents	0	627,653	627,653	0	AMP	3.80%	20/01/2026
Reserves Term Deposits	Financial assets at amortised cost	0	1,015,000	1,015,000	0	Westpac	4.40%	18/06/2026
Total		**10,245,789**	**2,676,635**	**12,922,424**	**58,422**			
Comprising								
Cash and cash equivalents		7,104,635	633,202	7,737,837	58,422			
Financial assets at amortised cost - Term Deposits		3,141,154	2,043,433	5,184,587	0			
		10,245,789	**2,676,635**	**12,922,424**	**58,422**			

KEY INFORMATION
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

4 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by Council								
Leave Reserve	532,712	20,134		552,846	513,516	5,962	0	519,478
Plant Reserve	542,970	70,522		613,492	542,970	6,303	0	549,273
Land & Infrastructure Reserve	166,146	43,549		209,695	166,146	1,929	0	168,075
Avon River Mtce Reserve	16,211	613		16,824	16,211	188	0	16,399
Industrial Land Reserve	140,826	5,323		146,149	140,827	1,634	0	142,461
Refuse Site Develop Reserve	79,360	2,999		82,359	79,360	921	0	80,281
Centennial Gardens Reserve	164,105	6,203		170,308	164,105	1,905	0	166,010
Forrest Oval Lights Reserve	6,474	245		6,719	6,474	75	0	6,549
Bowls Synthetic Surface Reserve	21,485	812		22,297	21,484	250	0	21,734
Pioneer Memorial Lodge Reserve	560	60,021		60,581	560	7	0	567
Carparking Reserve	19,570	740		20,310	19,570	227	0	19,797
Building Reserve	79,215	147,994		227,209	79,215	919	0	80,134
Disaster Reserve	62,296	2,355		64,651	62,296	723	0	63,019
Tennis Synthetic Surface Reserve	3,316	125		3,441	3,316	38	0	3,354
Tied Grant Funds Reserve	19,557	0		19,557	19,557	0	0	19,557
R.S.L Memorial Reserve	13,241	500		13,741	13,241	154	0	13,395
Greenhills Townsite Development Reserve	11,792	446		12,238	11,792	137	0	11,929
Roads Reserve	164,864	6,230		171,094	164,864	1,914	0	166,778
Swimming Pool Reserve	94,578	298,529		393,107	94,578	1,098	0	95,676
Recreation Reserve	526,061	19,883	(75,000)	470,944	526,061	6,108	0	532,169
Bridge Reserve	0	120,000		120,000	0	0	0	0
	2,665,339	**807,223**	**(75,000)**	**3,397,562**	**2,646,143**	**30,492**	**0**	**2,676,635**

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Land	31,500	0	0	0
Buildings - specialised	539,630	0	205	205
Furniture and equipment	90,000	0	0	0
Plant and equipment	1,481,000	500,000	477,000	(23,000)
Acquisition of property, plant and equipment	**2,142,130**	**500,000**	**477,205**	**(22,795)**
Infrastructure - roads	1,977,712	0	5,789	5,789
Infrastructure - other	879,636	21,251	21,060	(191)
Acquisition of infrastructure	**2,857,348**	**21,251**	**26,849**	**5,598**
Total capital acquisitions	**4,999,478**	**521,251**	**504,054**	**(17,197)**
Capital Acquisitions Funded By:				
Capital grants and contributions	2,181,238	0	83,980	83,980
Other (disposals & C/Fwd)	436,000	77,000	70,000	(7,000)
Recreation Reserve	75,000		0	0
Contribution - operations	2,307,240	444,251	350,074	(94,177)
Capital funding total	**4,999,478**	**521,251**	**504,054**	**(17,197)**

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5).* These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2),* the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

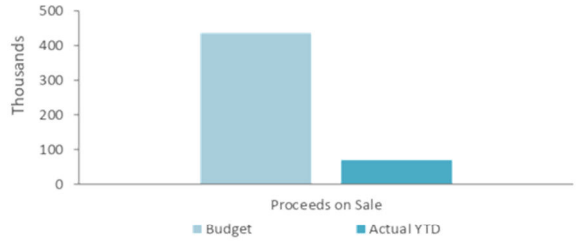
	Account Description		Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
			$	$	$	$
	042339	ADMINISTRATION VEHICLES	55,000	0	0	0
	043141	ADMIN OFFICE CAPITAL - BUILDINGS	0	0	205	(205)
	043142	FURNITURE & EQUIPMENT ADMIN	90,000	0	0	0
	053035	RANGER VEHICLE PURCHASE CAPITAL	52,000	0	0	0
	077305	PLANT AND EQUIPMENT CAPITAL	32,000	0	0	0
	068302	PML BUILDING CAPITAL	23,130	0	0	0
	109383	CEMETERY INFRASTRUCTURE		0	213	(213)
	109389	CBD UPGRADE	294,234	0	2,645	(2,645)
	112302	SWIMMING POOL CAPITAL (STAGE 1) - BUILDINGS	300,000	0	0	0
	112308	INFRASTRUCTURE OTHER - SWIMMING POOL	12,000	0	0	0
	113029	TOWN HALL BUILDING	200,000	0	0	0
	113314	CANDICE BATEMAN PARK - INFRASTRUCTURE	58,422	0	0	0
	113335	HERITAGE TRAILS INFRASTRUCTURE	259,960	0	1,234	(1,234)
	113346	OFF ROAD VEHICLE TRACK INFRASTRUCTURE	255,020	21,251	16,968	4,283
	122400	ROADS TO RECOVERY PROJECTS	685,821	0	63	(63)
	122401	REGIONAL ROAD GROUP PROJECTS	677,326	0	3,180	(3,180)
	122407	BLACKSPOT PROJECTS	314,565	0	2,546	(2,546)
	122416	LIGHT INDUSTRIAL AREA - CAPEX	300,000	0	0	0
	127304	PLANT PURCHASES CAPITAL	1,287,000	500,000	477,000	23,000
	133319	PLANT & EQUIP - VEHICLE (Y000)	55,000	0	0	0
	143304	DEPOT - BUILDINGS CAPITAL	16,500	0	0	0
	146303	LAND PURCHASE AND DEVELOPMENT	31,500	0	0	0
			4,999,478	**521,251**	**504,054**	**17,197**

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
12016	P147 - Volvo G930	103,978	77,000	0	(26,978)	100,510	70,000	0	(30,510)
12178	P170 - ASV Posi Track Skidsteer	29,232	40,000	10,768	0	0	0	0	0
11820	P104 - Hino 700S 10T Side Tipper	53,682	92,000	38,318	0	0	0	0	0
12051	P161 - Isuzu 7T Side Tipper	38,199	80,000	41,801	0	0	0	0	0
	Sweeper Trailer	0	7,000	7,000	0	0	0	0	0
	Graffiti Trailer	0	3,000	3,000	0	0	0	0	0
12244	P166 - Isuzu D-Max D/Cab 4x4	31,387	32,000	613	0	0	0	0	0
12226	P175 - Ford Ranger D/Cab 4x4	21,964	22,000	36	0	0	0	0	0
12235	P167 - Ford Ranger D/Cab 4x4	25,298	25,000	0	(298)	0	0	0	0
12200	P138 - Isuzu D-Max	10,788	12,000	1,212	0	0	0	0	0
12243	P173 - Mazda CX5	29,176	28,000	0	(1,176)	0	0	0	0
12242	P133 - Hyundai Venue	18,350	18,000	0	(350)	0	0	0	0
		362,054	**436,000**	**102,748**	**(28,802)**	**100,510**	**70,000**	**0**	**(30,510)**

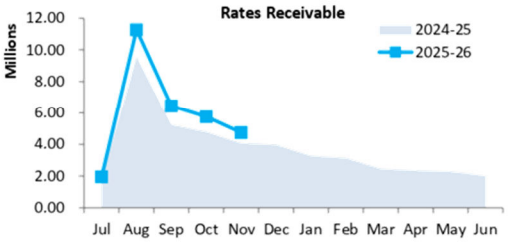


SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 Jun 2025	30 Nov 2025
	$	$
Opening arrears previous year	1,691,658	2,022,534
Levied this year	8,045,641	8,941,822
Less - collections to date	(7,714,765)	(6,472,780)
Net rates collectable	**2,022,534**	**4,491,576**
% Collected	79.2%	59.0%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(10,923)	69,982	96,432	514	21,240	177,245
Percentage	(6.2%)	39.5%	54.4%	0.3%	12.0%	
Balance per trial balance						
Sundry Debtors	(7,239)	139,068	534	125	21,982	177,245
Other receivables	0	251,656	0	0	0	214,235
GST receivable	0	109,372	0	0	0	156,429
Receivables for employee related provisions		51,976	0	0	0	51,976
Allowance for impairment of receiva	0	(848,144)	0	0	0	(848,144)
Other Receivables - Accrued Debtc	0	72	0	0	0	0
Total receivables general outstanding						**(248,259)**

Amounts shown above include GST (where applicable)

KEY INFORMATION

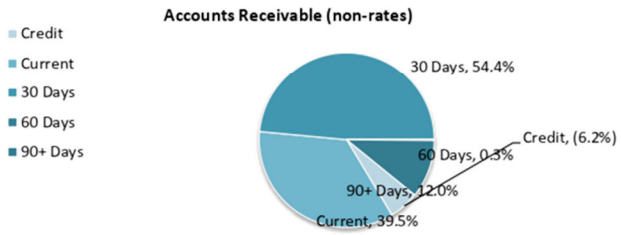
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 November 20
	$	$	$	$
Financial assets at amortised cost - term deposits	1,028,433	4,156,154	0	5,184,587
Inventory				
Fuel	7,962	30,608	0	38,570
Other assets				
Contract assets	1,762,468	0	(971,901)	790,567
Total other current assets	**2,798,863**	**4,186,762**	**(971,901)**	**6,013,724**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

OPERATING ACTIVITIES

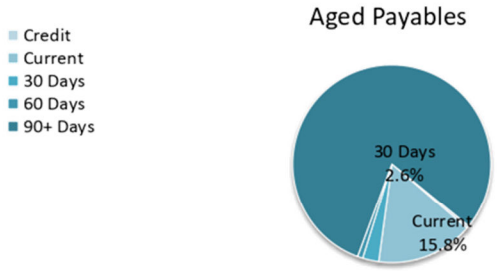
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	(2,360)	77,009	12,746	4,239	390,671	482,305
Percentage	(0.5%)	16.0%	2.6%	0.9%	81.0%	
Balance per trial balance						
Sundry creditors	(2,360)	77,009	12,746	4,239	390,671	482,305
Receipts in Advance - Excess Rates	0	144,293	0	0	0	144,293
Bonds and Deposits	0	467,994	0	0	0	471,411
Other Payables - ESL	0	214,083	0	0	0	214,803
Other Payables - Payroll Suspense	0	297	0	0	0	(298)
Total payables general outstanding						**1,312,514**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.
The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2025	New Loans Actual	New Loans Budget	Principal Repayments Actual	Principal Repayments Budget	Principal Outstanding Actual	Principal Outstanding Budget	Interest Repayments Actual	Interest Repayments Budget
		$	$	$	$	$	$	$	$	$
Forrest Oval Stage 1	62	581,713	0	0	0	(82,561)	581,713	499,152	1,456	(35,368)
Forrest Oval Stage 2	63	51,152	0	0	(7,030)	(28,668)	44,122	22,484	(534)	(2,086)
Forrest Oval Stage 3	64	79,790	0	0	(10,966)	(44,718)	68,824	35,072	(833)	(3,255)
Total		**712,655**	**0**	**0**	**(17,996)**	**(155,947)**	**694,659**	**556,708**	**89**	**(40,709)**
Current borrowings		155,947					137,951			
Non-current borrowings		556,708					556,708			
		712,655					**694,659**			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 0 November 202
		$	$	$	$	$
Other liabilities						
Contract liabilities		3,281,890	0	0	0	3,281,890
Total other liabilities		3,281,890	0	0	0	3,281,890
Employee Related Provisions						
Provision for annual leave		408,324	0	0	0	408,324
Provision for long service leave		202,877	0	0	0	202,877
Provision for Sick Leave		46,819	0	0	0	46,819
Total Provisions		658,020	0	0	0	658,020
Total other current liabilities		**3,939,910**	**0**	**0**	**0**	**3,939,910**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.
The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2025	Current Liability 30 Nov 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
Grant Funds (Untied)	0	0	0	0	0	616,681	308,340	308,340
Grant Local Road (Untied)	0	0	0	0	0	414,198	207,098	207,098
Australia Day Council	0	0	0	0	0	15,000	0	12,000
LGGS Grants	0	0	0	0	0	59,300	29,650	36,291
Other Grants	0	0	0	0	0	9,596	0	0
Grant RRG - Direct	0	0	0	0	0	231,444	231,444	231,444
Government Grants - Waugal Rises Project	48,033	0	0	48,033	48,033	48,033	0	68,064
Operating Grants - Waste Management	0	0	0	0	0	0	0	(386)
York CRC Charges Other Tax Supply (13)	0	0	0	0	0	0	0	63,220
Grant Town Hall Heritage	0	0	0	0	0	0	0	12,000
	48,033	**0**	**0**	**48,033**	**48,033**	**1,394,252**	**776,532**	**938,071**
Contributions								
Rates Debt Recovery Taxable (3)	0	0	0	0	0	50,000	20,830	(232)
Reimbursements Taxable Supply (03)	0	0	0	0	0	2,000	830	109
Charges Other Non Tax Supply (03)	0	0	0	0	0	0	0	1
Reimbursements Non Tax Supply (04)	0	0	0	0	0	3,000	1,250	7,158
Fire Break Contractor Costs (05)	0	0	0	0	0	3,200	1,330	0
Contributions to Rural Numbers (05)	0	0	0	0	0	500	205	300
Reimbursements Non Taxable - Welfare (08)	0	0	0	0	0	1,000	415	0
Contributions & Donations PML (08)	0	0	0	0	0	23,130	9,635	0
Reimbursements - Advertising (10)	0	0	0	0	0	0	0	234
Contributions/Reimbursements - Taxable (11)	0	0	0	0	0	350	145	0
Charges - Lost Books (11)	0	0	0	0	0	(20)	(5)	50
Library Interlibrary Freight Reimbursements (11)	0	0	0	0	0	(200)	(80)	494
Donations Heritage (11)	0	0	0	0	0	150	60	6,027
Reimbursements Taxable Supply Heritage (11)	0	0	0	0	0	10	0	0
Contributions & Donations (13)	0	0	0	0	0	0	0	(400)
York CRC Charges Other Tax Supply (13)	0	0	0	0	0	0	0	9,922
Reimbursements Non Tax Supply (14)	0	0	0	0	0	28,000	11,665	0
Reimbursements - Workers Comp (14)	0	0	0	0	0	0	0	29,565
	0	**0**	**0**	**0**	**0**	**111,120**	**46,280**	**53,228**
TOTALS	**48,033**	**0**	**0**	**48,033**	**48,033**	**1,505,372**	**822,812**	**991,299**

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and		
Provider	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2025	Current Liability 30 Nov 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
Grant Town Hall Heritage	0	0	0	0	0	200,000	0	0
Recreation Grants - Taxable	0	0	0	0	0	309,960	0	77,980
Road to Recovery - Grants	0	0	0	0	0	685,821	0	0
Grant - RRG - Roads	0	0	0	0	0	417,392	0	0
Grant Govt - Black Spot Funding	83,857	0	0	83,857	83,857	209,643	0	0
Light Industrial Area - Grants	3,150,000	0	0	3,150,000	3,150,000	300,000	0	0
Grant Income - Welfare	0	0	0	0	0	0	0	6,000
	3,233,857	**0**	**0**	**3,233,857**	**3,233,857**	**2,122,816**	**0**	**83,980**
Capital contributions								
POS Funds - Candice Bateman Park	0	0	0	0	0	58,422	0	0
	0	**0**	**0**	**0**	**0**	**58,422**	**0**	**0**
TOTALS	**3,233,857**	**0**	**0**	**3,233,857**	**3,233,857**	**2,181,238**	**0**	**83,980**

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 30 November 2025
	$	$	$	$
Cash in Lieu - Public Open Space	58,422	0	0	**58,422**
	58,422	**0**	**0**	**58,422**

Date: 02/12/2025
Time: 4:10:00PM

Shire of York
LIST OF CREDITOR PAYMENTS NOVEMBER 2025

USER: Fadzai Mudau
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
31931	04/11/2025	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 041125	1		3,669.10
INV CFC REIMBURS	04/11/2025	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 041125	1	3,669.10	
31932	11/11/2025	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT	1		2,059.10
INV CFC REIMBURS	11/11/2025	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT	1	2,059.10	
31933	17/11/2025	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 17/11/2025	1		3,031.60
INV CFC REIMBURS	17/11/2025	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 17/11/2025	1	3,031.60	
31934	27/11/2025	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 27 NOVEMBER 2025	1		2,707.10
INV CFC REIMBURS	27/11/2025	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 27 NOVEMBER 2025	1	2,707.10	
EFT34869	03/11/2025	ALL PLANT MECHANICAL	COMPLETE SERVICE ON HAKO ROAD SWEEPER AS PER QUOTE QU-0791	1		656.53
INV INV-1038	06/09/2025	ALL PLANT MECHANICAL	COMPLETE SERVICE ON HAKO ROAD SWEEPER AS PER QUOTE QU-0791	1	656.53	
EFT34870	03/11/2025	AUSTRALIAN TAXATION OFFICE - PAYG	FORTNIGHTLY PAYROLL PAYG - 28/10/2025 PAYROLL # 134	1		55,266.00
INV PAYG 28 OCTC	28/10/2025	AUSTRALIAN TAXATION OFFICE - PAYG	FORTNIGHTLY PAYROLL PAYG - 28/10/2025 PAYROLL # 134	1	55,266.00	
EFT34871	03/11/2025	DONALD VEAL CONSULTANTS PTY LTD	ROAD SAFETY AUDIT OF AVON TCE - SPENCERS BROOK - YORK RD IN ACCORDANCE WITH QUOTE RECEIVED 15/08/2025.	1		5,445.00
INV 25020025	11/09/2025	DONALD VEAL CONSULTANTS PTY LTD	ROAD SAFETY AUDIT OF AVON TCE - SPENCERS BROOK - YORK RD IN ACCORDANCE WITH QUOTE RECEIVED 15/08/2025.	1	5,445.00	
EFT34872	03/11/2025	DULCIE PONTON	DLGSC GRANT STORYTELLER FEE FOR CONTRIBUTION TO THE WAUGAL RISING ABORIGINAL RIVER TRAIL	1		1,234.00
INV 03102025	03/10/2025	DULCIE PONTON	DLGSC GRANT STORYTELLER FEE FOR CONTRIBUTION TO THE WAUGAL RISING ABORIGINAL RIVER TRAIL	1	1,234.00	
EFT34873	03/11/2025	Gregory William ROWE	NON- PIPED CROSSOVER - 30 ALFRED ST YORK	1		575.00
INV 30 ALFRED/CR	29/10/2025	Gregory William ROWE	NON- PIPED CROSSOVER - 30 ALFRED ST YORK	1	575.00	
EFT34874	03/11/2025	KENNEDYS (AUSTRALASIA) PARTNERSHIP	PROFESSIONAL CHARGES - HR ADVICE - REFERENCE AUSL192/1282018/AS10	1		616.00
INV 38-25-000754(	22/10/2025	KENNEDYS (AUSTRALASIA) PARTNERSHIP	PROFESSIONAL CHARGES - HR ADVICE - REFERENCE AUSL192/1282018/AS10	1	616.00	
EFT34875	03/11/2025	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS	1		1,935.07

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INV 00114021	17/09/2025	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS	1	1,062.77	
INV 00114342	24/09/2025	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS	1	872.30	
EFT34876	03/11/2025	VOICE OF THE AVON	FIRST MILESTONE PAYMENT 2025/26 FY	1		3,960.00
INV 250905	18/09/2025	VOICE OF THE AVON	FIRST MILESTONE PAYMENT 2025/26 FY	1	3,960.00	
EFT34877	03/11/2025	YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL - CHLOE HEPBURN - 4 SEPTEMBER 2025	1		298.50
INV 27337	04/09/2025	YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL - CHLOE HEPBURN - 4 SEPTEMBER 2025	1	150.00	
INV 28284	18/09/2025	YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL - TESS HOSKING - 18 SEPTEMBER 2025	1	148.50	
EFT34878	03/11/2025	YORK WELDING & FABRICATION PTY LTD	SUPPLY 7 X GALVANISED STEEL PLATES WITH HOLES AS PER DRAWING SUPPLIED	1		852.50
INV INV-0131	03/10/2025	YORK WELDING & FABRICATION PTY LTD	SUPPLY 7 X GALVANISED STEEL PLATES WITH HOLES AS PER DRAWING SUPPLIED	1	550.00	
INV INV-0136	06/10/2025	YORK WELDING & FABRICATION PTY LTD	REMOVE FITTINGS FROM A COVER PLATE FOR THE WATER CART Y8284 (P174) AS PER QUOTE 0012	1	165.00	
INV INV-0141	28/10/2025	YORK WELDING & FABRICATION PTY LTD	SUPPLY STEEL PLATE AS PER SUPPLIED DRAWING	1	137.50	
EFT34879	07/11/2025	ALEX ASHWORTH	REIMBURSEMENT - WORKING WITH CHILDREN	1		87.00
INV REIMBURSEMI	03/11/2025	ALEX ASHWORTH	REIMBURSEMENT - WORKING WITH CHILDREN	1	87.00	
EFT34880	07/11/2025	ALL HOURS PROPERTY MAINTENANCE & GLASS REPAIRS PTY LTD AFT SAAROON TRUST T/A AVON GLAZING	REPLACE GLASS WINDOW AT POOL PUMP ROOM AS PER QUOTE QU-0764	1		448.05
INV INV-0853	11/10/2025	ALL HOURS PROPERTY MAINTENANCE & GLASS REPAIRS PTY LTD AFT SAAROON TRUST T/A AVON GLAZING	REPLACE GLASS WINDOW AT POOL PUMP ROOM AS PER QUOTE QU-0764	1	448.05	
EFT34881	07/11/2025	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		232.50
INV 134	30/10/2025	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 134	30/10/2025	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 134	30/10/2025	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 134	30/10/2025	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 134	30/10/2025	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 134	30/10/2025	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		20.50	

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INV 134	30/10/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 134	30/10/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 134	30/10/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT34882	07/11/2025 AUTOPRO NORTHAM	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 1 X SET OF CANVAS SEAT COVERS RCISUDMAX20F FOR P136 Y770	1		312.00
INV 1245575	23/09/2025 AUTOPRO NORTHAM	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 1 X SET OF CANVAS SEAT COVERS RCISUDMAX20F FOR P136 Y770	1	312.00	
EFT34883	07/11/2025 AVON WASTE	WASTE DISPOSAL - AUG 2025	1		14,489.45
INV 00072051	05/09/2025 AVON WASTE	WASTE DISPOSAL - AUG 2025	1	14,489.45	
EFT34884	07/11/2025 BLUE ASSIST	BLUE ASSIST ANNUAL ALARM MONITORING SERVICES - YORK VISITOR CENTRE - MONTHLY CHARGES - STANDING ORDER FOR 2025/2026 FINANCIAL YEAR - 01 JULY TO 31 AUG 2025	1		20.00
INV INV-29556	13/09/2025 BLUE ASSIST	BLUE ASSIST ANNUAL ALARM MONITORING SERVICES - YORK VISITOR CENTRE - MONTHLY CHARGES - STANDING ORDER FOR 2025/2026 FINANCIAL YEAR - 01 JULY TO 31 AUG 2025	1	20.00	
EFT34885	07/11/2025 METAL ARTWORK BADGES	CHAMBERS NAME PLATES – ACTING OFFICERS	1		40.70
INV 34518	22/09/2025 METAL ARTWORK BADGES	CHAMBERS NAME PLATES – ACTING OFFICERS	1	40.70	
EFT34886	07/11/2025 DOROTHY JEAN FAIRCLOUGH	RATES REFUND A9268 61 FORD ST YORK 6302	1		141.00
INV A9268	07/11/2025 DOROTHY JEAN FAIRCLOUGH	RATES REFUND A9268 61 FORD ST YORK 6302		141.00	
EFT34887	07/11/2025 EASTOUGH'S AG TRAINING WA PTY LTD	SUPPLY 1X DAY TRAINING FOR CHEMICAL SKILLSET ON FRIDAY 10.10.2025 ONSITE IN GOOMALLING LOCATION TO BE ADVISED FOR JAYDEN STRAHAN FROM THE SHIRE OF YORK	1		600.00
INV 00000365	03/09/2025 EASTOUGH'S AG TRAINING WA PTY LTD	SUPPLY 1X DAY TRAINING FOR CHEMICAL SKILLSET ON FRIDAY 10.10.2025 ONSITE IN GOOMALLING LOCATION TO BE ADVISED FOR JAYDEN STRAHAN FROM THE SHIRE OF YORK	1	600.00	
EFT34888	07/11/2025 FARMARAMA PTY LTD	SUPPLY AND DELIVER 1X PALLET OF 20LITRE GLYPHOSATE (40DRUMS) TO THE SHIRE OF YORK WORK WORKS DEPOT AS PER EMAILED QUOTE	1		4,928.00
INV 00043846	12/09/2025 FARMARAMA PTY LTD	SUPPLY AND DELIVER 1X PALLET OF 20LITRE GLYPHOSATE (40DRUMS) TO THE SHIRE OF YORK WORK WORKS DEPOT AS PER EMAILED QUOTE	1	4,928.00	

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EFT34889	07/11/2025 GOVERNMENTFRAMEWORKS COM INC	PAYMENT FOR RE-DEVLOPMENT OF FARMER FORM FOR CROSSOVER APPLICATION	1		250.00
INV 7073654	19/09/2025 GOVERNMENTFRAMEWORKS COM INC	PAYMENT FOR RE-DEVLOPMENT OF FARMER FORM FOR CROSSOVER APPLICATION	1	250.00	
EFT34890	07/11/2025 IT VISION (READYTECH ON INVOICE)	ON DEMAND RECORDING - YEARLY SUBSCRIPTION 2025-26	1		825.00
INV INITV042622	11/09/2025 IT VISION (READYTECH ON INVOICE)	ON DEMAND RECORDING - YEARLY SUBSCRIPTION 2025-26	1	825.00	
EFT34891	07/11/2025 KEVIN RICHARD TRENT	REIMBURSEMENT PRES KEVIN TRENT MV EXPENSES	1		48.06
INV REIMBURSEMI	06/10/2025 KEVIN RICHARD TRENT	REIMBURSEMENT PRES KEVIN TRENT MV EXPENSES	1	48.06	
EFT34892	07/11/2025 KLK FARMS PTY LTD T/A JONLORRIE FARMS	SUPPLY FOR COLLECTION 16M3 OF GRAVEL TO GREENHILLS RD FROM THE YORK-TAMMIN GRAVEL PIT (COLLECTED IN AUGUST)	1		708.40
INV 17477	09/09/2025 KLK FARMS PTY LTD T/A JONLORRIE FARMS	SUPPLY FOR COLLECTION 16M3 OF GRAVEL TO GREENHILLS RD FROM THE YORK-TAMMIN GRAVEL PIT (COLLECTED IN AUGUST)	1	708.40	
EFT34893	07/11/2025 LAURA APPLETON	REIMBURSEMENT WORKSHOP IN PERTH	1		46.25
INV REIMBURSEMI	05/11/2025 LAURA APPLETON	REIMBURSEMENT WORKSHOP IN PERTH	1	46.25	
EFT34894	07/11/2025 LLOYD INVESMENT - COMMUNITY MATTERS	STANDING ORDER - SEPTEMBER 2025 TO JUNE 2026 SHIRE OF YORK PAGE IN COMMUNITY MATTERS NEWSPAPER	1		3,697.40
INV 4193	26/09/2025 LLOYD INVESMENT - COMMUNITY MATTERS	STANDING ORDER - SEPTEMBER 2025 TO JUNE 2026 SHIRE OF YORK PAGE IN COMMUNITY MATTERS NEWSPAPER	1	1,652.70	
INV 4176	26/09/2025 LLOYD INVESMENT - COMMUNITY MATTERS	ELECTION NOTICE - OCTOBER 2025 EDITION	1	392.00	
INV 4225	31/10/2025 LLOYD INVESMENT - COMMUNITY MATTERS	STANDING ORDER - SEPTEMBER 2025 TO JUNE 2026 SHIRE OF YORK PAGE IN COMMUNITY MATTERS NEWSPAPER	1	1,652.70	
EFT34895	07/11/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		65.00
INV 134	30/10/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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INV 134	30/10/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT34896	07/11/2025	MAL AUTOMOTIVES	COMPLETE A SERVICE ON A HINO SIDE TIPPER - PLATE NUMBER Y711 ON 19.09.2025	1		3,073.10
INV 32523	11/09/2025	MAL AUTOMOTIVES	COMPLETE A SERVICE ON A FORD TRANSIT - PLATE NUMBER - 1HJB866, ON THURSDAY 11.09.2025 AS PER EMAIL	1	893.22	
INV 32557	19/09/2025	MAL AUTOMOTIVES	COMPLETE A SERVICE ON A ISUZU DMAX - Y6947, AS PER EMAIL	1	610.98	
INV 32558	19/09/2025	MAL AUTOMOTIVES	COMPLETE A SERVICE ON A HINO SIDE TIPPER - PLATE NUMBER Y711 ON 19.09.2025	1	1,568.90	
EFT34897	07/11/2025	NEXIA PERTH AUDIT SERVICES PTY LTD	NEXIA AUDIT FOR RTR AND LRCI 22/23 -23/24 FINANCIAL YEARS	1		9,570.00
INV INV-81456	30/09/2025	NEXIA PERTH AUDIT SERVICES PTY LTD	NEXIA AUDIT FOR RTR AND LRCI 22/23 -23/24 FINANCIAL YEARS	1	9,570.00	
EFT34898	07/11/2025	PHILIP SWAIN	PROVISION OF ENVIRONMENTAL HEALTH SERVICES FOR SEPTEMBER / OCTOBER 2025 (COMMENCING ON 18 SEPTEMBER FOR 4 WEEKS (3 DAYS PER WEEK)	1		8,316.00
INV 261002	15/10/2025	PHILIP SWAIN	PROVISION OF ENVIRONMENTAL HEALTH SERVICES FOR SEPTEMBER / OCTOBER 2025 (COMMENCING ON 18 SEPTEMBER FOR 4 WEEKS (3 DAYS PER WEEK)	1	8,316.00	
EFT34899	07/11/2025	POTHOLES PERTH	REPAIR SECTIONS OF QUELLINGTON ROAD FROM SLK 11.81 TO 17.60 AS PER PHOTOS PROVIDED FOR 2 FULL DAYS INCLUDING MATERIALS, TRUCK AND TECHNICIANS AS PER QUOTE 9875 - DATES TO BE ADVISED TO THE SHIRE TO NOTIFY RESIDENTS	1		4,578.99
INV 9875	14/10/2025	POTHOLES PERTH	REPAIR SECTIONS OF QUELLINGTON ROAD FROM SLK 11.81 TO 17.60 AS PER PHOTOS PROVIDED FOR 2 FULL DAYS INCLUDING MATERIALS, TRUCK AND TECHNICIANS AS PER QUOTE 9875 - DATES TO BE ADVISED TO THE SHIRE TO NOTIFY RESIDENTS	1	4,578.99	
EFT34900	07/11/2025	PURSLOWE-TINETTI FUNERALS - TRUSTEE FOR THE TINETTI INVESTMENT TRUST	REFUND OF OVERPAYMENT ON INVOICE 12472	1		72.00
INV 12476	12/09/2025	PURSLOWE-TINETTI FUNERALS - TRUSTEE FOR THE TINETTI INVESTMENT TRUST	REFUND OF OVERPAYMENT ON INVOICE 12472	1	72.00	

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EFT34901	07/11/2025	RAC BUSINESSWISE	P145 - RAC ROADSIDE ASSIST FOR 01/10/2025 TO 30/09/2026	1		1,902.00
INV PHH20305529	14/10/2025	RAC BUSINESSWISE	P145 - RAC ROADSIDE ASSIST FOR 01/10/2025 TO 30/09/2026	1	1,902.00	
EFT34902	07/11/2025	RJD CONTRACTING (WA) PTY LTD	SUPPLY WET HIRE X3 DAYS 6 WHEELER WATER CART COMMENCING WEDNESDAY 10.09.2025 TO FRIDAY 12.09.2025 -ON BOYERCUTTY RD - WATER CARD AND SHEETS TO BE PROVIDED	1		3,905.00
INV INV-2543	22/09/2025	RJD CONTRACTING (WA) PTY LTD	SUPPLY WET HIRE X3 DAYS 6 WHEELER WATER CART COMMENCING WEDNESDAY 10.09.2025 TO FRIDAY 12.09.2025 -ON BOYERCUTTY RD - WATER CARD AND SHEETS TO BE PROVIDED	1	3,905.00	
EFT34903	07/11/2025	ROUS ELECTRICAL	REPLACE TWO SPOTLIGHTS ON FRONT FACADE OF ADMINISTRATION BUILDING THAT SHINE ON FLAG POLES	1		970.00
INV 00004319	11/08/2025	ROUS ELECTRICAL	REPLACE TWO SPOTLIGHTS ON FRONT FACADE OF ADMINISTRATION BUILDING THAT SHINE ON FLAG POLES	1	572.00	
INV 00004359	19/09/2025	ROUS ELECTRICAL	MOVE DATA POINT IN OFFICE	1	200.00	
INV 00004367	25/09/2025	ROUS ELECTRICAL	REPLACE FAULTY LIGHT FITTING IN LADIES UPSTAIRS TOILET	1	198.00	
EFT34904	07/11/2025	ROYAL LIFE SAVING	ATTENDANCE OF LILY RABI AT ROYAL LIFESAVING WA: POOL LIFEGUARD LICENSE RENEWAL: YORK MEMORIAL SWIMMING POOL	1		179.00
INV AX-16837	08/10/2025	ROYAL LIFE SAVING	ATTENDANCE OF LILY RABI AT ROYAL LIFESAVING WA: POOL LIFEGUARD LICENSE RENEWAL: YORK MEMORIAL SWIMMING POOL	1	179.00	
EFT34905	07/11/2025	SAMANTHA ROSE BUCHANAN	REFUND OF KERB BOND 2003995 - LOT 2 (134) NEWCASTLE ST, YORK - RECEIPT 276471 - PAID 11/02/2025	1		1,500.00
INV T4	05/11/2025	SAMANTHA ROSE BUCHANAN	REFUND OF KERB BOND 2003995 - LOT 2 (134) NEWCASTLE ST, YORK - RECEIPT 276471 - PAID 11/02/2025	1	1,500.00	
EFT34906	07/11/2025	SANDRA KAYE BROOKS	REFUND OF DOG REGISTRATION	1		42.50
INV REFUND DOG I	18/08/2025	SANDRA KAYE BROOKS	REFUND OF DOG REGISTRATION	1	42.50	
EFT34907	07/11/2025	SHARLA SIMUNOV	PARKING FOR WALGA PLANNING SHOWCASE 22/09/2025	1		42.00
INV 069918	22/09/2025	SHARLA SIMUNOV	PARKING FOR WALGA PLANNING SHOWCASE 22/09/2025	1	42.00	
EFT34908	07/11/2025	SHERIDANS	GLASS TROPHY - 175MM HIGH	1		82.28
INV INV-9939	15/09/2025	SHERIDANS	GLASS TROPHY - 175MM HIGH	1	82.28	

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EFT34909	07/11/2025 SHIRE OF NORTHAM	OLD QUARRY ROAD TIPPING FEES FOR 2025/26	1		48,559.60
INV 32552	08/08/2025 SHIRE OF NORTHAM	OLD QUARRY ROAD TIPPING FEES FOR 2025/26	1	22,050.90	
INV 32708	05/09/2025 SHIRE OF NORTHAM	OLD QUARRY ROAD TIPPING FEES FOR 2025/26	1	21,008.70	
INV 066	14/10/2025 SHIRE OF NORTHAM	2025/26 MEMBERSHIP TO AVON REGIONAL ORGANISATION OF COUNCILS (AROC)	1	5,500.00	
EFT34910	07/11/2025 SHIRE OF TOODYAY	RECOVERY CO-ORDINATOR TRAINING 3 STAFF	1		2,454.36
INV 2847	10/09/2025 SHIRE OF TOODYAY	RECOVERY CO-ORDINATOR TRAINING 3 STAFF	1	2,454.36	
EFT34911	07/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		125.00
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 134	30/10/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT34912	07/11/2025 THE GOOD LIFE STORE	GIFTS FOR CITIZENSHIP CEREMONY	1		70.50
INV INV-1041	04/09/2025 THE GOOD LIFE STORE	GIFTS FOR CITIZENSHIP CEREMONY	1	70.50	
EFT34913	07/11/2025 THE YORK CHRISTMAS FESTIVAL INC	YORK CHRISTMAS FESTIVAL MULTI-YEAR FUNDING AGREEMENT: COUNCIL RESOLUTION 031024 24/25 FINANCIAL YEAR SPONSORSHIP OF $16,750 EX GST TO BE PAID AS MILESTONE PAYMENTS - 90% OF$16,750 TO BE PAID IN NOVEMBER 2024 -10% OF $16,750 TO BE PAID IN JUNE 2025 OR ON RECEIPT OF ACQUITTAL(WHICHEVER COMES FIRST)	1		1,675.00
INV 265	10/06/2025 THE YORK CHRISTMAS FESTIVAL INC	YORK CHRISTMAS FESTIVAL MULTI-YEAR FUNDING AGREEMENT: COUNCIL RESOLUTION 031024 24/25 FINANCIAL YEAR SPONSORSHIP OF $16,750 EX GST TO BE PAID AS MILESTONE PAYMENTS - 90% OF$16,750 TO BE PAID IN NOVEMBER 2024 -10% OF $16,750 TO BE PAID IN JUNE 2025 OR ON RECEIPT OF ACQUITTAL(WHICHEVER COMES FIRST)	1	1,675.00	
EFT34914	07/11/2025 THE YORK SOCIETY (INC)	BOND PORTION # 228567	1		300.00
INV T83	01/10/2025 THE YORK SOCIETY (INC)	BOND PORTION # 228567	1	250.00	
INV T8	01/10/2025 THE YORK SOCIETY (INC)	T8 KEY BOND # 228567	1	50.00	
EFT34915	07/11/2025 TITE SECURITY	GPRS SECURITY MONITORING	1		271.70
INV 618411	03/09/2025 TITE SECURITY		1	271.70	
EFT34916	07/11/2025 TOTALLY WORKWEAR	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT - ALL ITEMS LISTED ON QMD4672 - SHIRE OF YORK LOGO TO BE EMBROIDED ON THE LEFT SIDE OF ALL SHIRTS, JACKETS, AND JUMPERS - ALL ITEMS ARE TO BE SENT AT THE ONE TIME AND NOT SEPERATELY - BALANCE OF ALEX ASHWORTH	1		130.81
INV MD49861.D2	24/07/2025 TOTALLY WORKWEAR	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT - ALL ITEMS LISTED ON QMD4672 - SHIRE OF YORK LOGO TO BE EMBROIDED ON THE LEFT SIDE OF ALL SHIRTS, JACKETS, AND JUMPERS - ALL ITEMS ARE TO BE SENT AT THE ONE TIME AND NOT SEPERATELY - BALANCE OF ALEX ASHWORTH	1	130.81	

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EFT34917	07/11/2025 TREE TECH AUSTRALIA	REMOVE 2X UNSAFE TREES ON EATON ST - AS PER QUOTE 0451 MOBILISE EQUIPMENT, COMPLETE SAFETY CHECKS AND ASSESSMENTS AND REMOVE ALL DEBRIS FROM THE SITE	1		8,230.00
INV INV-0481	22/09/2025 TREE TECH AUSTRALIA	AS PER QUOTE 0418 SAFELY PRUNE 5X TREES ON FLEA POOL RD INCLUDING MOBILISING EQUIPMENT AND CARRYING SAFETY CHECKS, INCLUDE TRAFFIC MANAGEMENT AND REMOVING DEBRIS FROM SIT	1	2,626.00	
INV INV-0482	22/09/2025 TREE TECH AUSTRALIA	COMPLETE WESTERN POWERS JULY 2025 TREE PRUNING WITHIN THE SHIRE OF YORK TOWNSITE AS PER THE LIST ISSUED AND QUOTE 0419	1	1,424.00	
INV INV-0514	27/10/2025 TREE TECH AUSTRALIA	REMOVE 2X UNSAFE TREES ON EATON ST - AS PER QUOTE 0451 MOBILISE EQUIPMENT, COMPLETE SAFETY CHECKS AND ASSESSMENTS AND REMOVE ALL DEBRIS FROM THE SITE	1	4,180.00	
EFT34918	07/11/2025 TUTT BRYANT EQUIPMENT	COMPLETE A 2000-HOUR SERVICE ON A BOMAG ROLLER (Y830) AND REPAIR THE DEMISTER CORD ON 22.08.2025 AS PER THE ESTIMATE	1		4,357.46
INV 08913953	02/09/2025 TUTT BRYANT EQUIPMENT	COMPLETE A 2000-HOUR SERVICE ON A BOMAG ROLLER (Y830) AND REPAIR THE DEMISTER CORD ON 22.08.2025 AS PER THE ESTIMATE	1	4,357.46	
EFT34919	07/11/2025 VOCUS COMMUNICATIONS	ADMIN TELEPHONE	1		385.00
INV P1309554	01/06/2025 VOCUS COMMUNICATIONS	ADMIN TELEPHONE	1	385.00	
EFT34920	07/11/2025 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT 2025/26	1		81.39
INV 5002670	01/09/2025 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT 2025/26	1	81.39	
EFT34921	07/11/2025 WESTCYCLE INC	WESTCYCLE INC - CANOLA CLASSIC 2025 - COMMUNITY FUNDING GRANT - FIRST PROGRESS PAYMENT OF 80% DUE ON RECEIPT OF INVOICE. FINAL PAYMENT ACQUITTAL DUE ON 1 DECEMBER 2026 OR EARLIER UPON SUCCESSFUL ACQUITTAL. RESOLUTION NUMBER 060725	1		4,400.00
INV 3718	15/09/2025 WESTCYCLE INC	WESTCYCLE INC - CANOLA CLASSIC 2025 - COMMUNITY FUNDING GRANT - FIRST PROGRESS PAYMENT OF 80% DUE ON RECEIPT OF INVOICE. FINAL PAYMENT ACQUITTAL DUE ON 1 DECEMBER 2026 OR EARLIER UPON SUCCESSFUL ACQUITTAL. RESOLUTION NUMBER 060725	1	4,400.00	
EFT34922	07/11/2025 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER SERVICE CHARGES 2025/26 - ADMINISTRATION	1		792.01
INV 226598	02/10/2025 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER SERVICE CHARGES 2025/26 - ADMINISTRATION	1	792.01	
EFT34923	07/11/2025 WINC AUSTRALIA PTY LIMITED	OFFICE STATIONARY SUPPLIES 2025/26	1		648.06

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INV 9048732723	11/09/2025	WINC AUSTRALIA PTY LIMITED	OFFICE STATIONARY SUPPLIES 2025/26	1	510.38	
INV 9048858401	30/09/2025	WINC AUSTRALIA PTY LIMITED	OFFICE STATIONARY SUPPLIES	1	137.68	
EFT34924	07/11/2025	WREN OIL	REFERENCE NUMBER: 20251 2400L WASTE OIL PUM OUT AT TRANSFER STATION.	1		2,122.45
INV 205835	10/09/2025	WREN OIL	REFERENCE NUMBER: 20251 2400L WASTE OIL PUM OUT AT TRANSFER STATION.	1	2,122.45	
EFT34925	07/11/2025	YORK & DISTRICT CO-OPERATIVE LTD	SUPPLY OF MISCELLANEOUS ITEMS FOR YORK VISITORS CENTRE	1		80.25
INV 02/4568	12/09/2025	YORK & DISTRICT CO-OPERATIVE LTD	SUPPLY OF MISCELLANEOUS ITEMS FOR YORK VISITORS CENTRE - WATER	1	24.00	
INV 02/3628	01/10/2025	YORK & DISTRICT CO-OPERATIVE LTD	SUPPLY OF MISCELLANEOUS ITEMS FOR YORK VISITORS CENTRE	1	56.25	
EFT34926	07/11/2025	YORK BRANCH RSL	FIRST MILESTONE PAYMENT 80% EXCLUDING GST	1		2,800.00
INV ADJ3592270	08/08/2025	YORK BRANCH RSL	FIRST MILESTONE PAYMENT 80% EXCLUDING GST	1	2,800.00	
EFT34927	07/11/2025	YORK BRANCH THE WILDFLOWER SOCIETY OF WA	PROVIDE TECHNICAL ADVICE ON SPECIES SELECTION AND PLANTING GUIDANCE	1		275.00
INV TECHNICAL AD	22/09/2025	YORK BRANCH THE WILDFLOWER SOCIETY OF WA	PROVIDE TECHNICAL ADVICE ON SPECIES SELECTION AND PLANTING GUIDANCE	1	275.00	
EFT34928	07/11/2025	YORK BUSINESS ASSOCIATION INC	YORK BUSINESS ASSOCIATION - EXTEND MULTIYEAR FUNDING AGREEMENT BY ONE YEAR - 25/26 FINANCIAL YEAR TOTAL $8,675 EXCLUDING GST - FIRST PROGRESS PAYMENT OF 80% - $6,940 EXCLUDING GST - DUE ON RECEIPT OF INVOICE. FINAL PAYMENT ACQUITTAL OF 20% - $1,735 EXCLUDING GST - DUE ON 1 DECEMBER 2026 OR EARLIER UPON SUCCESSFUL ACQUITTAL. RESOLUTION 120625	1		8,675.00
INV INV-1176	19/09/2025	YORK BUSINESS ASSOCIATION INC	MULTIYEAR FUNDING MILESTONE PAYMENT FOR 24/25 FINANCIAL YEAR - FINAL PAYMENT 20% ($1,735.00 OF $8,675.00 EXCLUDING GST) - AS PER COUNCIL RESOLUTION 121222	1	1,735.00	
INV INV-1177	19/09/2025	YORK BUSINESS ASSOCIATION INC	YORK BUSINESS ASSOCIATION - EXTEND MULTIYEAR FUNDING AGREEMENT BY ONE YEAR - 25/26 FINANCIAL YEAR TOTAL $8,675 EXCLUDING GST - FIRST PROGRESS PAYMENT OF 80% - $6,940 EXCLUDING GST - DUE ON RECEIPT OF INVOICE. FINAL PAYMENT ACQUITTAL OF 20% - $1,735 EXCLUDING GST - DUE ON 1 DECEMBER 2026 OR EARLIER UPON SUCCESSFUL ACQUITTAL. RESOLUTION 120625	1	6,940.00	
EFT34929	07/11/2025	YORK GARDEN CLUB	REFUND ON PHOTOCOPING AS USED THERE OWN PAPER	1		40.00
INV PHOTOCOPYIN	22/09/2025	YORK GARDEN CLUB	REFUND ON PHOTOCOPING AS USED THERE OWN PAPER	1	40.00	

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EFT34930	18/11/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		232.50
INV 135	13/11/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 135	13/11/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 135	13/11/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 135	13/11/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 135	13/11/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		20.50	
INV 135	13/11/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 135	13/11/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 135	13/11/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 135	13/11/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT34931	18/11/2025 BUSH CONTRACTING	FLOAT BOMAG ROLLER	1		396.00
INV INV 0608	05/10/2025 BUSH CONTRACTING	FLOAT BOMAG ROLLER	1	396.00	
EFT34932	18/11/2025 CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES	1		2,645.35
INV OCT 2025	31/10/2025 CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES	1	2,645.35	
EFT34933	18/11/2025 DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES	1		1,707.22
INV OCT 2025	31/10/2025 DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES	1	1,707.22	
EFT34934	18/11/2025 DENIS CHARLES WARNICK	ELECTED MEMBERS ALLOWANCES	1		1,220.52
INV OCT 2025	31/10/2025 DENIS CHARLES WARNICK	ELECTED MEMBERS ALLOWANCES	1	1,220.52	
EFT34935	18/11/2025 ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES	1		575.17
INV OCT 2025	31/10/2025 ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES	1	575.17	
EFT34936	18/11/2025 ENVIRONEX INTERNATIONAL PTY LTD	MATERIALS - SWIMMING POOL	1		1,298.00
INV 336176	17/09/2025 ENVIRONEX INTERNATIONAL PTY LTD	MATERIALS - SWIMMING POOL	1	1,012.00	
INV 336177	17/09/2025 ENVIRONEX INTERNATIONAL PTY LTD	MATERIALS - SWIMMING POOL	1	286.00	
EFT34937	18/11/2025 GOVERNMENTFRAMEWORKS COM INC	ICT SUPPORT	1		8,133.70
INV 7073685	14/10/2025 GOVERNMENTFRAMEWORKS COM INC	ICT SUPPORT	1	7,883.70	

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INV 7073716	24/10/2025	GOVERNMENTFRAMEWORKS COM INC	ICT SUPPORT	1	250.00	
EFT34938	18/11/2025	KEVIN PYKE	ELECTED MEMBERS ALLOWANCES	1		1,496.56
INV OCT 2025	31/10/2025	KEVIN PYKE	ELECTED MEMBERS ALLOWANCES	1	1,496.56	
EFT34939	18/11/2025	KEVIN RICHARD TRENT	ELECTED MEMBERS ALLOWANCES	1		3,364.27
INV OCT 2025	31/10/2025	KEVIN RICHARD TRENT	ELECTED MEMBERS ALLOWANCES	1	3,364.27	
EFT34940	18/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		65.00
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT34941	18/11/2025	MELISSA DIANNE WELSH	ELECTED MEMBERS ALLOWANCES	1		575.17
INV OCT 2025	31/10/2025	MELISSA DIANNE WELSH	ELECTED MEMBERS ALLOWANCES	1	575.17	
EFT34942	18/11/2025	MINUTEMAN PRESS MIDLAND	BUSINESS CARDS	1		547.80
INV 27685	27/10/2025	MINUTEMAN PRESS MIDLAND	BUSINESS CARDS	1	547.80	
EFT34943	18/11/2025	MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES	1		575.17
INV OCT 2025	31/10/2025	MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES	1	575.17	

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EFT34944	18/11/2025 PETER ALLAN WRIGHT	ELECTED MEMBERS ALLOWANCES	1		921.39
INV OCT 2025	31/10/2025 PETER ALLAN WRIGHT	ELECTED MEMBERS ALLOWANCES	1	921.39	
EFT34945	18/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		125.00
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 135	13/11/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
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EFT34946	18/11/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	1		1,035.08
INV 0596-S337610	11/08/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	1	201.50	
INV 0599-S337610	31/08/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	1	700.46	
INV 0600-S337610	07/09/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	1	56.82	
INV 0601-S337610	21/09/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	1	76.30	
EFT34947	18/11/2025 WESTGROW FARM TREES	TOWN GREENING PROGRAM	1		2,403.72
INV INV 0744	13/10/2025 WESTGROW FARM TREES	TOWN GREENING PROGRAM	1	2,403.72	
EFT34948	18/11/2025 WESTRAC EQUIPMENT PTY LTD	PLANT PURCHASE	1		524,700.00
INV A3233001	15/10/2025 WESTRAC EQUIPMENT PTY LTD	PLANT PURCHASE	1	524,700.00	
EFT34949	21/11/2025 ALL PLANT MECHANICAL	PLANT SERVICE - RIDE ON MOWER	1		581.97
INV INV 1065	29/10/2025 ALL PLANT MECHANICAL	PLANT SERVICE - RIDE ON MOWER	1	581.97	
EFT34950	21/11/2025 AMBIENCE ENTERTAINMENT PTY LTD	MOVIE SCREENING - THE TRAVELLERS	1		3,217.50
INV INV 1864	14/10/2025 AMBIENCE ENTERTAINMENT PTY LTD	MOVIE SCREENING - THE TRAVELLERS	1	3,217.50	
EFT34951	21/11/2025 ANNIE QUINN MEDLEY	REIMBURSMENT	1		110.00
INV 11112025	11/11/2025 ANNIE QUINN MEDLEY	REIMBURSMENT	1	110.00	
EFT34952	21/11/2025 CAROL LITTLEFAIR	REIMBURSEMENT	1		46.74
INV 11112025	11/11/2025 CAROL LITTLEFAIR	REIMBURSEMENT	1	46.74	
EFT34953	21/11/2025 CARTER ROAD FARM	SHOP STOCK - VISTORS CENTRE	1		898.00
INV 42	25/09/2025 CARTER ROAD FARM	SHOP STOCK - VISTORS CENTRE	1	636.00	
INV 45	25/10/2025 CARTER ROAD FARM	SHOP STOCK - VISITORS CENTRE	1	262.00	
EFT34954	21/11/2025 CLOZURE	ANNUAL SUBSCRIPTION FEE	1		4,400.00
INV INV 0050	19/10/2025 CLOZURE	ANNUAL SUBSCRIPTION FEE	1	4,400.00	
EFT34955	21/11/2025 D & A PLUMBING & GAS SERVICES	PLUMBING REPAIRS - TOWN HALL	1		316.60
INV 2760122	14/10/2025 D & A PLUMBING & GAS SERVICES	PLUMBING REPAIRS - TOWN HALL	1	316.60	

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EFT34956	21/11/2025	DARRYS PLUMBING AND GAS	PLUMBING REPAIRS - UNIT 1 MCCARTNEY ST	1		3,073.41
INV IV03103	15/10/2025	DARRYS PLUMBING AND GAS	PLUMBING REPAIRS - TOWN HALL	1	484.41	
INV IV03107	20/10/2025	DARRYS PLUMBING AND GAS	PLUMBING REPAIRS - FORREST OVAL	1	664.00	
INV IV03241	04/11/2025	DARRYS PLUMBING AND GAS	PLUMBING REPAIRS - AVON ASCENT	1	137.50	
INV IV03265	13/11/2025	DARRYS PLUMBING AND GAS	PLUMBING REPAIRS - UNIT 1 MCCARTNEY ST	1	1,650.00	
INV IV03271	13/11/2025	DARRYS PLUMBING AND GAS	PLUMBING REPAIRS - TEA ROOMS	1	137.50	
EFT34957	21/11/2025	HOT SAUCE HUNTERS AUSTRALIA	SHOP STOCK - VISTORS CENTRE	1		94.00
INV 14112025	14/11/2025	HOT SAUCE HUNTERS AUSTRALIA	SHOP STOCK - VISTORS CENTRE	1	94.00	
EFT34958	21/11/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	EVALUATION FRAMEWORK WORKSHOP - OCT 2025	1		2,000.00
INV 46943	30/09/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	EVALUATION FRAMEWORK WORKSHOP - OCT 2025	1	1,000.00	
INV 46944	30/09/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	EVALUATION FRAMEWORK WORKSHOP - OCT 2025	1	1,000.00	
EFT34959	21/11/2025	MELODY MAY PAMPLING	REIMBURSEMENT	1		62.77
INV 14112025	14/11/2025	MELODY MAY PAMPLING	REIMBURSEMENT	1	62.77	
EFT34960	21/11/2025	MONSTER BALL AMUSEMENTS & HIRE	YORKRISTMAS 2025	1		3,690.00
INV 54751629	06/12/2025	MONSTER BALL AMUSEMENTS & HIRE	YORKRISTMAS 2025	1	3,690.00	
EFT34961	21/11/2025	MOORE AUSTRALIA (WA)	FINANCIAL REPORTING WORKSHOP	1		2,310.00
INV 4766	30/04/2025	MOORE AUSTRALIA (WA)	FINANCIAL REPORTING WORKSHOP	1	2,310.00	
EFT34962	21/11/2025	OFFICE LINE GROUP PTY LTD	OFFICE FURNITURE	1		1,496.00
INV 87199	22/10/2025	OFFICE LINE GROUP PTY LTD	OFFICE FURNITURE	1	1,496.00	
EFT34963	21/11/2025	PAULA ARMSTRONG	REIMBURSEMENT	1		109.00
INV 19112025	19/11/2025	PAULA ARMSTRONG	REIMBURSEMENT	1	109.00	
EFT34964	21/11/2025	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TICKET SALES & COMMISSION	1		325.73

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV AUG 2025	31/08/2025	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TICKET SALES & COMMISSION	1	325.73	
EFT34965	21/11/2025	REBECCA LEE-ANNE ATKINSON	REIMBURSEMENT	1		135.46
INV 07112025	07/11/2025	REBECCA LEE-ANNE ATKINSON	REIMBURSEMENT	1	135.46	
EFT34966	21/11/2025	Sanokil WA	SANITARY WASTE BIN SERVICE	1		452.10
INV W00000252	01/09/2025	Sanokil WA	SANITARY WASTE BIN SERVICE	1	452.10	
EFT34967	21/11/2025	TOURIST DESIGNS	SHOP STOCK - VISTORS CENTRE	1		817.70
INV TD06081	01/10/2025	TOURIST DESIGNS	SHOP STOCK - VISTORS CENTRE	1	817.70	
EFT34968	21/11/2025	YORK MITRE 10	HOUSING MAINTENANCE	1		176.15
INV 10082757	05/11/2025	YORK MITRE 10	HOUSING MAINTENANCE	1	151.26	
INV 10083650	10/11/2025	YORK MITRE 10	HOUSING MAINTENANCE	1	24.89	
EFT34969	27/11/2025	ARBFIRM PTY LTD	TREE PRUNING - MANNAVALE RD	1		1,650.00
INV INV 0269	18/10/2025	ARBFIRM PTY LTD	TREE PRUNING - MANNAVALE RD	1	1,650.00	
EFT34970	27/11/2025	AUSTRALIAN TAXATION OFFICE - PAYG	FORTNIGHTLY PAYROLL PAYG PPE 11 NOVEMBER 2025	1		40,716.00
INV PAYG PPE 11/1	17/11/2025	AUSTRALIAN TAXATION OFFICE - PAYG	FORTNIGHTLY PAYROLL PAYG PPE 11 NOVEMBER 2025	1	40,716.00	
EFT34971	27/11/2025	AVON VALLEY AG	ROAD MAINTENANCE - AVON TCE	1		352.00
INV YI45663	31/10/2025	AVON VALLEY AG	ROAD MAINTENANCE - AVON TCE	1	352.00	
EFT34972	27/11/2025	AVON VALLEY TYRE SERVICE	PLANT MAINTENANCE	1		2,017.00
INV INV 0521	23/10/2025	AVON VALLEY TYRE SERVICE	PLANT MAINTENANCE	1	2,017.00	
EFT34973	27/11/2025	BASICS APPROVAL SERVICES	BUILDING SURVEYOR SERVICES	1		1,320.00
INV 2025292	06/10/2025	BASICS APPROVAL SERVICES	BUILDING SURVEYOR SERVICES	1	330.00	
INV 2025355	28/10/2025	BASICS APPROVAL SERVICES	BUILDING SURVEYOR SERVICES	1	330.00	
INV 2025358	28/10/2025	BASICS APPROVAL SERVICES	BUILDING SURVEYOR SERVICES	1	330.00	
INV 2025359	28/10/2025	BASICS APPROVAL SERVICES	BUILDING SURVEYOR SERVICES	1	330.00	
EFT34974	27/11/2025	BELLISSIMO YORK	VARIOUS CHARGES	1		310.00

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INV 324	02/10/2025	BELLISSIMO YORK	VARIOUS CHARGES	1	310.00	
EFT34975	27/11/2025	BITUMEN DISTRIBUTORS PTY LTD	ROAD MAINTENANCE	1		1,144.00
INV 2828	28/10/2025	BITUMEN DISTRIBUTORS PTY LTD	ROAD MAINTENANCE	1	1,144.00	
EFT34976	27/11/2025	DARRYS PLUMBING AND GAS	CENT UNITS MAINTENANCE	1		168.77
INV IV03102	14/10/2025	DARRYS PLUMBING AND GAS	CENT UNITS MAINTENANCE	1	168.77	
EFT34977	27/11/2025	DENNIS FREDERICK KICKETT	ARTWORK COMMISSION	1		2,500.00
INV 27	13/11/2025	DENNIS FREDERICK KICKETT	ARTWORK COMMISSION	1	2,500.00	
EFT34978	27/11/2025	FOCUS NETWORKS	MONTHLY SOFTWARE AS A SERVICE	1		19,625.10
INV INV 11435G	02/10/2025	FOCUS NETWORKS	SETUP CCTV - MUSEUM	1	858.00	
INV INV 11542GA	07/10/2025	FOCUS NETWORKS	STRATEGIC IT PLAN - DOCUMENT CREATION	1	3,377.00	
INV INV 11548G	08/10/2025	FOCUS NETWORKS	ADDITIONAL CO-PILOT LICENCE	1	590.70	
INV INV 11552GA	10/10/2025	FOCUS NETWORKS	PROJECT MANAGEMENT	1	2,425.50	
INV MPSD 15124	10/10/2025	FOCUS NETWORKS	MONTHLY SOFTWARE AS A SERVICE	1	6,692.40	
INV INV 11543G	15/10/2025	FOCUS NETWORKS	IT SUPPORT	1	418.00	
INV INV 11451GB	15/10/2025	FOCUS NETWORKS	PROJECT MANAGEMENT	1	5,263.50	
EFT34979	27/11/2025	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	DEPOT MAINTENANCE	1		587.41
INV 699640	06/10/2025	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	TRUCK PARTS	1	237.61	
INV 706168	27/10/2025	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	DEPOT MAINTENANCE	1	349.80	
EFT34980	27/11/2025	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MAINTENANCE	1		1,900.80
INV 20901501	31/10/2025	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MAINTENANCE	1	1,900.80	
EFT34981	27/11/2025	HATWORLD PTY LTD	PURCHASE OF STOCK - VISITORS CENTRE	1		991.98
INV INV 5368	21/10/2025	HATWORLD PTY LTD	PURCHASE OF STOCK - VISITORS CENTRE	1	991.98	
EFT34982	27/11/2025	KARINA MICHELE MCROBERTS	PURCHASE OF STOCK - VISITORS CENTRE	1		60.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 30102025	30/10/2025	KARINA MICHELE MCROBERTS	PURCHASE OF STOCK - VISITORS CENTRE	1	60.00	
EFT34983	27/11/2025	KEVIN FITZGERALD	STORYTELLING FEE	1		1,234.00
INV WTC 0506118	21/10/2025	KEVIN FITZGERALD	STORYTELLING FEE	1	1,234.00	
EFT34984	27/11/2025	Kallon CUMMINGS	ARTWORK COMMISSION	1		750.00
INV 72025	07/11/2025	Kallon CUMMINGS	ARTWORK COMMISSION	1	750.00	
EFT34985	27/11/2025	LAURA JOAN LEE	STORYTELLING	1		1,234.00
INV 62956703	20/11/2025	LAURA JOAN LEE	STORYTELLING	1	1,234.00	
EFT34986	27/11/2025	PETER JOHN BUSH	RATES REFUND A5102 38 WHEELER ST YORK 6302	1		27.07
INV A5102	17/11/2025	PETER JOHN BUSH	RATES REFUND A5102 38 WHEELER ST YORK 6302		27.07	
EFT34987	27/11/2025	PHILIP KENNETH EMBERSON T/A KEN DESIGNS	PURCHASE OF STOCK - VISITORS CENTRE	1		80.00
INV 7	14/11/2025	PHILIP KENNETH EMBERSON T/A KEN DESIGNS	PURCHASE OF STOCK - VISITORS CENTRE	1	80.00	
EFT34988	27/11/2025	Roger Underwood	PURCHASE OF STOCK - VISITORS CENTRE	1		100.00
INV 352	10/11/2025	Roger Underwood	PURCHASE OF STOCK - VISITORS CENTRE	1	100.00	
EFT34989	27/11/2025	SHANE LEE	STORYTELLER	1		1,234.00
INV 62956702	20/11/2025	SHANE LEE	STORYTELLER	1	1,234.00	
EFT34990	27/11/2025	WHEATBELT ARTS & EVENTS	MULTIYEAR FUNDING - 2025/26	1		15,675.00
INV 171	15/10/2025	WHEATBELT ARTS & EVENTS	MULTIYEAR FUNDING - 2025/26	1	12,540.00	
INV INV 0005	15/10/2025	WHEATBELT ARTS & EVENTS	MULTIYEAR FUNDING 2025/26	1	3,135.00	
EFT34991	27/11/2025	YORK BRANCH THE WILDFLOWER SOCIETY OF WA	PURCHASE OF STOCK - VISITORS CENTRE	1		360.00
INV 27102025	27/10/2025	YORK BRANCH THE WILDFLOWER SOCIETY OF WA	PURCHASE OF STOCK - VISITORS CENTRE	1	160.00	
INV 15112025	15/11/2025	YORK BRANCH THE WILDFLOWER SOCIETY OF WA	PURCHASE OF STOCK - VISITORS CENTRE	1	200.00	
EFT34992	27/11/2025	YORK MITRE 10	HOUSING MAINTENANCE	1		894.33

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 10077296	07/10/2025	YORK MITRE 10	WEED SPRAYING	1	24.19	
INV 10077751	10/10/2025	YORK MITRE 10	PARKS & GARDENS	1	34.90	
INV 10078955	16/10/2025	YORK MITRE 10	SWIMMING POOL	1	56.90	
INV 10078985	16/10/2025	YORK MITRE 10	SWIMMING POOL	1	102.96	
INV 10079948	21/10/2025	YORK MITRE 10	SWIMMING POOL	1	21.47	
INV 10079952	21/10/2025	YORK MITRE 10	SWIMMING POOL	1	28.05	
INV 10080243	23/10/2025	YORK MITRE 10	PARKS & GARDENS	1	26.00	
INV 10081202	27/10/2025	YORK MITRE 10	CRC	1	91.64	
INV 10081041	27/10/2025	YORK MITRE 10	HOUSING	1	32.03	
INV 10081231	28/10/2025	YORK MITRE 10	CRC	1	19.85	
INV 10081352	28/10/2025	YORK MITRE 10	HOUSING MAINTENANCE	1	73.67	
INV 10081354	28/10/2025	YORK MITRE 10	HOUSING MAINTENANCE	1	174.43	
INV 10084117	13/11/2025	YORK MITRE 10	HOUSING MAINTENANCE	1	35.85	
INV 10084160	13/11/2025	YORK MITRE 10	HOUSING MAINTENANCE	1	99.65	
INV 10084296	14/11/2025	YORK MITRE 10	HOUSING MAINTENANCE	1	10.89	
INV 10085011	17/11/2025	YORK MITRE 10	HOUSING MAINTENANCE	1	61.85	
DD18774.1	13/11/2025	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION PPE 11/11/2025	1		32,430.41
INV SUPERANNUTI	13/11/2025	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION PPE 11/11/2025	1	32,430.41	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	**933,643.39**
TOTAL		**933,643.39**

Municipal Direct Debits Not yet processed

Date	Name		Amount
1/11/2025	Bendigo Bank - Bpay Fees	$	291.83
1/11/2025	Bendigo - Bank Charges	$	11.95
3/11/2025	Bendigo - Direct Debit Fees	$	7.70
3/11/2025	CBA Merchant Fees	$	1,206.58
3/11/2025	Node1 - Admin Network Access	$	1,631.70
3/11/2025	Tyro Fees - Transaction Fees	$	257.52
4/11/2025	Bendigo - Direct Debit Fees	$	1.50
7/11/2025	Swoop - Network Access	$	193.00
7/11/2025	Synergy - 29 Maxwell	$	1,212.18
10/11/2025	Bendigo - Direct Debit Fees	$	7.65
10/11/2025	Synergy - Ulster Rd	$	126.38
10/11/2025	Synergy - Lot 55 Forrest St	$	128.46
10/11/2025	Synergy - 5004 Howick	$	180.22
10/11/2025	Synergy - 89 Avon Tce	$	880.24
10/11/2025	WA Treasury Corporation - Loan 64	$	19,681.66
11/11/2025	Synergy - 17 Forbes	$	141.65
11/11/2025	Synergy - 2 Dinsdale	$	239.61
12/11/2025	Synergy - 40 Macartney	$	85.36
12/11/2025	Synergy - Railway St	$	126.38
13/11/2025	Bendigo - Direct Debit Fees	$	10.65
13/11/2025	Synergy - 116 Mt Bakewell Rd	$	142.82
13/11/2025	Synergy - 53 Cardwell Rd	$	163.35
13/11/2025	Synergy - Lot 588 Stephen St	$	183.66
13/11/2025	Synergy - Lowe St	$	485.83
14/11/2025	Bendigo Master Card - EMIDS	$	1,778.99
14/11/2025	Bendigo Master Card - EMCCS	$	1,318.08
17/11/2025	Telstra - Landline & Directory Charges	$	289.65
18/11/2025	Bendigo - Direct Debit Fees	$	2.85
18/11/2025	Synergy - 83 Herbert Rd	$	120.16
18/11/2025	Synergy - Lot 9 Pool St	$	126.38
18/11/2025	Synergy - 5 Brook St	$	473.35
20/11/2025	Synergy - Power Watch	$	1,184.47
21/11/2025	Bendigo - Direct Debit Fees	$	3.00
24/11/2025	Synergy - Georgiana St	$	2,703.51
24/11/2025	Synergy- Street Lights	$	7,756.51
25/11/2025	WA Treasury Corporation - Loan 62	$	58,964.58
27/11/2025	Bendigo - Direct Debit Fees	$	10.80
28/11/2025	Bendigo - Direct Debit Fees	$	3.60
28/11/2025	Exetel - Admin Internet Service	$	105.00
28/11/2025	Precision Administration- Superannuation	$	32,413.81
		$	**134,652.62**

SHIRE OF York

MONTHLY LIST OF FUEL CARD TRANSACTIONS
November Report 2025

DATE	SUPPLIER	REGO	MODEL	ODOMETER	AMOUNT
CARD: 5418 0780					
31/10/2025	Puma Energy York Roadhouse	1HSA231	2022 Mazda CX5 Auto AWD SUV	64049	65.01
13/11/2025	Puma Energy York Roadhouse	1HSA231	2022 Mazda CX5 Auto AWD SUV	64458	70.08
24/11/2025	Puma Energy York Roadhouse	1HSA231	2022 Mazda CX5 Auto AWD SUV	64693	80.99
					216.09
CARD: 5983 4647					
17/11/2025	Puma Energy York Roadhouse	1HVF884	MAZDA CX5 AWD 2023 WHITE	11032	79.67
					79.67
CARD: 8598 1586					
31/10/2025	Puma Energy York Roadhouse	1HSZ886	2022 HYUNDAI VENUE SEDAN		84.77
					84.77
CARD: 5260 5069					
2/11/2025	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON	53450	85.15
2/11/2025	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
11/11/2025	S24 Sawyers Valley	1IBY541	SUBARU OUTBACK WAGON	53931	89.14
20/11/2025	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON		0.50
20/11/2025	Wex Australia	1IBY541	SUBARU OUTBACK WAGON	54468	101.10
					276.40
CARD: 6245 1553					
7/11/2025	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO		1.56
7/11/2025	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	61434	97.66
7/11/2025	Wex Australia	1ICQ468	MAZDA CX-8 SPORT AUTO		0.50
15/11/2025	Caltex Mundaring	1ICQ468	MAZDA CX-8 SPORT AUTO	62043	87.77
21/11/2025	Puma Energy York Roadhouse	1ICQ468	MAZDA CX-8 SPORT AUTO	62775	113.33
					300.82
CARD: 7445 3878					
5/11/2025	Dunnings Northam	Y8804	MG ZS SEDAN	28260	77.27
5/11/2025	Wex Australia	Y8804	MG ZS SEDAN		0.50
20/11/2025	Dunnings Northam	Y8804	MG ZS SEDAN	28808	86.35
20/11/2025	Wex Australia	Y8804	MG ZS SEDAN		0.50
27/11/2025	Dunnings Northam	Y8804	MG ZS SEDAN	29292	73.30
27/11/2025	Wex Australia	Y8804	MG ZS SEDAN		0.50
					238.42
CARD: 7554 1960					
8/11/2025	S24 Sawyers Valley	1HMZ024	MAZDA CX5 SEDAN WAGON	99213	132.13
13/11/2025	Caltex Wooroloo	1HMZ024	MAZDA CX5 SEDAN WAGON	99806	127.30
18/11/2025	Puma Energy York Roadhouse	1HMZ024	MAZDA CX5 SEDAN WAGON	100270	139.93
21/11/2025	Puma Energy York Roadhouse	1HMZ024	MAZDA CX5 SEDAN WAGON	100617	71.69
					471.05
				TOTAL	**1,667.22**

MONTHLY LIST OF BUSINESS CREDIT CARD TRANSACTIONS
October Report 2025

DATE	TRANSACTIONS	AMOUNT ($)
CARD: M202 Executive Manager Infrastructure & Development Services		
	No Purchases in November 2025	-
CARD: M202 Executive Manager Corporate & Community Services		
1/11/2025	Standards Australia- Licence for AS 1742.2:2022 for two users	439.75
4/11/2025	Crown Promenade - Accommodation for T/CEO to attend LG Pro Conference	424.83
12/11/2025	Sp Qis Packaging- Hangsell Bags with White Headers	89.98
15/11/2025	JB Hi-Fi - Camera, Lens and Bag	2,633.74
29/11/2025	Card Fees x 2	8.00
		3,596.30
	TOTAL	**3,596.30**

MONTHLY LIST OF WOOLWORTHS CARD TRANSACTIONS
October Report 2025

DATE	INVOICE NUMBER	BRANCH	PURCHASE	GST ($)	AMOUNT ($)
No Purchases in November 2025					
				TOTAL	-

SY154-12/25 INVESTMENTS - NOVEMBER 2025

File Number:	**4.9726**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Investment Register - November 2025**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the balance and distribution of investments held by the Shire of York to Council.

BACKGROUND

Policy F4 - Investment requires Council to review the performance of its investments monthly. In accordance with the Policy, a report of investments is presented to Council to provide a summary of investments held by the Shire of York.

COMMENTS AND DETAILS

The Shire of York Investment Portfolio includes the following items that highlight Council's investment portfolio performance:

1. Council's Investments
2. Application of Investment Funds
3. Investment Performance

There was one (1) maturing reserve investment (Bendigo TD 208043265) in November 2025, that was withdrawn and returned to the reserve bank account.

2025/26 Year to Date (YTD) Municipal interest totalling $1,009.39 has been received and receipted or reinvested as at 30 November 2025. Reserves interest of $17,466.09 was received on the most recent term deposit maturity and has been reinvested.

The following term deposits have been placed in November 2025:

Banking Institution	Funds	Term Days	Investment Value	Investment Rate
Westpac Banking Corporation	Municipal	**210**	**$ 3,000,000.00**	4.40%
Westpac Banking Corporation	Municipal	**90**	**$ 2,500,000.00**	4.26%
National Australia Bank	Municipal	**30**	**$ 2,000,000.00**	3.35%
Westpac Banking Corporation	Reserve	**210**	**$ 1,015,000.00**	4.40%

Further details of the Shire's current term deposits and bank balances are presented in Appendix 1.

As reported at the November Ordinary Meeting, Officers had planned to undertake a review of Policy F4 – Investments and present it to the Audit, Risk and Improvement Committee at its December 2025 meeting. Unfortunately, resources have been directed towards other key priorities, such as the annual audit. The review will be undertaken prior to the next Audit, Risk and Improvement Committee Meeting to be held in March 2026.

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER

Consultative

Standard and Poor's Australia - Global ratings

Financial institutions

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

The Shire's public finances are sustainable in the short and long-term.

Policy Related

F4 Investment

Delegation 1.1.19 - Power to Invest and Manage Investments

Financial

Revenue from investments is a funding source for the Shire and assists in maintaining the value of reserve funds. Policies and procedures are in place to ensure appropriate, responsible, and accountable measures protect the Shire's funds.

Legal and Statutory

Section 6.14 of the *Local Government Act 1995* is applicable and states:

"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."

Regulations 19 and 19C of the *Local Government (Financial Management) Regulations 1996* are applicable and state:

"19. Investments, control procedures for

(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.

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 Australian 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."

Risk Related

Funds are invested with various financial institutions in accordance with the global credit framework outlined in the Shire's investment policy to reduce risk.

A review of Policy F4 – Investments will be undertaken to update credit rating requirements and the spread of investments, ensuring compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Workforce

The scope of this report can be managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
141225

Moved: Cr Monique Hutchinson Seconded: Cr Elaine Ashford

That, with regard to Investments - November 2025, Council:

1. Receives and notes the Shire of York Investment Portfolio, as presented in Appendix 1.

In Favour:	**Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**
Against:	**Nil**

CARRIED 7/0

SHIRE OF York

SHIRE OF YORK INVESTMENT PORTFOLIO
30 November 2025

Reference	Deposit Institution	S & P's	Investment Date	Maturity Date		Investment Value	% of total portfolio	Investment Rate	Value at maturity	Total Interest to be paid at maturity
MUNICIPAL - Interest Bearing NCDs/TDs										
LIA Funding	Westpac Banking Corp	AA-	Thursday, 20 November 2025	Thursday, 18 June 2026	**210**	3,000,000.00	23%	4.40%	3,075,945.21	**75,945.21**
Muni	Westpac Banking Corp	AA-	Thursday, 20 November 2025	Wednesday, 18 February 2026	**90**	2,500,000.00	19%	4.26%	2,526,260.27	**26,260.27**
Muni	National Australia Bank	AA-	Friday, 28 November 2025	Monday, 29 December 2025	**31**	2,000,000.00	16%	3.35%	2,005,690.41	**5,690.41**
MUNICIPAL - Interest Bearing NCDs/TDs						**7,500,000.00**	**58%**	**4.00%**	**7,607,895.89**	**107,895.89**
MUNICIPAL - Other funds										
	Municipal Account 118630623	A-				2,188,116.08	17%	0.00%	2,188,116.08	**0.00**
Flex-i	Westpac	AA-				5,427.77	0%	0.45%	5,427.77	**0.00**
	AMP Notice Account	BBB+				1,001.59	0%		1,001.59	
	AMP Business Saver	BBB+				25.71	0%		25.71	**0.00**
MUNICIPAL - Other						**2,194,571.15**	**17%**		**2,194,571.15**	**0.00**
RESERVE - Interest Bearing NCDs/TDs										
	AMP Banking	BBB+	Tuesday, 10 June 2025	Monday, 8 December 2025	**181**	1,028,433.34	8%	4.45%	1,051,127.91	**22,694.57**
	AMP Banking	BBB+	Monday, 20 October 2025	Tuesday, 20 January 2026	**91**	627,653.26	5%	3.80%	633,599.63	**5,946.37**
	Westpac Banking Corp	AA-	Thursday, 20 November 2025	Thursday, 18 June 2026	**210**	1,015,000.00	8%	4.40%	1,040,694.79	**25,694.79**
RESERVE - Interest Bearing NCDs/TDs						**2,671,086.60**	**21%**	**4.13%**	**2,725,422.33**	**54,335.73**
RESERVE - Other funds										
	Reserve Acct 119521748	A-				5,548.76	0%	0.00%	5,548.76	**0.00**
RESERVE - Other						**5,548.76**	**0%**		**5,548.76**	**0.00**

TRUST - Interest Bearing NCDs/TDs										
T2/SUBDIVISIONS	Bendigo Bank	A-	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	37,710.74	0.29%	4.40%	39,370.01	1,659.27
T40 I/SECTIONS 2513	Bendigo Bank	A-	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	35,378.81	0.27%	4.40%	36,935.48	1,556.67
T77 C/OVERS 2514	Bendigo Bank	A-	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	68,063.59	0.53%	4.40%	71,058.39	2,994.80
TRUST - Interest Bearing NCDs/TDs						**141,153.14**	**1%**	**4.40%**	**147,363.88**	**6,210.74**
TRUST - Other funds										
	Trust Acct 118630649	A-				370,189.81	3%	0.00%	370,189.81	0.00
TRUST - Other						**370,189.81**	**3%**		**370,189.81**	**0.00**
TOTALS						**12,882,549.46**	**100%**	**4.18%**	**13,050,991.82**	**168,442.36**

Reconcilation

by rating	Value of Investments/Bank accounts	
AA-	8,520,427.77	**66%**
A-	2,705,007.79	**21%**
BBB+	1,657,113.90	**13%**
TOTAL	**12,882,549.46**	**100%**

Summary of Amounts

TD's by bank			Bank Accounts - Bendigo Bank	
Bendigo Bank	141,153.14	**1%**	Municipal	2,188,116.08
AMP Banking	1,656,086.60	**16%**	Reserve	5,548.76
National Australia Bar	2,000,000.00	**19%**	Trust	370,189.81
Westpac Banking Corp	6,515,000.00	**63%**	AMP At call	1,001.59
			AMP Notice	25.71
			Wespac Flex-i	5,427.77
	10,312,239.74	**100%**	**30-Nov-25**	**$ 2,570,309.72**
			Total Cash	**12,882,549.46**

Interest Earnings			Total Cash by Fund	
Fund	**Adopted Budget**	**Year to Date Actual**	**Fund**	
Municipal	$ 50,000.00	$ 1,009.39	Municipal	**9,694,571.15**
Reserve	$ 100,000.00	$ 30,492.05	Reserve	**2,676,635.36**
Trust	$ -	$ -	Trust	**511,342.95**
Total	**$ 150,000.00**	**$ 31,501.44**	**Total**	**12,882,549.46**

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 NOTICE OF MOTION - SITE SELECTION FOR NEW AQUATIC FACILITY

An Addendum to this Item was released on 16 December 2025 and is presented in Appendix 4.

Disclosure of Interest – Cr Welsh – Impartial – Notice of Motion - Site Selection for new Aquatic Facility

Cr Welsh read the Impartiality Declaration - … With regard to Notice of Motion - Site Selection for new Aquatic Facility, the matter in Item 10.1, I disclose that I have an association with the applicant (or person seeking a decision). The association is I am a member of the York Swimming Club and hold a position on that Committee. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

File Number:	**4.9934**
Previously before Council:	**28 September 2021 (060921)** **23 April 2024 (090424)** **26 November 2024 (041124; 051124)** **25 February 2025 (070225)**
Disclosure of Interest:	**Nil**
Appendices:	**1. York Aquatic Facility Feasibility Study** **2. SWOT Updated** **3. Site Locations** **4. Addendum Issued 16 December 2025**

Notice of Cr Trent's proposed motion was provided to the Shire of York on 2 December 2025, as follows:

I, Councillor Kevin Trent, give notice that at the next Ordinary Meeting of Council to be held on 16 December 2025, I intend to move the following motion:

That the York Shire Council revoke its decision 070225 of the OCM of 25 February 2025 in order that the site for the new aquatic centre can be placed at Site A instead of Site B in resolution 070225.

RATIONALE

The Council will be calling tenders in the near future for the next phase of the project, but what do we have at site B, the former Bowling Club building, currently used by the Early Childhood Centre, we also have a series of water tanks, used as part of the reticulation system for Forrest Oval, plus the basketball/Netball courts. All these assets belonging to the people of York will be trashed before work can start at some considerable cost.

Whereas Site A is a vacant piece of land, shovel ready to commence work.

It is my belief that the decision was made to locate the pool at site B long before Council moved 070225., what better way to clean the site all in the establishment costs for the new pool.

At no stage has the staff offered an acceptable site or building for the Early Childhood Centre.

The basketball/Netball courts have been shown on the latest plan tucked away from the aquatic Centre.

I commend this Notice of Motion to Council.

OFFICER'S COMMENT

As well as Councillor Trent, Councillors Ashford and Hutchinson have signed in support of the Notice of Motion. This equates to at least 1/3 of the number of offices (whether vacant or not) of Council inclusive of the Mover required for the Notice of Motion to be considered in accordance with Section 5.125(1)(e) of the *Local Government Act 1995* and Regulation 10(1a) of the *Local Government (Administration) Regulations 1996.*

Background

Council has been considering the future of the York Swimming Pool for many years since becoming aware that the condition of the current infrastructure was deteriorating to the extent that the risk of failure of critical items was extreme.

From 2008 to 2024 there have been four (4) independent condition assessments, and six (6) Council reports considered.

In May 2023 the Shire sought appropriately qualified and experienced consultants to undertake a Needs Assessment and Feasibility Study (Study) as part of the facility planning process for a new aquatic centre. As part of a competitive process Tredwell Management, a nationally recognised sports and leisure management consultancy, were engaged to undertake this work.

As set out in the Study timeline Council were to consider the draft Study findings before progressing to Consultation. Accordingly, the draft findings were presented to Council at its November 2023 Concept Forum by consultant Neil Tredwell. Site A was identified as an unviable option primarily due to non-integration with the existing facilities and the lack of existing services. Council agreed to proceed to the next phase, being consultation, considering only Sites B and C.

Community Consultation

During the summer of 2023/24, community consultation was undertaken. A community survey was used to collect feedback on key decisions regarding the preferred size and location of the new pool. Promotion included face to face engagement at the pool as part of the Australia Day celebration in 2024, displays in the Shire Administration, the CRC and the Pool entry area in addition to an online survey. The survey attracted a total of 355 responses from community members and key stakeholders.

To support informed discussion, an analysis of the survey comments was conducted. This analysis focused on identifying the predominant themes and the overall sentiments expressed by respondents, providing valuable insights into community preferences and concerns. These are outlined in Table 1 below.

TABLE 1.

SITE	COMMENTS
Site C (current pool site)	147 comments were received. 99 comments were positive, 18 were negative, and 30 were neutral. The positive comments mentioned the historical and sentimental value of the site and focused on repairing the existing pool. The negative comments mentioned the benefits of a new site and avoiding the disruption caused by the construction. The neutral comments were mostly related to the size and design of the pool.
Site B	207 comments received. 129 comments were positive, 65 were negative, and 13 were neutral. The positive comments mentioned the benefits of having all the recreation facilities in one location, better access for the School swimming lessons, and the opportunity to use the existing pool while the construction was underway. The negative comments were concerned about the future of the outdoor basketball courts and the Early Years Hub. The neutral comments were mostly related to the design of the pool.

Targeted consultations took place between April 2024 and the most recent Council decision in February 2025 to guide the planning phase including:

- In October 2024 the Principal of York District High School responded that the School required a large area of water and good pedestrian access. There was no objection to Site B.
- York Family Playgroup was consulted face-to-face in November 2023, then again in September 2024 and February 2025. The group has expressed concerns about potentially losing its current building and location. In response, Council resolved in both November 2024 and February 2025 that all affected user groups would be involved in discussions to plan for relocation.
- In November 2024 York Bowling Club sent a letter objecting to Site B, raising concerns about noise and the potential loss of other infrastructure. In February 2025 Officers met with the Club President and Vice President to discuss these issues. It was not possible to meet with the entire committee.
- The York Swimming Club was consulted, engaging both the President and Secretary directly, as well as the full committee in February 2025. The Club acknowledged the benefits of integrating the facility with existing recreational activities.
- Discussions were held with the York Basketball Club and York Netball Club in early 2025. Issues include continuity and the opportunity for new courts as part of the project.
- An email list of about one hundred (100) people has been kept informed and invited to comment at each stage of the process, fostering a community of interest.

Following the initial study, and community consultation the Final Aquatic Centre Feasibility Study (presented in Appendix 1) was received by Council at its April 2024 meeting. The consulting team from Tredwell Management identified the best location for the development of a new pool as Site B.

At its April 2024 Ordinary Meeting Council considered the pool renewal and resolved (090424):

"That, with regard to the York Swimming Pool Renewal, Council:

1. ***Receives the Feasibility Study report, as presented in Appendix 9.***
2. ***Resolves to proceed with planning for a new aquatic facility which includes a fifty (50) metre pool.***
3. ***Directs the Chief Executive Officer to undertake site geotechnical investigations at sites as outlined in the Feasibility Study.***
4. ***Directs the Chief Executive Officer to prepare a business case for the new facility and develop a proposal for detailed design work to be considered in the 2024/25 budget.***
5. ***Directs the Chief Executive Officer to investigate sourcing external funding for two-thirds of the expected costs of a new aquatic facility.***
6. ***Directs the Chief Executive Officer to investigate a Shire contribution to a maximum of one-third of the project costs for the construction of a new aquatic facility.***
7. ***Resolves to approve the transfer of $10,000 from the Swimming Pool Reserve to GL: 112302 - Swimming Pool Capital for initial site investigations.***
8. ***Notes further community consultation will occur during the detailed design phase."***

Following this resolution, Officers sought appropriately qualified and experienced consultants to undertake geotechnical investigations at Sites A, B and C to assist Council's decision-making process. The subsequent geotechnical investigation conducted by Local Geotechnics recommended Site B as being the most suitable. The report states:

"Local Geotechnics is given to understand that one of the sites will be selected for the proposed construction. Based on our findings and in geotechnical point of view, LG is of the opinion that the Site B – Recreation Centre (northwest corner) – 45 South Street will be a better site compared to other two sites for the proposed construction."

After receipt of this additional information, the matter was considered by Council at its November 2024 Ordinary Meeting where the following recommendation was lost:

"That, with regard to Site Selection for new Aquatic Facility, Council:

1. ***Resolves to select site B - Recreation Precinct North-west Corner Site, specifically 44 Forrest Street (Lot 292), for the proposed new aquatic centre as shown in Appendix 4.***
2. ***Directs the Chief Executive Officer to continue to prepare a business case and commence concept design for a new aquatic centre utilising the chosen site.***
3. ***Notes that consultation with impacted community groups will be required to plan for relocation of current uses and/or integration into detailed Site B plans.***
4. ***Notes that this is a small step in the planning for a new facility and is not a decision to proceed with construction."***

LOST 2/4

At its February 2025 Ordinary Council Meeting Council considered the pool renewal and resolved (070225):

"That, with regard to Site Selection for new Aquatic Facility, Council:

1. ***Resolves to select site B - Recreation Precinct North-west Corner Site, specifically 44 Forrest Street (Lot 292), York for the proposed new aquatic centre as presented in Appendix 4.***
2. ***Directs the Chief Executive Officer to continue to prepare a business case and commence concept designs for a new aquatic centre utilising the chosen site, to be presented to Council at or before its March 2026 Ordinary Council Meeting.***
3. ***Resolves to consult with impacted community groups (included in the dot points under the heading 'Impact on User Groups' on pages 17-19 of the Officer's Report) to plan for relocation of current uses.***
4. ***Notes that this is a small step in the planning for a new facility and is not a decision to proceed with construction.***
5. ***Notes that the Business Case will include plans and costings for rehabilitation of the existing pool site."***

Comments and Details

This Notice of Motion requests a revocation of Council's resolution to select Site B (northwest corner of the Recreation precinct) for a new aquatic facility and instead resolve to select Site A (Henrietta Street frontage of the Recreation precinct). Both sites are presented in Appendix 3.

Clause 16 of the Shire of York *Local Government (Council Meetings) Local Law 2016* is applicable and states:

"(2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion."

In accordance with Clause 16, Officers present the legal and financial consequences of carrying this Motion.

Legal Implications

- Site A requires the amalgamation of six (6) individual lots before any development can take place. This process can take up to nine (9) months to complete.
- The Tender for the design architect has been released. The tender responses are based on Site B, any change to this may trigger a contract variation.

Financial Implications

- Tredwell Management's feasibility report estimated the cost for asbestos removal and demolition of the Courts and Old Bowling Club at $260,000. There are no demolition costs for Site A.

- Site A does not have access to a sewer connection. As a result, the installation of a commercial on-site wastewater disposal system will be necessary, leading to increased construction and maintenance costs.
- There are no utilities connected to Site A. Headworks charges for power and water have not been costed.
- Previous projects with Western Power suggest power connections may take over eighteen (18) months, which can delay to design works and increase consultant costs.
- Delays due to headworks will have a financial impact due to increased consultant and escalation costs.
- The outdoor basketball courts need refurbishment. Combining this work with the aquatic facility project will result in financial savings. If the location is changed, the renovation is still necessary but completing it as a separate project would be more expensive.
- The former Bowling Club building is identified for disposal under the Asset Management Plan. Including this disposal within the aquatic facility project enables cost efficiencies. Demolition conducted independently would result in increased financial costs.
- Site A was not the preferred site based on the geotechnical investigation. The site works may be more costly due to the soil classification.
- The co-location with Site B allows pool users to share other facilities, minimising duplication in the new pool design. Co-locating with other recreation facilities is an industry trend, also recommended in the “Indoor Aquatic and Recreation Facility Development Guidelines” due to cost savings and increased patronage outcomes.

Operational Implications

- Site B location ensures safe access for swimming lessons, benefiting the York District High School.
- Co-location contributes to work health and safety outcomes by reducing the risk associated with staff working in isolation.
- Site B offers increased site activation and passive surveillance which may reduce incidences of vandalism already occurring at adjacent facilities such as the Indoor Stadium.
- Site B is supported by key pedestrian pathways into the town centre providing safe access to the facility. Site A does not have safe pedestrian pathways adjacent.
- Site B would require consideration of interim arrangements for user groups during construction.

Benefits of locating pool near other recreation facilities

The key consideration for the original recommendation of Site B was the opportunity to integrate the new aquatic facility into existing recreation infrastructure on the site. These benefits are still relevant.

- Shared Use of Existing Facilities - The pool can leverage amenities already available at the recreation centre, such as the gym and meeting room, reducing the need for duplicate infrastructure and optimising space utilisation.
- Convenience for Existing Users - Individuals who visit the recreation site for other activities can seamlessly access the pool, enhancing their overall experience and engagement.
- Enhanced Community Engagement and Activation - The addition of a pool increases foot traffic, encouraging a more dynamic and vibrant recreation hub that attracts a diverse range of users, from families and seniors to athletes and casual visitors.
- Boost to On-Site Services - Higher patronage at the recreation precinct can lead to increased usage of on-site amenities, such as the café, generating additional revenue streams.

- Opportunities for Integrated Programs and Events - The proximity of multiple facilities allows for the development of integrated wellness programs, such as swim-and-gym memberships, water therapy sessions, and cross-training programs, catering to a broader spectrum of fitness and rehabilitation needs.
- More Efficient Use of Resources - Shared staffing, maintenance, and operational efficiencies can reduce costs while improving service delivery, ensuring a sustainable and cost-effective recreational environment.

Current community concerns

Objections to the decision to select Site B is centred on the impact on the existing infrastructure. This site would require the demolition of the outdoor courts and the Early Years Hub. Concern has also been raised by the York Bowling Club due to close proximity to the bowling greens.

These concerns are addressed below:

Outdoor Basketball/Netball Courts

- Current courts are deteriorated and require replacement.
- New site identified to the south of Site B.
- Development of this facility can be included in the scope for the new aquatic facility and will provide co-location benefits.

Early Years Hub

- Original lease was signed on an understanding that the building was slated for demolition and the lease would be no longer than five (5) to eight (8) years.
- Building fabric and grounds are reaching the end of their functional lifespan, posing ongoing maintenance challenges for a small community organisation.
- In October 2025 a project update was presented at the Early Years Meeting and in November 2025 consultation was held with the Early Years Network Committee. Their comments include:
    - Current building is not fit for purpose and the condition is a concern.
    - Current condition is impacting the ability to attract new members.
    - The Committee is actively engaged with the York District High School regarding the opportunity for relocation.
    - Early Year Network is commencing longer term planning for a standalone Early Years Hub with expanded services including infant health and day care options.
    - Early Years Network is keen to work with the Shire on this long-term plan.
    - Early Years Network is a community of early childhood advocates in York. Membership includes the York District High School, Paint York REad, York Day Care, WA Country Health Service Infant Health Service and the York Family Playgroup, as well as parents and other professionals.
    - The Playgroup executive have been consistent in expressing concerns regarding losing the current site.
- The Shire has been clear in its intentions to work with impacted groups on relocation.
- Construction of the new facility is not scheduled until 2027, meaning the loss of the building is not an immediate risk, though the uncertainty for the Playgroup is acknowledged.

York Bowling Club

- In November 2024 the York Bowling Club provided an objection to the selection of Site B.

- The objection related to the loss of existing infrastructure with concerns regarding the outdoor courts and the Early Years Hub.
- The letter of objection has been resubmitted in November 2025 in support of this Notice of Motion.
- Stated concern is noise issues especially if race days clashed with pennants.
- Consultation with the York Swimming Club in December 2025 reveals the Club holds the York Open in late January/early February. This is the only planned race day of the season.
- The Club does consider that with a new aquatic facility it would bid for the right to hold Country Pennants, a three (3) day event with over 2,500 attendees. This event is always held on the March long weekend, when Bowls pennants are in recess for the annual Country Week championships.
- Swimming Club is confident any clash can be avoided by good planning and communication.
- Design brief has noted the concern over noise and will seek a design solution to mitigate this.

Community communications

- Following Council's February 2025 resolution, the outcome was broadly communicated to stakeholders and the community through a range of channels, including:
    - Community Matters article
    - Social media updates
    - Dedicated Major Projects page on the Shire website
    - Direct correspondence with the email list of interested community members.
- Any decision to reverse Council's February 2025 Resolution would necessitate a corresponding shift in communication efforts.

Options

Council has the following options:

Option 1: Council could choose to revoke the previous decision and select Site A for the new aquatic facility.

Option 2: Council could choose not to revoke the decision and continue to locate the new aquatic facility on Site B.

While the Administration is unable to amend the proposed Motion, Officers recommend Option 2.

IMPLICATIONS TO CONSIDER

Consultative

Since November 2023 there has been considerable community engagement and consultation regarding the new aquatic facility including whole of community surveys and drop in events.

Direct consultation with key stakeholders has included:

- York Swimming Club
- York Bowling Club
- York District High School
- York Basketball Club
- York Netball Club
- York Early Years Network
- York Family Playgroup

Strategic

Council Plan 2025-2035

Pillar 1: Community and cultural vitality

A strong, inclusive community supporting all cultures and generations.

Pillar 4: Comfortable and connected places

Enduring heritage identity, quality infrastructure and built form.

Policy Related

Nil

Financial

Cost estimates for Site B have been developed as part of the Feasibility Study. The financial impact of demolition of current infrastructure has been included in the cost estimates.

The cost estimates for Site A have not been determined. Although it may be reasonable to expect that the general expenses would align with those expected for Site B, there remains uncertainties regarding the headworks charges for water and power. Headworks charges can be considerable. Site A will incur additional expenses as a result of the absence of deep sewer availability.

Legal and Statutory

Section 5.25 of the *Local Government Act 1995* is applicable and states:

"5.25. Regulations about council and committee meetings and committees

(1) Without limiting the generality of section 9.59, regulations may make provision in relation to —

(a) the matters to be dealt with at ordinary or at special meetings of councils; and

(b) the functions of committees or types of committee; and

(ba) the holding of council or committee meetings by telephone, video conference or other electronic means; and

(c) the procedure to be followed at, and in respect of, council or committee meetings; and

(d) methods of voting at council or committee meetings; and

(e) the circumstances and manner in which a decision made at a council or a committee meeting may be revoked or changed (which may differ from the manner in which the decision was made); and

(f) the content and confirmation of minutes of council or committee meetings and the keeping and preserving of the minutes and any documents relating to meetings; and

(g) the giving of public notice of the date and agenda for council or committee meetings; and

(h) the exclusion from meetings of persons whose conduct is not conducive to the proper conduct of the meetings and the steps to be taken in the event of persons refusing to leave meetings; and

(i) the circumstances and time in which the unconfirmed minutes of council or committee meetings are to be made available for inspection by members of the public; and

(j) the circumstances and time in which notice papers and agenda relating to any council or committee meeting and reports and other documents which could be —

(i) tabled at a council or committee meeting; or

(ii) produced by the local government or a committee for presentation at a council or committee meeting,

are to be made available for inspection by members of the public.

(2) Regulations providing for meetings to be held by telephone, video conference or other electronic means may modify the application of this Act in relation to those meetings to the extent necessary or convenient to facilitate the holding of those meetings in that way."

Regulation 10 of the *Local Government (Administration) Regulations 1996* is applicable and states:

"10. Revoking or changing decisions (Act s. 5.25(1)(e))

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee,

inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.

(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different."

Part 16 of the Shire of York *Local Government (Council Meetings) Local Law 2016* is applicable and states:

"PART 16 - REVOKING OR CHANGING DECISIONS

16.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in Regulation 10 of the Regulations.

16.2 Limitations on powers to revoke or change decisions

(1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision—

(a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or

(b) where the decision is procedural in its form or effect.

(2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

16.3 Implementing a decision

In this clause—

(a) authorisation means a licence, permit, approval or other means of authorising a person to do anything;

(b) implement, in relation to a decision, includes—

(i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and

(ii) take any other action to give effect to the decision; and

(c) valid notice of revocation motion means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the local laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.

(2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.

(3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.

(4) A decision made at a meeting is not to be implemented by the CEO or any other person—

(a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and

(b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.

(5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation—

(a) is to take effect only in accordance with this clause; and

(b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause."

Risk Related

The original decision regarding site selection has been widely communicated with stakeholders and the community. A decision to change the site, quite some time after the initial decision, and as the design phase is about to commence may pose a reputational risk that is considered high.

Changing the site selection to a location that has not gone through a comprehensive community consultation process could create reputational risks, as it may leave the community feeling excluded from the decision-making process.

Changing the site carries a moderate financial risk. Uncertain headworks charges could raise the overall cost estimate, and although the design tender can continue, such changes typically trigger a variation process with the contractor. There is a significant risk that price will vary.

This Notice of Motion presents a moderate risk to operations. Alterations to the project scope, including changes to the design brief, could lead to longer project timelines. Additionally, the existing pool infrastructure is at high risk of failure. Postponing the new facility increases the chance of a critical failure that could force the pool to close.

Workforce

Managing the pool renewal project can be undertaken utilising existing internal resources.

COUNCILLOR'S RECOMMENDATION

MOTION A

That, with regard to Notice of Motion - Site Selection for new Aquatic Facility, Council:

1. Revokes Point 1 of its decision 070225 of the OCM of 25 February 2025 which states:

"Resolves to select site B - Recreation Precinct North-west Corner Site, specifically 44 Forrest Street (Lot 292), York for the proposed new aquatic centre as presented in Appendix 4."

MOTION B (If Motion A is resolved in favour by Absolute Majority)

That, with regard to Notice of Motion - Site Selection for new Aquatic Facility, Council:

1. Resolves to select Site A for the proposed new aquatic centre.

RESOLUTION
151225

Moved: Cr Kevin Trent **Seconded: Cr Elaine Ashford**

That, with regard to Notice of Motion - Site Selection for new Aquatic Facility, Council:

1. **Revokes Point 1 of its decision 070225 of the OCM of 25 February 2025 which states:**

   "Resolves to select site B - Recreation Precinct North-west Corner Site, specifically 44 Forrest Street (Lot 292), York for the proposed new aquatic centre as presented in Appendix 4."

In Favour: **Crs Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Crs Chris Gibbs, Denese Smythe, Kevin Pyke and Melissa Welsh**

LOST 3/4


FINAL REPORT
APRIL 2024
SHIRE OF YORK
AQUATIC FACILITY
NEEDS ASSESSMENT &
FEASIBILITY STUDY
SHIRE OF York
donovan payne architects
TREDWELL

Acknowledgements

The Shire of York and Tredwell Management would like to acknowledge the Ballardong Noongar people who are the Traditional Owners of this land and their continuing connection to land, waters and community. We pay our respect to their Elders past, present and emerging and we extend that respect to other First Australians today.

Tredwell Management wishes to acknowledge the following people and organisations who contributed to the development of the Needs Assessment & Feasibility Study.

- Shire of York Staff
- York Swimming Club
- York Swimming Pool Manager
- Swimming WA
- Department of Local Government, Sport and Cultural Industries
- Community Workshop Participants

Images have been provided by Tredwell Management Services.

Disclaimer

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Version Control

Version	Date	Details	Authorised
V1	April 2024	Final Report	Neil Tredwell

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00
Executive Summary

00 Executive Summary

In 2019, the Shire of York undertook a Facility Condition Assessment, which identified that major works were required to maintain the long-term viability of the York Swimming Pool. The estimated cost for repairing the plant room and pool leaks was considered by the Shire of York in September 2021 and it was resolved to not proceed with the repairs and instead complete this Needs Assessment & Feasibility Study.

The York Swimming Pool has serviced the local community since the 1960s and consists of a 50 metre, six lane outdoor pool, small program pool, toddler pool and associated buildings and plant. This Needs Assessment & Feasibility Study aims to inform the Shire of York on the strategic direction for the future development, funding and management of a new aquatic facility, replacing the existing York Swimming Pool.

Aquatic and swimming pool facilities are highly valued community assets. The cost to refurbish these facilities can be high and it is prudent to investigate the various alternatives including developing a new contemporary facility.

The population structure of the Shire of York will have a significant influence over the demand for community infrastructure including aquatic and swimming pool facilities both now and into the future. The Shire of York has an older age demographic, reflecting an ageing population.

Between 2021 and 2022, the Shire of York was in the top five Australian regions for net internal migration, which indicates that there is a considerable number of people relocating to the Shire from other parts of Australia, particularly net migration inflow from capital cities.

Swimming is the most popular sport and recreation activity amongst WA children (28% participation rate) and the third most popular sport and recreation activity amongst WA adults (20.1% participation rate).

There are a range of well attended events which are held at the York Swimming Pool, including:

- The York Open, hosted annually (approximately 200 competitors)
- The Great Southern Region Championships, hosted every four to five years (approximately 100 competitors)
- The York District High School Faction Carnival, hosted annually (approximately 380 students)
- The Regional Interschool Carnival, hosted every four years
- The Country Pennants, last hosted in 2014 (approximately 1,500 to 1,800 competitors)
- Intra-Club Meets with the swimming clubs from York, Beverley, Quairading and Corrigin who are not accounted for in the above figures.

The York Swimming Pool experiences strong visitation throughout the swimming season. Total visitation between 2018/19 and 2022/23 was 80,522, which is an average of approximately 16,104 visits per year. Between the 2020/21 and 2022/23 seasons, visitation grew from 13,279 to 17,042, which is an increase of 3,763 visits.

The York Swimming Pool currently does not service all four aquatic user markets. The ‘education’ market and the ‘fitness, training and sport’ market are serviced on a seasonal basis, however the ‘recreation, leisure and adventure’ market, particularly the ‘adventure’ component is not adequately serviced. The major gap in the market is the ‘therapy and wellness’ market as the York Swimming Pool does not currently provide services that meet this user market.

The existing swimming pool site and the sport and recreation precinct site have been identified as the two most suitable sites for the redevelopment of the York Swimming Pool. These sites were shortlisted for community consultation to gauge the views of the community on the optimal site for the development of a new swimming pool. Two concept plans prepared for the new Pool. These concept plans are based on the functional brief and option four (i.e. development of a 6-8 lane 50m swimming pool with full facilties).

00 Executive Summary

An order of cost estimate has been undertaken to enable the Shire of York and the community to compare the cost of a 25m swimming pool and a 50m swimming pool option, including the scenarios of providing a 25m swimming pool with six lanes, a 50m swimming pool with six lanes and a 50m swimming pool with eight lanes.

The cost estimates identified that the most cost effective option for the existing swimming pool site is the 25m 6 lane swimming pool, which has an estimated total commitment of $8,602,428, followed by the 50m 6 lane swimming pool which has an estimated total commitment of $10,393,115 and the 50m 8 lane swimming pool which has a estimated total commitment of $11,402,178.

In addition, the cost estimates also identified that the most cost effective option for the sport and recreation precinct site is the 25m 6 lane swimming pool, which has an estimated total commitment of $9,076,205, followed by the 50m 6 lane swimming pool which has an estimated total commitment of $10,866,892 and the 50m 8 lane swimming pool which has an estimated total commitment of $11,882,972.

Ideally, the development of aquatic facilities can be funded through revenue streams from various levels of government (local, state and federal) including the Western Australian Community Sport and Recreation Facilities Fund.

There are several potential management models that can be used for community aquatic facilities, including direct management, indirect management and independent management. The York Swimming Pool is currently managed through a direct management model, with the Shire of York directly employing swimming pool staff.

As detailed below in Section 6 - Options Analysis, the Sport and Recreation Precinct is the favourable site for the development of the new Pool primarily due to the additional benefit of integrating the aquatic facilities with the existing recreation and sport facilities at the site, which is not possible at the existing Pool site. There is also an opportunity to develop a management structure that oversees the operations of the Pool and existing facilities at the site.

The community consultation was slightly more in favour of re-developing the existing site. In addition to the limited ability to integrate the management, the other major limitation of this site is the Pool will be unavailable for one potentially two swimming seasons whilst the new facility is being constructed.

Whilst ultimately it is a decision of the Shire as to the preferred location of the new Pool it is the professional view of the consulting team that the best location for the development of a new Pool is at the sport and recreation precinct site in the north western corner. This would be subject to further site investigations being conducted including geo-technical, identification of site services and a site survey at a minimum that will determine the suitability of the development at this site. In addition alternate facilities for the existing user groups located at the site that will be impacted by the development will need to be found.

The recommendation on the preferred swimming pool length is that the pool should be retained as 50m. This is strongly supported by the community survey feedback with over 9 out of 10 respondents supportive of a 50m pool. Whilst a 25m length pool is a lower cost alternative it does limit the functionality of the facility and does not enable the swimming club to host carnivals of any significance such as the Country Pennants. York is also currently only one of two pools capable of hosting this event in the Great Southern Region in WA.

Respondents were also asked “If your preference is a 50m swimming pool, would you be supportive of the Shire borrowing additional funds to develop a 50m pool within the new facility.” The majority of respondents 72.64% responded “Yes” they were supportive, 12.46% said “No” they were not supportive and 49 [14.89%] were “undecided”.

00 Executive Summary

Based on the Needs Assessment and Feasibility Study Report findings a series of key recommendations have been made and are summarised below.

Number	Recommendation
1.	The preferred site for the proposed new Swimming Pool development is the north west corner of the Sport and Recreation Precinct site subject to further investigations being conducted on the site.
2.	The preferred length of the proposed new Swimming Pool development is 50m with preferably eight lanes but at a minimum six lanes.
3.	The Shire conduct further investigations including geo-technical, identification of site services and a site survey to determine the suitability of the Sport and Recreation Precinct site for the proposed new Swimming Pool development.
4.	Subject to the outcomes of the site investigations, detailed designs and a lifecycle costing are developed for the new Swimming Pool development at the Sport and Recreation Precinct site.
5.	Determine alternate facilities for the existing user groups located at the site that will be impacted by the development.
6.	Investigate further external grant funding opportunities including State and Federal level grants to fund the development of the new Swimming Pool.
7.	Develop an advocacy strategy and plan to lobby for external funding from State and Federal Government for the new Pool development.



01 Introduction and Background Review

01 Introduction and Background Review

Introduction and Background

The Shire of York (the Shire) undertook a Facility Condition Assessment in 2019, which identified that major works were required to maintain the long-term viability of the York Swimming Pool (the Pool). In 2021, further investigations were undertaken through a Swimming Pool Repairs Consultancy. The estimated cost for repairing the plant room and pool leaks was considered by the Shire in September 2021 and it was resolved to not proceed with the repairs and instead complete this Needs Assessment & Feasibility Study to inform the planning of upgrades to the Pool's facilities, including the potential relocation of facilities to an alternative site at the sport and recreation precinct.

In 2022, a community survey was undertaken to assess community sentiment and in 2023 a further detailed survey was undertaken to assist in identifying community aspirations for a new aquatic facility.

The Pool was constructed in the 1960s and consists of a 50 metre, six lane outdoor pool, small program pool, toddler pool and associated buildings and plant. The Pool is located on Georgiana Street, within close proximity to the major sport and recreation precinct in York. The Pool currently operates over the warmer months from November to March.

Aquatic and swimming pool facilities are highly valued community assets. Many of these facilities were constructed decades ago and have reached their end of useful life, including the Pool. The cost to refurbish these facilities can be high and it is prudent to investigate the various alternatives including developing a new contemporary facility.

The population structure of the Shire will have a significant influence over the demand for community infrastructure including aquatic and swimming pool facilities both now and into the future. The Shire has an older age demographic, reflecting an ageing population. Consideration will need to be given to this when determining the aquatic facility needs of the Shire into the future.

According to the Regional Movers Index, between 2021 and 2022 the Shire was in the top five Australian regions for net internal migration, which indicates that there is a considerable number of people relocating to the Shire from other parts of Australia, particularly net migration inflow from capital cities. This is a key consideration when planning for a new aquatic facility in the Shire.

This Needs Assessment & Feasibility Study aims to inform the Shire on the strategic direction for the future development, funding and management of a new aquatic facility, replacing the existing Pool.

Project Approach

As part of the Facility Planning Process for the proposed construction of a new aquatic facility, this project involves carrying out a Needs Assessment (Part A), Community Consultation (Part B) and Feasibility Study (Part C). Community Consultation (Part B) will be conducted over Part A and Part C.

As the first stage of the Facility Planning Process, the needs assessment provides the basis upon which the needs of the community are determined for the construction of a new aquatic facility. As the second stage of the facility planning process, the feasibility study informs the Shire on the strategic direction and decision making for the proposed delivery and construction of a new aquatic facility.

The methodology has been developed to ensure that the project incorporates relevant consultation, research and planning processes while meeting the project brief requirements. The methodology ensures that all of the project requirements outlined in the project brief are addressed.

The project will be conducted in line with the following approach.

- Part A: Needs Assessment
- Part B: Community Consultation
- Part C: Feasibility Study

01 Introduction and Background Review

Regional Context

The Shire is located in the Wheatbelt Region of Western Australia (WA), on the fringe of the Perth Metropolitan Area. The Shire comprises of the townsites of York, Greenhills and Kauring. York is the oldest inland town in WA, situated approximately 97 kilometres east of Perth in the Avon Valley, which is one of the most fertile areas in WA.

The Shire covers an area of 2,133 square kilometres and is bounded by the Shire of Northam to the north, Shire of Cunderdin to the northeast, Shire of Quairading to the east, Shire of Beverley to the south and the City of Kalamunda and Shire of Mundaring to the west.

There are a number of Registered Aboriginal Heritage Places within the Shire, including the Avon River, and a number of heritage listed buildings, including the York Town Hall. The Ballardong Noongar people are the Traditional Owners of the land. The Ballardong people are a specific Noongar language group east of Perth.

The Shire maintains a regional lifestyle and context, with close access to the services and conveniences of a capital city. Agriculture (cropping and grazing) has historically been the cornerstone of the Shire's economy and remains the dominant industry, with 136,100 hectares of agricultural land holdings generating approximately $46.2 million in production value per annum. Tourism also plays an important economic role.

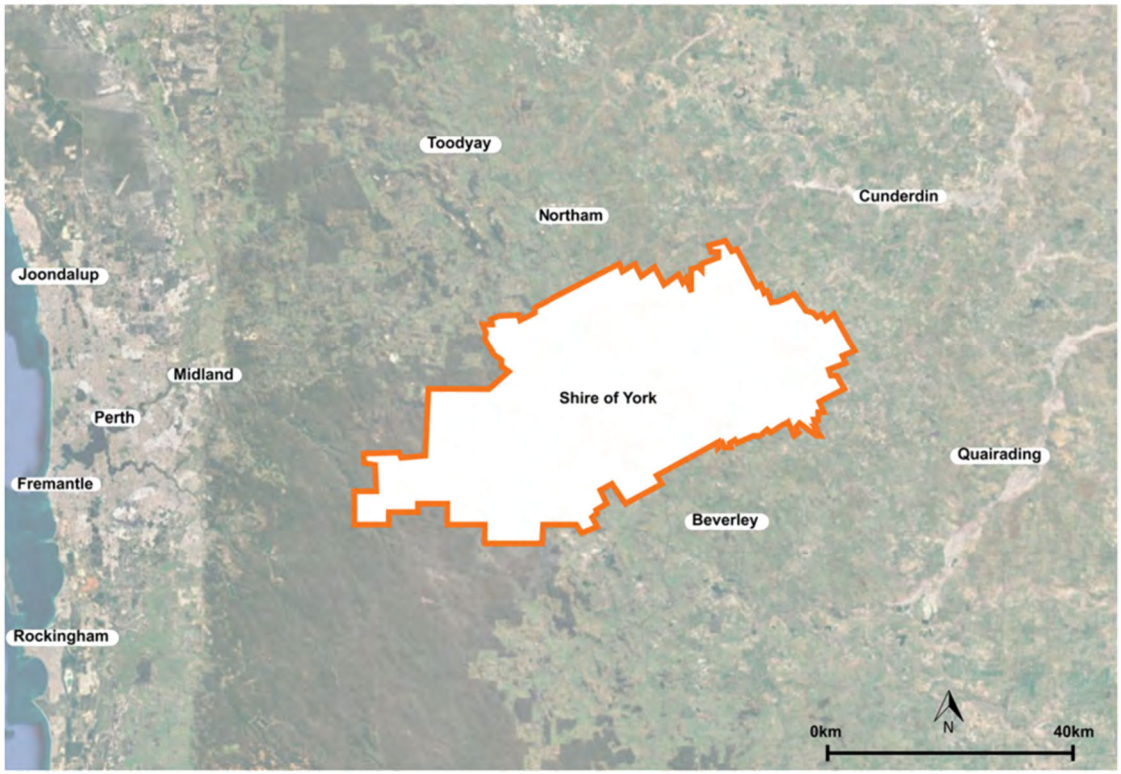


Figure 1: Context Map

01 Introduction and Background Review

Background Review

An important component for the development of the Needs Assessment & Feasibility Study is the review of a range of background information relevant to the nature of this project to ensure that it's developed in line with the wider objectives across federal, state and local levels. The below strategic documents have been reviewed as part of the background review process.

Federal Level Documents

- Sport Australia – Sport 2030

State Level Documents

- Department of Planning, Lands and Heritage (DPLH) – Shire Of York Local Planning Scheme No. 3 (2021)
- Department of Local Government, Sport and Cultural Industries (DLGSC) – Sport and Recreation Industry Priorities (2021)
- Department of Sport and Recreation – Facility Planning Guide Sport and Recreation Facilities (2007)
- Department of Sport and Recreation – Needs Assessment Guide (2007)
- Department of Sport and Recreation – Feasibility Study Guide (2007)

Local Level Documents

- Shire of York – York Pool Renewal Project Facility Condition Assessment (2019)
- Shire of York – Strategic Community Plan 2020 – 2030
- Shire of York – Access & Inclusion Plan 2018-2023
- Shire of York – Long Term Financial Plan 2016-2026
- Shire of York – Corporate Business Plan 2020-2024
- Shire of York – Local Planning Strategy (2020)

Peak Body & Community Organisation Documents

- Parks and Leisure Australia (WA) – Guidelines For Community Infrastructure (2020)
- Swimming WA – Strategic Plan 2021-2024
- Royal Life Saving WA – The State of Aquatic Facility Infrastructure in Australia (2022)
- Royal Life Saving Australia – The Social, Health and Economic Value of the Australian National Aquatic Industry (2021)
- Aquatics & Recreation Victoria – Indoor Aquatic And Recreation Facility Development Guidelines (2011)

A summary of the key findings from each of these strategic documents is outlined in Appendix A: Background Review.

01 Introduction and Background Review



01 Introduction and Background Review

Background Review Summary

The *York Pool Renewal Project Facility Condition Assessment* (2019) found that several areas of the Pool are non-compliant with the National Construction Code. The majority of these items relate to the provision of disability access and amenity. The remaining items relate to fire and life safety. In addition, the first aid room is currently non-compliant and should be addressed in the short term, the perimeter fence is in poor condition and additional storage is required.

Overall, the facility is aged and presents several non-compliances with current standards, codes and practices. Issues requiring immediate attention include rectifying the non-compliant chlorine gas and soda ash storage installations, repair or replacement of the pool balance and backwash tanks, rectification of the extensive structural damage identified in the pool, re-levelling or replacement of the scum gutters, rectifying the potential subsidence and improving the circulation through the pool via replacement of the centre return channel.

The following key findings are outlined in the *Swimming Pool Repairs Consultancy Report* (2021).

- Deterioration of plant room infrastructure
- Backwash filter and sand filter at their end of useful life
- The main pool is leaking in various areas
- The main pool requires additional hydrostatic float valves
- The main pool requires repair work to the tiles and repainting of the shell
- The small program pool and toddler pool are cracking due to the rusting reinforcement
- The pipework in the small program pool and toddler pool is leaking.

The *Swimming Pool Repairs Consultancy Report* (2021) found that the cost to repair the plant room, main pool, small program pool and toddler pool was estimated to be $808,000, however it was resolved to not proceed with the repairs and instead complete this Needs Assessment & Feasibility Study.

The Shire's *Access & Inclusion Plan 2018-2023* identifies the following strategies which relate to the Needs Assessment & Feasibility Study:

- Ensure new and redevelopment works provide access in accordance with the current access to premises standard requirements in the National Construction Code
- Improve external infrastructure including pathways, parking, transport, playgrounds, streetscapes and public open spaces
- Incorporate accessible design features as part of any new or planned upgrades to facilities and/or public open space.

The Shire's *Local Planning Strategy* (2020) identifies the following principles in relation to the provision of community infrastructure in the Shire:

- Local identity and sense of place
- Access
- Equity
- Quality
- Integration
- Sustainability
- Responsive
- Encourages community cohesion.

The *Local Planning Strategy* (2020) also presents the findings from an online survey which was conducted in 2015. The survey found that a key priority is to upgrade the Pool, including a heated and/or indoor swimming pool which enables comfortable use throughout the year. This would allow classes to be held and provide health benefits, particularly for the elderly.

The *Guidelines For Community Infrastructure* (2020) define aquatic facilities as an indoor and/or outdoor facility of various constructions but generally including a rectangular 25m or 50m pool with six to eight lanes of 2.5m each. Local

01 Introduction and Background Review

government pools developed for recreational purposes include a leisure water space in addition to the formal lap swimming facilities. It is recommended that a 25m lap pool and leisure pool is provided for a neighbourhood facility. Exploring opportunities to co-locate facilities or provide for shared-use of infrastructure is recommended.

The *Indoor Aquatic And Recreation Facility Development (Guidelines*) establishes a hierarchy based on an estimate of catchment population. For catchment populations under 10,000 people, the classification of Level 1 - Rural provides the Shire with a guide as to the expected range of components that a catchment population of this size can reasonably support on an on-going basis.

The Shire's new aquatic facility would be classified as Level 1 - Rural as it supports a population catchment of under 10,000. As the size of the potential catchment population increases, so does the Shire's opportunity to consider additional amenities and broaden the proposed facility's component mix.

The *Social, Health and Economic Value of the Australian National Aquatic Industry* (2021) found that aquatic facilities are among the most popular active recreation locations in Australia, across all age groups. Approximately five million Australians either swim or use aquatic facilities for aquarobics, hydrotherapy and other aquatic exercise. WA has 208 aquatic facilities, equivalent to one aquatic facility per 12,800 people. 87% of people live within a 20 minute drive of an aquatic facility.

In regional and remote areas, aquatic facilities can play a crucial role in the community, promoting social interaction and wellbeing. Aquatic facilities built in remote communities provide safe and cool recreation opportunities for community members living in typically warmer locations. Remote aquatic facilities have been found to provide benefits which are not easily observed in metropolitan locations, including:

- Further enhanced community cohesion by providing a central location in areas with limited social infrastructure
- Promoting good behaviour among youth and increasing school attendance
- Improving health and wellbeing in areas of typically high chronic disease such as high levels of skin and eye conditions.

The following key findings are outlined in *The Social, Health and Economic Value of the Australian National Aquatic Industry* (2021).

Overall:

- Total annual economic, health and social benefits of the aquatic industry is $9.1 billion
- The aquatic industry supports $2.8 billion of economic activity, $2.5 billion in health and wellbeing benefits and $3.8 billion in social benefits.

Indoor Aquatic Facilities:

- Indoor aquatic facilities receive on average five times more visits annually than an outdoor swimming pool, reflecting their ability to support the recreational needs of people all year round.

Regional Australia:

- The social return for every $1 spent operating aquatic facilities in regional Australia is $2.18
- The social return if a new aquatic facility were constructed in a regional location with unserved demand is $1.97.

Economic Benefits:

- The average annual full-time equivalent jobs supported by aquatic industry activity is 33,600
- The average annual tourism spend induced by national swimming events is $4.9 million.

Health Benefits:

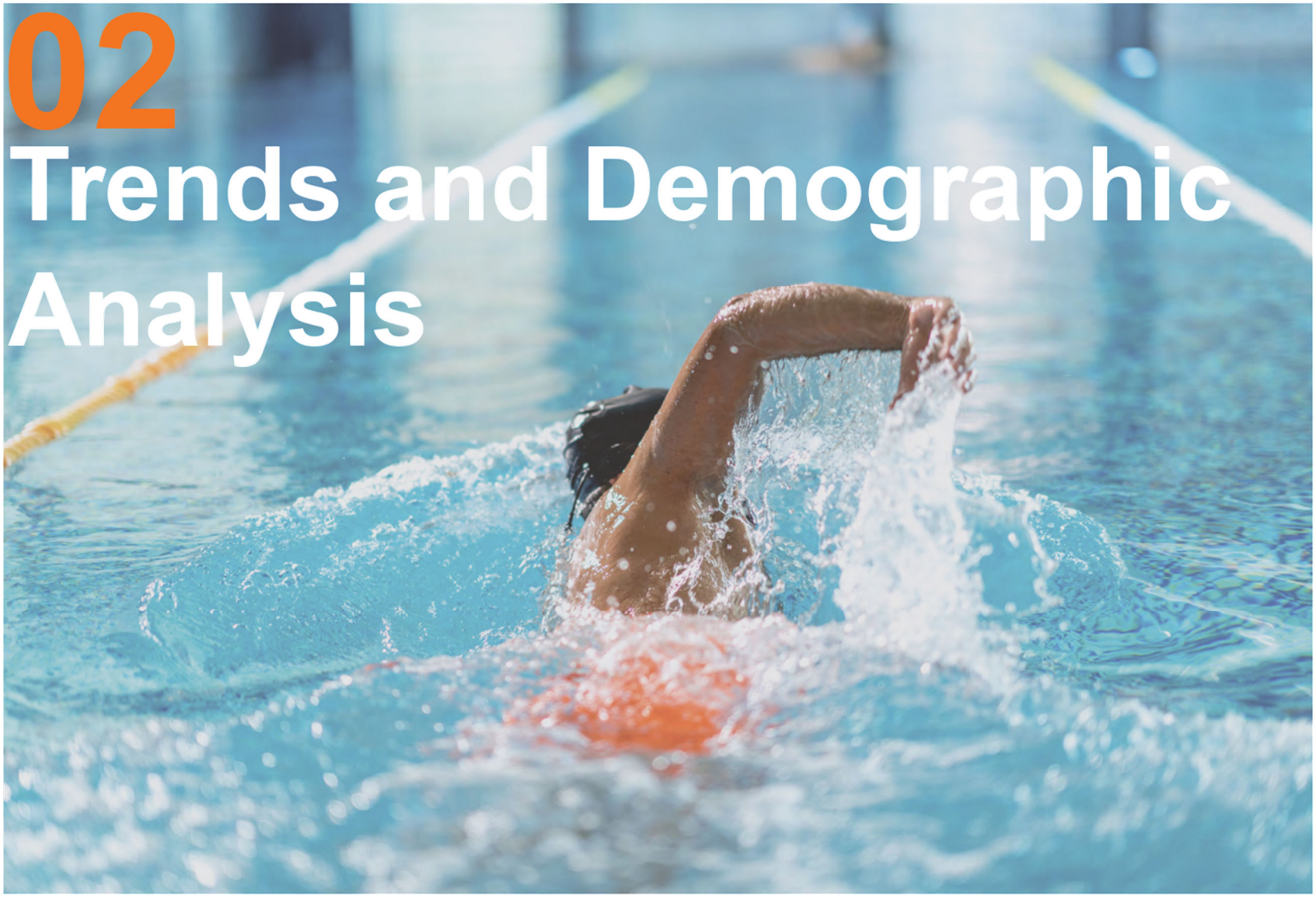
- $1.65 billion in physical health benefits
- $238 million in mental health benefits
- $399 million in reduced absenteeism benefits
- $174 million in reduced drowning benefit

01 Introduction and Background Review

- 20% of active 65+ year old's get their physical activity at aquatic facilities.

The following key opportunities relevant to aquatic facility provision in Australia are outlined in *The State of Aquatic Facility Infrastructure in Australia* (2022):

- Prioritising function over form and keeping new designs simple, modular and scalable
- Exploring new ways of funding swimming pool infrastructure, such as public private partnerships, which can spread both risks and rewards
- Considering lowering access barriers to increase the use and impact of existing aquatic facilities. In some cases, removing entry fees has resulted in net neutral operating costs while increasing asset utilisation and social value
- Exploring opportunities for local governments to collaborate and partner on aquatic facility provisioning and sharing of costs and benefits
- Considering how the private sector can provide benefits traditionally serviced by local governments while being mindful that some activities and facilities require subsidies, such as lap swimming and recreational swimming.



02 Trends and Demographic Analysis

02 Trends and Demographic Analysis

Demographic Analysis

An analysis of the demographic data (Australian Bureau of Statistics, 2021 Census) from the Shire was conducted to gauge trends that are relevant to the planning and provision of the new aquatic facility. The demographic data assessed includes the following:

- Population & Migration
- Age Structure
- Households
- Families
- Education
- Volunteering
- Cultural Heritage
- Need for Assistance
- Income & Socio-Economic Indexes for Areas (SEIFA).

Population & Migration

In 2021, the population of the Shire was 3,459, which slightly decreased since 2016. However, it is important to note that net internal migration to the Shire increased by 238% between 2021 and 2022, which indicates that there is a considerable number of people relocating to the Shire from other parts of Australia, particularly net migration inflow from capital cities. In addition, the highest growth scenario forecasts that the Shire's population will grow to 3,775 people by 2031 (+316 people). This growth is likely to steadily increase the service demand for new recreation assets.

Age Structure

In 2021, the top five age groups in the Shire were:

1. 65-69 years (10.4%)
2. 60-64 years (9.8%)
3. 70-74 years (9.3%)
4. 55-59 years (8.3%)
5. 50-54 years (6.6%)

The median age of the Shire was 56, which is higher than the average age for Inner Regional WA (43) and WA (38), indicating an older age profile. Therefore, it's important to provide a universally accessible and highly functional facility that caters to all age groups and abilities.

Households

In 2021, there were 1,869 households in the Shire, which has slightly decreased since 2016. In relation to household composition, 64.9% were family households and 33% were single person households. There was a higher proportion of single person households in the Shire compared to Inner Regional WA (24.9%) and WA (25.4%). This indicates that residents may be experiencing a higher level of inequality and poverty (e.g. higher cost of living), especially for forced single person households.

Families

In 2021, there were 936 families in the Shire, which has slightly decreased since 2016. In relation to family composition, 55.9% were couple families without children and 28.7% were couple families with children. There was a higher proportion of couple families without children in the Shire compared to Inner Regional WA (44.4%) and Western Australia (38.8%). Families are key users of aquatic facilities, therefore it's important to ensure that the new aquatic facility provides leisure and family fun based aquatic opportunities.

Education

In 2021, 12.7% of the population aged 15 years and over held a bachelor degree level or above in the Shire, which is a lower percentage than Inner Regional WA (14.2%) and WA (23.8%). In addition, 7.4% of people in the Shire were currently studying in tertiary education, compared to 12.5% of people in Inner Regional WA and 21.3% of people in WA. This indicates that the Shire is experiencing higher levels of educational disadvantage compared to Inner Regional WA and WA.

Volunteering

In 2021, 21.9% of the population aged 15 years and over did voluntary work through an organisation or group in the Shire, which was a higher proportion than Inner Regional WA (18.4%)

02 Trends and Demographic Analysis

and WA (15.9%). Volunteers are recognised as an invaluable resource for sport and recreation in regional communities.

Cultural Heritage

In 2021, Aboriginal and/or Torres Strait Islander People made-up 4.2% of the Shire's population, which is an increase of 1.1% since 2016. This is higher than the average for Inner Regional WA (3.2%) and WA (3.3%). In addition, 21.7% of residents in the Shire had both parents born overseas, which is also an increase of 1.1% since 2016. The top five countries of birth (excluding Australia) in the Shire include:

1. England (8.1%)
2. New Zealand (2.8%)
3. Scotland (1.1%)
4. South Africa (0.8%)
5. Netherlands (0.6%).

The higher population of Aboriginal and Torres Strait Islander People within the Shire provides an opportunity for the new aquatic facility to be inclusive and consider incorporation of Indigenous elements.

Need for Assistance

In 2021, 5.7% of the population in the Shire reported needing help in their day-to-day lives due to disability, which has slightly decreased since 2016. There was a higher proportion of people needing help in their day-today lives due to disability in the Shire compared to WA (4.6%). This highlights that the new aquatic facility will need to place a high importance on accessibility, inclusion and practicality for people with a disability.

Income & SEIFA

In 2021, the median weekly household income in the Shire was $1,127, which has increased slightly since 2016. The median weekly household income in the Shire was lower than the average for Inner Regional WA ($1,525) and WA ($1,815). In addition, the Socio-Economic Indexes for Areas (SEIFA) score for the Shire is 968, which is lower than the average for WA (1,011), indicating a higher level of relative socioeconomic disadvantage. This reiterates that the new aquatic facility needs to be an affordable, cost effective and sustainable asset for the local community.

A summary of the demographic data is presented in Table 1.

02 Trends and Demographic Analysis

Table 1: Demographic Analysis Summary

Demographic Indicator	Shire of York (2016)	Shire of York (2021)	Inner Regional WA (2021)	Western Australia (2021)
Population	3,606	**3,459**	231,450	2,660,026
Median Age	51	**56**	43	38
Households	1,911	**1,869**	105,752	1,147,872
Family Households	67.7%	**64.9%**	72.5%	71.2%
Single Person Households	30%	**33%**	24.9%	25.4%
Families	950	**936**	61,871	703,130
Couple Families Without Children	54%	**55.9%**	44.4%	38.8%
Couple Families With Children	30.8%	**28.7%**	39.8%	44.6%
Bachelor Degree or Above	11.3%	**12.7%**	14.2%	23.8%
Studying in Tertiary Education	7.4%	**7.4%**	12.5%	21.3%
Voluntary Work	25.5%	**21.9%**	18.4%	15.9%
Aboriginal and Torres Strait Islander People	3.1%	**4.2%**	3.2%	3.3%
Both Parents Born Overseas	20.6%	**21.7%**	24.9%	41.6%
Need For Assistance	6.1%	**5.7%**	-	4.6%
Median Weekly Income	$1,024	**$1,127**	$1,525	$1,815
SEIFA	967	**968**	-	1,011

Source: Australian Bureau of Statistics (2021)

02 Trends and Demographic Analysis

Participation Trends

The 2022 AusPlay Participation Survey found that swimming is a very popular sport and recreation activity amongst both WA adults and children. Swimming is the third most popular sport and recreation activity amongst WA adults (20.1% participation rate), with strong participation from both males (18%) and females (22.2%).

In addition, swimming is the most popular sport and recreation activity amongst WA children (28% participation rate), with strong participation from both males (29.2%) and females (26.5%). This illustrates the importance of providing suitable aquatic facilities which cater to the needs of both adults and children.

Table 2: Top Activities - WA Adults 2022

No.	Activity	Male	Female	Total
1	Walking (Recreational)	29.7%	50.5%	40.1%
2	Fitness/Gym	34%	40%	37%
3	**Swimming**	**18%**	**22.2%**	**20.1%**
4	Athletics, track and field (includes jogging and running)	17.8%	12.8%	15.3%
5	Cycling	18.6%	11.9%	15.2%

Source: AusPlay Participation Survey (2022)

Table 3: Top Activities - WA Children 2022

No.	Activity	Male	Female	Total
1	**Swimming**	**29.2%**	**26.5%**	**28%**
2	Basketball	18.8%	11%	15.4%
3	Australian football	21.2%	2.5%	12.9%
4	Football/soccer	11%	8.3%	9.8%
5	Dancing (Recreational)	0.9%	18%	8.5%

Source: AusPlay Participation Survey (2022)

Gyms, fitness clubs and leisure centres (including aquatic facilities) are becoming increasing popular and are currently utilised by more WA adults than a sporting club or association facility and a recreation club or association facility.

According to the 2022 AusPlay Participation Survey, 35.9% of WA adults utilise gyms, fitness clubs and leisure centres, compared to 23.9% who use a sports club or association facility and 8.8% who use a recreation club or association facility. Some shared-use and multi-purpose facilities are now being designed to combine a variety of activities under the one facility.

Table 4: Venue Type - WA 2022

Venue Type	Percentage
Gym/Fitness Club/Leisure Centre	**35.9%**
Sports Club or Association	23.9%
Recreation Club or Association	8.8%

Source: AusPlay Participation Survey (2022)

02 Trends and Demographic Analysis

Aquatic and Leisure Trends

A Gradual Ageing of the Population

As life expectancy increases, birth rates stay low and the baby boomers of the 1950s and 1960s grow older. This is placing a new demand on providing programmed warm water areas as well as pools suitable for therapy and older adult exercises.

Flexibility of When People Recreate

As demand on people's time increases and work practices change, people are seeking to undertake their recreation at different times, over a spread of hours and at facilities that offer many activities at one site. Pools, health and fitness facilities are particularly attractive and are becoming easier to use as many are open 12 to 24 hours a day, seven days a week. This supports providing year round and after hours access to aquatic facilities.

Increased Variety in Recreation and Leisure Options

People's leisure and recreation options are changing towards newer, more varied activities offered over a greater range of timeframes, compared to previous decades where a limited variety in activities and scheduling occurred. This has supported the trend towards more multi-use facilities to attract a broader range of users as well as multiple wet and dry areas to meet different needs at the one centre. This trend supports providing a range of aquatic and leisure facilities and programs.

Learning to Swim

As Australian's we are exposed to the water frequently. Many parents and carers are wanting their children to learn how to swim and are prepared to take them to regular organised swimming lessons conducted by qualified instructors. This requires access to relatively shallow and preferably warmer water. Access to year round indoor warm water would be desirable at any newly developed aquatic facility.

Constraints to Recreation and Leisure Participation

Lack of time, limited facilities close by, family and work constraints, health challenges and cost of service or use of facilities are the main constraints to many people's recreation and leisure participation. Facilitating easy access to services and programs offered within any new aquatic facility is an opportunity to be considered.

Changing Employment Structures, Trading and Work Hours

This trend often makes participation in traditional sports difficult and therefore people are looking for facilities that are open longer hours and have numerous activity options at the one site. This makes opportunities such as multi-use pools attractive as their longer opening hours means usage can occur in a wide range of social, training, competition and educational settings. There is an opportunity to introduce more aquatic and leisure based programs and review opening times to provide more opportunities for the community to utilise and access aquatic facilities.

Different People Seek Diverse Activities

The broadening cultural, age and gender of the population sees the need for facilities to offer potential users a much more varied range of programs and services than previously offered. Again, there is an opportunity to increase the range of facilities, programs and services to meet this demand.

Fun and Attractive Facilities

In recent years, there has been a rapid development of play and fun based facilities such as splash pads, water slides, inflatables, water features, tipping buckets and spray canons. These features act as an attraction for the facility and provide for the needs of children, families and young adults.

Providing quality and comfortable spaces (e.g. shelter, shade, grassed areas) and furniture such as pool side lounges, tables, chairs and umbrellas allow families to stay close to the water areas in relative comfort.

02 Trends and Demographic Analysis

The introduction of facilities that are fun and offer enjoyable experiences for young people and families in particular should be investigated for any new or redeveloped aquatic facility.

Provision of High Standards and Quality of Facilities and Services

People are increasingly looking for high standard, high quality facilities and services to meet their recreation and leisure needs. This has also seen the trend for indoor facilities become very popular as they allow activity in safe and secure spaces and in all weather and environmental conditions. This suggests that building low standard, low cost facilities will not attract the maximum user market. Any new or redeveloped facilities need to be of a high standard to maximise patronage and sustainability.

Desire for Activities to be Affordable

The development of multi-purpose aquatic leisure centres has enabled the high operating cost activity of aquatics (in many cases) to be cross subsidised by more profitable activity areas such as health and fitness, food and beverage and entertainment areas. This has enabled many facilities to keep general entry fees lower to encourage usage while seeking users who want special services and contribute at a greater level to the cost of such activities. This needs to be considered when planning for new aquatic facility developments and services.

Recognition of Linkages Between Physical Activity and Health

Preventative healthcare and active lifestyles are very important to many people, and aquatic, health and fitness activities are becoming a large part of people's activity choices. Any new aquatic facilities need to offer healthy and active programs to encourage people to be more physically active and preventative in their approach to health.

Expectations of Equity and Access

Today's society expects people with disability to be catered for in public aquatic and leisure facilities. This has seen improved design features to increase accessibility. In addition, there is a growing array of programs and activities offered to people of all abilities, physical conditions and skill levels. This needs to be addressed in any potential new facility development.

Multi-Use and Flexibility in Facility Design

Given the high cost of providing and developing aquatic and leisure facilities, the push for sustainability means that there is a need to design flexible facilities and functional spaces that can cater to a wide variety of activities. Any new facility development needs to be designed with multi-use and flexibility in mind.

Innovation and Technology

With the advances in technology (e.g. wearable devices, virtual reality, sport and leisure apps) in the aquatic and leisure sector, there is a need to embrace these opportunities to progress the development and management of aquatic and leisure. Integration of technology into any new developments should be considered.

Health and Wellbeing

A section of the population are becoming more conscious of their overall health and wellbeing and there is a trend towards the incorporation of facilities and services that meet these needs such as spas, saunas, massage, yoga, therapy and meditation. These services can be offered on a commercial basis and can assist in offsetting some of the costs of operating aquatic facilities.

02 Trends and Demographic Analysis

Summary of Trends Impacting on Aquatic Facilities

Significant trends include:

- Increased demand for programmed warm water areas as well as pools suitable for learning to swim, rehabilitation, therapy and older adult exercise
- Development of multi-use facilities to attract a broader range of users
- Demand for high standard, high quality facilities and services to meet the population's recreation and leisure needs, including well-presented and clean facilities
- Aquatic, health and fitness activities are becoming a larger part of people's activity choices
- Aquatic facilities need to be designed to meet the needs of people with special recreation needs
- There is a need to offer a diversity of programs and activities for people of all abilities, physical condition and skill levels
- Recognition of strong links between physical activity and health
- The influence of innovation and technology in managing facilities, and at an individual level specific programs and workouts.



Figure 2: Aquatic and Leisure Trends

02 Trends and Demographic Analysis

Benefits of Aquatics

Swimming is one of the most popular sports in Australia. As well as being fun, swimming is a great way to keep fit, stay healthy and make friends. Swimming is a great recreational activity for people of all ages. Recreational swimming can provide people with a low-impact workout and has many physical and social health benefits.

Physical Health Benefits

The physical benefits of aquatics includes the following:

- Low impact and reduced stress on the body
- Builds endurance, muscle strength and cardiovascular fitness
- Helps maintain a healthy weight, heart and lungs
- Provides an full body workout, as nearly all muscles are used during swimming
- Improves coordination, balance, posture and flexibility
- Provides rehabilitation for some injuries and conditions
- Provides a pleasant way to cool down during the warmer months.

Social Benefits

The social benefits of aquatics includes the following:

- Improves social cohesion and educational outcomes for young people
- Helps to alleviate stress and anxiety
- Swimming and aquatic sports have a positive influence on the community, especially young people, through after school activities and programs
- Increases community participation
- Swimming, aquatic sports and related forms of recreation contribute to what is known as 'social capital', which ties participants together in the areas they reside. Sporting clubs and community organisations are important for developing such capital and are a measure of community strength
- Helps to build communities through social inclusion and a sense of connection and helps address anti-social behaviour
- Promotes ethnic and cultural harmony
- Integrated and accessible aquatic and leisure services are critical to the quality of life of people with disability and disadvantaged individuals
- Aquatic and leisure facilities are known to improve the property values of surrounding properties.

Water Safety Awareness

Learning to swim provides an individual with personal safety, psychological, physical, social and recreational values. Millions of people enjoy aquatic activities every year and many of these individuals will not be able to save themselves or help someone else should they find themselves in dangerous situations. The majority of drownings that occur every year are from non-swimming activities.

Better access to and efficacy of water safety programs can reduce the incidence of drownings. These programs are important for infants and young children and can be effective in targeting the specific needs of individual communities.

Learning to swim as an adult can provide a great sense of accomplishment and personal satisfaction. For an adult, swimming can be difficult to engage in, but the rewards of accomplishment once skills have been developed are immeasurable. Learning how to swim will also open up the potential for participation in a variety of aquatic activities.

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The Social, Health and Economic Value of the Australian Aquatic Industry

The Social, Health and Economic Value of the Australian National Aquatic Industry (2021) report, prepared by Royal Life Saving Society Australia in association with PricewaterhouseCoopers Australia, quantifies and reinforces the myriad of ways that the aquatic industry benefits the Australian community, including the significant social, economic and health benefits.

The State of Aquatic Facility Infrastructure in Australia (2022) found that there is a $2.18 social return on investment for every dollar spent on aquatic facility operations in regional Australia. Other social benefits that are not quantified include increased social cohesion, early childhood learning and long-term enjoyment of water. The collective value of these social benefits to Australia is $3.8 billion per year. Swimming is also noted as a sport that provides people with a 44% increase in subjective wellbeing compared to the average for other sports.

The State of Aquatic Facility Infrastructure in Australia (2022) found that the aquatic industry employs 67,000 people across Australia in roles such as lifeguards, swimming and water safety teachers, aquatic technical operators, duty managers, aquatic program instructors and customer service officers. Each year, 40,000 new staff enter the aquatic sector workforce. An important element of the employment profile is that approximately 22% of the aquatic industry workforce are aged between 15 and 24, which equates to 14,500 employees. The total direct economic impact, which is predominantly generated through compensation paid to employees, has been estimated to be valued at $1.4 billion annually.

The State of Aquatic Facility Infrastructure in Australia (2022) further identified that the aquatic industry provides health benefits worth $2.5 billion per annum. These health benefits include:

- Improved mental health outcomes
- Improved physical health outcomes
- Reduced absenteeism
- Avoidance of drownings.

The above health benefits are derived from a range of programs and activities available within aquatic centres, including swimming, aqua aerobics, hydrotherapy and other water-related exercises. It has been established that 83% of Australians aged 15 or over do not meet the recommended physical activity guidelines, and as such, aquatic facilities have a significant role to play in addressing this. A weekly visit to the pool has been found to take most people out of the physically inactive category and generates $26.39 in health savings per visit. For those over 65 years of age, 20% of this age group obtain their physical activity at aquatic facilities. This is a significant contribution by the aquatic sector, noting that over 40% of the disease burden is attributed to adults aged 65 and over. The overall physical health benefits attained by the reduced occurrences of disease due to attendance at aquatic facilities have been valued at $1.65 billion per year.

Regular exercise also reduces stress and improves the mental wellbeing of individuals. Physical activity helps to reduce the risk of developing mental health conditions such as anxiety and depression by 26%. The reduced cost of mental health conditions as a result of aquatic facilities has an annual value of $238 million. In addition, 11% of Australian swimmers use swimming as an avenue to help improve their mental health.

02 Trends and Demographic Analysis

Australian Health Indicators

According to the Australian Bureau of Statistics National Health Survey, the following health indicators are of concern:

- 8 in 10 Australian children do not meet national guidelines for 60 minutes of physical activity per day
- 1 in 3 Australians aged 15 and over do very little or no exercise
- 70% of Australian men are overweight or obese
- 56% of Australian women are overweight or obese
- 1 in 5 Australians suffer a mental health illness
- Physical inactivity contributes to 19% of type 2 diabetes cases, 16% of bowel cancer cases, 16% of uterine cancer cases, 14% of dementia cases, 11% of coronary heart disease and 10% of strokes.

To create healthier communities and places, investment is needed in community aquatic and recreation infrastructure, activity programs and participation opportunities in order to encourage healthy lifestyles.

Aquatic Infrastructure Issues

The State of Aquatic Facility Infrastructure in Australia (2022) report, found that, after decades of decline, up to 40% of council owned public aquatic facilities will need serious refurbishment or outright replacement by 2030. This will cost $8 billion with an additional $3 billion required by 2035. These replacement costs do not consider any additional aquatic infrastructure required for growing populations.

The State of Aquatic Facility Infrastructure in Australia (2022) notes that even a basic public outdoor swimming pool costs around $10 million to replace. These costs place an enormous strain on local government. While state and federal government funding is available, such funds often provide only partial or minimal contributions towards total project costs.

In order to maintain operational standards, councils are often required to generate, on average, 60-70% of upfront capital costs as well as all ongoing maintenance and operational costs. Many councils struggle to afford to maintain or replace swimming pools, and increasingly councils are considering closing their pools. If councils invest in new pools rather than refurbish old pools, the maintenance costs are significantly reduced.

Rising energy costs and labour shortages pose a serious threat to the ongoing availability of aquatic facilities across Australia. Regional and remote communities are most at risk of missing out on updated or new aquatic facilities.

03 Site and User Analysis



03 Site and User Analysis

Existing Aquatic Facility Provision

In addition to the Pool, the aquatic facilities within a 30 minute drive time from the Pool have been identified. These facilities are located in nearby towns and surrounding local government areas (LGAs) and include the following:

- Northam Aquatic Facility (24 minutes drive time)
- Beverley Swimming Pool (25 minutes drive time).

A summary of the Pool and the two nearby aquatic facilities is located over the following pages.

York Swimming Pool



The Pool was constructed in the 1960s and consists of the following:

- 50 metre, six lane outdoor pool
- Toddler pool
- Small program pool
- Plant room
- Storage sheds
- Main building with changerooms, toilets, kiosk and office
- Shade and seating.

The Pool is located on Georgiana Street, within close proximity to the York Recreation and Convention Centre and the main sport and recreation precinct. The Pool currently operates over the warmer months from November to March and attracts approximately 18,000 visitors annually.

There may be opportunities to investigate additional value-add and revenue generating activities including a café, multi-purpose meeting/ program room, allied health services and warm water pool.

03 Site and User Analysis

Northam Aquatic Facility



The Northam Aquatic Facility is located in the Shire of Northam, approximately 24 minutes drive time north of the York Swimming Pool and consists of the following amenities:

- 50 metre, eight lane outdoor solar heated olympic lap pool with ramp access
- 25 metre, four lane solar heated lap pool with ramp access
- Leisure pool
- Learn to swim pool
- Slide-outs and splash pads
- Shade structures
- Grandstand and viewing areas
- Changerooms, showers and universal access facilities
- First aid room
- Plant room
- Multi-function rooms
- Store room.

The Northam Aquatic Facility opened in 2020 and is situated adjacent to the Northam Recreation Centre. The Facility hosts a number of swimming carnivals for both the sporting elite and local schools, as well as events such as the WA Country Swimming Pennants, in-term and vacation swimming lessons, water exercise programs, water polo and limited early morning swimming sessions. The Facility generally opens from September to May.

It is important to note that the Northam Aquatic Facility is located at a distance which is too far for the majority of Shire residents to access, particularly given the ageing demographic of the Shire.

Beverley Swimming Pool



The Beverley Swimming Pool is located in the Shire of Beverley, approximately 25 minutes drive time south of the York Swimming Pool and consists of the following amenities:

- 50 metre swimming pool with six lanes
- Two smaller children's pools (one 10m learners pool and one 5m toddlers pool)
- Diving board
- Kiosk
- Showers and toilets
- Grassed area with shelter and seating.

The Beverley Swimming Pool is situated adjacent to the Beverley Recreation Ground and is open in the warmer months from November to March.

It is important to note that the Beverley Swimming Pool is also located at a distance which is too far for the majority of Shire residents to access.

03 Site and User Analysis

Mapping of Aquatic Facilities

A map has been prepared (refer Figure 3) which shows the location of the Pool in relation to the aforementioned aquatic facilities located within the nearby LGAs.

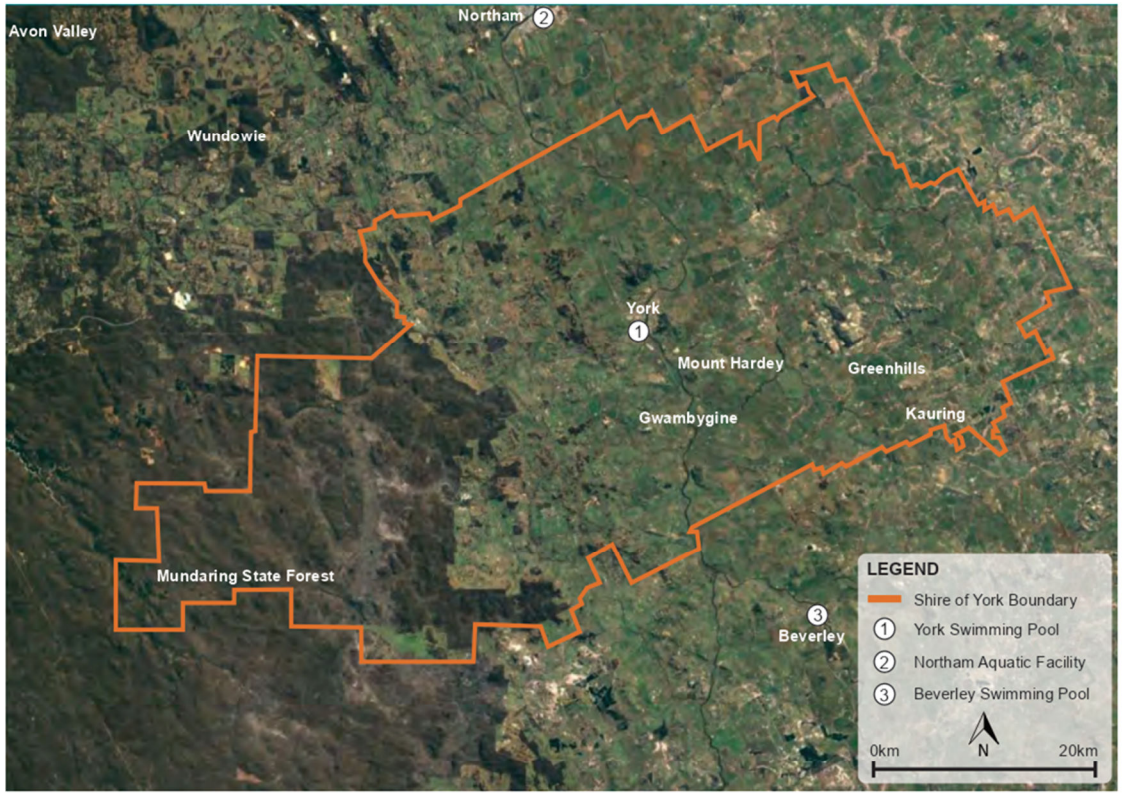


Figure 3: Map of York Swimming Pool and Nearby Aquatic Facilities

03 Site and User Analysis

Existing Site Context

The existing swimming pool site is a Crown Reserve vested in the Shire and covers an area of 8,999m². The following land parcels surround the site:

- Land parcel located to the south-west of the site features a hall which is used by a Women's Health Hub and a shed which is used by the Shire for storage. This land parcel is a Crown Reserve vested in the Shire
- Land parcel located to the north-west of the site is used as a residential respite centre and is not vested in the Shire
- Land parcel located to the north of the site is currently vacant and is also a Crown Reserve vested in the Shire.

The existing swimming pool site consists of relatively flat terrain throughout, with an elevation along the western boundary of the site where the existing grassed viewing area and shade sails are located. This elevation shouldn't impact on the future development of the site.

There are three existing sewer mains/connections located along the boundary of the swimming pool site. The nearest water meter/hydrant is located approximately 30m north of the site on the vacant land parcel. The nearest electrical pillar (ground mounted connection point) is located approximately 80m west of the site.

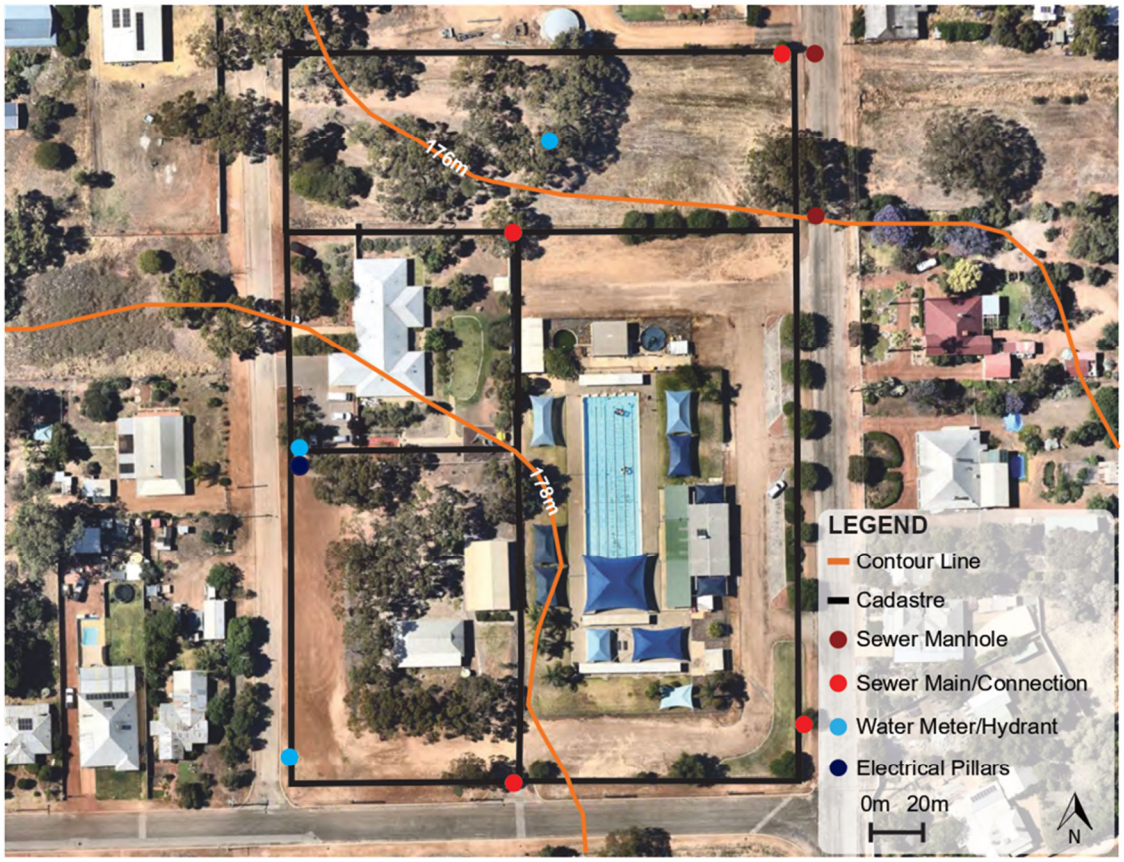


Figure 4: Existing Site Context and Features

03 Site and User Analysis

User Markets

Traditionally, many public aquatic facilities were built for specialist or limited market users (i.e. competitive swimmers or high-level sport participants). In addition, commercial investment in aquatic facilities has historically been in specialist pools such as learn to swim pools or as additions to health and fitness clubs and not public aquatic facilities. The high capital cost and limited or no financial returns have contributed to this situation.

Detailed planning and market analysis is now able to show more targeted user profiles. The majority of aquatic facility market research indicates that future facilities should cater for the following four distinct aquatic user markets. The most successful centres attract all four markets and should be set up to allow people to participate in a range of activities at the one site.

Recreation, Leisure and Adventure Market

Usually comprised of families and people visiting with friends and groups for enjoyment, relaxation, social activity and low-level competition/ participation. This is estimated to comprise of approximately 60% of the total market.

Provision requirements include outdoor grassed areas with appropriate levels of seating and shade, and sufficient water space to enable recreation or leisure swimming. A key factor in the leisure component is the provision of a café and an attractive place to relax and enjoy food and beverages as part of the leisure experience.

Fitness, Training and Sport Market

Usually comprised of people attending facilities alone for structured fitness or competition activities including competitive swimmers and club/ association users. This is estimated to comprise of approximately 20% of the total market.

A smaller market primarily through swimming clubs provides the opportunity for people of all ages to compete and undertake time trials and carnivals that allow them to partake in the sport of swimming. Coaching and other programs provide candidates of competitive squads an opportunity to participate and compete in inter-club, school/ university and State/National swimming events.

Education Market

Usually includes school swimming classes, swimming lessons (e.g. learn to swim) and teaching programs. In addition, promoting awareness of safety issues through important community programs such as life saving training (e.g. bronze medallion) and VacSwim are included in this market. This is an important market as its main focus is educating people, particularly children, on how to swim and be safe around water. This market comprises of approximately 10% of the total market.

Therapy and Wellness Market

Usually comprises of children, older adults and specialist health condition groups such as people with arthritis and asthma. These groups may require warm water pools and associated health relaxation areas (i.e. sauna, hydrotherapy pool).

There are a growing number of Australians who swim or walk in water for fitness. Pools that can operate at appropriate temperatures (30-35 degrees Celsius) allow residents of all ages and ability levels to benefit from rehabilitation, relaxation and exercise in warm water and are becoming increasingly popular. This is particularly important for those with arthritis, lower back pain, recovery from surgery and recovery from sporting injuries. This market comprises of approximately 10% of the total market.

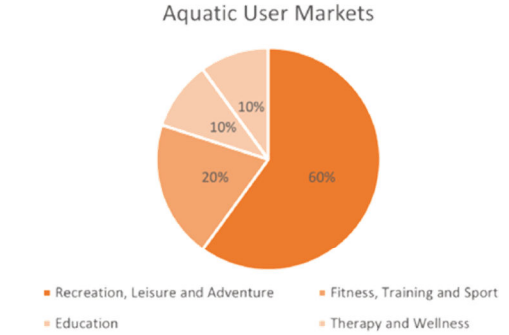


Figure 5: Aquatic Facility User Markets

03 Site and User Analysis

Existing Usage

Within the Shire, there are a range of existing user groups who currently access the Pool. These include:

- Schools (i.e. York District High School)
- Swimming clubs (i.e. York Swimming Club and other nearby swimming clubs) for training and events
- VacSwim program participants
- Casual lap swimmers
- Casual community users.

There are also a range of previous and current events which are held at the Pool:

- The York Open, hosted annually (approximately 200 competitors)
- The Great Southern Region Championships, hosted every four to five years (approximately 100 competitors)
- The York District High School Faction Carnival, hosted annually (approximately 380 students)
- The Regional Interschool Carnival, hosted every four years
- The Country Pennants, last hosted in 2014 (approximately 1,500 to 1,800 competitors)
- Intra-Club Meets with the swimming clubs from York, Beverley, Quairading and Corrigin.

These events attract a large number of spectators who are not accounted for in the above figures.

The visitation figures for the five swimming seasons between 2018/19 and 2022/23 have been recorded by the Pool Manager (refer Table 5). The visitation figures include spectators, paying casual users, members and competitors. The total visitation for the five year period is 80,522, which is an average of approximately 16,104 visits per year, noting that the COVID-19 pandemic impacted on the figures for the 2020/21 and 2021/22 seasons. The season with the highest visitation rate was the 2019/20 season (18,340 visits). Between the 2020/21 and 2022/23 seasons, visitation grew from 13,279 to 17,042, which is an increase of 3,763 visits.

The most popular visitor type across all five seasons is 'child membership' (21,048 total visits), followed by 'school groups' (15,356 total visits), 'adult memberships' (13,847 total visits), 'child paying' (12,003 total visits), 'adult paying' (5,466 total visits), 'spectator paying' (4,417 total visits), 'pensioner memberships' (4,178 total visits), 'under five years' (2,914 total visits) and 'pensioner paying' (1,293 total visits). Based on this data, there is a good spread of visitation across all user types. Children (5-18 Years) are the user type with the highest total visitation, followed by adults, pensioners, spectators and children under five years. It is noted that spectators require different facilities to direct users of the swimming pool (e.g. shaded areas).

Table 5: York Swimming Pool Visitation Figures

	2018/19	2019/20	2020/21	2021/22	2022/23	Total
Adult Paying	1,129	1,244	755	1,110	1,228	**5,466**
Child Paying	2,740	2,509	1,941	2,279	2,534	**12,003**
Pensioner Paying	240	262	192	200	399	**1,293**
Spectator Paying	996	922	660	805	1,034	**4,417**
Under 5 Years	621	821	347	566	559	**2,914**
Adult Memberships	2,893	3,476	2,472	2,151	2,855	**13,847**
Child Memberships	4,139	5,170	3,091	4,304	4,344	**21,048**
Pensioner Memberships	476	677	767	1,139	1,119	**4,178**
School Groups	3,383	3,259	3,054	2,690	2,970	**15,356**
Total	**16,617**	**18,340**	**13,279**	**15,244**	**17,042**	**80,522**

03 Site and User Analysis

In addition to the above visitation figures, the York Swimming Club currently has 62 members (2022/23), which is an increase of 22 members since 2020/21. It is also important to consider the current usage of the sport and recreation clubs and user groups located within the York Sport and Recreation Precinct. The following information will be particularly important when considering the potential option of relocating and integrating the Pool with the York Sport and Recreation Precinct:

- Senior Football and Netball: two football teams and one netball team, 45-50 football players and 10 netball players, 200 spectators at most games, training twice per week from January to September
- Junior Football: four junior mixed teams and Auskick, approximately 85-100 football players and 15 Auskickers, 100-200 spectators across the four games each week, training two to three afternoons per week and home games every second week between April and September
- Tennis: junior coaching for 10 weeks during fourth term, social tennis every Sunday from October to March, full range of club competitions and championships as well as novelty days
- Senior Cricket: one senior team, home games every second week on average from October to March
- Junior Cricket: two junior teams, children play Friday afternoons and juniors play Saturday mornings
- Hockey: five junior teams (mixed) and three senior teams, games are from April to September with at least one game in York most weekends
- Lawn Bowls: three pennant teams, two mens teams play on Saturday and the womens team play mid-week, many social days and club days
- Junior Basketball: eight teams, all games are played in Northam, however training takes place in York
- Gym: 72 active members.

Potential Usage

There are a range of potential user groups who could access the Pool in the future. These include:

- Education and swimming awareness program participants
- Sporting clubs (e.g. York Football Club)
- Hydrotherapy and rehabilitation users
- Learn to swim participants
- Aquatic fitness providers
- Allied health providers
- National Disability Insurance Scheme (NDIS) providers
- Groups requiring all abilities access.

There is also potential to develop a regional level swimming pool facility to provide a point of difference in the Great Southern Region and attract regional level swimming events such as the Country Pennants. The York Swimming Club are included in the Great Southern Region, and there is currently only one other swimming pool within the Region that has the ability to host the Country Pennants.

03 Site and User Analysis

Community Workshop

An interactive community workshop was conducted on 9th August 2023 at the York Recreation and Convention Centre. The workshop involved a keep/toss/create group activity to better understand the community's views and ideas on what is working, what is not working and what is missing at the Pool.

A summary of the key issues and opportunities from the workshop activity is provided below. A more detailed summary of the findings from the workshop activity is outlined in Appendix B: Consultation Findings.

Key Issues

- Toilets and changerooms are ageing and not universally accessible
- Water is not adequately heated
- Small toddler pools are in poor condition
- Existing entrance is not easily accessible
- Plant room requires replacement
- Opening hours/season length is restrictive.

Key Opportunities

- New 50m outdoor pool
- Retain the existing location and history
- New changerooms and more showers
- New shared facility with clubroom and meeting room
- Office space
- New first aid room
- New café/kiosk
- More storage space
- Heated pool
- Larger program/leisure pool
- Hydrotherapy/rehabilitation pool
- Smaller pool with areas for children/infants
- Water play areas
- Structured activities (e.g. aqua aerobics, swimming lessons, learn to swim)
- More seating around the pool area (e.g. tiered grass viewing area, fixed grandstand)
- Adjustable shade over the pool
- Universal access (e.g. ramps, toilets, footpaths)
- Different site entrance point
- More parking bays
- Improve lighting (internal and external)
- Integrate solar and wind energy
- Suitable chemical storage and plant room.

Key Stakeholder Consultation

An onsite key stakeholder meeting with the York Swimming Club and Pool Manager was held on the 9th August 2023. The meeting provided an opportunity for the Consulting Team to gain a deeper understanding of the key issues and opportunities associated with the Pool.

A summary of the key issues and opportunities from the meetings is provided below. A more detailed summary of the findings from the meetings is outlined in Appendix B: Consultation Findings.

Key Issues

- The Swimming Pool is approximately 50-60 years old and has reached its end of useful life
- The Swimming Pool is not adequately heated (i.e. average temperature is approximately 22 degrees Celsius)
- The existing storage space is inadequate
- The existing clubroom, kiosk, changerooms and toilets do not comply with contemporary building standards
- Glare during the swimming season impacts on the ability for the Pool Manager and Lifeguard to view the swimming pool from the kiosk area
- Current opening hours (i.e. restrictive and limits the opportunity for a variety of activities).

03 Site and User Analysis

Key Opportunities

- The provision of a new universal access ramp is a high priority
- The Swimming Club's preference is to retain the same swimming pool length (i.e. 50m) with 6-8 lanes
- New smaller warm water hydrotherapy pool
- Universally accessible toilets and changerooms, including partitioned showers
- New multi-purpose clubroom space
- Upgraded kiosk with modern amenities
- Additional storage space
- Additional shade shelters for the summer months
- Potential to expand the site to provide more viewing areas for events
- Additional activity spaces for children (e.g. basketball half court, dry playground)
- Extension of the current opening hours.

Swimming WA Input

Specialist input and advice was provided by Swimming WA on the development of a new aquatic facility in the Shire. The key findings are summarised below, including the high priorities.

York Swimming Club & Events

- The York Swimming Club is a growing club and are currently exceeding conversion rates as identified in data collected on 30th June 2023
- Swimming WA are supportive of the growth and sustainability of the York Swimming Club and the facilities at the Pool
- The high priority facility inclusions (refer following column) will provide the York Swimming Club with an opportunity to host larger events such as the Great Southern Region Championships, Swimming WA's Swim League Event and Country Pennants
- The Country Pennants are a two day event that rotates regions each year and amasses crowds of up to 1,800 people each day, with 30 swimming clubs participating. An eight lane, 50m swimming pool provides the Shire and York Swimming Club with an opportunity to host this event. Currently, there is only one other pool within the Great Southern Region that is able to host the Country Pennants
- According to the Shire of Northam's 'Event Impact Assessment Model', an individual spend of $374 and a total visitor spend of $1,346,400 was calculated from hosting the 2023 Country Pennants. This increased the Shire of Northam's tourism benefit, gross regional product and local employment.

High Priority Facility Inclusions

- 50m, eight lane swimming pool with a shallow end deeper than 1.35m
- Significant space around the swimming pool, preferably grass
- Kicker blocks and above-pool flags located at both ends of the swimming pool
- Boom/divider that allows the pool to be divided into two 25m pools
- Weather resistant lane ropes
- Eight backstroke ledges that are mobile and can be used at both ends of the swimming pool
- Pace clock located at each end of the swimming pool
- Dedicated clubroom that the York Swimming Club can utilise to run competitions and host coach/official workshops and training
- Ramp and chair lift to ensure people with a disability have equitable access
- Adequate and safe changeroom facilities
- Cage or storage room for the York Swimming Club to store any equipment
- Portable touchpads and a PA system that can be used during competitions.

03 Site and User Analysis

DLGSC Input

Specialist input and advice was also provided by DLGSC (Wheatbelt). The key findings are summarised below, including the relevant funding opportunities and infrastructure priorities.

Funding Opportunities

- Community Sporting and Recreation Facilities Fund (CSRFF)
- CSRFF small grants: $2,500 to $200,000 (e.g. storage/clubroom upgrades)
- CSRFF forward planning grants: $166,667 to $2,500,000 (e.g. major pool upgrades).

Infrastructure Priorities

- New or upgraded facilities which maintain or increase physical activity or result in a more rational use of facilities
- Multi-purpose facilities which reduce infrastructure and increase sustainability
- Projects that improve the usability of facilities for females (e.g. upgrade of changerooms to cater for females including lockable, individual showers and toilet cubicles in lieu of urinals).

Other Considerations

- The design should be informed by need, community consultation and feasibility
- The long-term cost of maintaining a 50m vs 25m pool (i.e. smaller communities generally achieve better value for money with a 25m pool and an associated program/leisure pool).

Previous Online Survey

A recent community online survey was undertaken by the Shire to understand the priorities of local residents and to gauge interest in the development of the new aquatic facility. The survey was active during February and March 2023 and accumulated 319 responses. The online survey results show that the top ten priorities in the development of a new aquatic facility include:

1. 50 Metre Pool (259 Votes)
2. Comfortable Water Temperature (144 Votes)
3. Extended Season (90 Votes)
4. Shaded Swimming Areas (73 Votes)
5. Improved Changerooms/Toilets (65 Votes)
6. Children's Water Play Area (60 Votes)
7. Ramp Access into Pool (58 Votes)
8. Extended Hours of Operation (56 Votes)
9. Structured Programs (44 Votes)
10. Heated Indoor Pool (42 Votes).

Table 6: Previous Online Survey Results

Venue Type	No. of Votes	%
50 Metre Pool	259	81.19%
Comfortable Water Temperature	144	45.14%
Extended Season	90	28.21%
Shaded Swimming Areas	73	22.88%
Improved Changerooms/ Toilets	65	20.38%
Children's Water Play Area	60	18.81%
Ramp Access into Pool	58	18.18%
Extended Hours of Operation	56	17.55%
Structured Programs (e.g. Water Aerobics)	44	13.79%
Heated Indoor Pool	42	13.17%
Hydrotherapy Pool	25	7.84%
BBQs and Picnic Area	15	4.70%
Café	8	2.51%
Playground	6	1.88%
25 Metre Pool	3	0.94%

04 Facility Audit and Assessment



04 Facility Audit and Assessment

Previous Condition Assessments

Table 7 features a summary of the key recommendations from the previous *York Pool Renewal Project Facility Condition Assessment* (2019). The recommendations highlight the key issues associated with the existing Pool and associated plant and buildings, and emphasise the need to develop new facilities to achieve compliance with contemporary standards and legislative requirements.

The *Swimming Pool Repairs Consultancy Report* (2021) builds on these recommendations and identifies key issues and non-compliances such as deterioration of the plant room, backwash filter and sand filter, various leaks and damaged tiles in the main pool, and cracking and leaking pipework in the small program pool and toddler pool.

Table 7: Condition Assessment Recommendations

Building Services
Provision of mechanical ventilation to plant room
Provide cable containment to external wiring and replace where damaged
Install lightning protection in accordance with code
Investigate earth bonding and provide if absent
Provide backflow device for pool plant zone to protect potable supply
Undertake safety shower rectifications to ensure code compliance
Raise site backflow to compliant clearance
Provide evaporative air conditioning to office and kiosk
Replace pole mounted lighting and convert to LED
Install hot water pipe insulation
Replacement of kitchen waste pipe and compliant connection to gully
Aquatics
Undertake dye testing of the 50m pool expansion joints and pressure test pipework
Obtain a geotechnical investigation to determine the underlying foundation conditions (50m pool)
Remove tiling from the eastern weir wall and re-level (50m pool)
Replace existing chlorine system with a granular calcium hypochlorite system
Reseal all accessible expansion joints with silicone seals (50m pool)
Repair equipment room and soda ash area
Replace existing balance and backwash tanks
Undertake urgent structural repair works on failing copings (all pools)
Replace 50m pool centre return channel with new filtered water return pipe and modern diffusers
Replace existing pipework and provide separate pipework for the toddler pools
Foundation rectification and stabilisation following rectification of leaks
Construct new disabled access ramp with handrails
Provide compliant access stairs and handrails to the toddler pools
Provide new sand filtration plant for the 50m pool and a separate filtration plant for the toddler pools
Remove existing concourse pavers
Architectural
Provide covers to all concourse drainage channels
Construction of a compliant first aid room adjacent to the existing office
Construction of additional external storage
Replace perimeter fence with new palisade fencing
Construction of new disabled facilities (universally accessible toilet, parking and access ramp)
BCA
Replace entrance ramp handrails
Upgrade exit latches to comply with requirements
Replace all emergency exit signage

04 Facility Audit and Assessment

Site Assessment Findings

A high-level assessment of the existing facilities and supporting infrastructure at the Pool was undertaken using the ESRI ArcGIS Collector Mobile Application, which allows for the collection of geo-referenced data and photographs.

The following existing facilities and supporting infrastructure were assessed:

1. Main Building
2. Site Entrance Point
3. Car Parking Area
4. Main Swimming Pool
5. Small Program Pool
6. Toddler Pool
7. Main Swimming Pool Access
8. Shade Sails
9. Seating and Metal Shelters
10. Swimming Club Storage Shed
11. Pool Manager Storage Shed
12. Plant Room
13. Office/First Aid Room
14. Kiosk
15. Changerooms
16. Showers
17. Toilets
18. Universal Access Toilet

The condition assessment ratings are based on the system outlined in the Institute of Public Works Engineering Australasia's (IPWEA) Condition Assessment and Asset Performance Guidelines, as outlined below.

1. Very Good Condition: only normal maintenance required
2. Minor Defects Only: minor maintenance required (5%)
3. Maintenance Required: significant maintenance required (10-20%)
4. Requires Renewal: significant upgrade/ renewal required (20-40%)
5. Asset Unserviceable: over 50% of asset requires replacement

Table 8 outlines the condition ratings for the existing facilities and supporting infrastructure at the Pool. An image and description for each of the facilities and infrastructure is located over the following pages.

Table 8: Facility Condition Rating

Ref	Built Facility	Condition Rating
1	Main Building	4. Requires Renewal
2	Site Entrance Point	3. Maintenance Required
3	Car Parking Area	3. Maintenance Required
4	Main Swimming Pool	4. Requires Renewal
5	Small Program Pool	4. Requires Renewal
6	Toddler Pool	4. Requires Renewal
7	Main Swimming Pool Access	3. Maintenance Required
8	Shade Sails	3. Maintenance Required
9	Seating and Metal Shelters	3. Maintenance Required
10	Swimming Club Storage Shed	2. Minor Defects Only
11	Pool Manager Storage Shed	4. Requires Renewal
12	Plant Room	4. Requires Renewal
13	Office/First Aid Room	4. Requires Renewal
14	Kiosk	4. Requires Renewal
15	Changerooms	3. Maintenance Required
16	Showers	3. Maintenance Required
17	Toilets	3. Maintenance Required
18	Universal Access Toilet	4. Requires Renewal

04 Facility Audit and Assessment



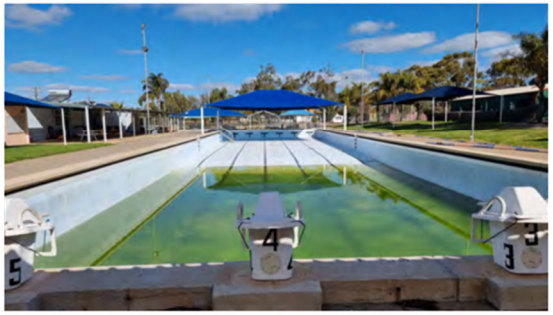
1. Main Building: includes changerooms, toilets, office/ first aid room, kiosk, entrance and veranda area.



2. Site Entrance Point: access ramp with lockable gates, handrails do not comply with AS 1428.1-2009.



3. Car Parking Area: informal stabilised bitumen parking area with minimal line markings and no universally accessible parking bays.



4. Main Swimming Pool: 50m swimming pool with six lanes, currently experiencing a range of issues (e.g. cracking, pipework leaks, failing copings etc.).



5. Small Program Pool: small separate pool suitable for young children and toddlers (medium depth), potential to replace with a new multi-purpose program/leisure pool (currently experiencing corrosion issues etc.).



6. Toddler Pool: small separate pool suitable for toddlers (shallow depth), potential to replace with a new multi-purpose program/leisure pool (currently experiencing corrosion issues etc.).

04 Facility Audit and Assessment



7. Main Swimming Pool Access: staircase with metal handrails (some rusting present), currently no disability access ramp.



8. Shade Sails: fabric shade structures with metal poles providing shade to the three pools and grassed area, the fabric shade structures appear to be in relatively good condition, corrosion issues on the metal poles.



9. Seating and Metal Shelters: range of metal and timber picnic table seating options as well as metal shelters at each end of the main pool (rusting present).



10. Swimming Club Storage Shed: metal storage shed used by the York Swimming Club to store equipment, the amount of storage space is currently inadequate.

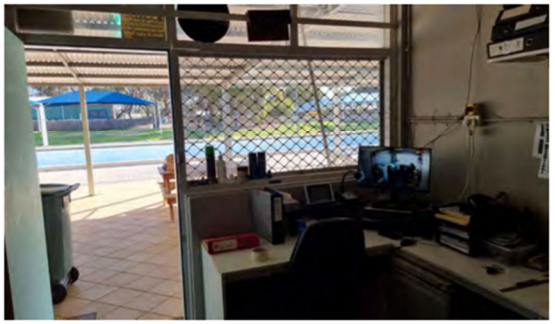


11. Pool Manager Storage Shed: metal storage shed (rusting present) used by the Pool Manager to store chemicals, the amount of storage space is currently inadequate.

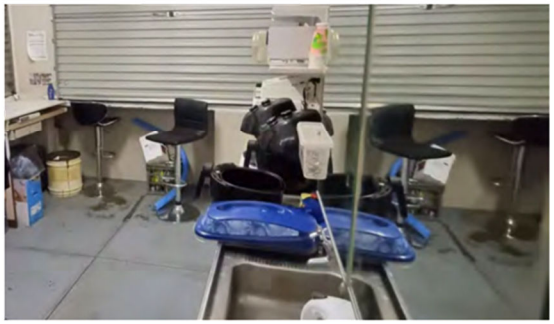


12. Plant Room: a brick structure containing pool circulation and filtration equipment, currently experiencing a range of issues (e.g. soda ash and backwash tanks require repair, balance tank requires replacement, some corrosion present on pipework).

04 Facility Audit and Assessment



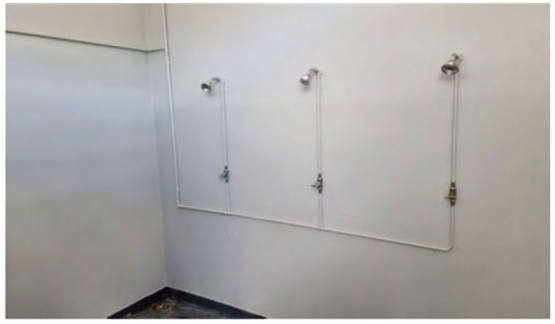
13. Office/First Aid Room: office space with chairs and a desk which serves as a non-compliant makeshift first aid room (inadequate amount of space available).



14. Kiosk: small kiosk with external servery, lack of equipment available to prepare a suitable range of food and beverages as well as no air conditioning.



15. Changerooms: ageing separate male and female changerooms with wooden bench seating (some defects visible).



16. Showers: separate male and female showers, no partitioned walls for privacy, fixtures appear to be in reasonable condition given their age.



17. Toilets: separate male and female toilet cubicles (with urinal in male toilets), no ambulant or family change facilities available, fixtures appear to be in reasonable condition given their age.



18. Universal Access Toilet: includes shower, toilet, chair and handrails, currently does not comply with the requirements set-out in AS 1428.1-2009.


05
Planning and Analysis

05 Planning and Analysis

Planning Hierarchy

The *Indoor Aquatic And Recreation Facility Development Guidelines* (2011) establishes a hierarchy based on an estimate of catchment population, as per Table 9. Potential catchment populations have been grouped into five categories, each with an associated population range. Each grouping has been assigned a descriptor that provides councils with broad parameters regarding the type and complexity of the development in relation to the catchment population.

In general, as the size of the potential catchment population increases, so does the Shire's opportunity to consider additional amenities and broaden the proposed facility's component mix. The Pool, based on the catchment population estimates, would be classified as a rural level aquatic facility (under 10,000 catchment population).

Rural level facilities typically include the following:

- Shared competition and shallow water to reduced separate water areas
- Dry/gym facilities as a future development option
- Usually linked to other community facilities to share management and operating costs.

Table 9: Aquatic Facility Hierarchy

Level	Description	Population Catchment	Typical Components
1	Rural	Under 10,000	• Shared competition and shallow water to reduced separate water areas • Dry/gym facilities as future development option • Usually linked to other community facilities to share management and operating costs.
2	Local	10,000 – 40,000	• Limited program combined with leisure • Limited dry/gym facilities.
3	District	40,000 – 70,000	• Ability to separate program and leisure • Larger dry/gym facilities • Additional limited amenities.
4	Major	70,000 – 100,000	• More extensive program and leisure water • Consideration of indoor 50m pool and complementary warm water pools • Increased gym and program space • Additional complementary amenities, food and beverage.
5	Regional	100,000 to >150,000	• Extensive and varied program leisure water and attractions • Inclusion of indoor 50m pool and separate warm water pools • Wellness/health club and extensive program room inclusions • Complementary services and amenities, crèche, food and beverage.

05 Planning and Analysis

Aquatic Facility Components

The components summarised in Table 10 outline the typical elements that may be considered for inclusion in a rural level aquatic facility development. It is noted that these Guidelines were developed in 2011 and requirements and expectations change over time. The final make up, size and component mix for any project should be driven by feasibility study research and accompanying operational financial modelling to ensure the local catchment population's needs and future demands can be met satisfactorily.

Table 10: Rural Level Aquatic Facility Requirements

Activity Area	Typical Area Requirements	Total Area (Approx.)
Shared competition pool (6 lanes) and program pool with ramp access	• 25m x 15m (6 lanes, 2.5m wide) • Side pool linked 12m x 5m for programs/learn to swim • Concourse 3m sidelines and 4m end lines	850m2
Spectator area	30m x 4m	120m2
Toddlers pool	• Approximately 60m2 of free form water area with at least 1 straight side for learn to swim • Concourse average 3m (total 33m2)	100m2
Pool store	N/A	50m2
Plant room	N/A	120m2
Pool cover storage	To be designed	TBC
Gym/ weights room (optional)	Minimum option of 400m2 including 40m2 for offices and testing	400m2
Dry program room (optional)	Minimum 250m2 plus storage of 30m2	280m2
Foyer/ reception	Minimum allowance of 120m2	120m2
Management office	Minimum 3 closed offices and 6 work stations	70m2
Café/kiosk	• Preparation/self service (50m2) • Dry lounge (20m2) linked to foyer • Wet lounge (30m2) linked to pool concourse	100m2
Wet/dry change and amenities	• Male amenities and change (100m2) • Female amenities and change (100m2) • Cleaners store (15m)	215m2
Unisex change amenities	Minimum 4 family/ disabled change to meet AS 1428.1-2021	40m2
Air handling and other plant	Mechanical plant area	100m2
First aid room	N/A	15m2
Circulation between activity areas	Allow for 15% of total facility floor space for circulation	TBC

05 Planning and Analysis

Needs and Gap Analysis

The provision of new aquatic infrastructure in the Shire is expected to drive a diverse range of interrelated economic, social and environmental benefits. Academic literature provides evidence that aquatics and associated activities result in a diverse range of health and social benefits for participants, including:

- Improved physical health
- Improved social inclusion
- Reduced crime and anti-social behaviour
- Improved education and work participation
- Improved early child development.

Community and economic benefits to the Shire may include:

- Stimulating the local economy by providing employment opportunities during the construction and operation of a new or upgraded facility
- Stimulating economic development by providing vital social infrastructure that will address a community need for aquatic leisure services and in turn support projected population and economic growth
- Lowering public health costs by offering access to a comprehensive range of aquatic leisure services and thereby increasing participation rates in sport and recreation in the community
- Stimulating the local visitor economy.

Benchmarking

A review of successful aquatic centres indicates that the recreation, leisure and adventure market is the largest market by participation. It contains people of all ages, abilities, interests and genders.

The fitness, training and sport market typically attracts younger, fitter and more active people who have the time to train and compete, however currently there is significant representation in the over 55 age group in the Shire, with both male and females represented almost equally.

A number of reports have indicated that, of participation at specific aquatic leisure centres, 60% to 70% of the facility users come from the recreation, leisure and adventure market while only 20% to 30% come from the fitness, training and sport market.

The therapy and wellness market and education market can range from 10% to 20% of facility users, subject to the age and health profile of the community in which the facility is located. In older communities such as the Shire, the demand for hydrotherapy, gentle exercise and walking lanes in pools is generally higher.

A new and/or redeveloped facility should attract all user markets to allow residents and visitors the opportunity to participate in a range of activities at the one location. The Northam Aquatic Centre is a good example of this, with a range of different aquatic infrastructure that caters for all of these markets. The addition of spas, saunas and social areas is an important strategy to attract users who are not interested in swimming or exercising.

In the local government sector, there seems to be a reliance on State Government and Federal Government grants to assist local authorities in funding the construction of aquatic leisure facilities, noting that grants are usually matched by the Shire. It is important to note that most council owned aquatic facilities require annual operational subsidies via top-up from municipal funds in addition to the maintenance and refurbishment/ replacement costs that are associated with these major assets.

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Aquatic Facility User Markets

Following an assessment of the Pool in relation to the key aquatic user markets offered, the facility does not service all four user markets.

The Pool currently services the 'education' market and the 'fitness, training and sport' market on a seasonal basis. The Pool does not adequately service the 'recreation, leisure and adventure' market, particularly the 'adventure' component, however there is potential to expand on this market (e.g. water play areas).

The major gap in the market is the 'therapy and wellness' market as the Pool does not currently provide services that meet this user market. However, it is noted that there may be a future opportunities to provide therapy and wellness services (e.g. hydrotherapy).

Table 11: Assessment of Aquatic Facility User Markets

Aquatic User Markets	York Swimming Pool
Recreation, Leisure and Adventure [approx. 60%]	Limited
Fitness, Training and Sport [approx. 20%]	✓
Education [approx. 10%]	✓
Therapy and Wellness [approx. 10%]	x

Heated Competition Pool

The Pool currently features a 50m competition pool, and it appears that the general consensus of the York Swimming Club, Swimming WA and local community is to retain this length. A 50m competition pool will provide more opportunities for events and multi-use. There is currently only one other swimming pool within the Great Southern Region that has the ability to host the Country Pennants. However, it is important to note that the *Indoor Aquatic And Recreation Facility Development Guidelines* (2011) recommend the provision of a 25m swimming pool for rural level aquatic facilities. Both options will need to be considered in the design of a new aquatic facility. A new competition pool will require adequate heating to provide a comfortable water temperature and allow for greater flexibility of use.

Water and Adventure Play

A key market that is not adequately provided for at the Pool is the recreation, leisure and adventure market. Given the size of the market, there is potential to provide additional facilities such as splash pads, tipping buckets and dry play equipment.

Hydrotherapy Pool

Another key market that is not adequately provided for is the therapy and wellness market. The provision of hydrotherapy water is a natural extension of wellness and allied health. There are a number of ways this could be provided, including integration with a program pool or providing a purpose-built hydrotherapy pool with an access ramp. Given the ageing demographic of the Shire, consideration should be given to a warm water outdoor program pool.

Food and Beverage

A suitable café or kiosk area where a wide range of hot and cold food and beverage options can be served is important. The café or kiosk can provide indoor and outdoor seated viewing options and should be combined with the reception area to ensure staffing efficiencies.

Key Components

A modern aquatic centre is a community hub. It has active social spaces that contribute to local economies and provide job and income opportunities. Facilities such as hydrotherapy pools target community health, wellbeing and social outcomes which are to the benefit of the entire community.

Figure 6 identifies the key components for a successful aquatic leisure facility model. It is critical that all of these elements are considered in the design of a new or redeveloped aquatic facility.

05 Planning and Analysis

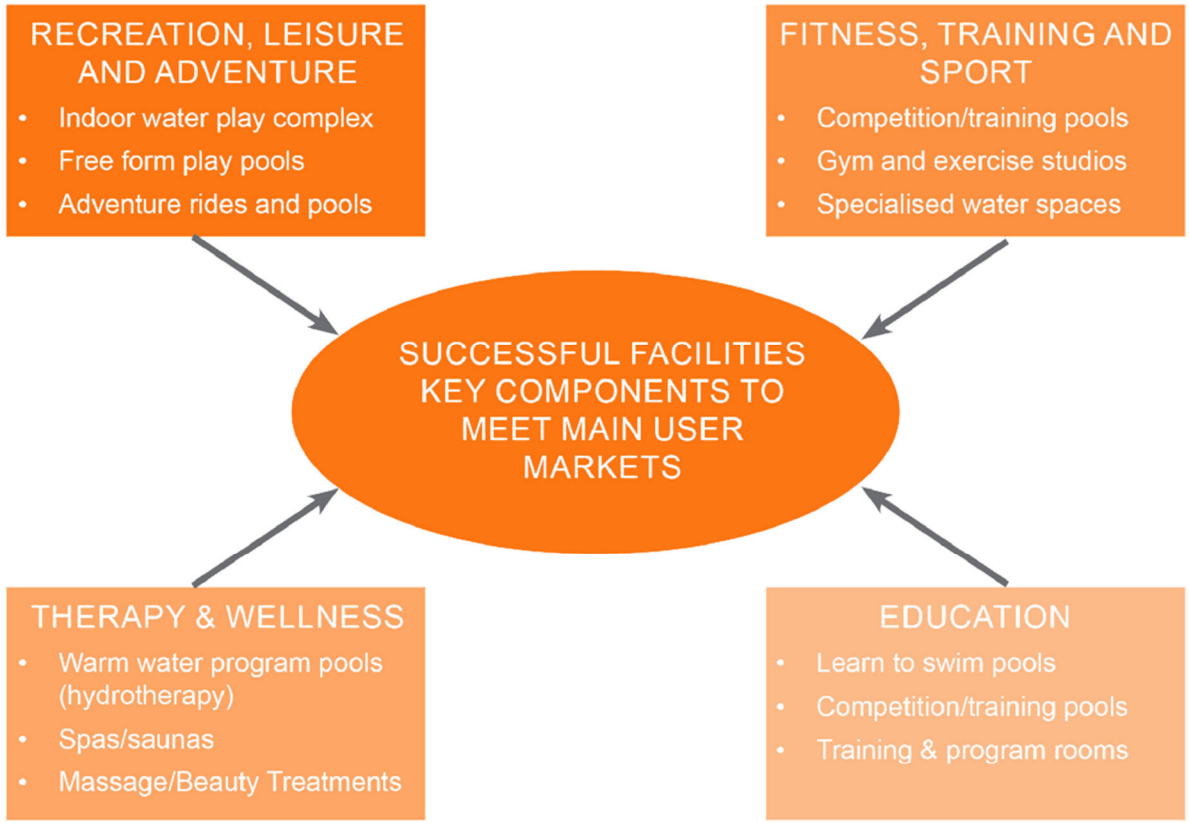


Figure 6: Successful Aquatic Leisure Facility Model

05 Planning and Analysis

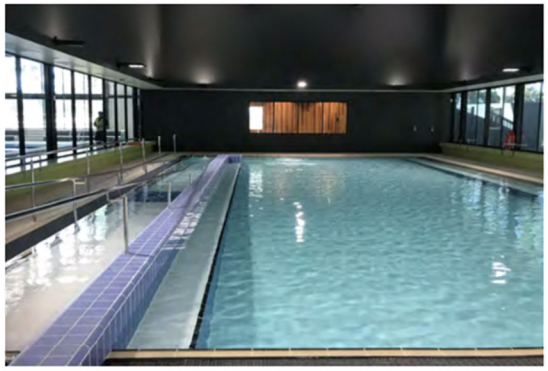
Examples of Aquatic Facility Types



Indoor 25m Pool



Outdoor 25m Pool



Program Pool



Outdoor 50m Pool



Outdoor Leisure Pool



Spa/Sauna

05 Planning and Analysis

Best Practice Aquatic Facilities

Industry benchmarks demonstrate that the majority of existing aquatic facilities require a significant subsidy to cover operating costs. Deficits vary depending on factors such as the facility location, type, size and elements. A review of the most successful aquatic centres shows that the following occurs:

- High visitation per square metre
- High expense recovery ability including some capital repayments
- High operating profits per visit
- Excellent program range returns and attendances
- High secondary spend returns
- High range of attendance types
- Draws users from a large catchment area
- High revenue returns from health and fitness.

This supports the typically recommended activity area components that:

- Provide a mix of shallow leisure/recreation water with programmable water areas
- Provide high revenue generating complementary service areas such as food and beverage services
- Are located in a high traffic/visitation area
- Are located as part of other aquatic leisure facility developments.

Value Adding and Cross Subsidising

The high capital costs and relatively low return on investment associated with aquatic facilities has not attracted much private sector investment, except in commercial learn to swim pools and more recently hydrotherapy pools.

In the vast majority of cases, public aquatic facilities are subsidised by their owners, which is typically local government. These local government's are often prepared to accept the need to provide a significant subsidy on the basis that the community is provided with benefits such as health, fitness, community (e.g. learn to swim and social interaction) and economic development. The efficient operation of aquatic facilities and the minimisation of this subsidisy should be a goal, as improved efficiency not only produces savings, it often results in environmental benefits through reduced utility consumption.

Industry trends indicate that users of aquatic facilities are also significant users of health and fitness facilities. Health and fitness facilities have the capacity to record much higher expense recovery returns than aquatic facilities. Traditionally, these higher returns can also attract commercial investors and operators. The location of these activity components at the one site improves financial viability by increasing the potential of cross-selling and spin-off use and improving the membership to program user and casual user ratio.

Similar Case Studies

Case studies for aquatic facility developments of a similar size and scale to the Pool have been identified and are located over the following pages. These include the:

- Southern Cross Aquatic Centre
- Kellerberrin Aquatic Centre
- Northam Aquatic Centre.

The above aquatic facilities are all located in the Wheatbelt Region of WA and were also designed by Donovan Payne Architects.

05 Planning and Analysis

Southern Cross Aquatic Centre

LGA: Shire of Southern Cross

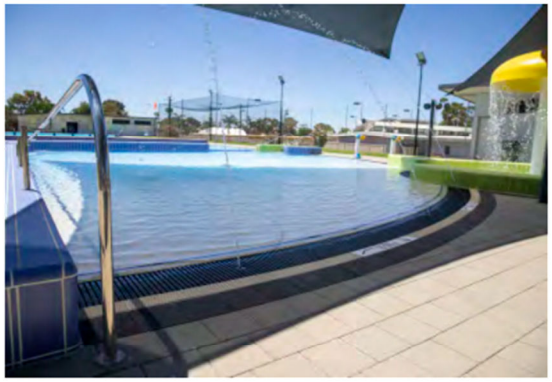
Construction Value: $5.5 million

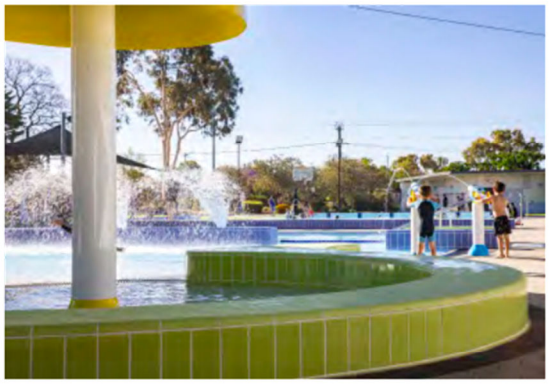
Completion: November 2020

The Southern Cross Aquatic Centre includes:

- Separate 25m lap pool
- Leisure pool
- Learn to swim pool
- Children's pool
- Waterplay features
- Plant room
- Changerooms
- Staff facilities
- High thermal efficiently
- Crime preventative design
- User accessibility.









05 Planning and Analysis

Kellerberrin Aquatic Centre

LGA: Shire of Kellerberrin

Construction Value: $5.7 million

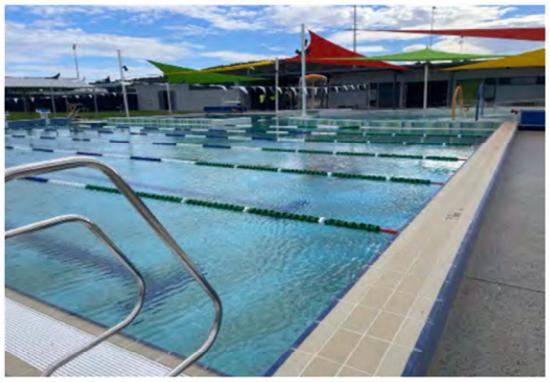
Completion: May 2023

The Kellerberrin Aquatic Centre includes:

- 25m lap pool
- Leisure pool
- Children's pool
- Plant room
- Landscaping and hardscaping
- Natural timber verandah
- Staffed kiosk
- First aid room
- Administration and meeting room
- Changerooms
- Accessible bathroom facilities.









05 Planning and Analysis

Northam Aquatic Centre

LGA: Shire of Northam

Construction Value: $9.5 million

Completion: January 2020

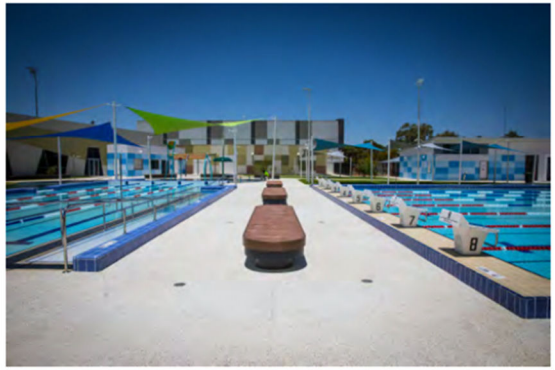
The Northam Aquatic Centre includes:

- 50m lap pool
- 25m lap pool
- Leisure pool
- Learn to swim pool
- Slide-outs and splash pads
- Shade structures
- Grandstand and viewing areas
- Changerooms, showers and universal access facilities
- First aid room
- Plant room
- Multi-function rooms
- Store room.









05 Planning and Analysis

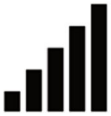
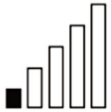
SWOT Analysis

The strengths, weaknesses, opportunities and threats associated with the future development of the Pool are identified in this section. These key attributes are derived from the preceding sections of this document and consider the implications associated with:

- Strategic background documents (federal government, state government, local government and peak bodies)
- Emerging participation, industry trends and demographic analysis
- Site analysis and stakeholder consultation findings.

A summary of the SWOT analysis is located below in Table 12.

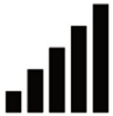
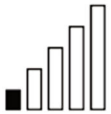
Table 12: SWOT Analysis



Strengths	Weaknesses	Opportunities	Threats
The Shire is experiencing net migration inflow from capital cities, which goes against the trend for many regional towns.	The Pool and associated plant are reaching their end of useful life and the previous engineering reports identified many non-compliance items (e.g. leaks, failing copings, damaged balance tank etc.).	Potential to redevelop the existing site to ensure the facilities are compliant with contemporary standards and consider reconfiguring the facilities to achieve greater efficiencies (e.g. new entrance).	The establishment of a new aquatic facility is a significant capital cost with often substantial ongoing operating costs.
The provision of a well designed aquatic facility informed by trends, local needs and demands will service a diverse range of residents.	There are no warm water leisure and aquatic based health and wellness facilities at the Pool.	Potential relocation of the Pool to the sport and recreation precinct site with the ability to capitalise on the integration with other existing facilities.	The ongoing maintenance costs and risks associated with the Pool if no action is taken.
Swimming activities and events are well participated in and supported by residents in the Shire.	The Pool and associated small program pool and toddler pool are not adequately heated.	Develop a modern warm water pool that provides learn to swim lessons, aqua fitness and rehabilitation to service the ageing population.	Public health and safety risks associated with the Pool if the facilities are not upgraded or replaced to meet current building requirements.
The Pool is well patronised during the swimming season.	There are very limited recreation, leisure and adventure opportunities currently provided for at the Pool.	Consider providing increased water leisure and play facilities (e.g. splash pads, playground).	Community pressure and backlash if inaction continues in regard to improving facilities at the Pool.

05 Planning and Analysis



Strengths	Weaknesses	Opportunities	Threats
The Pool is a highly valued community asset which offers an attractive setting for patrons to swim, relax and recreate.	The facilities at the Pool are ageing and do not meet contemporary building standards and community expectations. For example, the café/kiosk is not functional, there is no dedicated first aid room and the changerooms and toilets have reached their end of useful life.	Improve the existing facilities through the creation of a new café/kiosk, outdoor seated viewing areas, multi-purpose meeting room, designated office and new changerooms and toilets.	The ability to attract external funding to develop a new aquatic facility, given the significant investment that will be made by State Government and Federal Government.
The Pool is located within close proximity to the York Town Centre and York District High School and is readily accessible for the majority of local residents.	There is a lack of accessibility at the site. For example, the existing unisex toilet and changeroom does not comply with AS 1428.1-2021 and there is no compliant access ramp into the Pool.	Improve accessibility (e.g. compliant access ramps, compliant unisex changerooms and toilets, universally accessible car parking bays) for all patrons, but specifically for people with a disability and mobility challenges.	
There is adequate space on the existing site and sport and recreation precinct site to develop a new aquatic facility and associated infrastructure.	There is a lack of storage space currently available to the York Swimming Club and Pool Manager	Replace the existing plant and ensure that it's compliant with the relevant regulations.	
The shaded grassed viewing areas are highly valued by the local community.	The current opening hours are restrictive and limit the opportunity for structured and unstructured activities.	Access external funding from State Government, Federal Government and the private sector for future aquatic facility developments.	
Swimming is the most popular activity amongst WA children and the third most popular activity amongst WA adults.	Limited car parking bays for events and no universally accessible parking bays available.	Opportunity to provide solar panels to a new aquatic facility development.	
		Increase the amount of storage space available for the York Swimming Club and Pool Manager.	

06 Options Analysis



06 Options Analysis

Facility Scope

The key feature of any new facility must be accessibility and an ability to attract all sectors of the community to a facility that meets their social, recreational and sporting needs and has programs for all ages. This includes schools, sports clubs, older people seeking warm water exercise and families. The combination of facilities must recognise the recurrent cost of staffing and energy with specific components and programs able to generate surpluses to meet operational costs. It is also important to recognise that fees and charges are a significant factor in access and pricing policy is a key part of a new development.

An important part of any aquatic leisure facility is the entrance and foyer with a welcoming space that includes a café for socialising and providing excellent value drinks and light meals. It should become a destination for the community even if the visit does not include a swim or activity.

Ownership of a new aquatic centre by the community is vital. Undertaking community consultation, ensuring adequate and safe parking, and providing access by public transport, bicycles and walking are key components of building the ownership and determining the scope of a new aquatic facility. The scope of any new aquatic facility will be impacted by the site including the construction costs, availability of parking and space for future expansion.

As a guide, the scope would be evaluated based on:

- The ability to meet community demand
- Modern aquatic centre standards (including water treatment and environmentally sustainable design principles)
- The degree to which the facility would be an attraction to the community
- Whether the facility would result in increased visits and length of stay
- The extent to which the facility would positively impact on financial performance.

As mentioned in the preceding sections of this document, the *Indoor Aquatic And Recreation Facility Development Guidelines* (2011) propose component schedules which outline the typical elements that may be considered in aquatic facility developments, providing realistic parameters for each level of development based on the size of a councils catchment population.

As noted, the final make up, size and component mix for any project should be driven by feasibility study research and accompanying operational financial modelling to ensure that the local catchment population's needs and future demands can be met satisfactorily.

For a rural level aquatic facility (catchment population under 10,000 people), typical components include the following:

- Shared competition pool (25m, 6 lanes) and program pool with ramp access
- Spectator area
- Toddlers pool
- Pool store
- Plant room
- Pool cover storage
- Gym/weights room (optional)
- Dry program room (optional)
- Foyer/reception
- Café/kiosk
- Management office
- Wet/dry change and amenities
- Unisex change amenities
- Air handling and other plant (indoor facility only)
- First aid room
- Circulation between activity areas.

06 Options Analysis

The Pool currently features many of the aforementioned components, although it is important to note that several of these components require upgrade. The following components are currently not provided:

- Pool ramp access
- Contemporary program pool
- Pool cover storage
- Gym/weights room (optional)
- Dry program room (optional)
- Foyer/reception
- First aid room.

The main site area requirements for a rural level aquatic facility building footprint varies from around 1,900m² to 2,530m². This range is dependent on the inclusion of health and fitness amenities, circulation space requirements and the final design.

Other key site requirements include:

- Terrain – ideally flat
- Access – close to public transport, parking, main roads, high level of street presence/ appeal
- Buildability – availability of utilities and services, sound geotechnical conditions, not flood or bushfire prone
- Land use – land tenure/management (e.g. Shire owned)
- Supporting infrastructure – proximity to other key sport and recreation facilities, schools, shopping centres
- Local identity – provides a sense of place, encourages community cohesion
- Community support – site is valued by the community, utilised frequently
- Integration – site is integrated and co-located with other sport and recreation facilities to allow for greater efficiencies.

Candidate Sites

Through the research and consultation process three potential sites for the development of a new aquatic facility were identified. These include:

- York Swimming Pool – Existing Site
- York Sport and Recreation Precinct – Corner Site
- York Sport and Recreation Precinct – Main Site.

Table 13 provides a high level assessment of the above sites. For each of the key site requirements, an assessment was made as to whether it fully meets (green), partially meets (orange) or doesn't meet (red) the criteria.

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Table 13: Assessment of the Key Requirements

Site	York Swimming Pool – Existing Site	York Sport and Recreation Precinct – Corner Site	York Sport and Recreation Precinct – Main Site
Size	8,999m²	9,814m²	10,285m²
Terrain	Flat with some undulation along the western boundary	Mostly flat with some undulation through the centre of the site	Flat with no undulation
Access	Located centrally within close proximity to residential dwellings, near Transwa bus stop, existing parking at the site	Located off Great Southern Highway, near Transwa bus stop, existing parking at the York Recreation and Convention Centre, highly visible	Located near Transwa bus stop, existing parking at the York Recreation and Convention Centre, highly visible
Buildability	Three existing sewer mains/connections located along the site boundary, several water meters/hydrants located within close proximity to the site, H2 flood risk (>70% moderate to high hazard), L2 water erosion risk (3-10% very high to extreme hazard), M1 site drainage potential (10-30% very poor to poor potential), deep sandy duplexes soil type	No sewer mains/connections within the site, H2 flood risk (>70% moderate to high hazard), L2 water erosion risk (3-10% very high to extreme hazard), M1 site drainage potential (10-30% poor to very poor potential)	Sewer mains/connections located along the boundary of the site, H2 flood risk (>70% moderate to high hazard), L2 water erosion risk (3-10% very high to extreme hazard), M1 site drainage potential (10-30% poor to very poor potential)
Land Use	The existing site is a Crown Reserve vested in the Shire, with potential to expand to the north and south-east	The Shire owns this site (Lot 10 Barker Street) freehold	The site is Crown Land vested in the Shire
Support Infrastructure	Close to the York Town Centre (restaurants, shops etc.) and York District High School	Close to the York Town Centre (restaurants, shops etc.), York Recreation and Convention Centre, York Early Years Hub and York District High School	Close to the York Town Centre (restaurants, shops etc.) and adjacent to the York Recreation and Convention Centre, York District High School, basketball courts and tennis courts
Local Identity	Strong sense of place and identity, meeting place for the local community, historical significance	No existing historical significance as a swimming pool site, however there is community identity as a sport and recreation precinct	No existing historical significance as a swimming pool site, however there is community identity as a sport and recreation precinct
Community Support	The local community highly values the existing site and it's used frequently during the swimming season	It is uncertain whether the local community would support a new site for the Pool given that the existing site is highly valued and contains historical significance	It is uncertain whether the local community would support a new site for the York Pool given that the existing site is highly valued and contains historical significance
Integration	Not integrated with other sport and recreation facilities	Not integrated with other sport and recreation facilities	Integrated with other sport and recreation facilities within the York Sport and Recreation Precinct

Green = Fully meets criteria, Orange = Partially meets criteria, Red = Doesn't meet criteria

06 Options Analysis

York Swimming Pool – Existing Site



This site features the existing Pool, which has been located and operated at the site for over 50 years. The existing site is highly valued and appreciated by the local community and the York Swimming Club. This site provides a strong sense of place, local identity and historical significance. The major benefit of this site is that it's already used as an aquatic facility and there is sufficient space to redevelop, expand and potentially reconfigure the existing buildings.

The other benefits of this site include:

- Within close proximity to the York Town Centre and York District High School
- Relatively flat terrain except for the undulation on the western boundary of the site
- Crown Reserve vested in the Shire (i.e. land does not have an obvious reuse as it's not owned freehold)
- Existing services and infrastructure including an existing parking area.

In addition, there may be potential to expand to the south-west of the site. This land parcel is a Crown Reserve vested in the Shire and features a hall which is currently used by a Women's Health Hub and a shed which is used by the Shire for storage. There may also be potential to expand to the north of the site. This land parcel is currently vacant and is also a Crown Reserve vested in the Shire. The land parcel located to the north-west of the site is used as a residential respite centre and is not vested in the Shire. Therefore, this land parcel would be unsuitable for expansion.

The main constraints of this site include loss of one to two swimming seasons due to re-development of the existing swimming pool, non-integration with existing sport and recreation facilities and it is in close proximity to residential dwellings.

York Sport and Recreation Precinct – Corner Site



This site is situated on the corner of Great Southern Highway, Forrest Street and Barker Street.

The major benefit of this site is that it's located within close proximity to the York District High School and the York Sport and Recreation Precinct. The Precinct features numerous community amenities including the York Recreation and Convention Centre, York Early Years Hub, Australian Rules Football oval, bowling green,

06 Options Analysis

hockey pitch, tennis courts, netball courts and basketball courts. The other major benefit of this site is that there's sufficient space to design and develop a new aquatic facility on a vacant site. The site can be developed while the existing facility is still in use, resulting in no loss of function of the current facility or the existing swimming pool users.

The other benefits of this site include:

- Relatively flat terrain except for the undulation through the centre of the site
- Highly visible and easily accessible off Great Southern Highway (major road)
- Within close proximity to the York Town Centre and York District High School
- Existing car parking facilities
- The Shire owns this site freehold
- Community identity as a sport and recreation precinct.

The main constraint of this site is the costs associated with demolishing the existing aquatic facility and redeveloping a new aquatic facility at a different site. In particular, providing the services and utilities which do not currently exist at the site would significantly increase the cost and potentially extend the associated timeframes.

Another constraint is that this site does not achieve complete integration and co-location with the existing facilities at the York Sport and Recreation Precinct. This would result in the addition of a separate stand-alone aquatic facility, which would fail to achieve the benefits associated with an integrated and co-located facility. In addition, it is uncertain whether the local community would support a new aquatic facility site given that the existing site is already highly valued.

After consultation with Council staff it was considered this site was an unviable option for a new aquatic facility moving forward, primarily due to non-integration with the existing facilities at the York Sport and Recreation Precinct.

York Sport and Recreation Precinct – Main Site



This site is situated on the north-west section of the York Sport and Recreation Precinct and is bordered by Forrest Street and South Street.

The major benefit of this site is that it's located within close proximity to the York District High School and adjacent to the facilities at the York Sport and Recreation Precinct. The Precinct features numerous community amenities including the York Recreation and Convention Centre, Australian Rules Football oval, bowling green,

06 Options Analysis

hockey pitches, tennis courts, netball courts and basketball courts. The other major benefits of this site include integration and co-location with the existing facilities at the Precinct, and no loss of function for the existing swimming pool users (i.e. the facility can be developed while the existing facility is still in use).

The other benefits of this site include:

- Flat terrain throughout the site, noting that there is a drainage drop-off along the southern boundary of the site
- Highly visible and easily accessible
- Within close proximity to the York Town Centre and York District High School
- Potential for shared staffing and management with the York Recreation and Convention Centre
- Potential for shared-use of facilities (e.g. gym) with other user groups
- Existing car parking facilities
- Crown Land vested in the Shire
- Community identity as a sport and recreation precinct.

Similar to the corner site, the main constraint of this site is the costs associated with demolishing the existing aquatic facility and redeveloping a new aquatic facility at a different site. In particular, demolishing the existing buildings and facilities (i.e. York Early Years Hub, outdoor basketball courts and associated pavilion) would require finding replacement facilities for these activities to operate from and potentially extend the associated timeframes.

Options

The following four options have been considered and analysed for the new Pool. It is important to note that these options may be adapted/changed through to the detailed design stage. An indoor option was not considered as a viable option for the Shire due to the associated high capital and operational costs.

Option One - Do Nothing Approach

Option one takes a 'do nothing' approach and retains the existing layout and infrastructure at the Pool with no upgrades, improvements or refurbishments. There are several potential key issues and challenges associated with the 'do nothing' approach for the Pool, including the following:

- Ongoing costs associated with ad hoc maintenance and upgrades of existing facilities and infrastructure
- Recurring significant leaks in the 50m swimming pool and compliance issues with the pipework and plant
- Limited opportunities to increase utilisation of the existing facilities and infrastructure for community use (e.g. learn to swim programs)
- Infrastructure and facilities (e.g. first aid room, universal access toilet) which do not meet modern standards or the expectations of the community
- Ongoing issues with accessibility.

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Option Two - Development of a New 25m 6 Lane Swimming Pool with Basic Facilities

Option two includes the development of a new heated 25m six lane swimming pool, associated heated program/leisure pool and supporting infrastructure. This would align with the Guidelines recommendation of a 25m swimming pool for a rural level facility.

If the existing swimming pool site becomes the preferred site, the existing 50m swimming pool, small program pool, toddler pool, associated plant and buildings would be removed. The non-compliant building, aquatic and architectural items outlined in the *York Pool Renewal Project Facility Condition Assessment* (2019) and the *Swimming Pool Repairs Consultancy Report* (2021) will be addressed through the development of a new aquatic facility which will achieve compliance with contemporary standards and legislative requirements.

It is recommended that the following supporting infrastructure is provided (in addition to the new 25m swimming pool and program/leisure pool):

- Ramp access into the new 25m shared competition swimming pool
- Ramp access into the new program/leisure pool
- Tiered spectator seating area
- New plant room, including new balance and backwash tanks and pipework
- New entrance point with foyer/reception area
- New café/kiosk
- New management office
- New male/female/unisex changerooms and toilets
- Designated first aid room
- New pool store and cleaners store.

Further improvements to enhance the user experience and functionality of the facility include:

- New universal access ramp at the entrance to the facility
- New paving/footpaths to improve access
- Upgraded parking area with new line markings
- New fencing around the facility.

Table 14: Option Two Positives & Negatives

Positives	Negatives
Resolves the non-compliance, refurbishment and maintenance works required.	This option does not provide a 50m swimming pool length which is well supported by the community and York Swimming Club.
Improves the amenity of the facility and creates a more inviting and functional facility.	The 25m swimming pool length limits the ability to attract larger events, losing out on revenue.
Ensures that the facility meets contemporary standards and requirements.	This option does not cater to all aquatic market sectors.
Improves accessibility to the main pool and the overall site.	This option only provides basic site facility upgrades.
Adheres to the requirements set-out in the aquatic guidelines, including the 25m swimming pool length.	
This is the lowest cost option.	

06 Options Analysis

Option Three - Development of a New 25m 6-8 Lane Swimming Pool with Full Facilities

Option three includes the development of a new heated 25m six to eight lane swimming pool, associated heated program/leisure pool, new toddler pool/splash pad and supporting infrastructure. This would align with the Guidelines recommendation of a 25m swimming pool for a rural level facility. The inclusion of additional site facilities including a new toddler pool/splash pad and other site facility upgrades is the key difference between option two and three.

If the existing swimming pool site becomes the preferred site, the existing 50m swimming pool, small program pool, toddler pool, associated plant and buildings would be removed. The non-compliant building, aquatic and architectural items outlined in the *York Pool Renewal Project Facility Condition Assessment* (2019) and the *Swimming Pool Repairs Consultancy Report* (2021) will be addressed through the development of a new aquatic facility which will achieve compliance with contemporary standards and legislative requirements.

It is recommended that the following supporting infrastructure is provided (in addition to the new 25m swimming pool, toddler pool/splash pad and program/leisure pool):

- Ramp access into the new 25m shared competition swimming pool
- Ramp access into the new program/leisure pool
- Tiered spectator seating area
- New plant room, including new balance and backwash tanks and pipework
- Pool cover storage space
- Multi-purpose room (e.g. dry programs, meetings)
- New entrance point with foyer/reception area
- New café/kiosk
- New management office
- New male/female/unisex changerooms and toilets
- Family changeroom amenities
- Designated first aid room
- New pool store and cleaners store.

Further improvements to enhance the user experience and functionality of the facility include:

- New universal access ramp at the entrance to the facility
- New paving/footpaths to improve access
- Upgraded parking area with new line markings
- New LED lighting
- New fencing around the facility
- New dry playground area half basketball court
- Delivery access and emergency access.

Table 15: Option Three Positives & Negatives

Positives	Negatives
Resolves the non-compliance, refurbishment and maintenance works required.	This option is a higher cost than option two.
Improves the amenity of the facility and creates a more inviting and functional facility.	This option does not provide a 50m swimming pool length which is well supported by the community and York Swimming Club.
Ensures that the facility meets contemporary standards and requirements.	The 25m swimming pool length limits the ability to attract larger events, losing out on revenue and additional usage.
Improves accessibility to the main pool and the overall site.	
Adheres to the requirements set-out in the guidelines, including the 25m swimming pool length.	
Provides opportunities for all age groups and market sectors.	
The multi-purpose room will allow for greater flexibility of use.	

06 Options Analysis

Option Four - Development of a New 50m 6-8 Lane Swimming Pool with Full Facilities

Option four includes the development of a new heated 50m six to eight lane swimming pool, associated heated program/leisure pool, new toddler pool/splash pad and supporting infrastructure. This would align with the community's preference of a 50m swimming pool. The 50m swimming pool length is the key difference between option four and the previous two options. This option also provides the same additional site facilities as option three, including a new toddler pool/splash pad and other site facility upgrades.

If the existing swimming pool site becomes the preferred site, the existing 50m swimming pool, small program pool, toddler pool, associated plant and buildings would be removed. The non-compliant building, aquatic and architectural items outlined in the *York Pool Renewal Project Facility Condition Assessment* (2019) and the *Swimming Pool Repairs Consultancy Report* (2021) will be addressed through the development of a new aquatic facility which will achieve compliance with contemporary standards and legislative requirements. It is recommended that the following supporting infrastructure is provided (in addition to the new 50m swimming pool, toddler pool/splash pad and program/leisure pool):

- Ramp access into the new 50m shared competition swimming pool
- Ramp access into the new program/leisure pool
- Tiered spectator seating area
- New plant room, including new balance and backwash tanks and pipework
- Pool cover storage space
- Multi-purpose room (e.g. dry programs, meetings)
- New entrance point with foyer/reception area
- New café/kiosk
- New management office
- New male/female/unisex changerooms and toilets
- Family changeroom amenities
- Designated first aid room
- New pool store and cleaners store.

Further improvements to enhance the user experience and functionality of the facility include:

- New universal access ramp at the entrance to the facility
- New paving/footpaths to improve access
- Upgraded parking area with new line markings
- New LED lighting
- New fencing around the facility
- New dry playground area/half basketball court
- Delivery access and emergency access.

Table 16: Option Four Positives & Negatives

Positives	Negatives
Resolves the non-compliance, refurbishment and maintenance works required.	This option is a higher cost than options two and three.
Improves the amenity of the facility and creates a more inviting and functional facility.	This option doesn't adhere to the 25m swimming pool length set-out in the aquatic guidelines.
Ensures that the facility meets contemporary standards and requirements.	
Improves accessibility to the main pool and the overall site.	
Adheres to most of the requirements set-out in the aquatic guidelines.	
Provides opportunities for all age groups and market sectors.	
Retains the 50m swimming pool length which is well supported by the community and will allow the York Swimming Club to continue to hold events.	
The multi-purpose room will allow for greater flexibility of use.	

06 Options Analysis

Functional Brief

Within the above Planning and Analysis Chapter, we introduced the typical aquatic facility components for a rural level aquatic facility. A functional brief has been prepared for the redevelopment of the Pool based on the findings from the background review, site assessment and consultation. This is outlined in Table 17 and includes the design element and an associated description, rationale/comment, functional area requirement and necessity.

Table 17: Functional Brief

Design Element	Description	Rationale/Comment	Functional Area Requirement	Necessity
Shared competition pool	6 or 8 lane shared 25m/50m competition pool placed side on to other pools to reduce staff supervision as both can be monitored with access from a central concourse. 1.2m deep (minimum) to 1.4m deep (future proofing) to 2.1m deep (minimum) to 2.3m deep (future proofing).	The existing 50m competition pool contains notable cracking, significant settlement on one side of the pool, failing copings and leaking. The pool has reached its end of useful life and requires replacement. This was noted in the 2019 Facility Condition Assessment.	25mx15m (743m2), includes concourse 50mx15m (1,486m2), includes concourse	Essential (25m pool) Desirable (50m pool)
Ramp access (competition pool)	Universally accessible ramp access into the competition pool with handrails, width and gradient compliant with AS 1428.1-2009.	The existing 50m competition pool does not feature universal ramp access which is a key feature of a modern day aquatic facility.	TBC	Essential
Program/leisure pool	Side pool linked for programs and learn to swim, 300mm deep to 900mm deep.	A program/leisure pool was identified throughout the consultation process as a key need amongst the local community. The York community is ageing and would significantly benefit from a warm water program/leisure pool. The program/leisure pool will allow for a variety of activities including learn to swim and aqua aerobics. Potential for this pool to be located indoors to enable access all year round.	12mx5m (60-100m2)	Essential (outdoor program/ leisure pool) Desirable (indoor program/ leisure pool)

06 Options Analysis

Design Element	Description	Rationale/Comment	Functional Area Requirement	Necessity
Ramp access (program/leisure pool)	Universally accessible ramp access into the program/leisure pool with handrails, width and gradient compliant with AS 1428.1-2009.	The provision of universal ramp access is a key feature of a modern day aquatic facility and will allow people with disability and older people to safely access the pool for programs.	TBC	Essential
Spectator area	Simple concrete bench seat design of 4 tiers or grassed tiered seating located down the side of the main pool that caters for 100 to 110 patrons.	It was identified throughout the consultation process that an opportunity exists to create tiered seating along the side of the main pool. The existing bench seating is generally in good condition and can be retained.	30mx4m (120m2)	Essential
Toddlers pool	Approximately 60m2 of free form water area with at least 1 straight side for learn to swim and beach entry (suggested depth of 0mm to 400mm).	As per the 2019 Facility Condition Assessment, the existing small program pool and toddler pool have reached their end of useful life (e.g. cracked copings and open gutters). There is an opportunity to develop a new toddler pool replacing the existing small program pool and toddler pool. This could potentially be integrated with the program/leisure pool. A splash pad with interactive water features could be provided as an additional feature or alternative to a toddlers pool.	60m2 + concourse (100m2)	Essential
Pool store	Internal/external space to store swimming pool equipment such as lane ropes, pool noodles/ boards and chemicals.	There are currently two existing storage spaces at the site. The storage space used by the York Swimming Club is generally in good condition and only requires minor maintenance/upgrades. The storage shed used by the Pool Manager is small and outdated. This could be replaced with internal storage built into a new facility.	~100m2	Essential
Plant room	Swimming pool plant with direct access for maintenance staff and plant removal.	The plant room, sand filtration and associated pipework were identified in the 2019 Facility Condition Assessment as requiring replacement. The plant room is also not equipped with an exhaust system or natural ventilation.	120m2	Essential

06 Options Analysis

Design Element	Description	Rationale/Comment	Functional Area Requirement	Necessity
Pool cover storage	Possible design/storage under seating.	The existing site does not feature pool cover storage. This could be considered in the development of a new aquatic facility if a pool cover is required.	TBC	Desirable
Dry program/meeting room	Flexible space located close to reception that caters for a range of uses including fitness, training, meetings etc.	The existing building does not feature a dry program/ meeting room. A multi-purpose room can allow the community to run various programs and can be hired out to groups, providing a source of income.	250m2 + 30m2 storage (280m2)	Desirable
Foyer/reception	Main building entry which provides/controls access to the facility and activity space.	The existing site does not feature a foyer/reception area and the access point to the site is unappealing and requires improvement. The foyer/reception area is to be integrated with the café/kiosk and management office to ensure staffing efficiencies.	120m2	Essential
Café/kiosk	Kitchen and servery to allow the service of hot and cold food and beverages, with view over the pool area.	The existing kiosk is small, lacks suitable equipment to prepare a range of food and beverages and does not feature air conditioning. Glare has also been noted as a key issue impacting on the ability to safely supervise the pool area from the kiosk.	100m2	Essential
Management office	Closed offices with separate work stations and office storage, view over the pool area is desirable.	The existing office layout is not functional and the office is also used as a makeshift first aid room. The office does not feature air conditioning and lacks space for storage.	50-70m2	Essential
Cleaners store	Storage for cleaners equipment and chemicals.	There is currently no cleaners store provided at the Pool.	15m2	Essential
Wet/dry change and amenities	Large male/female changerooms including amenities (toilets, hand basins and showers).	It was identified throughout the site assessment process that the existing changerooms and toilets are ageing and require upgrade to meet contemporary standards.	Male change/toilet: 100m2 Female change/toilet: 100m2 Total: 200m2	Essential

06 Options Analysis

Design Element	Description	Rationale/Comment	Functional Area Requirement	Necessity
Family change amenities	Large family changerooms including amenities (toilets, change tables) suitable for parents with children, potentially integrated with the male/female changerooms.	There are currently no designated and suitable family change amenities at the existing site.	4x10m (40m2)	Essential
Unisex change amenities	Large universally accessible changerooms including amenities (toilets, hand basins and showers), potentially integrated with the male/female changerooms.	The site does not ensure equitable use of the facilities by people of all abilities. It was identified in the 2019 Facility Condition Assessment and throughout the site assessment process that the existing universal access toilet is non-compliant.	4x10m (40m2)	Essential
First aid room	First aid room for treatment of injured competitors/users, compliant with the *Disability Discrimination Act*.	There is currently no dedicated first aid room and the existing arrangement is inadequate and non-compliant (i.e. currently utilise the office for first aid).	15m2	Essential
Access ramp (entrance)	New universal access ramp at the entrance to the facility, compliant with the *Disability Discrimination Act*.	It was identified throughout the site assessment process that the handrails on the existing access ramp are non-compliant. Any new aquatic facility development would need to comply with the *Disability Discrimination Act*.	TBC	Essential
Footpaths/pavement	Footpaths/pavement providing access to and improving circulation around the key facilities at the site (concrete surface treatment TBC).	Adequate circulation areas and unobstructed viewing areas for lifeguards are required in any new aquatic facility development.	TBC	Essential

06 Options Analysis

Design Element	Description	Rationale/Comment	Functional Area Requirement	Necessity
Parking	Provide a formalised car parking area with new line markings, ACROD car parking bays and a bus drop-off/pick-up area for events.	The existing facility is not equipped with ACROD car parking bays and the line markings are not visible. There is an opportunity to expand the site to the north to provide additional car parking bays and a bus drop-off/pick-up area for events.	750m2 (approximately 50 bays at 15m2 per bay), number of bays TBC via a parking study	Essential
Lighting	Remove the existing swimming pool pole mounted lighting and install new LED lighting.	It was identified in the 2019 Facility Condition Assessment and throughout the site assessment process that the pole mounted lighting around the perimeter of the swimming pool consists of gas type lamps which have high running costs and short lifespans. The poles also appear rusted and would benefit from being upgraded to LED lighting.	TBC via a lighting design	Desirable
Fencing	Remove the existing perimeter fence and install new secure aluminium fencing (e.g. palisade).	It was identified throughout the consultation and site assessment process that the existing fence is in poor condition, with significant damage in several areas. It is a legislative requirement to provide compliant fencing around public pools.	TBC (design dependent)	Essential
Dry playground/half basketball court	Dry play area with a range of equipment suitable to accommodate toddlers and children, and/or half basketball court with hoop.	The existing site does not adequately provide for the recreation, leisure and adventure market. The provision of a dry playground and/or half basketball court were identified during the consultation process as key additional recreation opportunities for young adults and children attending the pool.	Dry playground: 50-100m2 Half basketball court: 165m2	Desirable
Delivery access point	Separate access point for vehicles delivering goods, restricted from the public.	There is currently no suitable designated access point for vehicles delivering goods (including chemicals) at the existing site.	TBC (design dependent)	Essential
Emergency vehicle access	Separate access point for vehicles requiring emergency access to the pool area, restricted from the public.	There is currently no suitable designated access point for vehicles requiring emergency access to the pool area at the existing site.	TBC (design dependent)	Essential


07
Concept Plans

07 Concept Plans

Concept Plans

The following concept plans (refer Figure 7 and Figure 8) have been prepared by Donovan Payne Architects for the new Pool. These concept plans are based on the above functional brief and option four (i.e. development of a 50m swimming pool with full facilities).

In consultation with the Shire, it was determined that option four would be used as it requires the most space to develop and will enable the Shire and community to make a clear comparison between the existing swimming pool site and the sport and recreation precinct site, which were identified as the two most suitable sites for the new Pool and were shortlisted for community consultation.

A community consultation period occurred in January and early February 2024 and the community had an opportunity to provide input and feedback into the concept plan designs and identify their preferred site.

The consultation and engagement mechanisms included an online feedback survey, a community open day at the Australia Day Picnic at the York Swimming Pool and static displays of the concept designs at the York Swimming Pool, Shire of York Administration Office and York Community Resource Centre.

The consultation process was well participated in by the community and the online survey attracted 355 responses.

Preferred Site and Concept Plan

Key questions were asked as part of the consultation process firstly “What is the preferred site for the new York Aquatic Facility?”

178 [54.27%] of respondents preferred the existing swimming pool site at Georgiana Street, whilst 150 [45.73%} respondents preferred the York Sport and Recreation Precinct site at Forrest Street.

As detailed in Section 6 Options Analysis the Sport and Recreation Precinct is the favourable site for the development of the new Pool, primarily due to the additional benefit of integrating the aquatic facilities with the existing recreation and sport facilities at the site, which is not possible at the existing Pool site. There is also an opportunity to develop a management structure that oversees the operations of the Pool and existing facilities at the site.

The community consultation was slightly more in favour of re-developing the existing site. In addition to the limited ability to integrate the management, the other major limitation of this site is the Pool will be unavailable for one potentially two swimming seasons whilst the new facility is being constructed.

Whilst ultimately it is a decision of the Shire as to the preferred location of the new Pool it is the professional view of the consulting team that the best location for the development of a new Pool is at the Sport and Recreation Precinct site in the north western corner This would be subject to further site investigations being conducted including geo-technical, identification of site services and a site survey at a minimum that support the development at this site.

The second key question was “What is your preferred swimming pool length?”

28 [8.41%] of respondents supported a 25m swimming pool length whilst 305 [91.59%] supported a 50m length.

The recommendation on the preferred swimming pool length is that the pool should be retained as 50m. This is strongly supported by the community survey feedback. Whilst a 25m length pool is a lower cost alternative it does limit the functionality of the facility and does not enable the swimming club to host carnivals of any significance such as the Country Pennants. York is also currently only one of two pools capable of hosting this event in the Great Southern Region in WA.

Respondents were also asked “If your preference is a 50m swimming pool, would you be supportive of the Shire borrowing additional funds to develop a 50m pool within the new facility.” The majority of respondents 72.64% responded “Yes” they were supportive, 12.46% said “No” they were not supportive and 49 [14.89%] were “undecided”.

07 Concept Plans

Existing Swimming Pool Site

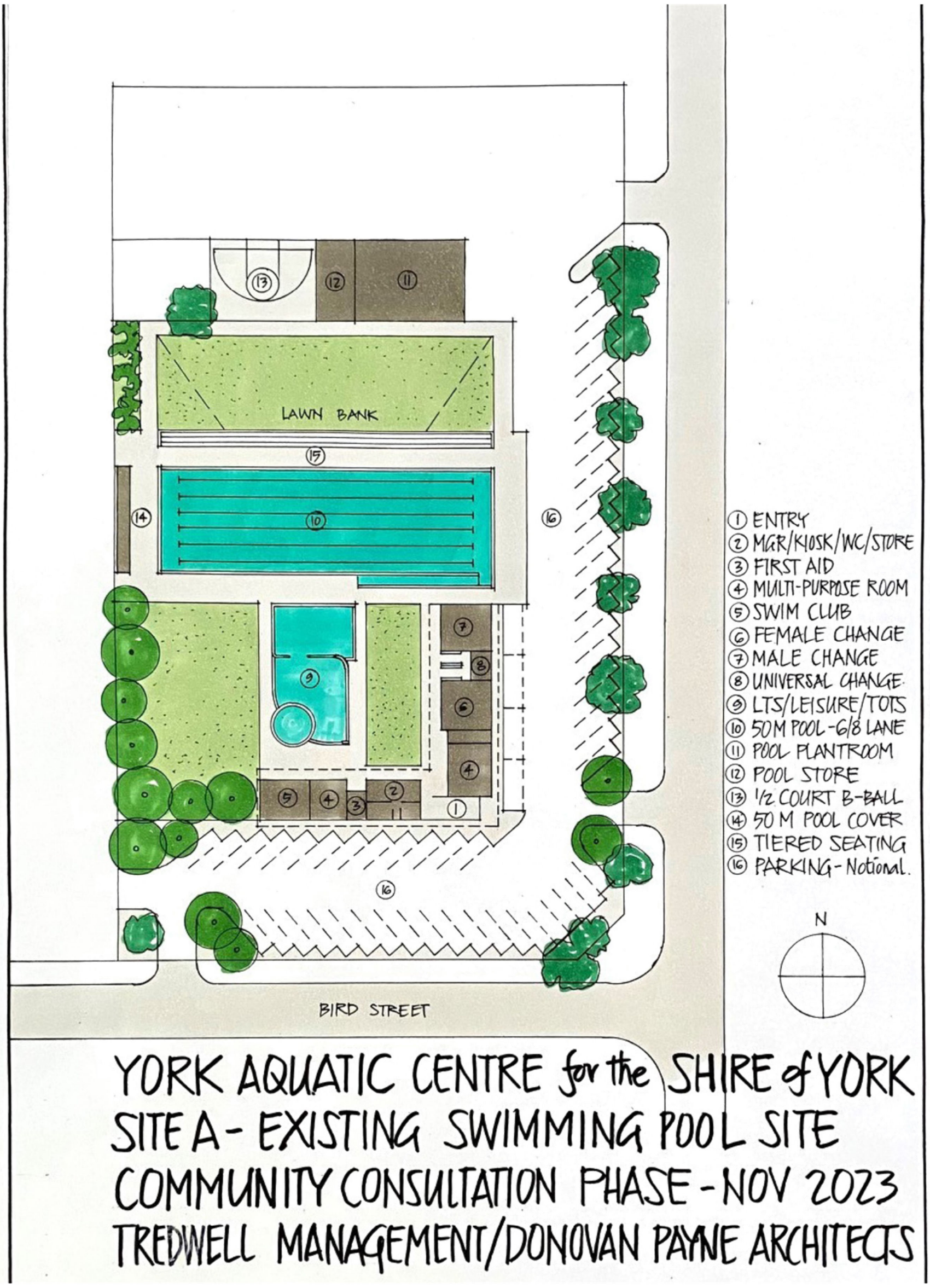


Figure 7: Concept Plan - Existing Swimming Pool Site

07 Concept Plans

Sport & Recreation Precinct Site

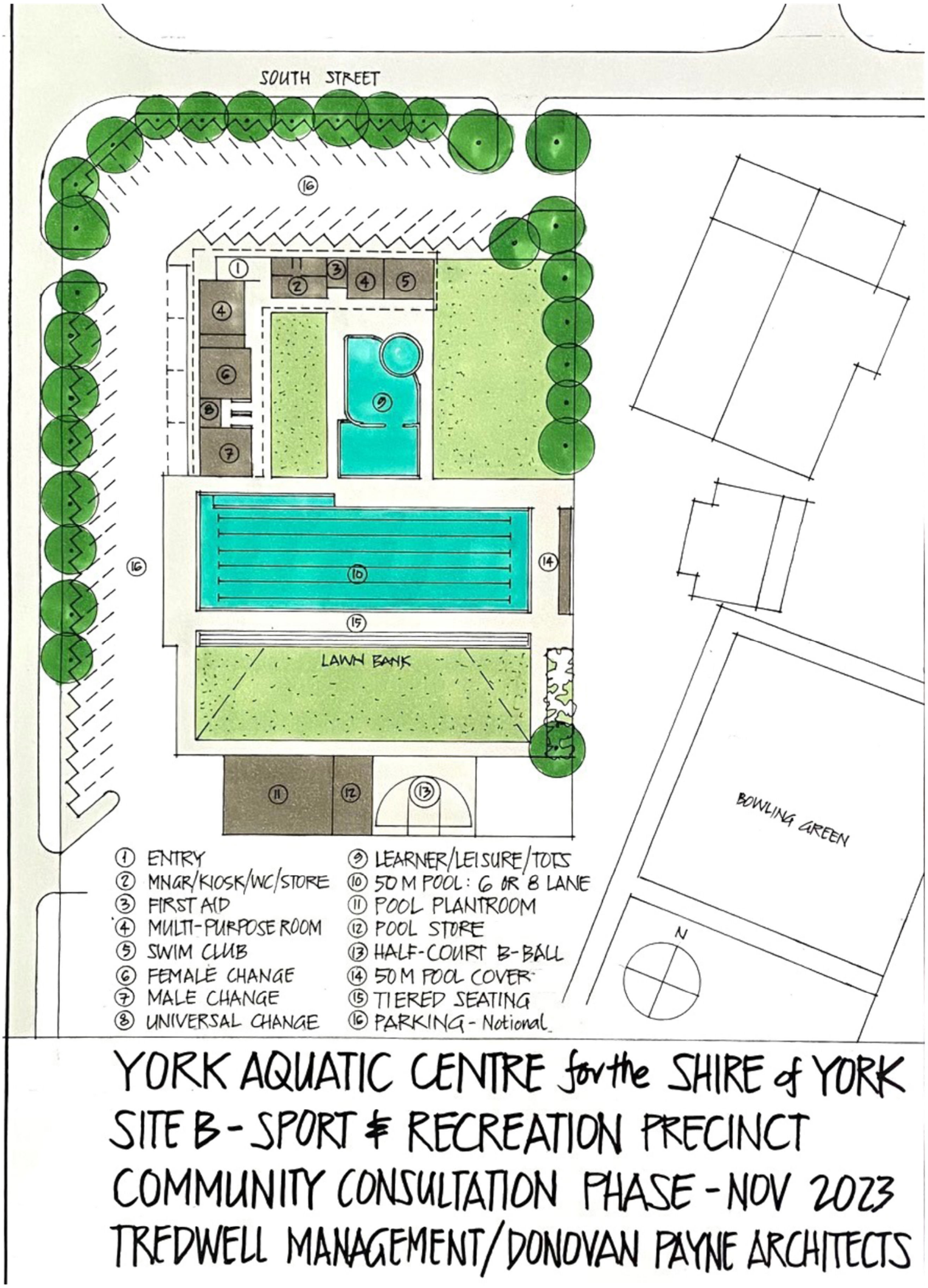


Figure 8: Concept Plan - Sport & Recreation Precinct Site


08
Cost Estimates

08 Cost Estimates

Cost Estimates Summary

An order of cost estimate has been undertaken by specialist quantity surveying firm, Neil Butler Quantity Surveying Services, for the facilities and infrastructure included in the following two existing concept plans:

- 50m 6-8 Lane Swimming Pool at the Existing Swimming Pool Site
- 50m 6-8 Lane Swimming Pool at the Sport & Recreation Precinct Site.

A comparative cost estimate has also been undertaken for a 25m 6 lane swimming pool at both sites.

Existing Swimming Pool Site

Table 18 provides a summary of the total construction costs and gross project costs associated with the redevelopment of the Pool at the existing swimming pool site based on the aforementioned options.

The cost estimates show that the most cost effective option is the 25m 6 lane swimming pool, which has an estimated total commitment of $8,602,428, followed by the 50m 6 lane swimming pool which has a estimated total commitment of $10,393,115 and the 50m 8 lane swimming pool which has a estimated total commitment of $11,402,178.

Table 18: Existing Swimming Pool Site Cost Estimates Summary

Item	25m 6 Lane Pool	50m 6 Lane Pool	50m 8 Lane Pool
Demolition	$139,450	$139,450	$139,450
Buildings	$1,647,400	$1,647,400	$1,647,400
Swimming Pool	$2,189,000	$3,251,500	$3,879,500
External Works	$1,011,314	$1,053,489	$1,052,309
External Services	$115,000	$115,000	$115,000
External Services Upgrade	$80,000	$80,000	$80,000
Design Contingency	$598,217	$708,684	$771,366
Total Construction Cost	**$5,780,381**	**$6,995,523**	**$7,685,025**
Construction Contingency	$289,019	$349,777	$384,252
Loose Furniture & Equipment	$10,000	$10,000	$50,000
Kitchen Fit-Out (Shelving Only)	$50,000	$50,000	$5,000
Professional Fees and Disbursements	$858,116	$1,036,742	$1,137,398
Gross Project Cost (December 2023)	**$6,987,516**	**$8,442,041**	**$9,261,675**
Escalation to December 2025	$646,106	$780,600	856,388
Escalation to Tender (Assume June 2026)	$131,613	$159,010	174,448
Escalation During Construction (Assume 12 Months)	$133,166	$160,886	176,506
Gross Project Cost (July 2027)	**$7,898,400**	**$9,542,536**	**$10,469,016**
Location Allowance (Excludes Professional Fees)	$704,028	$850,579	$933,162
Estimated Total Commitment (Excluding GST)	**$8,602,428**	**$10,393,115**	**$11,402,178**

08 Cost Estimates

Sport & Recreation Precinct Site

Table 19 provides a summary of the total construction costs and gross project costs associated with the redevelopment of the Pool at the sport and recreation precinct site based on the aforementioned options.

The cost estimates show that the most cost effective option is the 25m 6 lane swimming pool, which has an estimated total commitment of $9,076,205, followed by the 50m 6 lane swimming pool which has a estimated total commitment of $10,866,892 and the 50m 8 lane swimming pool which has a estimated total commitment of $11,882,972.

The redevelopment of the Pool at the sport and recreation precinct site is slightly more expensive than the existing swimming pool site due to the demolition of the existing buildings and basketball courts as well as upgrades to the existing site services.

Table 19: Sport & Recreation Precinct Site Cost Estimates Summary

Item	25m 6 Lane Pool	50m 6 Lane Pool	50m 8 Lane Pool
Demolition	$263,000	$263,000	$263,000
Buildings	$1,647,400	$1,647,400	$1,647,400
Swimming Pool	$2,189,000	$3,251,500	$3,879,500
External Works	$1,162,764	$1,204,939	$1,203,759
External Services	$130,000	$130,000	$130,000
External Services Upgrade	$155,000	$155,000	$155,000
Design Contingency	$554,717	$665,184	$727,866
Total Construction Cost	**$6,101,881**	**$7,317,023**	**$8,006,525**
Construction Contingency	$305,094	$365,852	400,327
Loose Furniture & Equipment	$10,000	$10,000	$10,000
Kitchen Fit-Out (Shelving Only)	$50,000	$50,000	$50,000
Professional Fees and Disbursements	$905,376	$1,084,002	$1,185,359
Gross Project Cost (December 2023)	**7,372,351**	**8,826,877**	**9,652,210**
Escalation to December 2025	$681,690	$816,184	$892,498.91
Escalation to Tender (Assume June 2026)	$138,861	$166,258	$181,803.80
Escalation During Construction (Assume 12 months)	$140,500	$168,220	$183,948.55
Gross Project Cost (July 2027)	8,333,402	9,977,538	10,910,462
Location Allowance (Excludes Professional Fees)	$742,803	$889,354	$972,510.29
Estimated Total Commitment (Excluding GST)	**$9,076,205**	**$10,866,892**	**$11,882,972**

09 Management and Operating Models



09 Management and Operating Models

Management and Operating Options

There are numerous potential management and operating models that can be used for a community aquatic facilities. These may be in-house, outsourced or a combination of both. In relation to the governance and management models of public aquatic and leisure facilities, there are three common management structures:

- Direct Management, where the local government retains total control and accountability for the operation of its facility through directly employing staff
- Indirect Management, where the operation of the facility is placed at 'arms lengths' from the local government, while retaining effective control through the terms of its membership of a 'body corporate' formed to manage the facility
- Independent Management, where the local government leases the facility to a private operator or independent organisation (usually with conditions for access, user charges etc.).

The current management and operating model at the Pool is the Direct Management Model. Table 20 presents an overview of the management options available to the Shire and an analysis of these options. Table 21 on the following page provides an overview of the benefits and constraints associated with each management option.

Table 20: Management Options

Direct Management 'In House'	Indirect Management 'Arms Length'	Independent Management 'Outside'
A. Managed and operated directly by the Shire's employees.	D. Managed by an incorporated association (or a Company Limited by Guarantee) comprising of representatives from the Shire and user groups.	G. Managed by private (commercial) individual or organisation through a lease.
B. Managed by a Committee under the *Local Government Act* using employees.	E. Managed in partnership with the Shire via an incorporated association (or a Company Limited by Guarantee) comprising of representatives from the Shire and specialist management agency.	H. Managed by a single or composite user group (sporting or community organisation) though a lease.
C. Managed by a Committee under the *Local Government Act* using contract labour and support services.	F. Managed by a specialist management agency which has a management services agreement with the Shire.	I. Managed by a specialist management agency through a lease.

09 Management and Operating Models

Table 21: Benefits and Constraints of Each Management Option

Management Option	Benefits	Constraints
Direct Management	• The facility owner has complete control over centre operations • Most suitable option if there is a need to provide social services/programs that may need financial support.	• Recreation administrators and program staff often work evenings and weekends. Overtime and penalty rates set by awards can result in higher staffing costs. These increases may be avoidable where alternative management structures are used • Where only a few staff are employed at the facility, the owner may need to provide administrative support for the centre manager (e.g. banking, financial reports, bookings, key collection, secretarial, IT and mail services) • Direct management also requires specialist skills that councils do not always have in-house.
Indirect Management	• The owner has less administrative responsibility • Management 'freed up' to operate independently of the owner organisation. This may present opportunities to improve operational efficiencies and adopt a more commercial approach • The contract can be structured to increase the reliability of the centre's operating budget • Where financial performance falls short of budget projections, the contractor would normally be liable for the loss. Where an operational surplus is realised, the contractor normally retains the excess, or it may be reserved for capital purchases or improvements • Financial incentives are often built into the contract to encourage the operator to succeed.	• Owner has minimal control over day to- day operations • Potential for reduced social benefit as contractor may only offer profitable programs and competitions and disregard the social needs of the broader community • Facility owner is usually required to pay a management fee to the contractor.
Independent Management	• The owner has no day-to-day administrative responsibility • The owner has minimal financial risk • The lessee may invest funds in the facility if they have sufficient tenure to generate an acceptable return on their investment.	• Difficult to lease a centre that projects an operating deficit • The degree of control that the facility owner has over centre operations is limited by the way the lease agreement is structured • Broader community benefits sought by the facility owner must be specified in the lease agreement • The lessee retains operational profits • Difficult for either party to withdraw from or change the terms of the lease without the consent of both parties.

09 Management and Operating Models

In terms of their ability to satisfy the objectives held by most councils, each of the three broad management options outlined in the previous tables have both advantages and disadvantages. These are further summarised in Table 22, which illustrates the capacity of each option to meet the key council objectives of financial efficiency, access for the community and stewardship of facilities.

In general terms, facilities operated directly by councils tend to be hampered in their operating performance by local government regulations and practices as well as inadequate financial, staffing and reporting systems. They can also be susceptible to the influence of dominant user groups and local political pressures.

Facilities leased to private operators or independent community groups are often not properly maintained. The financial objectives of the operator are often in conflict with council aims for financial efficiency, access and facility stewardship. Whereas an indirect management structure tends to allow all council objectives to be achieved to a satisfactory level, with the Shire still maintaining a level of control in relation to service levels.

Table 22: Ability of the Management Model Options to Meet Council Objectives

Council Objectives	Direct Management (Controlled by Council)	Indirect Management (Under Auspices of Council)	Independent Management (Controlled Externally)
Reduce or eliminate deficit funding	DIFFICULT • Limited sense of competition and accountability • Slow to exploit opportunities • Politically vulnerable • Inflexible industrial arrangements.	ACHIEVABLE • Body corporate is nimble and independently accountable • Flexible industrial arrangements • Staff encouraged to become entrepreneurial by way of incentives • Management agency can provide specialist experience.	EASIER • Lessee operators are able to make economies on labour, goods and services • Limited political considerations when setting fees and timetables.
Maintain a significant degree of control	EASIER • Management by Shire Staff • Regular reports to the Shire • Elected Members have opportunities for ongoing input.	ACHIEVABLE • Qualified lease/license to body corporate gives the Shire ultimate control • The Shire is a significant partner in the body corporate • Regular reports to the Shire regarding use, fees, finance and administration.	DIFFICULT • Control usually via mid to long term lease with no provision for change in local circumstances • Usually no opportunity for the Shire to participate in management.

09 Management and Operating Models

Council Objectives	Direct Management (Controlled by Council)	Indirect Management (Under Auspices of Council)	Independent Management (Controlled Externally)
Keep assets in good repair (building and equipment)	EASIER • Maintained by Shire Staff to Council standards and budget provisions • Prompt response and care by the Shire's own maintenance staff.	ACHIEVABLE • Formal commitment built into management agreement for maintenance and refurbishment • Monitored by the Shire through its partnership in the body corporate.	DIFFICULT • Financial objectives (profit or providing funds for other ventures) often cause conflict in decision making related to appropriate maintenance of building and equipment.
Gain optimum use and flexibility (multi-use)	ACHIEVABLE • Vocal minority groups may be allowed to dominate peak times • Most use by hire only (little or no promotion of regular weekly activities).	ACHIEVABLE • No one sport favoured • Direct promotion of regular activities (not just hire) • Incentive to replace failing programs as soon as possible • Management agency can apply specialist experience.	DIFFICULT • One sport often favoured • Usually focus on 'cash cow' activities • Membership restrictions often apply.

Typical Operating Costs

Operating costs are recurrent and councils often develop facilities that are within their capital budgets but not designed to meet the annual costs of the facility. The approach to management, fees and charges, facilities and programs offered, number of staff, energy use and the facility location are key aspects of controlling recurrent costs.

The ongoing recurrent costs of managing aquatic facilities can vary substantially. There are several examples across WA and Australia where well designed indoor aquatic facilities with complimentary aquatic and fitness infrastructure can deliver operating surpluses to councils (excluding depreciation and interest). However, generally speaking, all aquatic facilities fail to cover their asset renewal costs or deliver a return on investment.

An achievable expectation that can be incorporated into the planning phase for an aquatic facility is to minimise operating costs and optimise revenue generation. This would require a balance of service offerings that meet the key market segments identified previously in the Planning and Analysis Chapter and a focus on revenue generation activities such as swimming lessons, retail, food and beverage offerings and wellness and fitness services that compliment traditional aquatic programs. If this can be achieved, the ongoing cash impact will be minimised.

09 Management and Operating Models

Figure 9 represents an overview of the typical operating costs for different types of aquatic facilities (outdoor, indoor/outdoor and indoor) across Australia, as determined through longitudinal studies undertaken by the University of South Australia. The CERM Performance Indicator (CERM PI) project was established to provide industry benchmark information for operator usage and comparison.

CERM PI AQUATIC INDICATORS

		Group 5 Outdoor Pool/s 2019-21 Medians n=58	Group 6 Indoor & Outdoor 2019-21 Medians n=61	Group 7 Indoor Pool/s 2019-21 Medians n=52
Total space (m^2)		**1,980**	**4,264**	**3,950**
FINANCE	Expense recovery	61%	70%	88%
	Gross receipts	$399,864	$1,947,965	$3,025,054
	Gross expenditures	$567,841	$2,797,338	$3,198,711
	Fees per visit	$4.21	$7.15	$8.08
	Secondary spend per visit	$0.71	$0.53	$0.42
	Surplus (subsidy) per visit	-$3.87	-$2.88	-$1.32
	Receipts per visit	$6.15	$8.51	$8.9
	Receipts per $metre^2$	$196	$477	$643
	Adult swim fee	$6.60	$6.65	$7.0
	Child swim fee	$4.70	$5.10	$5.0
	Personal training session fee (1/2 hour)	$50	$45	$45
	Aquatic membership fee (12 months)	$607	$615	$743
	Health & fitness membership fee (12 months)	$1,053	$946	$955
	Learn to swim membership fee (12 months)	$720	$836	$900

Figure 9: CERM Aquatic Performance Indicators

09 Management and Operating Models

Financial Models

Five year financial models have been prepared for the new Pool, based on the following three scenarios:

- Best Case Scenario
- Likely Scenario
- Conservative Scenario.

These operating models identify the key revenue streams and operational expenses based on industry benchmarks including the CERM Performance Indicators, similar sized facilities in WA as well as current operational and financial data provided by the Shire.

A summary and breakdown for each of the financial models is provided over the following pages.

Best Case Scenario

The best case scenario assumes the best possible outcomes for the new Pool in terms of key revenue streams and operational expenses. Based on the best case scenario operating model, total revenue for Year 1 is predicted to be $244,690 and is expected to increase to $306,591 by Year 5. Learn to swim, café and general admission are expected to be the three largest revenue drivers.

In addition, total expenses for Year 1 is predicted to be $303,533 and is expected to increase to $364,518 by Year 5. The most substantial expense is expected to be depreciation followed by staffing expenses, operational expenses, admin overheads and cost of goods and services.

The total deficit of the best case scenario for Year 1 is predicted to be -$58,843 and is expected to decrease slightly to -$57,928 by Year 5. In addition, the grand total deficit of the best case scenario for Year 1 is predicted to be -$338,177 and is expected to increase to -$355,343 by Year 5. This is a lower deficit than both the 'likely' scenario and the 'conservative' scenario.

Table 23 on the following page outlines the financial breakdown for the best case scenario operating model.

Assumptions:

- Managed in-house by an experienced facility manager
- Facility is actively marketed and promoted by the Shire to optimise usage
- Calculations based on data provided by the Shire, CERM Performance Indicators and financials for similar sized centres
- Café is operational
- General admission and membership figures are conservative (i.e. based on existing data)
- Staffing expenses include salaries, wages and superannuation
- Facility depreciates at 2% per year over 50 years based on the initial capital cost for a 50m 6 lane swimming pool at the existing swimming pool site
- Total number of members is assumed to be 197 based on the CERM Performance Indicators, with a membership cost of $115 based on the current cost of a single full season pass
- The general admission and school cost figures have been provided by the Shire and may increase once the new facility has been developed

09 Management and Operating Models

- The general admission figures are based on aquatic users only and do not take into account potential users of the basketball court, playground etc.
- Total number of learn to swim participants is assumed to be 491 based on the current number of children aged between 0-14 within the Shire (ABS, 2021)
- Total cost figure of learn to swim is assumed to be $200 based on the average cost of a swimming lesson ($25) extrapolated over an 8 week spring/summer school holiday period
- It is assumed that each visitor to the swimming pool spends $5 per visit at the café
- The CPI Index percentage of 5.8% p.a. is based on Perth's most recent inflation data for the previous year (September 2022 to September 2023)
- The staffing expenses percentage of 4% is based on Australia's current wage price index data for the previous year (September 2022 to September 2023).

Table 23: Best Case Scenario

Profit/Loss	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue					
General Admission (Aquatics)	$35,210	$37,252	$39,413	$41,699	$44,117
Members	$22,655	$23,969	$25,359	$26,830	$28,386
Learn to Swim (0-14 Years)	$98,200	$103,896	$109,922	$116,297	$123,042
Schools	$3,415	$3,613	$3,823	$4,044	$4,279
Café	$85,210	$90,152	$95,381	$100,913	$106,766
Total Revenue	**$244,690**	**$258,882**	**$273,897**	**$289,783**	**$306,591**
Expense					
Staffing Expenses (Salaries & Wages)	$190,107	$197,711	$205,620	$213,845	$222,398
Operational Expenses	$78,426	$82,975	$87,787	$92,879	$98,266
Cost of Goods & Services	$35,000	$37,030	$39,178	$41,450	$43,854
Total Expense	**$303,533**	**$317,716**	**$332,585**	**$348,173**	**$364,518**
Surplus/Deficit					
Total Surplus/Deficit	**-$58,843**	**-$58,834**	**-$58,688**	**-$58,390**	**-$57,928**
Admin Overheads	$71,472	$75,617	$80,003	$84,643	$89,553
Depreciation	$207,862	$207,862	$207,862	$207,862	$207,862
Grand Total Surplus/Deficit	**-$338,177**	**-$342,314**	**-$346,553**	**-$350,896**	**-$355,343**

CPI Index (p.a.): 5.8%, Staffing Expenses (p.a.): 4.0%, Straightline Depreciation (p.a.): 2%

09 Management and Operating Models

Likely Scenario

The likely scenario assumes the most probable outcomes for the new Pool in terms of key revenue streams and operational expenses. Based on the likely scenario operating model, total revenue for Year 1 is predicted to be $193,174 and is expected to increase to $242,042 by Year 5. Learn to swim, café and general admission are expected to be the three largest revenue drivers.

In addition, total expenses for Year 1 is predicted to be $294,783 and is expected to increase to $353,555 by Year 5. The most substantial expense is expected to be depreciation followed by staffing expenses, operational expenses, admin overheads and cost of goods and services.

The total deficit of the likely scenario for Year 1 is predicted to be -$101,609 and is expected to increase to -$111,513 by Year 5. In addition, the grand total deficit of the likely scenario for Year 1 is predicted to be -$380,944 and is expected to increase to -$408,928 by Year 5. This is a lower deficit than the 'conservative' scenario but a higher deficit than the 'best case' scenario.

Table 24 on the following page outlines the financial breakdown for the likely scenario operating model.

Assumptions:

- Managed in-house by an experienced facility manager
- Facility is actively marketed and promoted by the Shire to optimise usage
- Calculations based on data provided by the Shire, CERM Performance Indicators and financials for similar sized centres
- Café is operational
- Café revenue has reduced by 25% on the 'best case' scenario
- General admission and membership figures are conservative (i.e. based on existing data
- Staffing expenses include salaries, wages and superannuation
- Facility depreciates at 2% per year over 50 years based on the initial capital cost for a 50m 6 lane swimming pool at the existing swimming pool site
- Total number of members has reduced by 25% on the 'best case' scenario
- Cost of a membership is $115 based on the current cost of a single full season pass
- The general admission and school cost figures have been provided by the Shire and may increase once the new facility has been developed
- The general admission figures are based on aquatic users only and do not take into account potential users of the basketball court, playground etc.
- Total number of learn to swim participants has reduced by 25% on the 'best case' scenario
- Total number of learn to swim participants is assumed to be 491 based on the current number of children aged between 0-14 within the Shire (ABS, 2021)
- Total cost figure of learn to swim is assumed to be $200 based on the average cost of a swimming lesson ($25) extrapolated over an 8 week spring/summer school holiday period
- It is assumed that each visitor to the swimming pool spends $5 per visit at the café
- The CPI Index percentage of 5.8% p.a. is based on Perth's most recent inflation data for the previous year (September 2022 to September 2023)
- The staffing expenses percentage of 4% is based on Australia's current wage price index data for the previous year (September 2022 to September 2023)
- The cost of goods and services expense has reduced by 25% in line with the reduction in café revenue.

09 Management and Operating Models

Table 24: Likely Scenario

Profit/Loss	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue					
General Admission (Aquatics)	$35,210	$37,252	$39,413	$41,699	$44,117
Members	$16,991	$17,977	$19,019	$20,123	$21,290
Learn to Swim (0-14 Years)	$73,650	$77,922	$82,441	$87,223	$92,282
Schools	$3,415	$3,613	$3,823	$4,044	$4,279
Café	$63,908	$67,614	$71,536	$75,685	$80,075
Total Revenue	**$193,174**	**$204,378**	**$216,232**	**$228,773**	**$242,042**
Expense					
Staffing Expenses (Salaries & Wages)	$190,107	$197,711	$205,620	$213,845	$222,398.30
Operational Expenses	$78,426	$82,975	$87,787	$92,879	$98,266
Cost of Goods & Services	$26,250	$27,773	$29,383	$31,088	$32,891
Total Expense	**$294,783**	**$308,458**	**$322,790**	**$337,811**	**$353,555**
Surplus/Deficit					
Total Surplus/Deficit	**-$101,609**	**-$104,081**	**-$106,559**	**-$109,038**	**-$111,513**
Admin Overheads	$71,472	$75,617	$80,003	$84,643	$89,553
Depreciation	$207,862	$207,862	$207,862	$207,862	$207,862
Grand Total Surplus/Deficit	**-$380,944**	**-$387,560**	**-$394,424**	**-$401,543**	**-$408,928**

CPI Index (p.a.): 5.8%, Staffing Expenses (p.a.): 4.0%, Straightline Depreciation (p.a.): 2%

09 Management and Operating Models

Conservative Scenario

The conservative scenario assumes the most cautious outcomes for the new Pool in terms of key revenue streams and operational expenses. Based on the conservative scenario operating model, total revenue for Year 1 is predicted to be $141,658 and is expected to increase to $177,493 by Year 5. Learn to swim, café and general admission are expected to be the three largest revenue drivers.

In addition, total expenses for Year 1 is predicted to be $286,033 and is expected to increase to $342,591 by Year 5. The most substantial expense is expected to be depreciation followed by staffing expenses, operational expenses, admin overheads and cost of goods and services.

The total deficit of the conservative scenario for Year 1 is predicted to be -$144,376 and is expected to increase to -$165,098 by Year 5. In addition, the grand total deficit of the conservative scenario for Year 1 is predicted to be -$423,710 and is expected to increase to -$462,513 by Year 5. This is higher than both the 'best case' scenario and the 'likely' scenario.

Table 25 on the following page outlines the financial breakdown for the conservative scenario operating model.

Assumptions:

- Managed in-house by an experienced facility manager
- Facility is actively marketed and promoted by the Shire to optimise usage
- Calculations based on data provided by the Shire, CERM Performance Indicators and financials for similar sized centres
- Café is operational
- Café revenue has reduced by 50% on the 'best case' scenario
- General admission and membership figures are conservative (i.e. based on existing data
- Staffing expenses include salaries, wages and superannuation
- Facility depreciates at 2% per year over 50 years based on the initial capital cost for a 50m 6 lane swimming pool at the existing swimming pool site
- Total number of members has reduced by 50% on the 'best case' scenario
- Cost of a membership is $115 based on the current cost of a single full season pass
- The general admission and school cost figures have been provided by the Shire and may increase once the new facility has been developed
- The general admission figures are based on aquatic users only and do not take into account potential users of the basketball court, playground etc.
- Total number of learn to swim participants has reduced by 50% on the 'best case' scenario
- Total number of learn to swim participants is assumed to be 491 based on the current number of children aged between 0-14 within the Shire (ABS, 2021)
- Total cost figure of learn to swim is assumed to be $200 based on the average cost of a swimming lesson ($25) extrapolated over an 8 week spring/summer school holiday period
- It is assumed that each visitor to the swimming pool spends $5 per visit at the café
- The CPI Index percentage of 5.8% p.a. is based on Perth's most recent inflation data for the previous year (September 2022 to September 2023)
- The staffing expenses percentage of 4% is based on Australia's current wage price index data for the previous year (September 2022 to September 2023)
- The cost of goods and services expense has reduced by 50% in line with the reduction in café revenue.

09 Management and Operating Models

Table 25: Conservative Scenario

Profit/Loss	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue					
General Admission (Aquatics)	$35,210	$37,252	$39,413	$41,699	$44,117
Members	$11,328	$11,984	$12,680	$13,415	$14,193
Learn to Swim (0-14 Years)	$49,100	$51,948	$54,961	$58,148	$61,521
Schools	$3,415	$3,613	$3,823	$4,044	$4,279
Café	$42,605	$45,076	$47,691	$50,457	$53,383
Total Revenue	**$141,658**	**$149,874**	**$158,566**	**$167,763**	**$177,493**
Expense					
Staffing Expenses (Salaries & Wages)	$190,107	$197,711	$205,620	$213,845	$222,398.30
Operational Expenses	$78,426	$82,975	$87,787	$92,879	$98,266
Cost of Goods & Services	$17,500	$18,515	$19,589	$20,725	$21,927
Total Expense	**$286,033**	**$299,201**	**$312,996**	**$327,448**	**$342,591**
Surplus/Deficit					
Total Surplus/Deficit	**-$144,376**	**-$149,327**	**-$154,430**	**-$159,685**	**-$165,098**
Admin Overheads	$71,472	$75,617	$80,003	$84,643	$89,553
Depreciation	$207,862	$207,862	$207,862	$207,862	$207,862
Grand Total Surplus/Deficit	**-$423,710**	**-$432,807**	**-$442,295**	**-$452,191**	**-$462,513**

CPI Index (p.a.): 5.8%, Staffing Expenses (p.a.): 4.0%, Straightline Depreciation (p.a.): 2%

CAPEX Assessment

The general capital expenditure requirements for the new Pool are outlined in Table 26. These works will be required to maintain, refurbish and upgrade plant and built structures to keep them in a satisfactory condition. The cost figures outlined in the table are based on the initial capital cost for a 50m 6 lane swimming pool at the existing swimming pool site ($10,393,115) and a 50m 6 lane pool at the sport and recreation precinct site ($10,866,892).

At this early stage of the project, it is noted that the figures are a broad indication only and may be used as a guide for financial planning, however a detailed CAPEX Assessment should be carried out once the detailed design and documentation has been finalised.

Table 26: CAPEX Assessment Summary

Years	% of Initial Capital Cost	Existing Swimming Pool Site	Sport & Recreation Precinct Site
1-5	0.9%	$93,538	$97,802
6-10	3.5%	$363,759	$380,341
11-15	5.2%	$540,442	$565,078
16-20	7.5%	$779,484	$815,017
21-25	8.5%	$883,415	$923,686

Source: Rider Levett Bucknall 25 Year Broad CAPEX Assessment Indicators


10
Funding Opportunities

10 Funding Opportunities

Funding

Ideally, enhancements to aquatic facilities can be funded through revenue streams from various levels of government and other sources. This section provides examples of a various external funding programs and grants which may be applicable to the new Pool. These programs change regularly, and it is important to contact the funding agency/organisation to obtain up to date details on guidelines and project eligibility.

Federal Government

Sport Australia

Sport Australia provides opportunities for individuals and organisations to receive funding through the Australian Government.

Refer: https://www.sportaus.gov.au/grants_and_funding

Growing Regions Program

The Growing Regions Program will help drive regional economic prosperity by providing access to funding for capital works for community and economic infrastructure across rural and regional areas.

The program will be open and competitive with grants awarded on a merit basis. Administered funding for the program will be provided over three years. The program will be open to local government entities and not-for-profit organisations.

Refer: https://www.infrastructure.gov.au/territories-regions-cities/regional-australia/growing-regions-program

Play Our Way program

The Play Our Way program will provide greater opportunities for women and girls to access, participate and remain involved in sport and physical activity.

The Australian Government is providing $200 million for the Play Our Way program. The program will run over 3 years from 2024–25 to 2026–27.

The program will provide funding for local solutions and improvements that address participation barriers faced by women and girls.

Successful organisations will use the grants to:

provide safe, inclusive, quality and sustainable facilities, equipment and initiatives

help women and girls to remain involved in sport and physical activity for life.

We designed the program with help from experts across sport and government. This includes an expert advisory panel of women with experience in community and professional sport.

Refer: https://www.health.gov.au/our-work/play-our-way-program

10 Funding Opportunities

State Government

Community Sporting and Recreation Facilities Fund

The CSRFF exemplifies the WA Government's commitment to the development of sustainable infrastructure for sport and recreation across the State. The purpose of the program is to provide WA Government financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation.

The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well designed and well utilised facilities.

Through the CSRFF, the State Government will invest annually in the development of high-quality physical environments in which people can enjoy sport and recreation.

There is $20 million available for allocation in the 2024/25 funding round.

Eligibility criteria includes:

- Local governments
- Not-for-profit sport, recreation, or community organisations (must be incorporated).

Refer: https://www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/community-sporting-and-recreation-facilities-fund

Local Government

As the largest provider of aquatic facilities, local governments make significant investments into facilities, programs and services. Where funding objectives align with Council's objectives, funding is often distributed to community organisations to support the development of successful aquatic facilities in their local area. This may be through a capital works program, grant or loan (sometimes low interest).

Other Funding Bodies

Australian Sports Foundation

The Australian Sports Foundation has been helping athletes, sporting clubs and organisations fundraise for more than 30 years. The money raised by the Australian Sports Foundation is granted to fund programs designed to increase healthy activity levels and grow participation in sport. The Australian Sports Foundation focuses on helping kids get active, breaking down the barriers of entry for women, and on bringing more diversity to sport and access for all.

Refer: www.asf.org.au

Trusts and Foundations

There are many trusts and foundations established in Australia with a number providing funding for sport and recreation projects. They are often established by large corporations.

Refer: www.philanthropy.org.au

Commercial and Private Sector Funding

Commercial and private sector funding is often used by sporting and community organisations to assist with facility developments and ongoing operations. Opportunities such as facility naming rights and in-kind donations are available for new facility developments and upgrades.

10 Funding Opportunities

Associations, Clubs and Peak Bodies

Association and club contributions toward facility development and other initiatives is common. This may include funds generated through fundraising, loans and savings. Peak bodies may also have funding available which could be contributed towards aquatic projects.


11
Key Recommendations

11 Key Recommendations

Key Recommendations

Based on the Needs Assessment and Feasibility Study Report findings a series of key recommendations have been made and are summarised below.

Number	Recommendation
1.	The preferred site for the proposed new Swimming Pool development is the north west corner of the Sport and Recreation Precinct site subject to further investigations being conducted on the site.
2.	The preferred length of the proposed new Swimming Pool development is 50m with preferably eight lanes but at a minimum six lanes.
3.	The Shire conduct further investigations including geo-technical, identification of site services and a site survey to determine the suitability of the Sport and Recreation Precinct site for the proposed new Swimming Pool development.
4.	Subject to the outcomes of the site investigations, detailed designs and a lifecycle costing are developed for the new Swimming Pool development at the Sport and Recreation Precinct site.
5.	Determine alternate facilities for the existing user groups located at the site that will be impacted by the development.
6.	Investigate further external grant funding opportunities including State and Federal level grants to fund the development of the new Swimming Pool.
7.	Develop an advocacy strategy and plan to lobby for external funding from State and Federal Government for the new Pool development.

12 Appendices



12 Appendices

Appendix A: Background Review

Appendix A: Background Review

Federal Level Documents

Sport Australia – Sport 2030



The vision for Australian sport in 2030 is:

"Australia is the world's most active and healthy sporting nation, known for its integrity and excellence".

The mission for Australian sport in 2030 is:

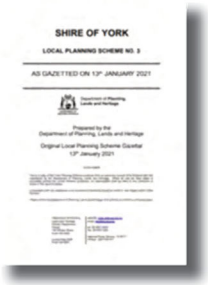
- Reduce inactivity by 15% by 2030
- International sporting success
- A fair, safe and strong sport sector
- A thriving sport and recreation industry.

The strategic priorities for Australian sport in 2030 are:

- Build a more active Australia – more Australians, more active, more often
- Achieving sporting excellence – national pride, inspiration and motivation through international sporting success
- Safeguarding the integrity of sport – a fair, safe and strong sport sector free from corruption
- Strengthening Australia's sport industry – a thriving Australian sport and recreation industry.

State Level Documents

Shire Of York Local Planning Scheme No. 3 (2021)



The aims of the *Shire Of York Local Planning Scheme No. 3* (2021) are to:

- Protect and enhance the natural and cultural values of the Shire of York, particularly viable agricultural land, significant environmental assets, and cultural heritage values from inappropriate use and development
- Facilitate innovative, creative and diverse business and employment opportunities
- Protect and enhance the amenity and health of the Shire's community
- Retain the special historic significance of the Shire's townsite
- Make provision for necessary community and service infrastructure
- Facilitate a diversity of lifestyle and housing

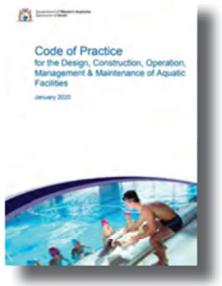
Appendix A: Background Review

opportunities that reflect the rural and historic character of the Shire.

The *Shire Of York Local Planning Scheme No. 3* (2021) sets out the following objectives for the reserves/zones which are relevant to the development of the Needs Assessment & Feasibility Study.

- Civic and Community: provide for a range of community facilities which are compatible with surrounding development
- Public Purposes: provide for a range of essential physical and community infrastructure
- Regional Centre: encourage high quality, pedestrian friendly, street orientated development that responds to and enhances the key elements of the Regional Centre, to develop areas for public interaction and support the provision of public transport.

Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities (2020)



The *Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities* (2020) has been prepared to ensure that public aquatic facilities are operated to consistently high health and safety standards, by minimising the occurrence of disease, injury and other health-related complaints associated with the use of these facilities.

The Code of Practice is primarily aimed at designers, builders and operators of aquatic facilities, together with the agencies responsible for administration of the *Health (Miscellaneous Provisions) Act 1911*, such as State and Local Government, authorised officers and associated practitioners. The general design and construction requirements for aquatic facilities which are most relevant to the development of the Needs Assessment & Feasibility Study are outlined below.

Access and Egress

Access into, or egress from an aquatic facility water body shall consist of one or a combination of stairs/steps, ladders, swim-outs, pool-seats, landings, ramps or beach entries. Aquatic facility water bodies shall have a means of access and egress at the shallowest point if the water depth exceeds 600mm. A means of egress shall be provided in the deepest point of the water body if the water depth is 1.8m or greater. Where the water body is greater than 9m wide, a means of egress shall be provided on both sides of the water body at the deepest point. Handrails shall be provided for ramps and each set of steps/ stairs.

Lighting

While in use, aquatic facilities shall be provided with sufficient lighting to enable every part of the facility, including the underwater area to be observed without interference from direct or reflected glare from the lighting sources. Lighting requirements do not apply within fully enclosed waterslide flume sections. The water surface of water bodies used after sunset shall

Appendix A: Background Review

be illuminated by overhead lighting to a minimum level of 80lux, and to such a level that will allow a Secchi disc placed on the floor of the water body to be seen from the concourse. Indoor facilities shall be provided with lighting systems that can achieve the above illumination levels. All areas of waterslide facilities that are available to the public shall also comply with these requirements.

Fencing and Security

Whenever the facility is not in use, security measures shall be provided that deter the unauthorised entry of persons.

Sanitary Amenities

Aquatic facilities shall be provided with toilets, hand-wash basins, showers and changerooms. Toilets must be provided for spectators in accordance with the requirements in the Building Code of Australia. Facilities shall be provided for persons using the aquatic facilities in accordance with the following requirements:

- One water closet for every 40 female patrons
- One water closet plus one urinal for every 60 male patrons
- One shower for every 40 patrons
- One hand basin for every 60 patrons.

Sanitary facilities shall not be located further than 90m from the water body on the horizontal plane and as close as practicable on the vertical plane in the case of high rise complexes.

First Aid Facilities

Aquatic facilities shall be provided with minimum first aid facilities, including a separate room or area containing all of the following items:

- Resuscitation notice
- Examination couch
- Hand wash basin with reticulated potable water
- Communication system
- GPO outlet
- Work bench for the preparation or the cleaning and sterilisation of items used in first aid treatment
- Storage for first aid supplies and equipment
- Washable flooring.

Safety Signage

The purpose of safety signage in aquatic facilities is to give user guidance about the rules of expected behaviour when using the facility (as determined by the operator), specific facility features which might impact on their safety, particular restrictions on facility use and basic issues related to emergency response. Signage requirements for aquatic facilities are either mandatory or recommended. The mandatory requirements include the following.

- All aquatic facilities intended or restricted to only daylight use because overhead lighting intensity has not been confirmed or provided, shall have at least one sign which states “No Use Of Facility Allowed After Dark” or similar so users are aware of that restriction.
- All aquatic facility water bodies shall be provided with depth markings
- All aquatic facilities shall have at least one resuscitation notice installed in a prominent position of view to users and adjacent to the first aid point
- All spa pools shall have a spa pool safety rules sign which shall be installed adjacent to the spa pool in a prominent position of view to users
- All spa pools shall have signage on the emergency spa stop switch, detailing the purpose and be located adjacent to the switch/button
- All water spray grounds/interactive water features shall have a safety rules sign installed in a prominent position of view to users.

Appendix A: Background Review

Shade Protection

The provision of shade is recommended for all outdoor aquatic facilities and, where provided, shall comply with the requirements stipulated in Shade for the Public Swimming Pools Information Sheet. Where facilities choose to erect shade structures, they shall be carefully positioned to ensure that they do not obscure overhead lighting towers.

Sport and Recreation Industry Priorities (2021)



The purpose of *Sport and Recreation Industry Priorities* (2021) is to:

- Document evidence-based industry priorities
- Provide a snapshot of what is important to the industry
- Guide resource allocation
- Inform the review and/or development of initiatives that are delivered by DLGSC to support the industry
- Inform industry and sector strategic planning process.

The focus areas and priorities include the following.

- Value: the ability to understand, quantify and articulate the social, economic, health and environmental benefits derived from sport and recreation
- People: the people involved in the delivery of sport and recreation have well developed capabilities, aligned to the needs of the industry
- Structure and Systems: the structures and systems that support the sport and recreation industry are fit-for-purpose and operate efficiently and effectively
- Environment: the places and spaces in which sport and recreation occurs are accessible, safe and available into the future
- Opportunity: participants are attracted, retained and able to transition from entry level to elite.

Appendix A: Background Review

Facility Planning Guide Sport and Recreation Facilities (2007)



The *Facility Planning Guide Sport and Recreation Facilities* (2007) sets out four key principles of facility provision. These principles provide a planning framework for providers of sport and recreation facilities. The key principles of facility provision include the following.

Planning:

- Ensure the proposed facility supports the organisation's strategic plan
- Ensure the proposed facility is justified
- Ensure the proposed facility is feasible
- Coordinate planning with other facility providers and government agencies
- Undertake community consultation throughout the facility planning process.
- Ensure that various options have been considered for location.

Management:

- Maximise access and opportunity
- Develop a management plan to reflect operational strategies and design priorities.

Design:

- Develop a design brief that reflects the needs of potential users and staff
- Design the facility to be practical, flexible, adaptable, multi-functional, energy efficient and low maintenance
- Design using life-cycle cost principles.

Financial:

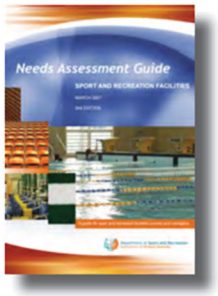
- Obtain capital funding that is available from a variety of sources
- Assess short and long term viability against the aim of the facility, its operating philosophy and projected operating costs
- Detail facility maintenance strategies in an asset management plan
- Develop a life-cycle cost plan.

The five key phases in the facility planning process for a sport and recreation facility are:

- Phase 1, Part 1 – Needs Assessment
- Phase 1, Part 2 – Decision
- Phase 2, Part 1 – Feasibility Study
- Phase 2, Part 2 – Decision
- Phase 3 – Design
- Phase 4 – Construction
- Phase 5 – Evaluation.

Appendix A: Background Review

Needs Assessment Guide (2007)



The *Needs Assessment Guide* (2007) defines a needs assessment as a comprehensive information gathering process to identify and analyse whether a new facility is required or whether the need can be satisfied in some other way. The first stage in the planning of a successful sport and recreational facility is the identification of the needs of the community. If it is determined that a new facility is required, a needs assessment will provide clear direction regarding the most appropriate scope, scale, component parts and the timing of the proposed facility.

A needs assessment is undertaken to determine the potential need for a project which has been proposed or is being discussed within the community and assess the sport and recreation needs of a community within a particular area.

The *Needs Assessment Guide* (2007) recommends a five step needs assessment process including the following.

Step One:

- Identify key community values and organisational philosophy.

Step Two:

- Review of existing provision.

Step Three:

- Identification of current and future trends
- Analysis of social indicators
- Existing and comparative provision review
- Community consultation
- Review of strategic facility plans
- Local authority plans.

Step Four:

- Determination of basic needs
- Analysis and synthesis of the information gathered
- Identification of duplications and gaps in provision.

Step Five:

- Development proposal.

The main issues to consider when developing a needs assessment include:

- The changing role of sport and recreation
- Access and opportunity
- Sustainability
- Ageing population and demographics
- Effective use of resources
- Climate change.

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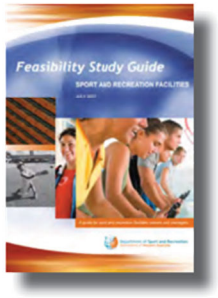
Feasibility Study Guide (2007)



The *Feasibility Study Guide* (2007) explains that the purpose of a feasibility study is to examine the viability of a proposal so that any decision can be informed by objective analysis. The decision may be to implement, amend, refine or abandon the proposal. It should thoroughly test the practicability of:

- Management options
- Facility components
- Location options
- Technical design options
- Social, economic and environmental sustainability
- Cost.

The feasibility study is the second stage in the planning of a successful facility. The feasibility study process comprises of two stages. The first stage, concept planning, develops the concept of the facility, while the second stage, feasibility study, tests the practicability of the concept.

Below are the key elements of the feasibility study process in a sequential progression:

- Review background information
- Organisational philosophy
- Market analysis
- Justification of the proposed facility (needs assessment)
- Draft management plan
- Concept plan
- Location rationale
- Design/technical evaluation
- Capital costs (life cycle basis)
- Financials
- Staging alternatives
- Sustainability
- Re-visit needs assessment
- Recommendations.

Local Level Documents

York Pool Renewal Project Facility Condition Assessment (2019)



The *York Pool Renewal Project Facility Condition Assessment* (2019) involved undertaking a facility condition assessment for the Pool. As part of the process, community consultation and discussion with the facility manager and maintenance staff was conducted, and it was identified that the Pool was in need of renewal. In particular, the Shire identified the following specific items that are to be addressed as part of the renewal works:

- New pool plant room
- Replace pool pipework between pools and plant room
- Concourse improvements (replacement of ageing pavers)
- Addition of a stepped entry to pool
- Addition of a ramp to the pool

Appendix A: Background Review

- Plant modifications to separate main pool from children's pools
- Rectify ageing control joint in main pool
- Addition of earth bonding to pools.

In addition to the specific items listed above, the Shire identified that one of the key outcomes of the renewal should be to improve water quality and comply with the current health standards. The intention of the *York Pool Renewal Project Facility Condition Assessment* (2019) is to determine what is required to implement the above items and identify any other critical deficiencies to be addressed.

The key findings from the *York Pool Renewal Project Facility Condition Assessment* (2019) are outlined below.

Building Services: The mechanical, electrical and hydraulic building services were generally in a reasonable condition with only minor works recommended.

Building Code of Australia Compliance: According to the National Construction Code, several areas of non-compliance were identified. The majority of these items relate to the provision of disability access and amenity and are considered low priority. The remaining items identified relate to fire and life safety and should be rectified in the short them as a matter of priority.

Architectural: An assessment of the current site found the architectural elements to be in a reasonable condition for their age. Important exceptions include the first aid room which is non-compliant and should be addressed in the short term, and the perimeter fence which is in poor condition. The remaining items identified are primarily related to access, inclusion and amenity, and include improving disability access, providing additional storage and improvements to the staff office. These are considered low priority.

Aquatic: Overall, the facility is aged and presents several non-compliances with current standards, codes and practices. Issues requiring immediate attention include rectifying the non-compliant chlorine gas and soda ash storage installations, repair or replacement of the pool balance and backwash tanks, rectification of the extensive structural damage identified in the pool, re-levelling or replacement of the scum gutters, rectifying the potential subsidence and improving the circulation through the pool via replacement of the centre return channel. These items are all considered critical.

Following the assessment, it has become apparent that the aquatic structure and pool hydraulics require significantly more work than had initially been anticipated. To fully rectify the issues and bring the pool up appropriate standards, the refurbishment or the replacement of almost the entire aquatic system is required. Due to the costs associated with these individual works, the total expenditure may be close to a full system replacement.

Appendix A: Background Review

Strategic Community Plan 2020 – 2030



The *Strategic Community Plan 2020 – 2030* sets out the community's vision and priorities for the future. The purpose of the Plan is to:

- Guide Council's medium-term plans and annual budgets
- Provide the basis for working with the community and partners to achieve the vision
- Provide the basis to pursue funding by demonstrating how projects align with the aspirations of the community and the strategies outlined in the plan
- Provide a framework for monitoring progress.

The community's vision for the *Strategic Community Plan 2020 – 2030* includes:

- The Shire is Western Australia's first inland community
- The treasured Avon River is at the community's heart
- The Shire is easy to get around for everyone
- Our tourism and agricultural based economy is thriving, providing jobs for all and a future for young people
- The town centre is renowned for its iconic heritage and hosts festivals and events that draw thousands of visitors per year
- The natural environment replenishes the soul, and the culture and history of the Ballardong people is embraced as an integral part of life and the future.

The *Strategic Community Plan 2020 – 2030* sets out the following goals and priorities to progress on a clear and consistent path towards its vision. It is noted that only the priorities relevant to the development of the Needs Assessment & Feasibility Study are included below.

Goal One: The Place To Be

To be a close-knit community, full of life, in a welcoming and accessible place for all.

- Priority 1.2: Increase disability access and seniors' services
- Priority 1.3: Support community-led development.

Goal Two: Driving The York Economy Forward

To have a vibrant, diverse and prosperous local economy which creates local jobs, business opportunities and a positive image for the Shire.

- Priority 2.1: Support tourism and business development.

Goal Three: A Leader In Sustainable Environment

To be a place which is renowned for the quality of its natural environment, the astounding beauty of the landscape, and the care taken by the community.

Goal Four: Built For Lifestyle And Resilience

To have a built environment which supports community, economy and the environment, respects the past and creates a resilient future.

- Priority 4.2. Enhance streetscapes with a focus on trees.

Goal 5: Strong Leadership And Governance

To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together.

- Priority 5.1: Continuous improvement of community engagement.

Appendix A: Background Review

Access & Inclusion Plan 2018 – 2023



The vision of the *Access & Inclusion Plan 2018 – 2023* to be an accessible and inclusive community. This means ensuring that all Council venues, services and facilities, both in-house and contracted, are accessible as much as practicable to everyone, regardless of their age or ability. The purpose of the Plan is to identify barriers to access and propose solutions to ensure that everyone has equal access to services and facilities. A key responsibility is ensuring that developers meet the mandatory access requirements of the Building Code of Australia.

The desired outcomes of the *Access & Inclusion Plan 2018 – 2023* relevant to the Needs Assessment & Feasibility Study include:

- People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire
- People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire.

The strategies relevant to the development of the Needs Assessment & Feasibility Study include the following.

- 2.1: Ensure new and redevelopment works provide access in accordance with the current access to premises standard requirements in the National Construction Code and Building Code of Australia
- 2.2: Improve external infrastructure including pathways, parking, transport, playgrounds, streetscapes and public open spaces
- 2.3: Incorporate accessible design features as part of any new or planned upgrades to facilities and/or public open space.

Long Term Financial Plan 2016 – 2026



The *Long Term Financial Plan 2016 – 2026* sets out Council's ten year investment program and its overall approach to maintaining financial sustainability. The purpose of the Plan is to guide and inform decision-making by establishing the framework upon which sound financial decisions can be made. The Plan sets out:

- The strategic context
- Financial goals and challenges
- Strategies for financial sustainability
- Projected financial position
- Assumptions, adjustments and risk assessment
- The capital works program
- Financial performance monitoring
- Sensitivity analysis and performance monitoring
- Financial implications.

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Council's strategic priorities between 2016 and 2026 which relate to the development of the Needs Assessment & Feasibility Study include:

- Building a strong economic future
- Investing to retain asset value and positioning the community to be able to maintain the value of existing assets in the long term and reduce exposure of assets and associated services to the risk of decline
- Being development ready
- Advancing selected community partnership based projects.

The *Long Term Financial Plan 2016 – 2026* includes the following key financial challenges facing the Shire.

- Local government being asset intensive
- Infrastructure funding gaps and service risks
- Grants uncertainty
- Balancing risk with affordability
- Intergenerational equity
- Debt.

Corporate Business Plan 2020 – 2024



The *Strategic Community Plan 2020 – 2030* sets out a comprehensive set of objectives and one or more priorities with associated strategies for change. These have been translated into strategic operating and capital projects to be delivered under the *Corporate Business Plan 2020 – 2024*. The following strategic projects are relevant to the development of the Needs Assessment & Feasibility Study.

- 1.2.1: Ensure the Shire's services and facilities are accessible and inclusive
- 1.3.1: Facilitate community led initiatives
- 4.2.1: Develop and maintain streetscapes
- 5.1.1: Communicate and engage with the community.

The *Corporate Business Plan 2020 – 2024* sets out the following capital expenditure forecasts for the 2023/24 financial year.

- Infrastructure Assets (Recreation/Other): $183,800
- Plant and Equipment: $568,000.

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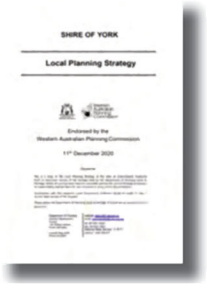
Local Planning Strategy (2020)


SHIRE OF YORK

Local Planning Strategy

Endorsed by the Western Australian Planning Commission

11th December 2020

The preparation of the *Local Planning Strategy* (2020) is a key priority of the Shire's *Strategic Community Plan 2020 – 2030* and sets a framework for the Shire of York to update their local planning scheme and policies to reflect the community's aspirations and priorities. The Strategy is the principal guiding framework for land use and development in the Shire.

The role of the *Local Planning Strategy* (2020) is to provide a strategic vision and set out the objectives to guide future development across the Shire, including balancing the needs of the natural environment, economic development and community expectations to ensure the long term sustainable development of the Shire. The Strategy acts as a guiding tool in the decision making process and informs future rezoning proposals and infrastructure projects.

The *Local Planning Strategy* (2020) is made up of two parts: part one provides the key strategic responses to address key issues across the Shire, and part two provides the background information and analysis that informs the strategy.

The *Local Planning Strategy* (2020) identified the following principles in relation to the provision of community infrastructure in the Shire.

- Local identity and sense of place
- Access
- Equity
- Quality
- Integration
- Sustainability
- Responsive
- Encourages community cohesion.

The *Local Planning Strategy* (2020) found that art and recreation services are growth industries at a State level, which indicates growth in the tourism sector. The number of Shire residents employed in this industry indicates that the Shire is in a good position to capitalise on this growth and position itself better to capture the tourism opportunities.

The *Local Planning Strategy* (2020) also presents the findings from an online survey which was conducted in 2015. The main objective of the survey was to understand community views and perceptions on aspects such as social and community, economy, natural environment, built environment and culture. The survey found that a key priority is to upgrade the Pool, including a heated and/or indoor swimming pool which enables comfortable use throughout the year. This would allow classes to be held and provide health benefits, particularly for the elderly.

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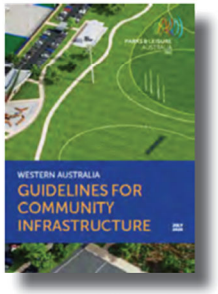
Peak Body and Community Organisation Documents

Guidelines For Community Infrastructure (2020)



The *Guidelines For Community Infrastructure* (2020) provides guidance for the provision of new community infrastructure development within existing or new development areas. The Guidelines are based on contemporary research, industry guidance and current facility provision data analysis.

The *Guidelines For Community Infrastructure* (2020) define aquatic facilities as an indoor and/ or outdoor facility of various constructions but generally including a rectangular 25m or 50m pool with six to eight lanes of 2.5m each. Local government pools developed for recreational purposes include a leisure water space in addition to the formal lap swimming facilities. It is recommended that a 25m lap pool and leisure pool is provided for a neighbourhood facility.

The *Guidelines For Community Infrastructure* (2020) recommends exploring opportunities to co-locate facilities or provide for shared-use of infrastructure. The following examples present opportunity to further explore models and learnings for community infrastructure provision in Western Australia.

Community Hubs

Community hubs are conveniently located public places valued as places facilitating access to a wide range of community activities, programs, services and events. They can be a single building or several buildings with associated outdoor social meeting areas to deliver services and activities. Community hubs can be cost effective in delivering a range of community services, sharing resources and linking other activity areas, audiences and target groups. Typically a community hub would:

- Provide for a compatible range of services/ functions that are co-located
- Provide facilities used by a diverse range of community organisations, agencies and groups on both a permanent and casual basis
- Provide opportunities for the co-location of key service delivery
- Be located within or close to population centres and in close proximity to public transport
- Be economically viable and provide opportunities for community partnerships where resources are shared, and efficiencies can be demonstrated
- Possibly include health and aged care, family and children's services, social and recreation and lifelong learning.

Multi-Functional Facilities

Multi-functionality should apply to the design and adaptability of single buildings, playing fields, pitches and court spaces. New community infrastructure must address the dynamic and changing nature of communities. The design process needs to deliver flexible, innovative and adaptable facilities to meet the needs of a variety of users and requirements of a changing demographic.

Business viability can also be provided through a range of complimentary services to diversify income and commercial support of a facility. Joint use and co-location of services that are compatible and where the management of services provides benefits to multiple users is recommended.

Appendix A: Background Review

Swimming WA Strategic Plan 2021 – 2024

The vision of the *Swimming WA Strategic Plan 2021 – 2024* is:

"Swimming is an essential part of Western Australian life".

The *Swimming WA Strategic Plan 2021 – 2024* sets out the following strategic pillars and associated objectives.

Strategic Pillar One - People (Development)

Objective: Develop all those involved in supporting the swimming community including clubs, swimmers, coaches, officials and volunteers.

Strategic Pillar Two - Participation and Pathways

Objective: Develop and strengthen opportunities for the community to swim.

Strategic Pillar Three - Leadership, Brand and Profile

Objective: Build the profile of swimming in Western Australia to be seen as a leading sport valued by the community.

Strategic Pillar Four - Organisational Sustainability

Objective: Grow the organisational capability and performance of Swimming WA to drive the long term success of the sport.

The State of Aquatic Facility Infrastructure in Australia (2022)



The objectives of *The State of Aquatic Facility Infrastructure in Australia* (2022) includes the following.

- To clearly understand the state and profile of aquatic infrastructure within Australia, including historical and current contexts of aquatic infrastructure
- To understand the key challenges and opportunities confronting the sector with respect to aquatic infrastructure
- To effectively engage with the sector to ensure information obtained is up to date and reflective of the current environment
- To advocate the need to address aquatic infrastructure needs across Australia, so that no child or person misses out on swimming

Appendix A: Background Review

for fun, fitness or education.

The key opportunities relevant to aquatic facility provision in Australia include the following. It is important to consider these opportunities in the development of the Needs Assessment & Feasibility Study.

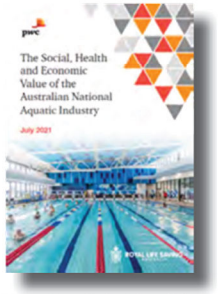
- Prioritising function over form and keeping new designs simple, modular and scalable
- Exploring new ways of funding swimming pool infrastructure, such as public private partnerships, which can spread both risks and rewards
- Considering lowering access barriers to increase the use and impact of existing aquatic facilities. In some cases, removing entry fees has resulted in net neutral operating costs while increasing asset utilisation and social value
- Exploring opportunities for local governments to collaborate and partner on aquatic facility provisioning and sharing of costs and benefits
- Considering how the private sector can provide benefits traditionally serviced by local governments while being mindful that some activities and facilities require subsidies, such as lap swimming and recreational swimming.

The key findings outlined in *The State of Aquatic Facility Infrastructure in Australia* (2022) include the following.

- In 2022, there were 1,306 public pools built and owned by government and 807 publicly accessible pools provided by the private sector in Australia
- 77% of aquatic facilities in regional areas are publicly owned
- The average public pool in Australia was built in 1968, and 500 (40%) public pools will reach the end of their lifespan this decade
- $8 billion is needed to replace Australia's 500 aging public pools, whose functional lifespan will end by 2030
- A further $3 billion will be required to replace facilities whose functional lifespan will end by 2035
- $910 million annually would likely be the social, health and economic cost should 10% of aquatic facilities fail to be renewed by the end of this decade
- $10 million is the basic cost of replacing an outdoor swimming pool
- 64% of all new aquatic facility construction or renewal is currently financed by local government
- Regional and remote communities are most at risk of missing out on updated or new aquatic facilities
- Rising energy costs and labour shortages pose a serious threat to the ongoing availability and sustainability of aquatic facilities across Australia
- Closing community pools is inherently very unpopular and consistently aggravates community sentiment.

Appendix A: Background Review

The Social, Health and Economic Value of the Australian National Aquatic Industry (2021)



The Social, Health and Economic Value of the Australian National Aquatic Industry (2021) provides an assessment of the economic, health and social benefits that accrue to individuals, communities and society as a result of activities undertaken across the Australian aquatic industry.

The Social, Health and Economic Value of the Australian National Aquatic Industry (2021) found that aquatic facilities are among the most popular active recreation locations in Australia, across all age groups. Approximately five million Australians either swim or use aquatic facilities for aquarobics, hydrotherapy and other aquatic exercise. Western Australia has 208 aquatic facilities, equivalent to one aquatic facility per 12,800 people. 87% of people live within a 20 minute drive of an aquatic facility.

In regional and remote areas, aquatic facilities can play a crucial role in the community, promoting social interaction and wellbeing. Aquatic facilities built in remote communities provide safe and cool recreation opportunities for community members living in typically warmer locations. Remote aquatic facilities have been found to provide benefits which are not easily observed in metropolitan locations, including:

- Further enhanced community cohesion by providing a central location in areas with limited social infrastructure
- Promoting good behaviour among youth and increasing school attendance
- Improving health and wellbeing in areas of typically high chronic disease such as high levels of skin and eye conditions.

The key findings outlined in *The Social, Health and Economic Value of the Australian National Aquatic Industry* (2021) include the following.

Overall

- Total annual benefit of the aquatic industry in economic, health and social benefits is $9.1 billion
- The aquatic industry supports $2.8 billion of economic activity, $2.5 billion in health and wellbeing benefits and $3.8 billion in social benefits.

Indoor Aquatic Facilities

- Indoor aquatic facilities receive on average five times more visits annually than an outdoor swimming pool, reflecting their ability to support the recreational needs of people all year round.

Regional Australia

- The social return for every $1 spent operating aquatic facilities in regional Australia is $2.18
- The social return if a new aquatic facility were constructed in a regional location with unserved demand is $1.97.

Economic Benefits

- The average annual full-time equivalent jobs supported by aquatic industry activity is 33,600
- The average annual tourism spend induced by national swimming events is $4.9 million.

Health Benefits

- $1.65 billion in physical health benefits
- $238 million in mental health benefits
- $399 million in reduced absenteeism benefits
- $174 million in reduced drowning benefit
- 20% of active 65+ year old's get their physical activity at aquatic facilities.

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Social Benefits

- $2.98 billion in wellbeing benefits
- $538 million in leisure benefits
- $72 million in youth employment benefits
- $254 million in volunteering benefits
- $40 billion in local amenity benefit from increased property value.

Indoor Aquatic And Recreation Facility Development Guidelines (2011)



The *Indoor Aquatic And Recreation Facility Development Guidelines* (2011) highlights the importance of following a disciplined planning process by basing the development of a new or refurbished indoor community aquatic and recreation facility on the needs and demands of its catchment population. The Guidelines also provide detail on what typical components can be included in a new or refurbished facility based on its catchment population.

The *Indoor Aquatic And Recreation Facility Development Guidelines* (2011) recommend the following six step process for planning a new or refurbished facility.

1. Step One: Defining the Current Situation (Situational Analysis)
2. Step Two: Detailed Market Research
3. Step Three: Comparing Existing Facilities
4. Step Four: Component Brief
5. Step Five: Conceptual/Site Analysis
6. Step Six: Functional Design Brief

The *Indoor Aquatic And Recreation Facility Development Guidelines* (2011) found that 50m pools require significantly more investment than 25m pools as the investment needs to be more than a standard competition pool to have as many multi-use features as possible. In relation to catchment population, councils would need to be able to demonstrate that it would be able to draw on a sizable user zone to make an investment of this nature worthwhile.

The final make-up, size and component mix for any project should be driven by the project's feasibility study, research and accompanying operational financial modelling to ensure the local catchment population's needs and future demands can be met satisfactorily.

The *Indoor Aquatic And Recreation Facility Development Guidelines* (2011) establishes a hierarchy based on an estimate of catchment population. For catchment populations under 10,000 people, the classification of Level 1 - Rural provides councils with a guide as to the expected range of components that a catchment population

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of this size can reasonably support on an on-going basis. As the size of the potential catchment population increases, so does a councils opportunity to consider additional amenities and broaden the proposed facility's component mix.

The Shire's new aquatic facility would be classified as a rural level aquatic facility as it supports a population catchment of under 10,000. The typical component schedule for a catchment population under 10,000 is located in Appendix C: Typical Aquatic Facility Components.

12 Appendices

Appendix B: Consultation Findings

Appendix B: Consultation Findings

Community Workshop Activity

The key findings from the community workshop activity are outlined.

Item	Findings
Keep	• Canteen/kiosk • Toilets and hot water showers • 50 metre pool • Outdoor pool • Children/infant pool • Grassed areas/open spaces • Shade • Trees • Parking • Pool Manager • Swimming Club facilities • Retain the current location with improvements • Historical significance (i.e. war memorial pool).

Item	Findings
Toss	• Toilets and changerooms • Water temperature (cold) • Small leisure pools • Existing shade sails • Paving • Turnstile and entrance • Plant room • External fencing • Existing site layout • Opening hours/season length.
Create	• More showers • New changerooms • New Swimming Club facilities • New shared facility with clubroom and meeting/workshop room • Modern facilities • Office • Café/kiosk (potential for self-serve options, coffee machine and power points) • Function area • First aid room • More storage space

Item	Findings
	• Eight lane pool • Heated pool • Larger program/leisure pool • Hydrotherapy/rehabilitation pool • Smaller pool with areas for children/ infants • Water play areas • Structured activities (e.g. aqua aerobics, swimming lessons, learn to swim) • New pavement • More seating around the pool area • Tiered grass viewing areas • Fixed pavilion/grandstand • Barbeque area • Easy supervision of the pool area • Adjustable shade over the pool • Universal access (e.g. ramps, toilets) • Pool ramp access • Better starting blocks • Deeper pool for diving • Different site entrance point (e.g. on the north or south side)

Appendix B: Consultation Findings

Item	Findings
	• More parking for cars, bicycles, skateboards • Shaded parking • Improve security • Improve lighting (internal and external) • Integrate solar and wind energy (e.g. solar heat pumps) • Suitable chemical storage and plant room • New PA system • Basketball ring • Potential to expand the site to encompass the Scout Hall • Potential to source the pool water from groundwater • Moveable pool flooring • Simple re-design (i.e. no bells and whistles).

Key Stakeholder Consultation

The key findings from the meeting with the York Swimming Club and Pool Manager are outlined.

Swimming Club Affiliation

- The Swimming Club is affiliated with Swimming WA
- The Swimming Club is one of several regional clubs to host an annual Swimming WA Sanctioned Open Event during the swimming season.

Swimming Club Membership

- 2022/23 – 62 members
- 2021/22 – 85 members
- 2020/21 – 40 members.

Swimming Pool Use & Events

- Training for the Swimming Club occurs every Monday and Wednesday during the swimming season. Club nights are also held every Friday during the swimming season
- The Swimming Pool is regularly used for informal lap swimming
- The York Open is hosted annually and attracts approximately 200 competitors
- The Great Southern Region Championships are hosted every four to five years and attract approximately 100 competitors
- The York District High School Faction Carnival is hosted annually and approximately 380 students participate
- The Regional Interschool Carnival is hosted every four years
- The Country Pennants were last hosted in 2014 and attracted approximately 1,500 competitors. The Great Southern Region will be required to host this event again in 2027
- Intra-Club Meets are hosted throughout the swimming season. The last meeting included the swimming clubs from York, Beverley, Quairading and Corrigin.

Swimming Pool Visitors

- There are approximately 18,000 visitors to the Swimming Pool each swimming season between November and March.

Existing and Potential Issues

- The Swimming Pool is approximately 50-60 years old and has reached its end of useful life (e.g. leaks in the pool pipework and expansion joints)
- The Swimming Pool is not adequately heated; the average temperature is approximately 22 degrees Celsius, which is below the standard temperature of 25 to 28 degrees Celsius for a public swimming pool. This makes it difficult to run programs such as learn to swim

Appendix B: Consultation Findings

- The potential development of a 25m swimming pool may make it more challenging to attract regional events
- The potential development of an indoor swimming pool may not be feasible due to the costs associated with maintaining such a facility in a regional area (e.g. Narrogin Leisure Centre)
- There is currently limited storage space for both the Swimming Club and Pool Manager
- The existing clubroom, kiosk, changerooms and toilets do not comply with contemporary building standards
- Glare is an issue during the swimming season and impacts on the ability for the Pool Manager and Lifeguard to view the swimming pool from the kiosk area
- The current opening hours are restrictive and limit the opportunity for structured and unstructured activities
- Adequate staffing of the Swimming Pool is a key issue, particularly during peak times (e.g. events and summer months)
- A key challenge in re-developing and maintaining a new swimming pool is the site's reactive clay soil type.

Future Opportunities

- The Shire of York has an ageing population and providing a universal access ramp is a high priority
- The Swimming Club's preference is to retain the same swimming pool length (i.e. 50m). The Wagin Swimming Pool is a good example of a new retrofitted 50m regional swimming pool
- Potential to provide a smaller warm water hydrotherapy pool (similar to the one at Mount Barker)
- The six lane swimming pool currently works well; however, the Swimming Club's preference would be to expand to eight lanes
- It's important to provide universally accessible toilets and changerooms, including partitioned showers
- Potential to provide a new multi-purpose clubroom space
- Potential to provide an upgraded kiosk with modern amenities
- Potential to provide additional storage space
- It's important to provide additional shade shelters for the summer months
- Potential to expand the site to provide more viewing areas for events
- Potential to provide additional activity spaces for children (e.g. basketball half court, dry playground)
- Consideration needs to be given to the depth of the new swimming pool (e.g. suitable for diving off blocks)
- Potential to extend the opening hours of the Swimming Pool.

Appendix B: Consultation Findings

Swimming WA Submission

The following submission was provided by Swimming WA for consideration in the Needs Assessment & Feasibility Study.

Appendix B: Consultation Findings

To Whom It May Concern,

RE: Shire of York Needs Assessment and Feasibility Study

The York Swimming Club has been affiliated with Swimming WA for many years now and boasts a membership of around 60 members which includes competitive swimmers, social swimmers, parents/guardians, club committee members and officials. York Swimming Club is a growing club currently exceeding conversion rates as identified in data collected 30 June 2023. Swimming WA wholeheartedly support the growth and sustainability of the club and the facilities of which they operate from for the future and believe through mature leaders and continuity this club can become one of the region's strongest. In order to achieve this, we request that the following be thoroughly considered, not just for the York Swimming Club, but for the wider York community and the future of the sport of swimming in the surrounding towns.

The following is of high importance and preference of facility inclusions:

- A 50m, 8 lane swimming pool with a shallow end deeper than 1.35m.
- Significant room around the swimming pool, preferably grass.
- Kicker blocks and above-pool flags located at both ends of the swimming pool.
- A boom/divider that allows the pool to be divided into 2x 25m pools.
- Weather-resistant lane ropes.
- 8x backstroke ledges that are mobile and able to be used at either end of the swimming pool.
- A pace clock located at each end of the swimming pool.
- A dedicated club room that the York Swimming Club can utilize to run competitions or host coach or official workshops and training.
- A ramp and chair lift to ensure people with a disability have equitable access to getting in and using the swimming pool.
- Adequate changeroom facilities that allow for users to feel safe.
- A cage or storage room for the York Swimming Club to house any equipment safely.
- Portable touchpads and a PA system that can be used during competitions.

York Swimming Club is part of the Great Southern region in Swimming WA's history and currently only hosts one small, sanctioned Swimming WA meet per year. The above list, whilst quite comprehensive; allows York Swimming Club the best chance at being able to host bigger events in future such as the Great Southern Region Championships, Swimming WA's Swim League event and the biggest annual regional event of the year - Country Pennants.

Country Pennants is a full two-day swimming event that rotates regions each year and amasses a crowd of up to 1800 people each day. It is the highlight of the competition calendar and sees 30 or more swimming clubs vying to be atop the winners list. Having an 8 lane, 50m competition pool with considerable space around the pool gives the Shire of York and the York Swimming Club a perfect opportunity to apply to host this prestigious event. Currently there is only one other pool within the Great Southern region that can handle hosting Country Pennants. According to the Shire of Northam's "Event Impact Assessment Model" from hosting the 2023 Country Pennants event; an individual spend of $374.00 was calculated with a total visitor spend of $1,346,400.00 attributed to hosting this event. Not only did this have an increased tourism benefit to the Shire of Northam, it also had an increase to the Gross Regional Product (GRP) as well as an increase in local workforce with results indicating an employment impact equivalent to 1.0 annual local job.

By having a facility that can cater for Country Pennants, the same could be said for the Shire of York. Increased tourism would see all the local eateries benefit, as well as drawing people to the local attractions such as Mount Brown Lookout, York Courthouse Museum, art galleries, as well as the parks, swinging bridge and beautiful walk/cycle trails.

Department of Local Government, Sport and Cultural Industries
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PRINCIPAL PARTNER
HANCOCK PROSPECTING
Swimming - an essential part of the Western Australian way of life

Appendix B: Consultation Findings

The Swimming WA Strategic Plan outlines our key vision of swimming being an essential part of Western Australian life. Drawing attention to Pillar 3, we are working hard to continue to build swimming's profile within the wider community and champion swimming as the sport of choice. There is an abundance of benefits to choosing swimming, ranging from the physical effects through to building resilience and mental toughness in our young people and accessible, local facilities play a crucial role in this. Swimming WA are advocating profusely for facilities whether that be brand new or redeveloped, in order to provide the best opportunities to our swimming clubs, other aquatic sports and the wider community.

If you have any further questions or concerns, please don't hesitate to reach out to any of the following members of staff:

- Sophie Row – Chief Executive Officer (sophie.row@wa.swimming.org.au)
- Kirsty Read – General Manager Participation & Member Services (kirsty.read@wa.swimming.org.au)
- Jessica Hall – Development Coordinator (development@wa.swimming.org.au)

Kind Regards

Swimming WA

Department of Local Government, Sport and Cultural Industries
healthway
Fuel to Go & Play. PRINCIPAL PARTNER HANCOCK PROSPECTING

Swimming - an essential part of the Western Australian way of life

12 Appendices

Appendix C: Typical Aquatic Facility Components

Appendix C: Typical Aquatic Facility Components

LEVEL 1 DEVELOPMENT

Typical Component Schedule for a Catchment Population Under 10,000

ACTIVITY AREA	FACILITY COMPONENTS	TYPICAL AREA REQUIREMENTS	APPROX TOTAL AREA	TARGET USER MARKETS	FUNCTIONAL RELATIONSHIPS	OTHER CONSIDERATIONS
INDOOR POOL HALL	SHARED COMPETITION POOL (6 LANES) & PROGRAM POOL WITH RAMP ACCESS	- 25m x 15m (6 lanes 2.5m wide) - Side pool linked 12m x 5m for programs/LTS - Concourse 3m sidelines and 4m end lines - Total area = 33m x 22.5m = 743m² + 100m² for side area	850m²	- Competition - Fitness swimmers - Clubs/Schools - Training - Programs - Small events	- Adjacent to sideline spectator seating - Deepest end away from change room exit/entry - Pool to be placed side on to other future pools to reduce staff supervision, as both can be monitored with access from a central concourse	- Options subject to capital budget of 4 lanes minimum and 6 lanes maximum - Ramp access into the pool with 1:15 gradient x 1.5m wide - 1.2m deep (minimum) to 1.4m deep (future proofing) to 2.1m (minimum) to 2.3m (future proofing) - Side pool area 300mm deep to 900mm
	25M POOL SPECTATOR AREA	- 30m x 4m	120m²	- Competitions - Fitness swimmers - Clubs/Schools - Events	- Located down 25m pool sideline that caters for 100 to 110 seats - Consider how spectators get to seating in pool hall	- Could be a simple concrete bench seat design of 4 tiers down side of pool. - Seating can be added later to the concrete bench area if capital funding limited
	TODDLERS POOL	- Approximately 60m² of free form water area with at least 1 straight side for LTS. - Concourse average 3m say 55% of 60m² = 33m²	100m²	- Recreation/Fun swimmers - Schools - Water Play - Programs - Families - Children	- Located adjacent to 25m pool reduces staff supervision costs - Toddlers/shallow water to be located away from 25m pool sideline - Access by beach entry	- Need 1 straight side to enable learn to swim teaching areas to be separated by lane ropes - Beach entry - Suggested depth 0mm to 400mm
	POOL STORE	- Approx. 50m²	50m²	- Swim operations and LTS staff	- Located off pool deck and with good access to exterior - Located close to leisure/ LTS pool	- Larger space required if using pool covers or interchangeable lane ropes
	PLANT ROOM	- Pool Plant 120m²	120m²	- Operations staff	- Close to pools - Direct access for maintenance staff - Access sized for plant removal	- Health and safety requirements - Noise impact on space and neighbours
	POOL COVER STORAGE	- To be designed	To be designed	- Swim operations and LTS staff	- Close to 25m pool	- Possible design/storage under seating
HEALTH & FITNESS	OPTION - GYM/ WEIGHTS ROOM (RESERVE ADDITIONAL LAND AREA FOR FUTURE DEVELOPMENT)	- Minimum option 400m² including 40m² for offices and testing	(400m²)	- Members - Fitness/Health - Wellness - Therapy - Corporate	- Needs to be located close to reception and amenities - Close to dry programs room	- Allows for 30 to 40 item gym which can service a membership base of 1,000 to 1,500 - Need to consider storage close by - Need to ensure area can be extended in the future
	OPTION - DRY PROGRAM ROOM (RESERVE AREA FOR FUTURE DEVELOPMENT)	- Minimum 250m² plus storage of 30m³	(280m²)	- Members - Fitness/Health - Wellness - Therapy - Corporate	- Needs to be located close to reception and amenities - Close to gym/weights room	- Allows for 25 to 30 person class - Need to consider storage adjacent to multi-use areas - Need to ensure more dry program areas can be added in the future
FRONT OF HOUSE	FOYER/ RECEPTION AND MERCHANDISING	- Minimum of 12m² allowance	12m²	- All centre users and staff	- Needs to be located to control all entry and exit requirements - Merchandising located in foyer to encourage sales (security sensors at entry/exit if needed)	- Need to consider electronic entry system to reduce reception services - Kiosk payment system in foyer for customers to recharge electronic entry cards - Reception needs office to the rear for cash collection etc
	CAFE/KIOSK	- Preparation/self service - 60m² - Dry lounge - 30m² linked to foyer - Wet Lounge - 30m² linked to pool concourse	120m²	- All Centre users and staff	- Set up as a self service food area with cash collection/ tuition seating at the end of the self serve counter - Staff to serve to protect display, serve officer and maintain tidiness	- May need to be separately metered if leased out - Product supply primarily made off site and packaged and then displayed and sold on site

Appendix C: Typical Aquatic Facility Components

ACTIVITY AREA	FACILITY COMPONENTS	TYPICAL AREA REQUIREMENTS	APPROX TOTAL AREA	TARGET USER MARKETS	FUNCTIONAL RELATIONSHIPS	OTHER CONSIDERATIONS
ADMINISTRATION	MANAGEMENT OFFICES	– Minimum 3 closed offices and 6 work stations – Total area 70m²	70m²	– Centre staff	– Can be located away from activity areas	– Need to confirm staff and management model to determine exact office needs
CHANGE & AMENITIES	SHARED WET/ DRY CHANGE AND AMENITIES	– Male amenities and change 100m² – Female amenities and change 100m² – Cleaners store 15m²	215m²	– Centre staff and users	– Need to be located immediately past reception with clear access away from wet areas for dry activity users	– Consider dry zone entry and separate wet zone exit to pool hall
	UNISEX FAMILY DISABLED CHANGE AMENITIES	– Minimum 4 family/ disabled change to meet (AS 1428)	40m²	– Centre staff and users	– Need to be located close to family and program pools	– Building Code requirements and Standards to dictate requirements and location
DRY PLANT	AIR HANDLING AND OTHER PLANT	– Mechanical plant area 100m²	100m²	– Centre staff – Outside Maintenance	– Close to pool plant – Direct access for maintenance staff – Access sized for plant removal – External plant may be required for mechanical systems	– Health and safety requirements – Noise impact on space and neighbours
FIRST AID	FIRST AID ROOM	– Total area 15m²	15m²	– Centre staff and users	– Located adjacent to main pool hall	– Consider external emergency vehicle access
CIRCULATION	CIRCULATION BETWEEN ACTIVITY AREAS	– Allow for 15% of total facility floor space for circulation	To be designed	– Centre staff and users	– Dependent on final design and layout	
TOTAL BUILT AREA RANGE			1,900m² → 2,530m²		– m² range dependent on inclusion of health and fitness amenities, circulation space requirements and final design – Prevailing industry construction m² rates can provide likely indicative capital cost range	
OUTDOOR AREAS	FUTURE EXPANSION ZONES	– Adjacent to aquatics hall: 1,000m² – Adjacent to health and fitness room 500m²			– Allow outdoor area adjacent to pool hall for future pools and leisure water expansion and separate area adjacent to the health and fitness facilities for future expansion	

12 Appendices

Appendix D: Order of Cost Estimate

Appendix D: Order of Cost Estimate

NBQSS

Shire of York

York Aquatic Centre Redevelopment

Concept Plan Cost Indication

DRAFT

Treadwell Management

5th December 2023

Neil Butler Quantity Surveying Services
T: 08 9349 7853
M: 0457 977 407
ABN: 730 320 19210

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

SUMMARY

Element	Existing Aquatic Centre 25m x 6 Lane Pool	50m x 6 Lane Pool	50m x 8 Lane Pool
1.0 Demolition	$ 139,450	$ 139,450	$ 139,450
2.0 Buildings	$ 1,647,400	$ 1,647,400	$ 1,647,400
3.0 Swimming Pools	$ 2,189,000	$ 3,251,500	$ 3,879,500
4.0 External Works	$ 1,011,314	$ 1,053,489	$ 1,052,309
5.0 External Services	$ 115,000	$ 115,000	$ 115,000
6.0 External Services Upgrades	$ 80,000	$ 80,000	$ 80,000
7.0 - Design Contingency	$ 598,217	$ 708,684	$ 771,366
TOTAL CONSTRUCTION COST	**$ 5,780,381**	**$ 6,995,523**	**$ 7,685,025**
PROJECT COSTS			
8.1 Construction Contingency	$ 289,019	$ 349,777	$ 384,252
8.2 Loose Furniture & Equipment	$ 10,000	$ 10,000	$ 50,000
8.3 Kitchen fit-out - shelving only	$ 50,000	$ 50,000	$ 5,000
8.4 Professional Fees and Disbursements	$ 858,116	$ 1,036,742	$ 1,137,398
GROSS PROJECT COST - December 2023	$ 6,987,516	$ 8,442,041	$ 9,261,675
ESCALATION			
9.1 Escalation to December 2025	$ 646,106	$ 780,600	$ 856,388
9.2 Escalation to Tender - Assume June 2026	$ 131,613	$ 159,010	$ 174,448
9.3 Escalation during construction- Assume 12 months	$ 133,166	$ 160,886	$ 176,506
GROSS PROJECT COST - July 2027	**$ 7,898,400**	**$ 9,542,536**	**$ 10,469,016**
LOCATION ALLOWANCE			
10.1 Location Allowance - **Excludes Professional Fees**	$ 704,028	$ 850,579	$ 933,162
ESTIMATED TOTAL COMMITMENT - York	**$ 8,602,428**	**$ 10,393,115**	**$ 11,402,178**

Excludes GST

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

SUMMARY

Element	Sporting Precinct 25m x 6 Lane Pool	50m x 6 Lane Pool	50m x 8 Lane Pool
1.0 Demolition	$ 263,000	$ 263,000	$ 263,000
2.0 Buildings	$ 1,647,400	$ 1,647,400	$ 1,647,400
3.0 Swimming Pools	$ 2,189,000	$ 3,251,500	$ 3,879,500
4.0 External Works	$ 1,162,764	$ 1,204,939	$ 1,203,759
5.0 External Services	$ 130,000	$ 130,000	$ 130,000
6.0 External Services Upgrades	$ 155,000	$ 155,000	$ 155,000
7.0 Design Contingency	$ 554,717	$ 665,184	$ 727,866
TOTAL CONSTRUCTION COST	**$ 6,101,881**	**$ 7,317,023**	**$ 8,006,525**
PROJECT COSTS			
8.1 Construction Contingency	$ 305,094	$ 365,852	$ 400,327
8.2 Loose Furniture & Equipment	$ 10,000	$ 10,000	$ 10,000
8.3 Kitchen fit-out - shelving only	$ 50,000	$ 50,000	$ 50,000
8.4 Professional Fees and Disbursements	$ 905,376	$ 1,084,002	$ 1,185,359
GROSS PROJECT COST - December 2023	**$ 7,372,351**	**$ 8,826,877**	**$ 9,652,210**
ESCALATION			
9.1 Escalation to December 2025	$ 681,690	$ 816,184	$ 892,498.91
9.2 Escalation to Tender - Assume June 2026	$ 138,861	$ 166,258	$ 181,803.80
9.3 Escalation during construction- Assume 12 months	$ 140,500	$ 168,220	$ 183,948.55
GROSS PROJECT COST - July 2027	**$ 8,333,402**	**$ 9,977,538**	**$ 10,910,462**
LOCATION ALLOWANCE			
10.1 Location Allowance - **Excludes Professional Fees**	$ 742,803	$ 889,354	$ 972,510.29
ESTIMATED TOTAL COMMITMENT - York	**$ 9,076,205**	**$ 10,866,892**	**$ 11,882,972**

Excludes GST

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT COST PLAN SUMMARY

Indicative Concept Cost Estimate - Construction Budget

Cost Plan Date: 5th December 2023 CCIF: Dec-23 $ 234
Cost Plan Date: - CCIF:

PROJECT: York Aquatic Redevelopment Concept

DRAWINGS

This Cost Indication is based on DPA Concept Plans

Sketch plans	1:500 @A3

EXCLUSIONS:

The following items are specifically excluded from this concept Cost Plan:-

- Relocation of existing fire tanks and pumps at the Recreation Precinct
- Work outside boundary beyond footpath
- Rock excavation
- Rainwater harvesting
- Grey water treatment
- Playground equipment
- Holding and Finance charges
- Legal costs
- Escalation beyond December 2025 if the assumed construction date is delayed
- Public Art
- Shire internal recovery costs

NOTES:

It has been assumed that all services (Water, Sewer, Electricity) will be available at the boundary.

Please note that this information is for indicative budgeting purposes only and should not be used as the basis for making a financial commitment.

Prior to making a financial commitment a detailed budget should be prepared based on input from the architect and the relevant consultants.

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT COST PLAN SUMMARY

Indicative Concept Cost Estimate - Construction Budget

Cost Plan Date: 5th December 2023	CCIF:	Dec-23	233.6
Cost Plan Date: -	CCIF:		

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 25m x 6 Lane Pool

Description	Unit	Qnty	Rate	Amount
1.0 DEMOLITION				
1.1 Allowance for demolition of existing pool and tots pool and associated filtration lines etc	Item		$	50,000
1.2 Allowance for demolition of existing main building	Item		$	25,000
1.3 Allowance for removal of existing shade sails etc including removal of footings	Item		$	18,000
1.4 Allowance to demolish existing plantroom, chemical store and balance tanks	Item		$	15,000
1.5 Allowance to take down and dispose existing chainlink fence	Item		$	2,200
1.6 Allowance to remove existing concourse paving	Item		$	12,650
1.7 Clear balance of site of all trees, lawn and vegetation	Item		$	16,600
		Sub-Total Demolitions	***$***	***139,450***
2.0 BUILDINGS				
2.1 Administration/Changerooms				
Male Changeroom & Toilet Amenities	m2	55		
UAT	m2	10		
Female Changeroom & Toilet Amenities	m2	55		
Store	m2	10		
Manager /Kitchen/WC/Store	m2	50		
First Aid	m2	12		
Store	m2	9		
Swim Club	m2	50		
MP Room 1	m2	40		
MP Room 2	m2	50		
Sub -Total Administration/Changerooms		341	$ 2,798	$ 954,200

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 25m x 6 Lane Pool

	Description	Unit	Qnty	Rate	Amount
2.2	Pool Plant and Pool Store				
	Pool Plantroom	m2	250		
	Pool Store	m2	60		
	Sub-Total Pool Plant and Pool Store		310	$ 1,923	$ 596,000
2.3	Roofed Areas				
	Verandahs	m2	216		
	Sub-Total Roofed Areas		216	$ 450	$ 97,200
			Sub-Total Buildings		***$ 1,647,400***
3.0	**SWIMMING POOL**				
3.1	25m x 6 lane swimming pool with access ramp complete with handrails, pool filtration and pool equipment (approx 420m2 water area)	Item			$ 1,050,000
3.2	Learn To Swim pool Childrens pool and Tots Pool complete including lane ropes, pool filtration and pool equipment (approx 300m2 water area)	Item			$ 780,000
3.3	Allowance for pool ropes, backstroke indicators , pool blankets, etc	Item			$ 200,000
3.4	Allowance for pool starting blocks (non-FINA)	Item			$ 9,000
3.5	Allowance for water features to tots pool	Item			$ 150,000
			Sub-Total Swimming Pool		***$ 2,189,000***
4.0	**EXTERNAL WORKS**				
4.1	Filling to make up levels around site and under building - Filling provided by Shire	m3	103	$ 18.00	$ 1,854
4.2	Filling to make up levels after removal of existing pools. Have assumed excavated materials for new pool will be suitable backfill.	m3	750	$ 15.00	$ 11,250
4.3	Filling to make up levels for lawn bank. Have assumed excavated materials for new pool will be suitable backfill.	m3	285	$ 15.00	$ 4,275
4.4	Exposed aggregate paving - Pool	m2	1295	$ 125.00	$ 161,875
4.5	Allowance for concourse drains	Item			$ 15,000
4.6	2100 high Black Garrison fencing	m	196	$ 150.00	$ 29,400
4.7	Feature screen fence	m	27	$ 1,000.00	$ 27,000
4.8	Snake barrier	m	196	$ 75.00	$ 14,700

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 25m x 6 Lane Pool

	Description	Unit	Qnty	Rate	Amount
4.9	1500 high pool fence	m	7	$ 135.00	$ 945
4.10	Wind break barrier to Garrison fencing	m2	254	$ 15.00	$ 3,810
4.11	2100 high pair of gates to match Garrison Fencing	No	2	$ 2,500.00	$ 5,000
4.12	1500 high single gate to match pool fencing	No	2	$ 550.00	$ 1,100
4.13	Outbuildings - Bin Store (not indicated)	Item			$ 7,500
4.14	Roll-on grass and reticulation	m2	2285	$ 28.00	$ 63,980
4.15	Landscaping comprising reticulation, plants - Internal	m2	243	$ 75.00	$ 18,225
4.16	Allowance for landscaping comprising reticulation, plants outside boundaries	Item			$ 10,000
4.17	Large trees	9	14	$ 300.00	$ 4,200
4.18	Small trees	No	5	$ 150.00	$ 750
4.19	Electric BBQ comprising two plates and enclosure (not shown)	No	1	$ 8,000.00	$ 8,000
4.20	Allowance for shade structures including poles and bases	Item			$ 50,000
4.21	Allowance for retractable shade structure over Tots pool and portion of Childrens pool	Item			$ 114,000
4.22	Allowance for site furniture - bins, seating etc	Item			$ 20,000
4.23	Bike Racks	No	5	$ 750.00	$ 3,750
4.24	Allowance for half court basketball court	Item			$ 40,000
4.25	Allowance for re-configuring carpark	Item			$ 301,500
4.26	Allowance for tiered seating	Item			$ 39,400
4.27	Allowance modifying overflow carpark and plant deliveries area	Item			$ 28,800
4.28	Allowance for new directional signage, identification signage etc	Item			$ 25,000
				Sub-Total External Works	***$ 1,011,314***

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 25m x 6 Lane Pool

	Description	Unit	Qnty	Rate		Amount
5.0	**EXTERNAL SERVICES**					
5.1	External Stormwater - Allowance for distribution on site	Item			$	15,000
5.2	External Sewer - Allowance for connections into existing services (locations unknown)	Item			$	10,000
5.3	External light and power - Allowance for site distribution	Item			$	25,000
5.4	External light and power - Allowance for lighting to pool area	Item			$	60,000
5.5	External Water - Allowance for connection to existing service				$	5,000
			Sub-Total External Services		***$***	***115,000***
6.0	**EXTERNAL SERVICES UPGRADES**					
	Allowance for Western Power Headworks	Item			$	25,000
	Allowance for Water Corporation Headworks	Item			$	50,000
	Allowance for Telstra/NBN Headworks	Item			$	5,000
			Sub-Total External Services Upgrades		***$***	***80,000***
7.0	**DESIGN CONTINGENCY**					
7.1	Design Contingency	Item		10%	$	598,217
			Sub-Total Design Contingency		***$***	***598,217***
	TOTAL CONSTRUCTION COST				**$**	**5,780,381**
8.0	**PROJECT COSTS**					
8.1	Construction Contingency	Item		5%	$	289,019
8.2	Loose Furniture & Equipment	Item			$	10,000
8.3	Kitchen fit-out - Benches, refrigerators, freezer, cookers etc (No coolroom)	Item			$	50,000
8.4	Professional Fees and Disbursements	Item		14%	$	858,116
	GROSS PROJECT COST - December 2023				**$**	**6,987,516**

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 25m x 6 Lane Pool

Description	Unit	Qnty	Rate		Amount
9.0 ESCALATION					
9.1 Escalation to December 2025	Item			$	646,106
9.2 Escalation to Tender - Assume June 2026	Item			$	131,613
9.3 Escalation during construction- Assume 12 months				$	133,166
GROSS PROJECT COST - July 2027				**$**	**7,898,400**
10.0 LOCATION ALLOWANCE					
10.1 Location Allowance - **Excludes Professional Fees**	Item		10%	$	704,028
ESTIMATED TOTAL COMMITMENT - York				**$**	**8,602,428**
Goods and Services Tax	Item		10%	$	860,243

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT COST PLAN SUMMARY

Indicative Concept Cost Estimate - Construction Budget

Cost Plan Date: 5th December 2023 CCIF: Dec-23 233.6
Cost Plan Date: - CCIF:

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 50m x 6 Lane Pool

Description	Unit	Qnty	Rate	Amount
1.0 **DEMOLITION**				
1.1 Allowance for demolition of existing pool and tots pool and associated filtration lines etc	Item		$	50,000
1.2 Allowance for demolition of existing entry structure	Item		$	25,000
1.3 Allowance for removal of existing shade sails etc including removal of footings	Item		$	18,000
1.4 Allowance to demolish existing plantroom, chemical store and balance tanks	Item		$	15,000
1.5 Allowance to take down and dispose existing chainlink fence	Item		$	2,200
1.6 Allowance for remove existing concourse paving	Item		$	12,650
1.7 Clear balance of site of all trees, lawn and vegetation	Item		$	16,600
		Sub-Total Demolitions	***$***	***139,450***
2.0 BUILDINGS				
2.1 Administration/Changerooms				
Male Changeroom & Toilet Amenities	m2	55		
UAT	m2	10		
Female Changeroom & Toilet Amenities	m2	55		
Store	m2	10		
Manager /Kitchen/WC/Store	m2	50		
First Aid	m2	12		
Store	m2	9		
Swim Club	m2	50		
MP Room 1	m2	40		
MP Room 2	m2	50		
Sub -Total Administration/Changerooms		341	$ 2,798	$ 954,200

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 50m x 6 Lane Pool

Description	Unit	Qnty	Rate	Amount
2.2 Pool Plant and Pool Store				
Pool Plantroom	m2	250		
Pool Store	m2	60		
Sub-Total Pool Plant and Pool Store		310	$ 1,923	$ 596,000
2.3 Roofed Areas				
Verandahs	m2	216		
Sub-Total Roofed Areas		216	$ 450	$ 97,200
			Sub-Total Buildings	***$ 1,647,400***
3.0 SWIMMING POOL				
3.1 50m x 6 lane swimming pool with access ramp complete with handrails, pool filtration and pool equipment (approx 845m2 water area)	Item			$ 2,112,500
3.2 Learn To Swim pool Childrens pool and Tots Pool complete including lane ropes, pool filtration and pool equipment (approx 300m2 water area)	Item			$ 780,000
3.3 Allowance for pool ropes, backstroke indicators , pool blankets, etc	Item			$ 200,000
3.4 Allowance for pool starting blocks (non-FINA)	Item			$ 9,000
3.5 Allowance for water features to tots pool	Item			$ 150,000
			Sub-Total Swimming Pool	***$ 3,251,500***
4.0 EXTERNAL WORKS				
4.1 Filling to make up levels around site and under building - Filling provided by Shire	m3	103	$ 18.00	$ 1,854
4.2 Filling to make up levels after removal of existing pools. Have assumed excavated materials for new pool will be suitable backfill.	m3	750	$ 15.00	$ 11,250
4.3 Filling to make up levels for lawn bank. Have assumed excavated materials for new pool will be suitable backfill.	m3	600	$ 15.00	$ 9,000
4.4 Exposed aggregate paving - Pool	m2	1470	$ 125.00	$ 183,750
4.5 Allowance for concourse drains	Item			$ 15,000
4.6 2100 high Black Garrison fencing	m	196	$ 150.00	$ 29,400
4.7 Feature screen fence	m	27	$ 1,000.00	$ 27,000

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 50m x 6 Lane Pool

	Description	Unit	Qnty	Rate	Amount
4.8	Snake barrier	m	196	$ 75.00	$ 14,700
4.9	1500 high pool fence	m	7	$ 135.00	$ 945
4.10	Wind break barrier to Garrison fencing	m2	254	$ 15.00	$ 3,810
4.11	2100 high pair of gates to match Garrison Fencing	No	2	$ 2,500.00	$ 5,000
4.12	1500 high single gate to match pool fencing	No	2	$ 550.00	$ 1,100
4.13	Outbuildings - Bin Store (not indicated)	Item			$ 7,500
4.14	Roll-on grass and reticulation	m2	1860	$ 28.00	$ 52,080
4.15	Landscaping comprising reticulation, plants - Internal	m2	68	$ 75.00	$ 5,100
4.16	Allowance for landscaping comprising reticulation, plants outside boundaries	Item			$ 10,000
4.17	Large trees	9	14	$ 300.00	$ 4,200
4.18	Small trees	No	5	$ 150.00	$ 750
4.19	Electric BBQ comprising two plates and enclosure (not shown)	No	1	$ 8,000.00	$ 8,000
4.20	Allowance for shade structures including poles and bases	Item			$ 50,000
4.21	Allowance for retractable shade structure over Tots pool and portion of Childrens pool	Item			$ 114,000
4.22	Allowance for site furniture - bins, seating etc	Item			$ 20,000
4.23	Bike Racks	No	5	$ 750.00	$ 3,750
4.24	Allowance for half court basketball court	Item			$ 40,000
4.25	Allowance for re-configuring carpark	Item			$ 301,500
4.26	Allowance for tiered seating	Item			$ 80,000
4.27	Allowance modifying overflow carpark and plant deliveries area	Item			$ 28,800
4.28	Allowance for new directional signage, identification signage etc	Item			$ 25,000
				Sub-Total External Works	***$ 1,053,489***

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 50m x 6 Lane Pool

Description	Unit	Qnty	Rate		Amount
5.0 EXTERNAL SERVICES					
5.1 External Stormwater - Allowance for distribution on site	Item			$	15,000
5.2 External Sewer - Allowance for connections into existing services (locations unknown)	Item			$	10,000
5.3 External light and power - Allowance for site distribution	Item			$	25,000
5.4 External light and power - Allowance for lighting to pool area	Item			$	60,000
5.5 External Water - Allowance for connectio to existing service				$	5,000
			Sub-Total External Services	***$***	***115,000***
6.0 EXTERNAL SERVICES UPGRADES					
Allowance for Western Power Headworks	Item			$	25,000
Allowance for Water Corporation Headworks	Item			$	50,000
Allowance for Telstra/NBN Headworks	Item			$	5,000
			Sub-Total External Services Upgrades	***$***	***80,000***
7.0 DESIGN CONTINGENCY					
7.1 Design Contingency	Item		10%	$	708,684
			Sub-Total Design Contingency	***$***	***708,684***
TOTAL CONSTRUCTION COST				**$**	**6,995,523**
8.0 PROJECT COSTS					
8.1 Construction Contingency	Item		5%	$	349,777
8.2 Loose Furniture & Equipment	Item			$	10,000
8.3 Kitchen fit-out - Benches, refrigerators, freezer, cookers etc (No coolroom)	Item			$	50,000
8.4 Professional Fees and Disbursements	Item		14%	$	1,036,742
GROSS PROJECT COST - December 2023				**$**	**8,442,041**

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 50m x 6 Lane Pool

Description	Unit	Qnty	Rate		Amount
9.0 ESCALATION					
9.1 Escalation to December 2025	Item			$	780,600
9.2 Escalation to Tender - Assume June 2026	Item			$	159,010
9.3 Escalation during construction- Assume 12 months				$	160,886
GROSS PROJECT COST - July 2027				**$**	**9,542,536**
10.0 LOCATION ALLOWANCE					
10.1 Location Allowance - **Excludes Professional Fees**	Item		10%	$	850,579
ESTIMATED TOTAL COMMITMENT - York				**$**	**10,393,115**
Goods and Services Tax	Item		10%	$	1,039,312

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT COST PLAN SUMMARY

Indicative Concept Cost Estimate - Construction Budget

Cost Plan Date: 5th December 2023 CCIF: Dec-23 233.6
Cost Plan Date: - CCIF:

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 50m x 8 Lane Pool

Description	Unit	Qnty	Rate	Amount
1.0 **DEMOLITION**				
1.1 Allowance for demolition of existing pool and tots pool and associated filtration lines etc	Item		$	50,000
1.2 Allowance for demolition of existing entry structure	Item		$	25,000
1.3 Allowance for removal of existing shade sails etc including removal of footings	Item		$	18,000
1.4 Allowance to demolish existing plantroom, chemical store and balance tanks	Item		$	15,000
1.5 Allowance to take down and dispose existing chainlink fence	Item		$	2,200
1.6 Allowance for remove existing concourse paving	Item		$	12,650
1.7 Clear balance of site of all trees, lawn and vegetation	Item		$	16,600
		Sub-Total Demolitions	***$***	***139,450***
2.0 BUILDINGS				
2.1 Administration/Changerooms				
Male Changeroom & Toilet Amenities	m2	55		
UAT	m2	10		
Female Changeroom & Toilet Amenities	m2	55		
Store	m2	10		
Manager /Kitchen/WC/Store	m2	50		
First Aid	m2	12		
Store	m2	9		
Swim Club	m2	50		
MP Room 1	m2	40		
MP Room 2	m2	50		
Sub -Total Administration/Changerooms		341	$ 2,798	$ 954,200

Neil Butler Quantity Surveying Services Page: 15 of 34 Print Date: 7/12/2023

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 50m x 8 Lane Pool

Description	Unit	Qnty	Rate	Amount
2.2 Pool Plant and Pool Store				
Pool Plantroom	m2	250		
Pool Store	m2	60		
Sub-Total Pool Plant and Pool Store		310	$ 1,923	$ 596,000
2.3 Roofed Areas				
Verandahs	m2	216		
Sub-Total Roofed Areas		216	$ 450	$ 97,200
			Sub-Total Buildings	***$ 1,647,400***
3.0 SWIMMING POOL				
3.1 50m x 8 lane swimming pool with access ramp complete with handrails, pool filtration and pool equipment (approx 1095m2 water area)	Item			$ 2,737,500
3.2 Learn To Swim pool Childrens pool and Tots Pool complete including lane ropes, pool filtration and pool equipment (approx 300m2 water area)	Item			$ 780,000
3.3 Allowance for pool ropes, backstroke indicators , pool blankets, etc	Item			$ 200,000
3.4 Allowance for pool starting blocks (non-FINA)	Item			$ 12,000
3.5 Allowance for water features to tots pool	Item			$ 150,000
			Sub-Total Swimming Pool	***$ 3,879,500***
4.0 EXTERNAL WORKS				
4.1 Filling to make up levels around site and under building - Filling provided by Shire	m3	103	$ 18.00	$ 1,854
4.2 Filling to make up levels after removal of existing pools. Have assumed excavated materials for new pool will be suitable backfill.	m3	750	$ 15.00	$ 11,250
4.3 Filling to make up levels for lawn bank. Have assumed excavated materials for new pool will be suitable backfill.	m3	600	$ 15.00	$ 9,000
4.4 Exposed aggregate paving - Pool	m2	1530	$ 125.00	$ 191,250
4.5 Allowance for concourse drains	Item			$ 15,000
4.6 2100 high Black Garrison fencing	m	196	$ 150.00	$ 29,400
4.7 Feature screen fence	m	27	$ 1,000.00	$ 27,000

Neil Butler Quantity Surveying Services Page: 16 of 34 Print Date: 7/12/2023

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 50m x 8 Lane Pool

	Description	Unit	Qnty	Rate	Amount
4.8	Snake barrier	m	196	$ 75.00	$ 14,700
4.9	1500 high pool fence	m	7	$ 135.00	$ 945
4.10	Wind break barrier to Garrison fencing	m2	254	$ 15.00	$ 3,810
4.11	2100 high pair of gates to match Garrison Fencing	No	2	$ 2,500.00	$ 5,000
4.12	1500 high single gate to match pool fencing	No	2	$ 550.00	$ 1,100
4.13	Outbuildings - Bin Store (not indicated)	Item			$ 7,500
4.14	Roll-on grass and reticulation	m2	1550	$ 28.00	$ 43,400
4.15	Landscaping comprising reticulation, plants - Internal	m2	68	$ 75.00	$ 5,100
4.16	Allowance for landscaping comprising reticulation, plants outside boundaries	Item			$ 10,000
4.17	Large trees	9	14	$ 300.00	$ 4,200
4.18	Small trees	No	5	$ 150.00	$ 750
4.19	Electric BBQ comprising two plates and enclosure (not shown)	No	1	$ 8,000.00	$ 8,000
4.20	Allowance for shade structures including poles and bases	Item			$ 50,000
4.21	Allowance for retractable shade structure over Tots pool and portion of Childrens pool	Item			$ 114,000
4.22	Allowance for site furniture - bins, seating etc	Item			$ 20,000
4.23	Bike Racks	No	5	$ 750.00	$ 3,750
4.24	Allowance for half court basketball court	Item			$ 40,000
4.25	Allowance for re-configuring carpark	Item			$ 301,500
4.26	Allowance for tiered seating	Item			$ 80,000
4.27	Allowance modifying overflow carpark and plant deliveries area	Item			$ 28,800
4.28	Allowance for new directional signage, identification signage etc	Item			$ 25,000
				Sub-Total External Works	***$ 1,052,309***

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 50m x 8 Lane Pool

Description	Unit	Qnty	Rate		Amount
5.0 EXTERNAL SERVICES					
5.1 External Stormwater - Allowance for distribution on site	Item			$	15,000
5.2 External Sewer - Allowance for connections into existing services (locations unknown)	Item			$	10,000
5.3 External light and power - Allowance for site distribution	Item			$	25,000
5.4 External light and power - Allowance for lighting to pool area	Item			$	60,000
5.5 External Water - Allowance for connectio to existing service				$	5,000
			Sub-Total External Services	***$***	***115,000***
6.0 EXTERNAL SERVICES UPGRADES					
Allowance for Western Power Headworks	Item			$	25,000
Allowance for Water Corporation Headworks	Item			$	50,000
Allowance for Telstra/NBN Headworks	Item			$	5,000
			Sub-Total External Services Upgrades	***$***	***80,000***
7.0 DESIGN CONTINGENCY					
7.1 Design Contingency	Item		10%	$	771,366
			Sub-Total Design Contingency	***$***	***771,366***
TOTAL CONSTRUCTION COST				**$**	**7,685,025**
8.0 PROJECT COSTS					
8.1 Construction Contingency	Item		5%	$	384,252
8.2 Kitchen fit-out - Benches, refrigerators, freezer, cookers etc (No coolroom)	Item			$	50,000
8.3 Kitchen fit-out - shelving only	Item			$	5,000
8.4 Professional Fees and Disbursements	Item		14%	$	1,137,398
GROSS PROJECT COST - December 2023				**$**	**9,261,675**

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: EXISTING AQUATIC CENTRE - 50m x 8 Lane Pool

	Description	Unit	Qnty	Rate		Amount
9.0	**ESCALATION**					
9.1	Escalation to December 2025	Item			$	856,388
9.2	Escalation to Tender - Assume June 2026	Item			$	174,448
9.3	Escalation during construction- Assume 12 months				$	176,506
	GROSS PROJECT COST - July 2027				**$**	**10,469,016**
10.0	**LOCATION ALLOWANCE**					
10.1	Location Allowance - **Excludes Professional Fees**	Item		10%	$	933,162
	ESTIMATED TOTAL COMMITMENT - York				**$**	**11,402,178**
	Goods and Services Tax	Item		10%	$	1,140,218

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT COST PLAN SUMMARY

Indicative Concept Cost Estimate - Construction Budget

Cost Plan Date: 5th December 2023	CCIF:	Dec-23	233.6
Cost Plan Date: -	CCIF:		

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 25m x 6 Lane Pool

Description	Unit	Qnty	Rate	Amount
1.0 **DEMOLITION**				
1.1 Allowance for demolition of existing pool and associated structures and leave site ready for future development - Existing Aquatic Centre	Item		$	150,000
1.2 Allowance for demolition of existing building and associated structures and leave site ready for new swimming pool construction	Item		$	50,000
1.3 Allowance for removal of existing basketball courts and associated structures	Item		$	36,000
1.4 Clear balance of site of all trees, lawn and vegetation	Item		$	27,000
		Sub-Total Demolitions	***$***	***263,000***
2.0 BUILDINGS				
2.1 Administration/Changerooms				
Male Changeroom & Toilet Amenities	m2	55		
UAT	m2	10		
Female Changeroom & Toilet Amenities	m2	55		
Store	m2	10		
Manager /Kitchen/WC/Store	m2	50		
First Aid	m2	12		
Store	m2	9		
Swim Club	m2	50		
MP Room 1	m2	40		
MP Room 2	m2	50		
Sub -Total Administration/Changerooms		341	$ 2,798	$ 954,200

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 25m x 6 Lane Pool

Description	Unit	Qnty	Rate	Amount
2.2 Pool Plant and Pool Store				
Pool Plantroom	m2	250		
Pool Store	m2	60		
Sub-Total Pool Plant and Pool Store		310	$ 1,923	$ 596,000
2.3 Roofed Areas				
Verandahs	m2	216		
Sub-Total Roofed Areas		216	$ 450	$ 97,200
			Sub-Total Buildings	***$ 1,647,400***
3.0 SWIMMING POOL				
3.1 25m x 6 lane swimming pool with access ramp complete with handrails, pool filtration and pool equipment (approx 420m2 water area)	Item			$ 1,050,000
3.2 Learn To Swim pool Childrens pool and Tots Pool complete including lane ropes, pool filtration and pool equipment (approx 300m2 water area)	Item			$ 780,000
3.3 Allowance for pool ropes, backstroke indicators , pool blankets, etc	Item			$ 200,000
3.4 Allowance for pool starting blocks (non-FINA)	Item			$ 9,000
3.5 Allowance for water features to tots pool	Item			$ 150,000
			Sub-Total Swimming Pool	***$ 2,189,000***
4.0 EXTERNAL WORKS				
4.1 Filling to make up levels around site and under building - Filling provided by Shire	m3	103	$ 18.00	$ 1,854
4.2 Filling to make up levels for lawn bank. Have assumed excavated materials for new pool will be suitable backfill.	m3	285	$ 15.00	$ 4,275
4.3 Exposed aggregate paving - Pool	m2	1295	$ 125.00	$ 161,875
4.4 Allowance for concourse drains	Item			$ 15,000
4.5 2100 high Black Garrison fencing	m	196	$ 150.00	$ 29,400
4.6 Feature screen fence	m	27	$ 1,000.00	$ 27,000
4.7 Snake barrier	m	196	$ 75.00	$ 14,700
4.8 1500 high pool fence	m	7	$ 135.00	$ 945

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 25m x 6 Lane Pool

	Description	Unit		Qnty		Rate		Amount
4.9	Wind break barrier to Garrison fencing	m2		254	$	15.00	$	3,810
4.10	2100 high pair of gates to match Garrison Fencing	No		2	$	2,500.00	$	5,000
4.11	1500 high single gate to match pool fencing	No		2	$	550.00	$	1,100
4.12	Outbuildings - Bin Store (not indicated)	Item					$	7,500
4.13	Roll-on grass and reticulation	m2		2285	$	28.00	$	63,980
4.14	Landscaping comprising reticulation, plants - Internal	m2		243	$	75.00	$	18,225
4.15	Allowance for landscaping comprising reticulation, plants outside boundaries	Item					$	10,000
4.16	Large trees		9	14	$	300.00	$	4,200
4.17	Small trees	No		5	$	150.00	$	750
4.18	Electric BBQ comprising two plates and enclosure (not shown)	No		1	$	8,000.00	$	8,000
4.19	Allowance for shade structures including poles and bases	Item					$	50,000
4.20	Allowance for retractable shade structure over Tots pool and portion of Childrens pool	Item					$	114,000
4.21	Allowance for site furniture - bins, seating etc	Item					$	20,000
4.22	Bike Racks	No		5	$	750.00	$	3,750
4.23	Allowance for half court basketball court	Item					$	40,000
4.24	Allowance for new carpark including kerbs and drainage	Item					$	493,000
4.25	Allowance for tiered seating	Item					$	39,400
4.26	Allowance for new directional signage, identification signage etc	Item					$	25,000
				Sub-Total External Works			***$***	***1,162,764***

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 25m x 6 Lane Pool

Description	Unit	Qnty	Rate		Amount
5.0 EXTERNAL SERVICES					
5.1 External Stormwater - Allowance	Item			$	15,000
5.2 External Sewer - Allowance for connections into existing services (locations unknown)	Item			$	25,000
5.3 External light and power - Allowance for site distribution	Item			$	25,000
5.4 External light and power - Allowance for lighting to pool area	Item			$	60,000
5.5 External Water - Allowance				$	5,000
			Sub-Total External Services	***$***	***130,000***
6.0 EXTERNAL SERVICES UPGRADES					
Allowance for Western Power Headworks	Item			$	100,000
Allowance for Water Corporation Headworks	Item			$	50,000
Allowance for Telstra/NBN Headworks	Item			$	5,000
			Sub-Total External Services Upgrades	***$***	***155,000***
7.0 DESIGN CONTINGENCY					
7.1 Design Contingency	Item		10%	$	554,717
			Sub-Total Design Contingency	***$***	***554,717***
TOTAL CONSTRUCTION COST				**$**	**6,101,881**
8.0 PROJECT COSTS					
8.1 Construction Contingency	Item		5%	$	305,094
8.2 Loose Furniture & Equipment	Item			$	10,000
8.3 Kitchen fit-out - Benches, refrigerators, freezer, cookers etc (No coolroom)	Item			$	50,000
8.4 Professional Fees and Disbursements	Item		14%	$	905,376
GROSS PROJECT COST - December 2023				**$**	**7,372,351**

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 25m x 6 Lane Pool

Description	Unit	Qnty	Rate		Amount
9.0 ESCALATION					
9.1 Escalation to December 2025	Item			$	681,690
9.2 Escalation to Tender - Assume June 2026	Item			$	138,861
9.3 Escalation during construction- Assume 12 months				$	140,500
GROSS PROJECT COST - July 2027				**$**	**8,333,402**
10.0 LOCATION ALLOWANCE					
10.1 Location Allowance - **Excludes Professional Fees**	Item		10%	$	742,803
ESTIMATED TOTAL COMMITMENT - York				**$**	**9,076,205**
Goods and Services Tax	Item		10%	$	907,620

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT COST PLAN SUMMARY

Indicative Concept Cost Estimate - Construction Budget

Cost Plan Date: 5th December 2023 CCIF: Dec-23 233.6
Cost Plan Date: - CCIF:

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 50m x 6 Lane Pool

Description	Unit	Qnty	Rate	Amount
1.0 **DEMOLITION**				
1.1 Allowance for demolition of existing pool and associated structures and leave site ready for future development.	Item		$	150,000
1.2 Allowance for demolition of existing building and associated structures and leave site ready for new swimming pool construction	Item		$	50,000
1.3 Allowance for removal of existing basketball courts and associated structures	Item		$	36,000
1.4 Clear balance of site of all trees, lawn and vegetation	Item		$	27,000
		Sub-Total Demolitions	***$***	***263,000***
2.0 BUILDINGS				
2.1 Administration/Changerooms				
Male Changeroom & Toilet Amenities	m2	55		
UAT	m2	10		
Female Changeroom & Toilet Amenities	m2	55		
Store	m2	10		
Manager /Kitchen/WC/Store	m2	50		
First Aid	m2	12		
Store	m2	9		
Swim Club	m2	50		
MP Room 1	m2	40		
MP Room 2	m2	50		
Sub -Total Administration/Changerooms		341	$ 2,798	$ 954,200

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 50m x 6 Lane Pool

Description	Unit	Qnty	Rate	Amount
2.2 Pool Plant and Pool Store				
Pool Plantroom	m2	250		
Pool Store	m2	60		
Sub-Total Pool Plant and Pool Store		310	$ 1,923	$ 596,000
2.3 Roofed Areas				
Verandahs	m2	216		
Sub-Total Roofed Areas		216	$ 450	$ 97,200
			Sub-Total Buildings	***$ 1,647,400***
3.0 SWIMMING POOL				
3.1 50m x 6 lane swimming pool with access ramp complete with handrails, pool filtration and pool equipment (approx 845m2 water area)	Item			$ 2,112,500
3.2 Learn To Swim pool Childrens pool and Tots Pool complete including lane ropes, pool filtration and pool equipment (approx 300m2 water area)	Item			$ 780,000
3.3 Allowance for pool ropes, backstroke indicators , pool blankets, etc	Item			$ 200,000
3.4 Allowance for pool starting blocks (non-FINA)	Item			$ 9,000
3.5 Allowance for water features to tots pool	Item			$ 150,000
			Sub-Total Swimming Pool	***$ 3,251,500***
4.0 EXTERNAL WORKS				
4.1 Filling to make up levels around site and under building - Filling provided by Shire	m3	103	$ 18.00	$ 1,854
4.2 Filling to make up levels for lawn bank. Have assumed excavated materials for new pool will be suitable backfill.	m3	600	$ 15.00	$ 9,000
4.3 Exposed aggregate paving - Pool	m2	1470	$ 125.00	$ 183,750
4.4 Allowance for concourse drains	Item			$ 15,000
4.5 2100 high Black Garrison fencing	m	196	$ 150.00	$ 29,400
4.6 Feature screen fence	m	27	$ 1,000.00	$ 27,000
4.7 Snake barrier	m	196	$ 75.00	$ 14,700
4.8 1500 high pool fence	m	7	$ 135.00	$ 945

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 50m x 6 Lane Pool

	Description	Unit	Qnty	Rate	Amount
4.9	Wind break barrier to Garrison fencing	m2	254	$ 15.00	$ 3,810
4.10	2100 high pair of gates to match Garrison Fencing	No	2	$ 2,500.00	$ 5,000
4.11	1500 high single gate to match pool fencing	No	2	$ 550.00	$ 1,100
4.12	Outbuildings - Bin Store (not indicated)	Item			$ 7,500
4.13	Roll-on grass and reticulation	m2	1860	$ 28.00	$ 52,080
4.14	Landscaping comprising reticulation, plants - Internal	m2	68	$ 75.00	$ 5,100
4.15	Allowance for landscaping comprising reticulation, plants outside boundaries	Item			$ 10,000
4.16	Large trees	9	14	$ 300.00	$ 4,200
4.17	Small trees	No	5	$ 150.00	$ 750
4.18	Electric BBQ comprising two plates and enclosure (not shown)	No	1	$ 8,000.00	$ 8,000
4.19	Allowance for shade structures including poles and bases	Item			$ 50,000
4.20	Allowance for retractable shade structure over Tots pool and portion of Childrens pool	Item			$ 114,000
4.21	Allowance for site furniture - bins, seating etc	Item			$ 20,000
4.22	Bike Racks	No	5	$ 750.00	$ 3,750
4.23	Allowance for half court basketball court	Item			$ 40,000
4.24	Allowance for new carpark including kerbs and drainage	Item			$ 493,000
4.25	Allowance for tiered seating	Item			$ 80,000
4.26	Allowance for new directional signage, identification signage etc	Item			$ 25,000
				Sub-Total External Works	***$ 1,204,939***

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 50m x 6 Lane Pool

Description	Unit	Qnty	Rate		Amount
5.0 EXTERNAL SERVICES					
5.1 External Stormwater - Allowance	Item			$	15,000
5.2 External Sewer - Allowance for connections into existing services (locations unknown)	Item			$	25,000
5.3 External light and power - Allowance for site distribution	Item			$	25,000
5.4 External light and power - Allowance for lighting to pool area	Item			$	60,000
5.5 External Water - Allowance				$	5,000
			Sub-Total External Services	***$***	***130,000***
6.0 EXTERNAL SERVICES UPGRADES					
Allowance for Western Power Headworks	Item			$	100,000
Allowance for Water Corporation Headworks	Item			$	50,000
Allowance for Telstra/NBN Headworks	Item			$	5,000
			Sub-Total External Services Upgrades	***$***	***155,000***
7.0 DESIGN CONTINGENCY					
7.1 Design Contingency	Item		10%	$	665,184
			Sub-Total Design Contingency	***$***	***665,184***
TOTAL CONSTRUCTION COST				**$**	**7,317,023**
8.0 PROJECT COSTS					
8.1 Construction Contingency	Item		5%	$	365,852
8.2 Loose Furniture & Equipment	Item			$	10,000
8.3 Kitchen fit-out - Benches, refrigerators, freezer, cookers etc (No coolroom)	Item			$	50,000
8.4 Professional Fees and Disbursements	Item		14%	$	1,084,002
GROSS PROJECT COST - December 2023				**$**	**8,826,877**

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 50m x 6 Lane Pool

	Description	Unit	Qnty	Rate		Amount
9.0	**ESCALATION**					
9.1	Escalation to December 2025	Item			$	816,184
9.2	Escalation to Tender - Assume June 2026	Item			$	166,258
9.3	Escalation during construction- Assume 12 months				$	168,220
	GROSS PROJECT COST - July 2027				**$**	**9,977,538**
10.0	**LOCATION ALLOWANCE**					
10.1	Location Allowance - **Excludes Professional Fees**	Item		10%	$	889,354
	ESTIMATED TOTAL COMMITMENT - York				**$**	**10,866,892**
	Goods and Services Tax	Item		10%	$	1,086,689

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT COST PLAN SUMMARY

Indicative Concept Cost Estimate - Construction Budget

Cost Plan Date: 5th December 2023 CCIF: Dec-23 233.6
Cost Plan Date: - CCIF:

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 50m x 8 Lane Pool

	Description	Unit	Qnty	Rate	Amount
1.0	**DEMOLITION**				
1.1	Allowance for demolition of existing pool and associated structures and leave site ready for future development - Existing Aquatic Centre	Item		$	150,000
1.2	Allowance for demolition of existing building and associated structures and leave site ready for new swimming pool construction	Item		$	50,000
1.3	Allowance for removal of existing basketball courts and associated structures	Item		$	36,000
1.4	Clear balance of site of all trees, lawn and vegetation	Item		$	27,000
			Sub-Total Demolitions	***$***	***263,000***
2.0	**BUILDINGS**				
2.1	Administration/Changerooms				
	Male Changeroom & Toilet Amenities	m2	55		
	UAT	m2	10		
	Female Changeroom & Toilet Amenities	m2	55		
	Store	m2	10		
	Manager /Kitchen/WC/Store	m2	50		
	First Aid	m2	12		
	Store	m2	9		
	Swim Club	m2	50		
	MP Room 1	m2	40		
	MP Room 2	m2	50		
	Sub -Total Administration/Changerooms		341	$ 2,798	$ 954,200

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 50m x 8 Lane Pool

Description	Unit	Qnty	Rate	Amount
2.2 Pool Plant and Pool Store				
Pool Plantroom	m2	250		
Pool Store	m2	60		
Sub-Total Pool Plant and Pool Store		310	$ 1,923	$ 596,000
2.3 Roofed Areas				
Verandahs	m2	216		
Sub-Total Roofed Areas		216	$ 450	$ 97,200
			Sub-Total Buildings	***$ 1,647,400***
3.0 SWIMMING POOL				
3.1 50m x 8 lane swimming pool with access ramp complete with handrails, pool filtration and pool equipment (approx 1095m2 water area)	Item			$ 2,737,500
3.2 Learn To Swim pool Childrens pool and Tots Pool complete including lane ropes, pool filtration and pool equipment (approx 300m2 water area)	Item			$ 780,000
3.3 Allowance for pool ropes, backstroke indicators , pool blankets, etc	Item			$ 200,000
3.4 Allowance for pool starting blocks (non-FINA)	Item			$ 12,000
3.5 Allowance for water features to tots pool	Item			$ 150,000
			Sub-Total Swimming Pool	***$ 3,879,500***
4.0 EXTERNAL WORKS				
4.1 Filling to make up levels around site and under building - Filling provided by Shire	m3	103	$ 18.00	$ 1,854
4.2 Filling to make up levels for lawn bank. Have assumed excavated materials for new pool will be suitable backfill.	m3	600	$ 15.00	$ 9,000
4.3 Exposed aggregate paving - Pool	m2	1530	$ 125.00	$ 191,250
4.4 Allowance for concourse drains	Item			$ 15,000
4.5 2100 high Black Garrison fencing	m	196	$ 150.00	$ 29,400
4.6 Feature screen fence	m	27	$ 1,000.00	$ 27,000
4.7 Snake barrier	m	196	$ 75.00	$ 14,700
4.8 1500 high pool fence	m	7	$ 135.00	$ 945

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 50m x 8 Lane Pool

	Description	Unit		Qnty		Rate		Amount
4.9	Wind break barrier to Garrison fencing	m2		254	$	15.00	$	3,810
4.10	2100 high pair of gates to match Garrison Fencing	No		2	$	2,500.00	$	5,000
4.11	1500 high single gate to match pool fencing	No		2	$	550.00	$	1,100
4.12	Outbuildings - Bin Store (not indicated)	Item					$	7,500
4.13	Roll-on grass and reticulation	m2		1550	$	28.00	$	43,400
4.14	Landscaping comprising reticulation, plants - Internal	m2		68	$	75.00	$	5,100
4.15	Allowance for landscaping comprising reticulation, plants outside boundaries	Item					$	10,000
4.16	Large trees		9	14	$	300.00	$	4,200
4.17	Small trees	No		5	$	150.00	$	750
4.18	Electric BBQ comprising two plates and enclosure (not shown)	No		1	$	8,000.00	$	8,000
4.19	Allowance for shade structures including poles and bases	Item					$	50,000
4.20	Allowance for retractable shade structure over Tots pool and portion of Childrens pool	Item					$	114,000
4.21	Allowance for site furniture - bins, seating etc	Item					$	20,000
4.22	Bike Racks	No		5	$	750.00	$	3,750
4.23	Allowance for half court basketball court	Item					$	40,000
4.24	Allowance for new carpark including kerbs and drainage	Item					$	493,000
4.25	Allowance for tiered seating	Item					$	80,000
4.26	Allowance for new directional signage, identification signage etc	Item					$	25,000
				Sub-Total External Works			***$***	***1,203,759***

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 50m x 8 Lane Pool

Description	Unit	Qnty	Rate		Amount
5.0 EXTERNAL SERVICES					
5.1 External Stormwater - Allowance	Item			$	15,000
5.2 External Sewer - Allowance for connections into existing services (locations unknown)	Item			$	25,000
5.3 External light and power - Allowance for site distribution	Item			$	25,000
5.4 External light and power - Allowance for lighting to pool area	Item			$	60,000
5.5 External Water - Allowance				$	5,000
			Sub-Total External Services	***$***	***130,000***
6.0 EXTERNAL SERVICES UPGRADES					
Allowance for Western Power Headworks	Item			$	100,000
Allowance for Water Corporation Headworks	Item			$	50,000
Allowance for Telstra/NBN Headworks	Item			$	5,000
			Sub-Total External Services Upgrades	***$***	***155,000***
7.0 DESIGN CONTINGENCY					
7.1 Design Contingency	Item		10%	$	727,866
			Sub-Total Design Contingency	***$***	***727,866***
TOTAL CONSTRUCTION COST				**$**	**8,006,525**
8.0 PROJECT COSTS					
8.1 Construction Contingency	Item		5%	$	400,327
8.2 Loose Furniture & Equipment	Item			$	10,000
8.3 Kitchen fit-out - Benches, refrigerators, freezer, cookers etc (No coolroom)	Item			$	50,000
8.4 Professional Fees and Disbursements	Item		14%	$	1,185,359
GROSS PROJECT COST - December 2023				**$**	**9,652,210**

Appendix D: Order of Cost Estimate

York Aquatic Redevelopment

Indiciative Concept Cost Estimate
5th December 2023
(Revision -)

PROJECT: York Aquatic Redevelopment Concept

Location: RECREATION PRECINCT - 50m x 8 Lane Pool

Description	Unit	Qnty	Rate		Amount
9.0 ESCALATION					
9.1 Escalation to December 2025	Item			$	892,499
9.2 Escalation to Tender - Assume June 2026	Item			$	181,804
9.3 Escalation during construction- Assume 12 months				$	183,949
GROSS PROJECT COST - July 2027				**$**	**10,910,462**
10.0 LOCATION ALLOWANCE					
10.1 Location Allowance - **Excludes Professional Fees**	Item		10%	$	972,510
ESTIMATED TOTAL COMMITMENT - York				**$**	**11,882,972**
Goods and Services Tax	Item		10%	$	1,188,297

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AQUATIC FACILITY RENEWAL – SITE SELECTION

DECISION SUPPORT MATRIX – SWOT ANALYSIS

STRENGTHS	Site A – Henrietta Street	Site B – South Street
	• Vacant site – low demolition costs • Space to fit new facility	• Preferred site based on geotechnical results and site classification • Co locate and integrate with existing recreation facilities • WHS improvements for staff working in isolation • Located close to School. Reduces travel time and safety concerns with walking to swimming lessons • Available space will fit new facility

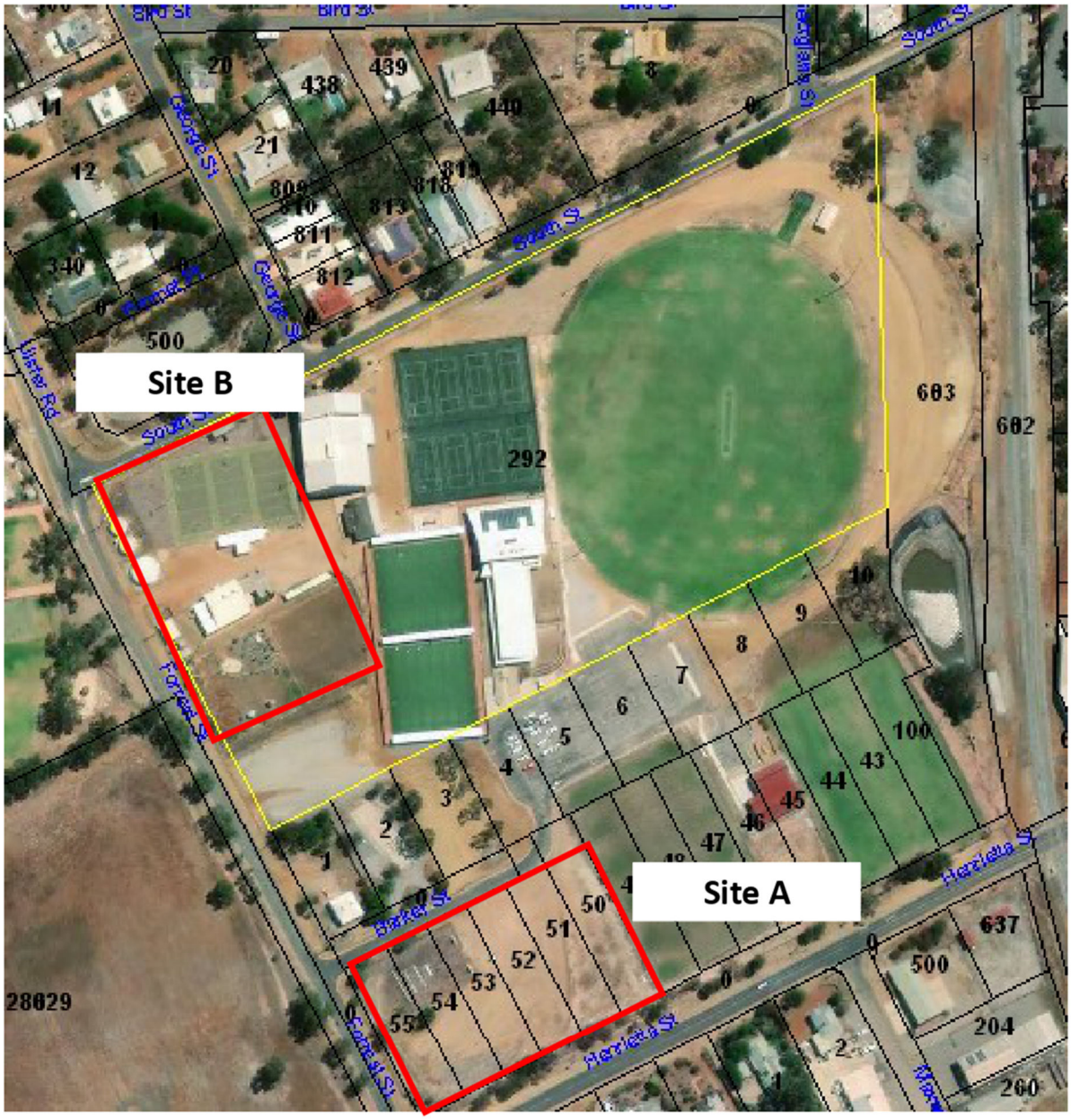
WEAKNESSES	Site A – Henrietta Street	Site B – South Street
	• Little value in co-location. No integration with existing facilities • Not preferred site based on geotechnical results • Access to power and water. No connection on site	• Demolition costs of existing infrastructure • Need to relocate existing uses

AQUATIC FACILITY RENEWAL – SITE SELECTION

DECISION SUPPORT MATRIX – SWOT ANALYSIS

OPPORTUNITIES	Site A – Henrietta Street	Site B – South Street
	• Attractive entry statement to town	• Has room for relocation of basketball courts to the south of the site. • Upgrade to basketball courts, current courts require renewal • Is located close to school, reduced travel for swimming lessons, safer for students walking along roads • Allows for disposal of obsolete infrastructure • No need to 'double up' on some facilities such as gym, café and playground. • Increased site activation and patronage for café • Opportunities for developing a water use efficiency project in conjunction with school, which would provide alternative sources of water for ovals. • Redevelopment of site would incorporate removal of Asbestos material found at old bowling green site, reducing risk.

THREATS	Site A – Henrietta Street	Site B – South Street
	• Access to power and water. No connections on site • Time required for Western Power process	• Relocation of Early Years Hub/ Play Group will need to be considered



York Recreation Precinct

Site Selection—Aquatic Centre Development

ADDENDUM

Item 10.1 – Notice of Motion – Site Selection for new Aquatic Facility

Following the release of the December 2025 Council Agenda, advice was sought from the WA Local Government Association (WALGA) to determine if the proposed revocation motion affects Resolution 070225 in its entirety or only Point 1 of the Resolution.

WALGA's advice suggests it is more appropriate for consideration of the matter to occur via two separate motions, one for the revocation and another for any new decision. This approach ensures that Council first resolves the revocation and then (subject to the revocation motion being Carried by an Absolute Majority decision) Council considers any new proposal. Council cannot deliberate on any new proposal unless and until the previous decision has been revoked.

It should be noted that should the revocation motion be lost, Resolution 070225 from February 2025 remains valid as Council's established decision.

Councillors have submitted further questions on the matter. In the interests of transparency, these are answered below.

CR ASHFORD

1. *Can officers confirm whether any engineering assessments or vibration studies were undertaken to support the claim heavy-vehicle vibration risk at site A? If not, on what basis was this concern introduced?*

   Aside from the geotechnical study commissioned at the request of Council, no additional engineering studies have been completed. Soil movement is widely acknowledged within the construction industry as a potential risk to rigid structures, such as pool shells. This risk was identified as being relevant to this site particularly with its proximity to heavy haulage on Henrietta.

   Other than geotechnical field investigations no extensive investigations have been taken to date. As Council have been considering multiple sites, the cost of conducting rigorous investigations at all three sites was cost prohibitive. While this does introduce a discovery risk, officers have allowed for this risk by including design contingency of 10% (where more rigorous testing will occur) and a construction contingency of 5% in the cost planning for this project along with approximately $1M of escalation over the life of the project.

2. *Have officers reviewed comparable facilities located on major roads, such Bilgoman Pool, to understand whether heavy-vehicle vibration presents any structural risk?*

   No direct comparison has been conducted. The site in York is classified as having clay soil, whereas the general soil classification in the Greenmount area is gravelly loam. The site conditions are not comparable. As with Q1, further investigation will be conducted during the design phase of the project and risk has been addressed through contingency planning.

3. *What assessment has been undertaken regarding the risk to the aging foundations of the existing recreation buildings, given the scale of major construction immediately adjacent to them?*

   No assessment has been undertaken. Infill construction is a well-known process, and engineering design steps will be implemented to safeguard existing buildings during the construction.

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4. *How has the Officers Assessment accounted for disruption to school PE programs, community sport, and precinct activity during construction?*

   The previous reports recognise that disruption is inevitable but in line with the Council resolution from February 2025 OCM there is a commitment to consult with impacted community groups. A likely option is to ensure access to the indoor stadium for court-based activity.

5. *Can officers confirm precisely which areas contains asbestos?*

   Asbestos has been identified as part of the edging to the old bowling greens.

6. *Has a detailed asbestos-management plan been prepared (or commissioned) for the project, outline how asbestos will be safely removed, disposed of, and which regulatory standards will be followed?*

   Asbestos management will be handled within the design specifications and overseen through a construction management plan which will meet relevant standards and be conducted by licenced contractors only.

7. *Has the cost of asbestos remediation - including removal, transport, disposal, and testing been costed and included in the projected budget? If not, why not?*

   The proposed demolition costs incorporate provisions for asbestos abatement.

8. *What risk has been assessed in terms of asbestos exposure to workers, nearby residents, or future users during construction?*

   This issue will be covered in both the Construction Management Plan and the Safety Plan and will be included as a mandatory part of the construction tender to be conducted only by licenced contractors. There are documented guidelines on the handling and disposal of asbestos and all works will comply.

9. *Was any analysis done (or planned) to assess risk to adjacent existing buildings / structures from construction vibration, excavation, or heavy machinery?*

   Engineering specifications must incorporate a risk assessment along with strategies to mitigate potential effects on surrounding buildings. Additionally, the construction contract will mandate a Dilapidation Survey to evaluate any real impact caused.

10. *Has the cost of site mediation (asbestos / ground preparations / demolition / reconstruction of displaced facilities) been separately and transparently estimated? And is this cost included in the project budget?*

    An order of cost estimate prepared by a quantity surveyor is presented in the feasibility study. These figures are for indicative budgeting purposes only. As the design process progresses the cost estimates become increasingly precise as more data comes in. Cost estimates include allowances for all work required to build on the site.

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11. *Given the geotechnical investigation objective was to obtain information on the sub-surface conditions to classify the site and to provide recommendations on 'Storm water Drainage' for sites it did not include bearing capacity, compaction control, wind force calculations or classifications, slope stability or settlement calculations, how can council be confident sites 'A' or 'B' are structurally suitable for heavy load facility (pool, buildings, traffic, excavation)?*

    An initial geotechnical investigation was carried out to identify the site classification in accordance with Australian Standard 2870-2011. This is not just for the purposes of stormwater management. The site classification is used by engineers to design the structural elements of a development including footings, suitability for onsite drainage and fill requirements. Groundwater presence was included due to previous data.

12. *Given that the geotechnical investigation also excluded environmental issues is their intent to commission an independent contamination / environmental audit (solid / groundwater testing, asbestos survey)?*

    A comprehensive site investigation will be conducted at the chosen location during the design phase. The preliminary geotechnical study was intended to guide decision-making rather than support design activities, and it was planned to address the Council's question in a financially responsible way.

13. *For good governance, council needs a clear understanding of how the analysis evolved between the feasibility study and the officers report presented to council in February 2025, For example heavy vehicle vibration was introduced as a new concern, while reconstruction and relocation impacts has less emphasis. Can officers explain the decision-making process that led to these changes, including who provided advice and what evidence was used?*

    As with any iterative process new information is always sought and added to the decision making process. The February 2025 report was responding to the Council resolution at the April 2024 OCM to reintroduce Site A as an option. The site was identified as unviable as early as November 2023. Once the site was reintroduced potential impacts were included in the information provided to Council for their decision making. At its February 2025 Council believed it had enough information to select a site and directed the Administration to proceed with Site B.

14. *Could officers clarify how assurances given to the Senior Netball and Basketball Clubs that their courts will be rebuilt prior to the aquatic centre works are being formalised for council and the community?*

    Discussions have been had with both clubs and centred on the proposal to build new courts as part of the new facility. The staging of those works in relation to the facility construction has not been confirmed and no assurance given on the timing by Administration. The Council resolution at the February 2025 OCM included a direction to consult with impacted community groups to plan for relocation of uses. This consultation has not yet occurred and is scheduled to commence as the design phase progresses.

15. *For transparency, could all letters and submissions regarding the proposed sites be made available to council?*

    In addition to any information presented via Council reports, an overview of community consultation was presented to Council at its February 2024 and November 2024 Concept Forums.

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These summaries are attached. The Pool Project can be viewed from Slide 21 onwards for February and Slide 9 for November.

Since the selection on Site B there have been only two communications from community groups. One an email from the Playgroup which was emailed directly to all Councillors on the 2 November 2025 and the other a hand delivered letter from the York Bowling Club to re-present their original objection letter which was shared with you on the 9/12/2025.

16. *The feasibility report states on page 60 (or page 339 in the shire agenda) that site 'A' is not integrated with other sport and recreation facilities, yet on page 61 (page 340 in the shire agenda) it highlights that a major benefit of site 'A' is its proximity to the York District High School and the York Sport and Recreation Precinct. Could officers clarify how these statements should be interpreted?*

    The feasibility study includes an options analysis. This table discusses opportunities and constraints for each site. Site A is adjacent to both those facilities but does not offer a high level of integration with Precinct facilities. The feasibility study identifies that Site B allows for better integration with the recreation facility that provides additional benefits, that in the assessment were considered more compelling.

17. *The feasibility report of page 62 (page 341 in the shire agenda) notes that, after consultation with Council staff, Site 'A' was considered 'NOT Viable'. Could officers clarify on what basis a Council member formed this view? Which appears to have altered the tone of the remaining feasibility report in such as the descriptions of the sites became 'Main site' and 'Corner site'*

    The view presented was not formulated by a Council member. The feasibility study was developed based on an extensive range of data, incorporating the expertise of the consultant, the professional judgment and experience of Shire staff, and feedback from both the community and the Council after the draft study was presented. Additionally, industry trends and relevant guidelines were also taken into account.

18. *Could officers confirm whether any written communication, stakeholder briefings, or informal or formal advice were issued to community groups or key stakeholders stating that Site 'A' was considered 'Not Viable'? If so, can those documents be provided to council for review? Additionally, could officers clarify the supporting evidence or basis for the view that site 'A' is 'Not Viable' so council has a complete transparent understanding of both the advice given and the rationale behind it?*

    In August 2023, lead consultant Neil Tredwell conducted a workshop with community members to contribute to the feasibility study. Initially, every site was deemed viable. However, after the draft feasibility study was presented to the Council at the Concept Forum in November 2023, further engagement focused specifically on the sites highlighted in that report.

19. *In relation to community consultation for the proposed aquatic centre site, the officers report references consultation with the York Swimming Club, YDHS, Senior Netball and Basketball, York Tennis Club, York Playgroup, Early Years Network, and York Bowling Club. Could officers clarify whether all clubs within the York Sporting Precinct were consulted, i.e. Junior Netball, York Cricket Club, York Football Club, York Hockey Club, York Agricultural Society, York Badminton, Keep Fit, GKR Karate, Prindy and York FM? If not, why were these groups not included in the consultation process?*

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Informal discussions have been held with many of those groups, there is also significant overlap in memberships between groups, however as the impact of the new facility on many groups is minimal the consultation was prioritised towards the impacted groups. There has also been a range of wider community consultation held including a workshop in August 2023 and the consultation program over the Summer of 2023/24. There is also the Community of Interest Group who signed up to be part of further conversations who receive regular updates.

20. *Are there existing Master Plans for the York Sport and Recreation Precinct? If so, can council please access for review?*

Attached is the 2008 Masterplan developed by consultants A Balanced View in October 2008 showing the intended positioning of the Swimming Pool at Site B, the demolition of the Netball Courts, and Old Bowling Clubhouse Radio Station and Skate Park. At its November 2008 Ordinary Meeting Council considered this document and resolved (021108) to

(1) Receive the Forrest Oval Precinct Sport and Recreation Facilities Master Plan as a guideline for development in this location.

The attachments are the Site Plans, and Draft Masterplan with Council resolution. The Final Masterplan can be found on OneDrive in the link attached as it is too large to email

Council also resolved to review this plan annually however no evidence of this has been found until 2019 where consultation commenced with community to update this Masterplan. This work does not appear to have concluded in a new Plan being presented to Council, so the 2008 plan is still the guiding document. A summary of community consultation for the 2019 period is also attached.

21. *Is the Shire confident that work to date is adequate to make a fully informed decision at the December 2025 Council Meeting on which site is preferred?*

Yes. Progress towards a Council decision was supported by Concept forum workshops and updates in November 2023, and February 2024 as well as through detailed reporting at the April 2024 OCM, November 2024 OCM and the February 2025 OCM. At points along this process Council requested Administration seek additional information to support its decision-making process. The decision on the preferred site was made by Council at the February 2025 OCM whereby Council concluded it had sufficient information to direct Administration to progress.

Monthly updates have been provided at the Concept Forum on the progress on the project and Administration has responded to every request for additional information. The administration is confident Council has been provided with adequate information.

Thank you for the responses provided to my earlier questions. In reviewing the answers, I seek clarification arising directly from officer advice to ensure Council has a clear and balanced understanding of the relative risks, impacts, and feasibility of each site.

Below, I reference prior officer responses and request confirmation or further clarification as appropriate.

1. Asbestos (Officer response: Site B contains asbestos; Site A not addressed)

Can officers confirm that Site A contains no known asbestos and therefore avoids asbestos removal, handling, disposal, regulatory compliance, and associated construction or program risk entirely?

No review of Site A for asbestos has been conducted so this cannot be confirmed.

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2. Impact on existing community facilities (Officer response: no assessment undertaken at Site B)

Can officers confirm that Site A, being undeveloped, avoids construction immediately adjacent to existing recreation buildings and therefore avoids risks of structural damage, vibration, or disruption to facilities?

This cannot be confirmed without further testing. The confirmed presence of a hard layer for example at Site A may result in the requirement for blasting to remove rock which may negatively impact other facilities.

3. Disruption to sporting clubs and community users (Officer response: disruption at Site B is inevitable; consultation to occur)

Can officers confirm that Site A development would not require displacement or temporary relocation of existing sporting clubs, school programs, or community groups during construction?

Some disruption to regular access may still be encountered if Site A is chosen. This may be negated using alternative access other than the Barker Street entry.

Selecting Site A does not remove the need to manage the demolition and relocation or renewal of the Old Bowling Club and Netball Courts, which remains a long term Council direction.

4. Construction risk profile (Officer response: Site B requires demolition, asbestos management, infill construction, and protection of adjacent facilities)

Can officers confirm that Site A presents a simpler and lower-risk construction environment because it is an undeveloped site?

Site A has different and less well investigated risks associated including:

- Borehole testing undertaken by Local Geotechnics indicates the presence of a hard layer at depths of approximately 1.1–1.5 metres. At this stage, the extent of this barrier and its potential impact on construction feasibility and overall project viability remains unclear.
- No sewer connection available at Site A. The Shire's Environmental Health Officer has undertaken preliminary calculations for effluent disposal based on the anticipated number of showers and toilets. Should a septic tank system be required, approximately 200 metres of leach drains would be necessary, together with appropriate separation from other facilities and services. It is unlikely that these requirements could be accommodated within the available site area.

Other lesser risks include the lack of power, water and the need to amalgamate the site.

5. Timelines – land tenure and utilities (Officer response: Site A may face delays for title consolidation and utility provision)

Can officers confirm whether any written advice from Landgate or utility providers identifies confirmed timeframes or constraints that would materially delay development at Site A, as opposed to these being assumed risks?

Landgate and utility providers have not been contacted to provide advice on timelines for Site A. However, over the last three years the Shire has made applications for similar work, with real timeline impacts. These are both recent and local and provide a good guide to the likely outcome. For example:

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- The application to Western Power for the connection upgrade for Pioneer Memorial Lodge. The initial application fee was paid to Western Power on 14 January 2023. The design quote from Western Power was received in February 2025.
- An application for a new connection to Western Power for the Howick Street carpark was made in June 2024. We received the design quote from Western Power in November 2025.
- In regard to lot amalgamations, previously on this site an amalgamation was required for the development of the Ag Society Shed. The application was submitted to the WA Planning Commission in May 2022. The title was issued in August 2023.

6. Feasibility study – relocation and rebuild costs (Officer response: disruption recognised but no costed rebuild included)

Can officers clarify why the feasibility study did not explicitly include the cost of rebuilding or relocating outdoor netball and basketball courts or relocating the York Playgroup, given these are required for Site B but not for Site A?

Cost of the new courts has an initial estimate of $200,000, based on actual costs the Town of Cambridge shared with us for new court construction at Lake Monger. This isn't in the initial cost estimate, however it is in scope for the design tender and as such forms part of ongoing cost plans.

Relocation of other uses is not a cost that would be included in the feasibility study, there is a range of other costs, such as demolition of the existing pool. that are not part of that cost estimate, however do form part of ongoing project planning.

7. Comparative decision context (Officer response: Council has sufficient information to decide)

Can officers confirm whether Council is effectively being asked to choose between a site with known construction complexity, disruption, asbestos, and relocation costs (Site B), and a site that avoids these impacts entirely (Site A)?

Both Sites A and B include their own complexity as already discussed. It is Council that has reintroduced the choice between Site A and B not Administration. When asked to choose previously Council in both 2008 and 2025 chose Site B knowing these complexities.

8. Site A "Unviable" conclusion (Feasibility Study basis and subsequent communications) The Feasibility Study (April 2024) states:

"After consultation with Council staff it was considered this site was an unviable option for a new aquatic facility moving forward, primarily due to non-integration with the existing facilities at the York Sport and Recreation Precinct." York WA

This wording appears to have informed advice given throughout 2024 and into 2025 — including how Site A's viability has been described to community groups on occasions, which the CEO has referenced as dating back to 2023/early discussions.

Can officers clarify:

- What documented advice or assessment (e.g., internal reports, workshop minutes, consultant correspondence) supports the conclusion that Site A is "unviable option" as described in the feasibility study?
- Who within the organisation provided or endorsed this conclusion (e.g., consultant, officer group)?

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- Whether this conclusion, or its evidence, was communicated *in writing* to community stakeholders when Site A was described as "Unviable Option"?
- Given that no formal technical assessments (e.g., vibration, contamination, detailed services analysis) have been completed since the April 2024 feasibility study, how this original conclusion has been maintained and applied in subsequent officer advice to Council?

All reports submitted to Council receive Officer and Executive review before progressing. The reason for consultant Tredwell's decision is communicated above in the passage you have extracted. Non integration was a key component, but this was considered alongside the non-amalgamated site, and lack of services connection.

It would be negligent for Tredwell to have formed their opinion without consulting the considerable recreational and architectural expertise that sits within the Administration team. This experience is coupled with both local and site knowledge and is consistent with industry best practice and publications. It remains the opinion of Administration that Site B achieves Council's vision of a connected and vibrant recreation precinct as well as long term financial and operational viability.

No formal technical assessments other than geo-technical assessments have been conducted on Site B. It is the expectation that these will be undertaken as part of the standard design process which Officers have been progressing as per Council's direction. Associated risks have been addressed through contingency budgeting and planning. Site A has received no further assessments as it was discounted in April 2024 and again in February 2025 via a Council decision.

Council's decision and the feasibility study are publicly available documents. The Major Projects page on the Shire's website has been running since November 2024 contains links to all Council decisions relating to the Pool as well as all relevant documents. A group of 100+ registered stakeholders has been in place since the summer of 2023/24. This group receives regular email updates on the project.

CR HUTCHINSON

I noted in the feasibility report it mentioned that income for usage did not include the general usage and that of the basketball courts inside the pool area. If people wish to access the basketball courts in the pool area, but do not wish to swim, is there a cost and if not, how will this be monitored, to those paying and not paying to swim?

The feasibility study for the proposed aquatic facility identified a "Desirable" option that includes additional activity areas, such as a playground and a half-court basketball court, within the pool site. Once the architect is engaged, one of the initial steps in the project will be to determine which elements are within scope and which are not. This process will clarify whether these additional features will be incorporated into the final design.

In evaluating the operating model, the projected income for the new facility did not account for individuals who may wish to use the amenities without engaging in swimming activities.

It is important to distinguish this proposal from the initiative to renovate the current outdoor courts at the Recreation Precinct. The architect's design brief specifies relocating these courts within the Recreation Precinct, adjacent to the pool facilities. The proposed courts will remain outside the fenced pool area and will continue to be freely accessible, consistent with the existing arrangements.

Entry fee details for the new facility are still to be determined and will be decided in later stages of the project.

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If I understand correctly, that the consideration of not choosing site C, will prevent the pool closure for the time of rebuild. However, I also note that the basketball and netball clubs and the early years leaning centre group will all lose their ability to normal engagement due to site B. Is there a proposed early years group location and how long before they will be able to return to normal engagement? I note that they have conversation with the school.

Yes you are correct, choosing a site other than Site C allows for the current pool to remain fully operational until the new pool is opened. The Report submitted to the February 2025 OCM acknowledged how construction would affect current users of the site and emphasised the need for temporary solutions during the transition. The Council's resolution also specifically directs that community groups affected by these changes must be consulted.

Consultation with all community groups is scheduled to begin once the design contract has been awarded, as determined in the project plan. Since construction is not anticipated to start until April 2027, there remains ample opportunity to find a workable solution for all groups. We do not have an exact location for the Early Years group rather a number of options to work through with them at this stage. The Council's resolution from February 2025 stipulates that the Business Case will incorporate plans and cost estimates for rehabilitating the existing pool site, which may include consideration of the Early Years Network if another permanent site is not found prior. It is expected that temporary arrangements for the clubs using the outdoor courts can be accommodated by ensuring access to the indoor court.

Where are the new basketball proposal of location, as mentioned south of site B? Will the courts be as big as the courts now? How long before these courts are rebuilt?

The general specification in the design tender included the following: "The scope of works will also include the design of new outside sports courts to replace the existing courts that will be demolished as part of the new aquatic facility."

Initial thoughts have been that new courts could be constructed in the currently underutilised space directly south of the proposed pool location. They will fit there. The design architect will consider this as part of their brief and may identify a better option. This will be resolved as part of the Concept Design process. Any new courts will be regulation size, but the design process will look at whether two or three courts are required. Consultation with user groups will assist in informing the full scope.

Construction of new courts is expected to be part of the aquatic facility construction project, with specific timing is unknown at this stage.

If we pass SY146-12/25, how will this affect the opportunity at item 10.1, whereby we have chosen to now go ahead with the Site B plan tender.

The appointment of a consultant to carry out the design work may proceed independently of this current notice of motion. Although the tender has been prepared for the Council-selected site, adjustments can be made in consultation with the successful consultant. Such changes are anticipated to result in a cost variation, as the initial proposal was based on Site B but there is a mechanism in the contract to allow for this. Sub-consultants may incur additional work, especially with regard to hydraulic design with the lack of sewage connection.

It should be noted that postponing the design phase of this project is likely to lead to cost escalations, which would not only incur cost impacts for the design stage, but would significantly affect the construction stage.

Also why was a costing not done for site A when the feasibility report considered this site enough to report on it as far as comparison to site B?

The Feasibility Study, undertaken by Tredwell Management Consultants, commenced in 2023. At the November 2023 Concept Forum, the draft study was discussed with Council and a presentation given by lead consultant Neil Tredwell. This was timed for Council to review key considerations before the community consultation phase kicked off. At this time Site A on the Henrietta Street frontage was identified as an unviable option primarily due to non-integration with the existing facilities at the York Recreation Precinct. Council agreed for the feasibility work to progress on the two viable sites. The community consultation carried out over the summer of 2023/24 was based on these two sites only as were the subsequent and the cost estimates and concept plans developed as part of finalising the feasibility study.

Site A was reintroduced into the discussion after the completion and publication of the feasibility study following a Council amendment to the recommendation at the April 2024 OCM as follows:

"Directs the Chief Executive Officer to undertake site geotechnical investigations at sites as outlined in the feasibility study."

Geotechnical investigations were undertaken and presented at the Council Meeting in February 2025 the Council resolved to choose Site B.

Would be possible to also receive more information on the question I asked in the Agenda briefing, as the follow up on to Cr Welsh's question.

To remind, Cr Welsh asked a very important question as to site A, and the findings as to possible granite at a certain depth. I further questioned seeking if we could please have the same question answered for Site B? This was not able to de offered on the night.

This information was presented to Council at its November 2024 and February 2025 OCM to assist its decision making and is available on page 10 of the Geotechnical Report.

Scope was drill to 4.0m (the approximate depth required for pool excavation) or refusal

Bore Hole	Depth	Comment
A1	Full depth	
A2	Full depth	
A3	1.5m	Refusal on hard layer
A4	1.1 m	Refusal on hard layer
B1	2.5 m	Refusal on gravel
B2	2.2 m	Refusal on gravel
B3	2.8 m	Refusal on gravel
B4	Full depth	

I also have the following questions:

I now understand that since 2008, site B was already the proposed site as mentioned in the master plan. What was the reasoning for site B chosen? The site plan does not show any evidence of the reasoning behind site B as a chosen site nor any reference to community consultation for the pool. Was community consultation completed and what response was received in regard to site B?

The full report by A Balanced View Consultants (ABV) was provided to current Council on 11 December 2025 for its consideration. Public consultation is listed on Page 19-26 of ABV's draft report that was presented to the November 2008 OCM. The rationale behind the pool moving can be found on Pages 27. Other historical information that supports this decision may no longer be available. Records such as community consultation are only required to be kept for 7 years prior to disposal. Resourcing the retrieval of this information cannot occur prior to tomorrow night's meeting.

What are the biggest concerns of impact for the shire and the community if Site A is chosen?

Assessing this against the 8 Strategic Risks outlined in the Shire's Risk Management Framework the following would apply:

Strategic Risk	Comment
1. Failure/Loss of Infrastructure	The anticipated extended timeframe associated with the provision of services at Site A (including power, water, sewerage and lot amalgamations) increases the risk to the Shire and the community that the existing pool facility may fail prior to the completion and commissioning of the new pool.
2. Failure to Delivery Key Projects	Borehole testing undertaken by Local Geotechnics indicates the presence of a hard layer at depths of approximately 1.1–1.5 metres. At this stage, the extent of this barrier and its potential impact on construction feasibility and overall project viability remains unclear. In addition, there is currently no sewer connection available at Site A. The Shire's Environmental Health Officer has undertaken preliminary calculations for effluent disposal based on the anticipated number of showers and toilets. Should a septic tank system be required, approximately 200 metres of leach drains would be necessary, together with appropriate separation from other facilities and services. It is unlikely that these requirements could be accommodated within the available site area.
3. Reputational Damage	Reversal of previous Council decisions may negatively impact perceptions of good governance and could adversely affect the Shire's ability to secure external funding for this project. Proceeding with Site A without community consultation may also present a reputational risk. Additionally, selecting Site A does not remove the need to manage the demolition and relocation or renewal of the Old Bowling Club and Netball Courts, which may create unrealistic expectations within the community regarding these facilities. If further community consultation is required, the Shire should not proceed at this time with the appointment of architectural consultancy services. Refusing all tenders and re-advertising may result in a negative perception of the Shire within the consulting profession and could reduce the level of response to future tenders.

4. Loss of Financial Viability	The risks identified under Items 2 and 3 have the potential to result in significant cost escalations, which may adversely impact the overall financial viability of the project.

What parts of the master plan have been achieved ? If so, was there anything that was changed to this proposed master plan design that was considered a better option, than following the plan as set in 2008?

Estimated timeline for major works on the site

Year	Works
2008-2010	Oval realigned
2008-2010	Ag Shed demolished and Hockey change rooms constructed
2010 (approx.)	Earthworks for YRCC Building
2010-2012	YRCC, bowling greens and tennis courts constructed
2010-2012	Dog Park constructed
2010-2012	Cricket Shed constructed
2010-2012	Earthworks – second hockey field
2012-2013	Hockey field installed
2013-2014	Dam installed
2014-2017	Solar Panels on YRCC roof installed
2014-2017	Main carpark constructed
2017-2019	Water tank replacement
2019-2021	Shade sails on playground installed
2022	New Ag Society building constructed

These appear to be largely in-line with the Master Plan intent.

If areas of the master plan have been achieved, how much of the shire's money was spent on these changes and how much funding was granted?

Resourcing the retrieval of this information cannot occur prior to tomorrow night's meeting. Some information that might be of assistance:

The estimate of costs prepared by the QS for the ABV 2008 Masterplan was $4,819,600 but the final figure was significantly more than that (exact figures unavailable). The ABV report suggests that a total of $1,880,000 of Shire funds would be made available including a municipal and reserve funds as well as a $1,000,000 loan. At the time this represented 46% of the anticipated project costs. Three loans were taken out to serve this project:

- Loan 62 - $1,330,500 @ 6.3% 20 years – Stage 1 – 25/05/2011
- Loan 63 - $320,000 @ 5.15% 15 years – Stage 3 – 08/02/2012
- Loan 64 - $499,155 @5.15% 15 years – New Facilities – 08/02/2012

At 1 July 2025 $712,655 remains to be paid.

The master plan recommends that it"shou'd be reviews annually to bring into account demographic, financial, social and environmental changes impacting on the community. Has this been done and if so what has been discussed over the last 15 years?

As per the answer to Q.20 asked by Cr Ashford (provided to all Councillors on the 11 December 2025), there is no evidence that regular review was undertaken. Information regarding the 2019 community consultation was provided in the email response to Cr Ashford mentioned earlier.

Has the water corporation upgraded the sewerage system to support the forest oval precinct being connected to a reticulated effluent system?

No upgrades have been completed to date. Access to the deep sewer system is available at the intersection of South Street and George Street, where the current facilities are connected.

The master plan states in the estimates of operation consider that in future times, as we are now, there will be more water available in the town dam, saving the shire $12,900 each year. Has this come to fruition? If so, how much as the town dam increased and how much is the $ savings?

The town dam was discontinued as of approximately 2023, owing to insufficient water return from the Water Corporation ponds and concerns regarding elevated salinity levels.

Restoring the dam as a reliable water source is timely, especially since building the pool can supply extra water from sources like stormwater and backwash. Technological improvements, such as on-site desalination, also enhance its viability.

CR SMYTHE

Q: why are we not following the timeline? (For instance it says the establishment of project advisory group will happen before the contract for design consultancy? I also not that a business case has not yet been prepared are we at risk of committing to a major capital project without a robust business case?

Response:

The current timeline is shared through the Major Projects page on the Shire website. This timeline has the following schedule:

- *Engagement with impacted user groups to plan for relocation - Progressing in 2025/26*
- *Establishment of Project Advisory Group - Progressing in 2025/26*
- *Contract for design consultancy—to be awarded December 2025*
- *Schematic and site investigations—March 2026*
- *Business Case—2025/26*

The project is on track in relation to this timeline. It should be noted that project management is an agile process and the project timeline is continually refreshed. Timelines expressed in early reports may change due to delays, risk and other items.

The feasibility study has already addressed much of the business case requirements. What still needs to be completed are the funding plan and the associated methodologies. These elements will be coordinated with the design phase, since creating an effective funding plan requires more advanced design work to supply essential details.

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As the agenda has been distributed there is a requirement to update the Recommendation to Council. The new Recommendations are as follows:

MOTION A

That, with regard to Notice of Motion - Site Selection for new Aquatic Facility, Council:

1. **Revokes Point 1 of its decision 070225 of the OCM of 25 February 2025 which states:**

   "Resolves to select site B - Recreation Precinct North-west Corner Site, specifically 44 Forrest Street (Lot 292), York for the proposed new aquatic centre as presented in Appendix 4."

MOTION B

That, with regard to Notice of Motion - Site Selection for new Aquatic Facility, Council:

1. **Resolves to select Site A for the proposed new aquatic centre.**

11 OFFICER'S REPORTS (CONTINUED…..)

SY146-12/25 YORK AQUATIC FACILITY - DESIGN SERVICES - REQUEST FOR AWARD OF CONTRACT

Consideration of this Item occurred at this juncture as a result of Resolution 061225. Refer to Page 54.

File Number:	
Author:	**Tim Cummings, Acting Manager Projects & Assets**
Authoriser:	**Rebecca Palumbo, Acting Executive Manager Infrastructure & Development Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. RFT 03-2526 Recommendation Report - Confidential**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

Council is requested to authorise the award of a contract for the Provision of Design Services for the York Aquatic Facility (Request for Tender (RFT) 03-2526).

BACKGROUND

The York Swimming Pool has served the community since the 1960s and has reached the end of its operational life. Independent assessments and condition investigations undertaken in 2019 and 2021 identified significant structural deterioration, non-compliant infrastructure, and ageing plant components.

A comprehensive Needs Assessment and Feasibility Study was completed in 2024, confirming strong community support for a modern aquatic facility and outlining functional requirements, user demand, and comparative concept options.

At its February 2025 Ordinary Meeting, Council resolved (070225):

"That, with regard to Site Selection for new Aquatic Facility, Council:

1. ***Resolves to select site B - Recreation Precinct North-west Corner Site, specifically 44 Forrest Street (Lot 292), York for the proposed new aquatic centre as presented in Appendix 4.***
2. ***Directs the Chief Executive Officer to continue to prepare a business case and commence concept designs for a new aquatic centre utilising the chosen site.***
3. ***Resolves to consult with impacted community groups (included in the dot points under the heading 'Impact on User Groups' on pages 17-19 of the Officer's Report) to plan for relocation of current uses.***
4. ***Notes that this is a small step in the planning for a new facility and is not a decision to proceed with construction."***

To progress Council's resolution, the Shire released RFT 03-2526 in October 2025 and submissions were invited.

The scope of the contract sought suitably qualified consultants to undertake the design, cost planning, documentation, and associated technical services for the new facility.

Progression beyond each design stage is not automatic. The Tender establishes hold points requiring formal approval from Council before the Consultant can advance to the next phase, ensuring that Council may pause or discontinue the design at any stage should circumstances or funding priorities change.

Awarding the contract will enable the Shire to progress concept development and schematic design works in the current financial year, supporting future business case preparation and funding applications.

COMMENTS AND DETAILS

The Tender documentation was released on 30 October 2025 and submissions closed on 24 November 2025.

When submissions closed seven (7) submissions had been received. All seven (7) tenders were deemed compliant and displayed an ability to meet the minimum requirements of the contract.

The submissions were reviewed against the selection criteria outlined in the Request by an Evaluation Panel consisting of the Acting Executive Manager Infrastructure and Development Services, Acting Manager Projects and Assets, and Acting Manager Governance. The Evaluation Panel's Recommendation Report for RFT 03-2526 is presented in confidential Appendix 1 and details the tender process, evaluation methodology, and assessment of all submissions.

The evaluation panel has selected Hames Sharley (WA) Pty Ltd as the preferred respondent for the York Aquatic Centre - Design Services, with a tendered amount of $668,060.00 (ex GST) for the fixed price design services outlined in RFT 03-2526. Hames Sharley brings significant organisational capacity and experience gained from more than 60 aquatic facility projects, together with a design philosophy and engagement approach that closely aligns with the Shire's objectives for a modern and functional community facility.

There is adequate budget allocation in the 2025-26 annual budget for the design phases programmed for this year. Further design work, along with consultancy services during construction and the defects liability period, will be considered through the annual budget adoption process in the out-years subject to Council decisions to progress the project. Cost estimates for these later stages are detailed in the Recommendation Report.

OPTIONS

Council has the following options:

Option 1: Council could choose to award the contract to the preferred Tenderer up to the budget amount noting that the initial design stages are accommodated within the approved 2025/26 budget, with further design and consultancy costs to be considered as part of the annual budget process in future years.

Option 2: Council could choose to award the contract to another Tenderer.

Option 3: Council could choose to decline the award of a contract at all.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Evaluation Panel

Strategic

Council Plan 2025-2035

Pillar 1: Community and cultural vitality

A strong, inclusive community supporting all cultures and generations.

Pillar 4: Comfortable and connected places

Enduring heritage identity, quality infrastructure and built form.

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

F2 Procurement

Financial

The initial design component of the contract is budgeted in 2025/26, with detailed design and technical consultancy to be included in the 2026/27 budget subject to Council approval.

Awarding this tender indicates an intention to proceed through the full detailed design process. However, hold points in the contract will enable Council to consider all relevant information at that moment and decide whether to direct the Administration to progress.

Legal and Statutory

Section 3.57 of the *Local Government Act 1995* are applicable and state:

"3.57 Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders."

The *Local Government (Functions and General) Regulations 1996* provides statutory requirements for the release and acceptance of tenders.

Risk Related

The York Aquatic Facility project represents a multi-year capital initiative with staged funding, defined design milestones, and established community expectations following Council's February 2025 resolution. Award of the design contract is the critical first step in progressing the business case, detailed site investigations, and schematic design necessary to inform future funding and procurement pathways.

If Council chooses not to award or significantly delays awarding the design contract, the following key risks may arise:

- Funding Risk
  Progressed design documentation, cost plans, and lifecycle inputs are essential for State and Federal capital grant applications.
- Schedule Risk
  Delaying the appointment of the Consultant shortens the design period and may prevent the Shire from completing investigations, concept development and schematic design within the current financial year.
- Cost Escalation
  Deferring design increases exposure to inflation and ongoing market volatility. Prolonged delay is likely to increase the total project cost and reduce the purchasing power of current budget allocations.

Workforce

The scope of this report can be managed with current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
161225

Moved: Cr Melissa Welsh **Seconded: Cr Denese Smythe**

That, with regard to , Council:

1. **Endorses the recommendation of the evaluation panel in accordance with the Recommendation Report, as presented in confidential Appendix 1.**
2. **Awards the contract for Tender 03-2526 for the York Aquatic Centre – Design Services to Hames Sharley Pty Ltd for design as specified in confidential Appendix 1.**
3. **Notes the works in 2025/26 will not exceed the allocated budget.**
4. **Directs the Temporary Chief Executive Officer to include funds to continue the detailed design work in the 2026/27 budgeting process.**
5. **Authorises the Shire President and Temporary Chief Executive Officer to affix the Common Seal to all relevant contract documentation between the Shire of York and the preferred tenderer, subject to any variations.**
6. **Authorises the Temporary Chief Executive Officer to make any minor formatting or typographical changes to the contract documentation prior to signing.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Cr Trent	*On the corner of Ulster and Trews Road there is an area of vacant land, the surface of which is uneven. I submitted a Report It but have not received a response. Will I receive a response to my Report It for that area and will any action be undertaken to improve that area?*
Response by Temporary Chief Executive Officer	*Our Report It function is proving to be extremely effective so you will receive a response. Council would know that the statistics on these are reported to Council each week in the Weekly Update.* *The land ownership would need to be determined so the Administration will take the question on notice to provide further clarity once that information is known.*

13 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

MOTION

RESOLUTION
171225

Moved: Cr Chris Gibbs **Seconded: Cr Kevin Trent**

That Council agrees to accept and consider the following Late Reports:

1. **SY157-12/25 - Minutes and Recommendations of the Audit, Risk and Improvement Committee Meeting held on 2 December 2025.**
2. **SY158-12/25 - Budget Amendment - Electrical Network Upgrade - EV Charging Infrastructure.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

SY157-12/25 MINUTES AND RECOMMENDATIONS OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 2 DECEMBER 2025

File Number: **4.7712**

Author: **Vanessa Green, Council & Executive Support Officer**

Authoriser: **Alina Behan, Temporary Chief Executive Officer**

Previously before Council: **Not Applicable**

Disclosure of Interest: **Nil**

Appendices: **1. Unconfirmed Minutes - 2 December 2025**
2. Risk Snapshots - Confidential

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the Unconfirmed Minutes of the Audit, Risk and Improvement Committee (ARIC) Ordinary Meeting held on 2 December 2025.

BACKGROUND

At its Ordinary Meeting held on 2 December 2025, the ARIC was presented with the following reports:

1. Update on the Findings Identified During the 2022/23 and 2023/24 Audits
2. Risk Management Update as at December 2025
3. Annual Financial Report 2024/25 - Audit Findings

The Unconfirmed Minutes of the ARIC's Meeting are presented in Appendix 1. The Strategic Risk Register snapshots presented to the ARIC are presented in confidential Appendix 2.

COMMENTS AND DETAILS

Further details and implications of the reports are identified within the ARIC's Minutes hence are not duplicated here. However, for ease of reference the ARIC's recommendations were:

TABLE 1.

ITEM	RECOMMENDATION
Update on the Findings Identified During the 2022/23 and 2023/24 Audits	That, with regard to the Update on the Findings Identified During the 2022/23 and 2023/24 Audits, the Audit, Risk and Improvement Committee recommends to Council that it: 1. Accepts the actions taken and residual risk for the following Finding: a. Unrecorded liabilities 2. Requests the Temporary Chief Executive Officer to report back on progress against the remaining four (4) Findings: a. Untimely preparation and review of bank reconciliations b. Monitoring of grants income and expenses c. Plant recovery cost base rate and indirect/overhead cost allocation rate d. Old PPE Assets carried in the Fixed Asset Register to the Audit, Risk and Improvement Committee at its March 2026 meeting.
Risk Management Update as at December 2025	That, with regard to the Risk Management Update as at December 2025, the Audit, Risk and Improvement Committee recommends to Council that it: 1. Notes the progress made to date in relation to the Strategic Risk Register. 2. Requests the Temporary Chief Executive Officer to present a Risk Management Update, including specific reporting on the

	Strategic Risk Register, to the Audit, Risk and Improvement Committee at its March 2026 meeting.
Annual Financial Report 2024/25 - Audit Findings	That, with regard to the Annual Financial Report 2024/25 - Audit Findings, the Audit, Risk and Improvement Committee recommend to Council that it: 1. Receives the Annual Financial Report for 2024/25 and the Auditor's Management Letter with Findings Report. 2. Notes the actions undertaken to address the Findings contained in the Management Letter.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the ARIC's recommendations.

Option 2: Council could choose to reject the ARIC's recommendations.

Option 3: Council could choose to resolve differently to the ARIC's recommendations.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

ARIC Ordinary Meeting 2 December 2025

Executive Leadership Team

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G19 Risk Assessment and Management

G25 Compliance

Financial

The financial impact of the items considered by the ARIC is detailed within the meeting minutes and the individual appendices to each report.

In accordance with Section 5.100(2)(b) of the *Local Government Act 1995* and Council Resolution 170625, the external members of the ARIC are paid a Meeting Fee for attendance with an allocation in the 2025/26 budget at GL: 042200.

Legal and Statutory

Section 7.1A of the *Local Government Act 1995* is applicable and states:

"7.1A. Audit committee

(1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

(2) The members of the audit committee of a local government are to be appointed by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

** Absolute majority required.*

(3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.

(4) An employee is not to be a member of an audit committee."

Regulation 16 and 17 of the *Local Government (Audit) Regulations 1996* are applicable to the functions of an audit committee and state:

"16. Functions of audit committee

An audit committee has the following functions —

(a) to guide and assist the local government in carrying out —

(i) its functions under Part 6 of the Act; and

(ii) its functions relating to other audits and other matters related to financial management;

(b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;

(c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —

(i) report to the council the results of that review; and

(ii) give a copy of the CEO's report to the council;

(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —

(i) regulation 17(1); and

(ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);

(e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;

(f) to oversee the implementation of any action that the local government —

(i) is required to take by section 7.12A(3); and

(ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and

(iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and

(iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);

(g) to perform any other function conferred on the audit committee by these regulations or another written law.

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review."

Risk Related

The ARIC plays a key role in overseeing the local government's responsibilities in relation to financial reporting, internal controls, risk management and legislative compliance. This report mitigates the risk of non-compliance.

Workforce

The scope of this report can be managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
181225

Moved: Cr Kevin Trent **Seconded: Cr Melissa Welsh**

That, with regard to the Minutes and Recommendations of the Audit, Risk and Improvement Committee Meeting held on 2 December 2025, Council:

1. Receives the Unconfirmed Minutes of the Audit, Risk and Improvement Committee Meeting held on 2 December 2025, as presented in Appendix 1, and by adopting the following recommendations of the Audit, Risk and Improvement Committee, Council:

a. Accepts the actions taken and residual risk for the following Finding:

i. Unrecorded liabilities

b. Requests the Temporary Chief Executive Officer to report back on progress against the remaining four (4) Findings:

i. Untimely preparation and review of bank reconciliations

ii. Monitoring of grants income and expenses

iii. Plant recovery cost base rate and indirect/overhead cost allocation rate

iv. Old PPE Assets carried in the Fixed Asset Register

to the Audit, Risk and Improvement Committee at its March 2026 meeting.

c. Notes the progress made to date in relation to the Strategic Risk Register.

d. Requests the Temporary Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the Audit, Risk and Improvement Committee at its March 2026 meeting.

e. Receives the Annual Financial Report for 2024/25 and the Auditor's Management Letter with Findings Report.

f. Notes the actions undertaken to address the Findings contained in the Management Letter.

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

UNCONFIRMED MINUTES

Audit, Risk and Improvement Committee Meeting

Tuesday, 2 December 2025

Date: Tuesday, 2 December 2025
Time: 3:00pm
Location: Council Chambers, York Town Hall, York

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MINUTES OF SHIRE OF YORK
AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK
ON TUESDAY, 2 DECEMBER 2025 AT 3:00PM

1 OPENING

1.1 Declaration of Opening

Shona Zulsdorf, Presiding Member, declared the meeting open at 3.00pm.

1.2 Acknowledgement / Disclaimer

The Presiding Member advised the following:

"The Shire of York Audit, Risk and Improvement Committee acknowledges the Ballardong people of the Noongar Nation who are the Traditional Owners of the country where this meeting is being held and recognise their continuing connection to land, water, sky and culture. We pay our respects to all these people and their Elders past, present and emerging.

In accordance with Regulations 14I and 14J of the Local Government (Administration) Regulations 1996, notice is given that this meeting is being video and audio recorded to facilitate community participation and for minute-taking purposes. By being present at a meeting, members of the public consent to the possibility that their image and voice may be recorded. Audio recordings are published on the Shire's website following the meeting and may be released upon request to third parties.

Members of the public are reminded that, in accordance with Section 6.16 of the Shire of York Local Government (Council Meetings) Local Law 2016, nobody shall use any visual or vocal recording device or instrument to record the proceedings of the Audit, Risk and Improvement Committee without the written permission of the Presiding Member.

I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today can be revoked in accordance with Regulation 10 of the Local Government (Administration) Regulations 1996. Therefore, members of the public should not rely on any decisions until formal notification in writing from the Shire has been received.

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material."

1.3 Attendance via Electronic Means

Nil

1.4 Standing Orders

Nil

1.5 Announcement of Visitors

Nil

1.6 Declarations of Proximity Interest

Nil

1.7 Declaration of Financial Interests

Nil

1.8 Disclosure of Interests that May Affect Impartiality

Nil

2 ATTENDANCE

2.1 Members

Shona Zulsdorf, Presiding Member; Sonia McKeiver, Deputy Presiding Member; Cr Chris Gibbs, Shire President; Cr Denese Smythe, Deputy Shire President; Cr Kevin Trent

2.2 Staff

Alina Behan, Temporary Chief Executive Officer; Anneke Birleson, Acting Executive Manager Corporate & Community Services; Rebecca Palumbo, Acting Executive Manager Infrastructure & Development Services; Denise Gobbart, Manager Finance; Vanessa Green, Council & Executive Support Officer

2.3 Apologies

Nil

2.4 Leave of Absence Previously Approved

Nil

2.5 Number of People in the Gallery at Commencement of Meeting

There were zero (0) people in the Gallery at the commencement of the meeting.

3 QUESTIONS FROM PREVIOUS MEETINGS

Nil

4 PUBLIC QUESTION TIME

Public Question Time is conducted in accordance with the Act and Regulations. In addition to this the Shire's *Local Government (Council Meetings) Local Law 2016* states:

6.7 Other procedures for question time for the public

(1) A member of the public who wishes to ask a question during question time must identify themselves and register with a Council Officer immediately prior to the meeting.

(2) A question may be taken on notice by the Council for later response.

(3) When a question is taken on notice the CEO is to ensure that:

(a) a response is given to the member of the public in writing; and
(b) a summary of the response is included in the agenda of the next meeting of the Council.

(4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:

(a) declare that he or she has an interest in the matter; and
(b) allow another person to respond to the question.

(5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.

(6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.

(7) The Presiding Member may decide that a public question shall not be responded to where:

(a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
(b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
(c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

(8) A member of the public shall have 2 minutes to submit a question.

(9) The Council, by resolution, may agree to extend public question time.

(10) Where any questions remain unasked at the end of public question time they may be submitted to the CEO who will reply in writing and include the questions and answers in the agenda for the next ordinary Council meeting.

(11) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

Public Question Time commenced at 3.03pm.

4.1 Written Questions – Current Agenda

Nil

4.2 Public Question Time

Nil

As there were no questions asked, Public Question Time concluded at 3.03pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PRESENTATIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RECOMMENDATION

Moved: Cr Kevin Trent **Seconded: Cr Denese Smythe**

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 9 September 2025 be confirmed as a correct record of proceedings.

In Favour:	**Shona Zulsdorf, Sonia McKeiver, Crs Chris Gibbs, Denese Smythe and Kevin Trent**
Against:	**Nil**

CARRIED 5/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9 OFFICER'S REPORTS

9.1 UPDATE ON THE FINDINGS IDENTIFIED DURING THE 2022/23 AND 2023/24 AUDITS

File Number:	**4.9726**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**25 March 2025 (070325)** **10 June 2025 (170625)** **30 September 2025 (210925)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Audit Findings Report - 2022/23 Final Audit ⇩** **2. Audit Findings Report - 2023/24 Final Audit ⇩** **3. Audit Plan ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents an update on the Findings identified in the 2022/23 and 2023/24 Audits to the Audit, Risk and Improvement Committee (ARIC) for consideration and, if satisfactory, recommendation to Council for noting and, where appropriate, acceptance.

BACKGROUND

Officers continue to report through the ARIC to Council on both the Findings from the 2022/23 and 2023/24 Audits, with Council last considering the ARIC's recommendations at its September 2025 Ordinary Meeting where it resolved (210925):

"That, with regard to the Update on the Findings Identified During the 2022/23 and 2023/24 Audits, Council:

1. ***Receives the Unconfirmed Minutes of the Audit, Risk and Improvement Committee Meeting held on 9 September 2025, as presented in Appendix 1, and by adopting the following recommendations of the Audit, Risk and Improvement Committee, Council:***
    a. ***Appoints Applicants 1 and 2 as the independent external members of the Shire of York's Audit, Risk and Improvement Committee, with the term ending at the October 2027 Local Government Elections.***
    b. ***Appoints Applicant 1 as the Presiding Member and Applicant 2 as the Deputy Presiding Member of the Shire of York's Audit, Risk and Improvement Committee.***
    c. ***Directs the Chief Executive Officer to notify Applicant 3 of the outcome, noting if an external member resigns within the first twelve (12) months, the position will be offered to Applicant 3 in the first instance, in a process similar to Schedule 4.1A of the Local Government Act 1995.***
    d. ***Accepts the actions taken and residual risk for the following eleven (11) Findings:***
        i. ***Depreciation of assets***

ii. Audit readiness and quality of financial and supporting documentation

iii. Untimely preparation and review of the property, plant and equipment reconciliation

iv. Asset revaluations

v. Works in progress for capital projects

vi. No asset addition forms

vii. Assets with no depreciation

viii. Lack of control on tracking usage of inventory

ix. Inappropriate User Access in Synergy

x. Untimely review of the credit card policy

xi. Former employee listed as authorised signatory in AMP Bank Confirmation

e. Requests the Chief Executive Officer to report back on progress against the remaining five (5) Findings:

i. Untimely preparation and review of bank reconciliations

ii. Monitoring of grants income and expenses

iii. Plant recovery cost base rate and indirect/overhead cost allocation rate

iv. Unrecorded liabilities

v. Old PPE Assets carried in the Fixed Asset Register

to the Audit, Risk and Improvement Committee at its December 2025 meeting.

f. Notes the Findings from the 2024/25 Interim Audit.

g. Notes the progress made to date in relation to the Strategic Risk Register.

h. Requests the Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the Audit, Risk and Improvement Committee at its December 2025 meeting."

In accordance with point e. of the above Resolution, this report provides a risk assessment of each Finding, controls that have been put into place and identifies whether further treatment of the risk is required or if Officers are recommending the action taken and residual risk is acceptable.

As with the September 2025 Resolution, Officers now present the actions undertaken to treat the risks identified and request that ARIC and Council accept the residual risk.

COMMENTS AND DETAILS

The Auditor's Findings Report is presented in Appendix 1 and Appendix 2 for the 2022/23 and 2023/24 Audits respectively. The Findings are rated by the Auditors as Significant, Moderate or Minor (defined below).

Significant	Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
Moderate	Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
Minor	Those findings that are not of primary concern but still warrant action being taken.

Officers have applied the Risk Management Procedures, as outlined in the Shire's Risk Management Framework, to assess the risks to the organisation for each of the Findings:

1. Each Finding has been risk assessed based on the existing controls being in place and given an overall Risk Rating.
2. Based on the additional controls put in place, as recommended by the Auditors or identified by Shire Officers, the effectiveness of these controls has been identified and a Residual Risk Rating provided.
3. Based on the Residual Risk Rating an assessment of the acceptance level of the residual risk has been made. Where the residual risk is considered unacceptable, further treatment is recommended.

The Audit Findings and risk assessment have been uploaded into the Shire's strategic planning and reporting software, Cascade. This allows individual actions to be allocated to Officers and progress tracked and reported on.

The Audit Plan is presented in Appendix 3.

Officers are seeking recommendation from the ARIC to Council, to Accept the residual risk for the following completed item from the 2023/24 Audit Findings:

1. Unrecorded liabilities

From both the 2022/23 and 2023/24 Audits the following Findings require treatment to bring the risk to an acceptable level:

1. Untimely preparation and review of bank reconciliations
2. Monitoring of grants income and expenses
3. Plant recovery cost base rate and indirect/overhead cost allocation rate
4. Old PPE Assets carried in the Fixed Asset Register

Bank reconciliations remained a Significant item at the Interim Audit. Reconciliations are now up to date and Officers believe the implementation of new software and ongoing monitoring will sufficiently treat the risk. This will be tested over a six (6) month period to ensure the effectiveness of the process, with the residual risk being reviewed at that time.

OPTIONS

The ARIC has the following options:

Option 1: The ARIC could choose to recommend to Council that it accepts the controls put in place and Residual Risk for one (1) Finding and notes no additional treatment is required.

Option 2: The ARIC could choose to recommend to Council that further treatment is required for all or a selection of the Findings.

Option 1 is the recommended option, with the acknowledgement that ongoing assessment and identification of opportunities for improvement will occur for those considered at an Acceptable risk level.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Moore Australia

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G17 Integrated Planning and Reporting - Planning

G19 Risk Assessment and Management

Financial

There are no direct financial implications relating to the risk assessment of the Audit Findings.

Legal and Statutory

Section 7.12A of the *Local Government Act 1995* is applicable and states:

"7.12A. Duties of local government with respect to audits

(1) A local government is to do everything in its power to —

(a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and

(b) ensure that audits are conducted successfully and expeditiously.

(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

(3) A local government must —

(aa) examine an audit report received by the local government; and

(a) determine if any matters raised by the audit report, require action to be taken by the local government; and

(b) ensure that appropriate action is taken in respect of those matters.

(4) A local government must —

(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and

(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

(5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website."

The *Local Government (Audit) Regulations 1996* provides the legislative framework for the conduct of audits in local government and the role of the ARIC in considering the results of those audits.

Risk Related

The remediation of audit findings reduces financial and reputational risk for the Shire.

Workforce

Where required additional resourcing has been brought in to supplement the current workforce to ensure continual treatment of identified risks.

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

Moved: Cr Denese Smythe **Seconded: Sonia McKeiver**

That, with regard to the Update on the Findings Identified During the 2022/23 and 2023/24 Audits, the Audit, Risk and Improvement Committee recommends to Council that it:

1. **Accepts the actions taken and residual risk for the following Finding:**
   a. **Unrecorded liabilities**
2. **Requests the Temporary Chief Executive Officer to report back on progress against the remaining four (4) Findings:**
   a. **Untimely preparation and review of bank reconciliations**
   b. **Monitoring of grants income and expenses**
   c. **Plant recovery cost base rate and indirect/overhead cost allocation rate**
   d. **Old PPE Assets carried in the Fixed Asset Register**

   to the Audit, Risk and Improvement Committee at its March 2026 meeting.

In Favour: **Shona Zulsdorf, Sonia McKeiver, Crs Chris Gibbs, Denese Smythe and Kevin Trent**

Against: **Nil**

CARRIED 5/0

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Untimely preparation and review of bank reconciliations	Yes	✓			✓
2. Lack of segregation of duties with purchasing	Yes	✓			✓
3. Untimely preparation of accounts payable reconciliation	Yes	✓			
4. Depreciation of assets	Yes	✓			
5. Conflict of interest declarations not completed timely	No	✓			
6. Audit readiness and quality of financials and supporting documentation	No	✓			
7. Network user access and Altus user privileges	No	✓			✓
8. Fortnightly payroll reconciliations	Yes	✓			
9. Untimely preparation and review of the property, plant and equipment reconciliation	Yes	✓			✓
10. Management oversight of capital projects	No	✓			
11. Asset revaluations	Yes	✓			
12. Monitoring of grants income and expenses	No	✓			✓
13. Fair value of other infrastructure – frequency of valuations	Yes	✓			
14. Transfer between reserves	No		✓		

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

15. Untimely approval of purchase orders	No		✓		✓
16. Plant recovery cost base rate and indirect/overhead cost allocation rate	No		✓		✓
17. Leave balances excluded from provisions	No		✓		
18. Works in Progress for capital projects	No		✓		
19. No asset addition forms	No			✓	
20. Assets with no depreciation	No		✓		✓
21. Untimely credit card termination/destruction	No			✓	
22. Guidelines for general journals	No			✓	
Business improvement opportunities					
23. Asset Management Plan and Long Term Financial Plan					

Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. Untimely preparation and review of bank reconciliations

Finding
Bank reconciliations are an essential control in managing the accuracy and completeness of the Shire's accounting records and financial statements. Bank reconciliations are also a key aspect of internal controls over cash resources. During the final audit visit, we found the June 2023 Municipal Bank, Reserve Bank and Trust Bank reconciliations were not prepared and reviewed in a timely manner. From our review we noted the below findings:

Trust Account
- Trust bank reconciliations for the period July 2022 – April 2023 were not prepared and reviewed until June 2023. June 2023 reconciliation was prepared and reviewed in August 2023.

Reserve Account
- Reserve bank reconciliations for the period July 2022 – June 2023 were only prepared and reviewed between June – August 2023.

Municipal Account
- Municipal bank reconciliations from July 2022 – April 2023 were not prepared and reviewed until June 2023 and June 2023 were not prepared and reviewed until August 2023.
- We noted that the municipal fund reconciled balance did not agree to the general ledger. Management was unable to provide adequate explanation on the differences totalling $1,084.
- We noted two differences totalling $1,165 between the bank statements and municipal bank balances per the bank reconciliation. This was due to management incorrectly including interest for future periods within the bank balance at year end.
- In the municipal bank reconciliation as at 30 June 2023, we observed over 120 reconciling items in the form of unmatched receipts and outstanding deposits dating back to June 2021. Upon investigation, we found that a substantial number of these reconciling items were in fact addressed before 30 June 2023, with only a portion of the unreconciled amount remaining. This raises concerns about the accuracy and legitimacy of the reconciliation items and the reconciliation process.

The supporting documentation for the bank reconciliations was not readily available and only provided later upon request.

Rating: Significant

Implication
The timely preparation and independent review of monthly bank reconciliations is a key control for ensuring financial transactions are valid, complete and accurately reflected in the financial records and bank accounts. This absence of this key financial control may increase the risk of fraudulent transactions, errors or omission going undetected, resulting in misstatements within the Shire's financial statements.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Recommendation
We recommend that the Shire review its bank reconciliation processes to ensure the monthly bank reconciliations are appropriately prepared and reviewed in a timely manner. The bank reconciliation process should include ensuring supporting documentation to the reconciliation is readily available to allow the Shire to perform an effective review. The Shire should ensure an adequate level of training is provided to staff performing the reconciliation. The reviewer should also ensure that reconciling items are accurate and supported and evidence of independent review is maintained.

Management comment
Agreed bank reconciliations were not conducted in a timely fashion in the 2022/23 Financial Year due to lack of staff. The financial services contract established with Moore Australia in 2023/24 has allowed for the review of the bank reconciliation process and training of finance team members. This has now been completed, and Trust accounts are up to date. The remainder of Municipal reconciliations will be completed in March 2024. This process will now be undertaken weekly for Municipal reconciliations and monthly for Trust due to the lower activity. This can be tested in the 2023/24 Interim Audit.

Responsible person: Finance Manager
Completion date: Complete

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. Lack of segregation of duties with purchasing

Finding
We tested a sample of 35 transactions and found insufficient segregation of duties between the ordering of goods and or services to invoice processing and payment. Our testing identified the following:

- seven out of 35 samples where the Chief Executive Officer (CEO) approved the purchase order and the invoice for payment.
- five out of 35 samples where the Executive Manager of Corporate and Community Services (EMCCS) approved the purchase order and the invoice for payment.
- one out of 35 samples where the Executive Manager of Infrastructure & Development Services (EMIDS) approved the purchase order and the invoice for payment.
- one out of 35 samples where IT & Payroll Officer at the time had performed the PO requisition, the incurring, and receipting of goods.

We understand that the limited segregation of duties noted is exacerbated as a result of the delegated financial authority gap between the CEO and the Executive Managers (EM), being $250,000 and $50,000, respectively, as established in the Shire of York's Policy Manual. At present the only Officer that has delegated financial authority for transactions between $50,000 and $250,000 is the CEO.

This finding was first raised in 2021/22.

Rating: Significant

Implication
In the absence of sufficient and appropriate segregation of duties there is an increased risk of erroneous or fraudulent payments. Further there is a heightened risk of the Shire ordering and committing to unauthorised goods or services.

Where purchases are centralised to the individual business units, this may hamper the effectiveness of the delegated financial authority control mechanism as well as the efficiency of business operations.

Recommendation
The Shire should review its underlying policies, procedures, systems and controls around ordering, receipting and approving payment of goods and services. Policies and procedures implemented should ensure sufficient and appropriate segregation of duties is achieved and these should be communicated to all staff.

The Shire should also review its delegated financial authority to ensure it remains appropriate to meet the Shire's risk assessment and procurement requirements.

As part of ensuring segregation of duties, where purchases are initiated in business units that are not their own, relevant managers should undertake checks and make enquiries as necessary to verify and authorise each transaction.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Management comment

The Audit Regulation 17 and FM Regulation 5 consultant Armada Audit considered the concerns of the OAG and made recommendation to the Shire of York on how to adapt this process to achieve further separation. These recommendations and the Armada Audit results were provided to the OAG in 2023. Policy F2 Procurement was updated accordingly and was considered by the Audit and Risk Committee on the 12 December 2023 and adopted by Council at its 19 December 2023 OCM Resolution 121233. The policy changes were communicated to all staff in January and the new receipting process implemented from the 15 January 2024 The procurement changes were implemented in Altus procurement 14 February 2024. This can be tested in the 2023/24 Interim Audit.

Responsible person: EMCCS/Finance Manager
Completion date: Complete

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

3. Untimely preparation of accounts payable reconciliation

Finding
From our review of the June 2023 accounts payable reconciliation, we noted this was not completed in a timely manner. This reconciliation is signed as prepared on 3 September 2023 and reviewed on 30 October 2023. This delay in completing the reconciliation approximately two months after year end and the review approximately two months after preparation is not considered timely.

Rating: Significant

Implication
Untimely reconciliation could result in inaccurate financial records, which have the potential of materially misstating the financial statements.

Recommendation
Reconciliations are prepared and reviewed in a timely manner.

Management comment
Creditors Ledger for 22.23FY was not closed off until 25 July 2023 due to many 22.23 invoices not received until this date. Aged Creditors Trial Balance report was processed 3 August 2023 however there was an unknown imbalance from the aged creditors to general ledger of -$8.33. A support request was submitted 1 September 2023 to IT Vision to review and the issue was not resolved until 20 September 2023. The final general ledger report which balanced to the aged creditors and was submitted to EMCCS for final review and signature on 30 October 2023 once all year end processed were finalised.

Generally, as part of the EOM process, this report will be completed on the first day of the new month for the previous month by the Accounts Payable Officer. It is then reviewed by the Finance Manager with final review and authorised by the Executive.

Responsible person: Finance Manager
Completion date: Complete

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

4. Depreciation of assets

Finding
During our testing of depreciation, we noted that the depreciation rates being applied do not appear to be related to the useful lives determined upon revaluation of assets. This has caused differences in the depreciation expense for the year ended 30 June 2023. While we understand road infrastructure assets caused a significant portion of the difference in depreciation due to the above, has now been adjusted for, this exercise has not been extended to other asset classes.

Rating: Significant

Implication
Where assets are not depreciating in line with their useful lives, there is a risk that the depreciation expense and value of Property, Plant and Equipment and Infrastructure may be materially misstated. Further where depreciation applied does not reflect an assets use, this can cause difficulties in asset management planning.

Recommendation
The Shire review the depreciation rates applied to all assets to ensure that they are the correct rates in-line with revaluation reports or where appropriate, updated useful life estimations.

Management comment
The depreciation calculations are undertaken in accordance with Australian Accounting Standards. Errors that resulted in a misstatement of the depreciation have been found and corrected.

Responsible person: Finance Manager
Completion date: Complete

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

5. Conflict of interest declarations not completed timely

Finding
During our testing of a tender process, we noted that the conflict of interest declaration completed by a panel member was completed 14 days after their review of the tenders.

Rating: Significant

Implication
Where tenders are assessed prior to completion of conflict of interest declarations there is a risk that conflicts are not known or considered prior to assessment of tenders. This disrupts the transparent and independent nature the tender process tries to achieve. Further, if the tender process has been compromised the Shire may be required to recommence a tender process impacting resources.

Recommendation
Checks are performed prior to tender evaluations being completed to ensure that all required conflict of interest declarations have been completed.

Management comment
This was one instance and therefore the Shire disputes this finding as significant. Education and training of all staff involved in the tender and quoting process is ongoing and does not have a completion date.

Responsible person: EMIDS
Completion date: Ongoing

Auditors' response
Risk attached to this finding has been rated as high. Sample selected involved a conflict of interest declaration that was not completed timely by a key member of management who can override controls. The risk is exacerbated with rotations of persons in key positions.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

6. Audit readiness and quality of financials and supporting documentation

Finding
We encountered numerous difficulties during the year end audit process. These resulted in significant adjustments to the original signed financial statements provided to the auditors on 13 October 2023. This has impacted the Shire's ability to meet their reporting requirements and be audit ready. To assist in meeting the Shire's reporting obligations, the Shire has engaged a contractor to assist in the preparation of the financial statements, key reconciliations and provide support to the Shire's finance manager.

This also resulted in significant delays in the provision of audit information. The first version of the financial statements that agreed to the underlying trial balance was only provided on 30 November 2023.

Further, there were several documents which were not received with sufficient time to facilitate audit processes. Audit instilled a deadline of 29 November for outstanding items, where these queries were unable to be resolved an assessment was made on the ability to conclude on whether sufficient audit evidence was available and where appropriate, adjustments to the financial statements have been considered.

Rating: Significant

Implication
As a result of the matters highlighted above, the financial statements approved to release by the Shire to the auditors were incorrect and did not agree to the underlying financial records. Significant additional time and effort has been committed by the audit team to try and progress this audit to a point.

Further, without timely consideration of the Shire's ability to fulfill its reporting responsibilities these may not be met.

Additionally, a delay in receiving appropriate documents and evidence can create inefficiencies and productivity of the audit. In the absence of sufficient appropriate audit evidence, we may not be able to comfortably conclude on such transactions and balances.

Recommendation
We recommend the Shire review its key accounting function set up to ensure that it is fit for purpose and able to meet the required deliverables. The Shire must ensure all information to support the preparation of the financial report are complete, accurate and available for the audit team to inspect.

Further, to ensure that the Shire is suitably audit ready at the commence of each phase of the audit it is preferrable that the Shire utilise the varying Better Practice Guides the OAG has developed and ensure all requested information is available.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Management comment

The Shire can demonstrate that it commenced collecting the information requested in the PBS in April of 2023. Prior to onsite testing the majority of the PBS requirements had been collected and transmitted. There were numerous instances where audit documents were transmitted, only to be subsequently re-requested by the audit team. This pattern persisted even after the audit recommenced in January 2024, with information submitted being immediately demanded again by the OAG. It is worth noting that OAG officers frequently failed to provide adequate time for thorough responses from Shire of York staff, this will be thoroughly discussed at the Exit Interview.

Responsible person: EMCCS
Completion date: Completed

Auditors' response

We acknowledge there were few instances of duplicated requests which were experienced due to *Mimecast* downloads not being originally received. Additional pressure and delays have been experienced by Shire staff and the audit team with not all PBC items being provided by due dates or at the commencement of the final audit. Additionally, where the financial statements are not complete and supported there is increased enquiries to validate the Shire's financial statements. We encourage the Shire to follow *"Audit Readiness – Better Practice Guide"* and implement quality assurance procedures as part of preparing for next year's financial statement audit. We note that the Shire engaged their contractor to address the Shire's own resource constraints.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

7. Network user access and Altus user privileges

Finding
2023
We found the Shire's network access management process is not fully effective. Testing identified four employees who were terminated prior to 30 June 2023 whose user accounts were not made inactive by 30 June 2023. Termination dates ranged from 16/08/2022 to 7/06/2023. For one of these accounts the last login date was after their termination date, this account does not appear to have access to Synergy or Altus Procurement. Further we found three accounts on the enabled users listing that did not appear to be employees or were not clearly identified as IT or Accounting service provider accounts, it is unclear if these accounts are appropriate.

From our review of the Altus Procurement user access and privileges listing we found that user privileges are not being appropriately restricted and controlled. Specifically, our testing identified four employees from diverse business areas that have been assigned super user privileges. From these accounts, it is possible to create, add and modify individual supplier accounts.

We were unable to perform a review of the Altus Payroll user access as the user listings for Altus Payroll were not provided to us in a timely manner allowing us to audit them.

2022
We found the Shire's network access management process is not fully effective. Testing identified one employee whose employment ceased on the 15 March 2022, however their network account remained active until 29 September 2022. We acknowledge that the Shire had lodged a ticket with Focus Network (IT service and management provider) to have the employee's account deactivated, however the ticket had not been processed by the service provider.

Additional audit testing confirmed the employee did not access the network from the date of their termination until the date their account was deactivated.

Altus Payroll and Procurement User Privileges:
From our review of the Altus Payroll and Procurement user access and privileges listing we found that user privileges are not being appropriately restricted and controlled. Specifically, our testing identified:

- Four employees from diverse business areas that have been assigned significant payroll privileges. From these accounts, it is possible to:
  - add employees, view and edit employee details (including names, date of birth, contact details, super and tax details),
  - edit employee entitlements and
  - manage pay runs, among other privileges.
- Three employees from diverse business areas that can override the required number of quotes imposed by the system and prescribed by the Shire's Procurement Policy.
- Four employees from diverse business areas that have been assigned super user privileges. From these accounts, it is possible to create, add and modify individual supplier accounts.

In addition, the Shire does not perform regular reviews of user access and privileges to validate the appropriateness of these.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Rating: Significant

Implication
Without an effective user access management process in place, there is an increased risk that these accounts could be used to gain unauthorised access to the network or systems. Such access could involve access to or making copies of confidential documents or amendment or deletion of Shire records.

Where user privileges are assigned inappropriately, or they are no longer required to meet business requirements, there is an increased risk of unauthorised access and inappropriate changes being made within systems that may go undetected. This can result in deviations from internal policies and management directives as well as the occurrence of errors and/or fraudulent activities. This risk is increased where regular review of the appropriateness and validity of user access and privileges is not performed.

Recommendation
The Shire should implement a user access and privileges monitoring process to ensure only current and valid users are able to access the Shire's network and systems. This process should be extended to include validation of all privileges assigned to each user that are consistent with the positions' roles and responsibilities. Where user accounts and/or privileges are no longer required, they should be immediately removed or updated.

Management comment
The Shire remains comfortable with the level of access provided. Regular audits are now conducted and the exit process updated to ensure removal of users from all systems.

The fortnightly payroll audit shows additions and subtractions of staff within the Definitiv system. This system generated report is reviewed by Finance Officer – Creditors, Finance Manager and EMCCS.

A policy position that assigns user access by position remains to be developed.

Responsible person: EMCCS
Completion date: December 2024

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

8. Fortnightly payroll reconciliations

Finding
As part of our testing of design and implementation of payroll controls we were unable to be provided any fortnightly payroll reconciliations completed during the 2023 financial year. The Shire informed us that they were completed for the first half of the financial year however were unable to be located due to staff changes and reconciliations were not performed for the second half of the financial year due to new staff.

Rating: Significant

Implication
Where payroll reconciliations are not completed, there is a risk the General Ledger is inaccurate and not a complete representation of payroll related payments. Inadequate independent review of the payroll reconciliations increases the risk of errors, omissions or fraud going undetected.

Recommendation
The Shire should ensure that fortnightly payroll reconciliations are adequately performed, and evidence of independent review is retained. Further the Shire should ensure that documentation is stored in locations that are known and accessible to relevant staff.

Management comment
This process is now in place and with regular reconciliations being conducted. These are prepared by the Finance Officer – Payroll and reviewed by the Finance Manager. A further review is conducted by the EMCCS. This can be tested in the 2023/24 Interim Audit.

Responsible person: Finance Manager
Completion date: Complete

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

9. Untimely preparation and review of the property, plant and equipment reconciliation

Finding
During the audit visit, we noted that Property, Plant and Equipment (PPE) was only reconciled as at 30 June 2023. This reconciliation was completed and reviewed in October 2023, almost four months after the end of the financial year

This finding was first raised in 2021/22.

Rating: Significant

Implication
PPE account reconciliations not prepared and reviewed in a timely manner increase the risk of unreconciled items and errors being undetected and/or not promptly corrected.

Recommendation
We recommend the Shire prepare and review its PPE account reconciliations in a timely manner.

Management comment
Persistent delays in finalising the Annual Financial Report have once more hindered the timely completion of procedures for the 22/23 Financial Year. This ongoing delay prevents the initiation of new fiscal year asset transactions and disposals until the previous year's financials have been officially adopted.

Responsible person: Finance Manager
Completion date: June 2024

Auditor's response
This comment should not be tied to the audit. If the amendments to the FAR or GL are required as a result of the audit, then these are performed at the times as required. The 2021-22 audit opinion issued on 6 April 2023 - not relevant to the FY2022-2023.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

10. Management oversight of capital projects

Finding
Prior to this financial year, the Audit and Risk Committee (ARC) were provided a mid-year budget review which contained a detailed project-level breakdown of all capital projects, showing the budgeted expenditure, actual expenditure and variances. The ARC are no longer provided this detailed breakdown, they are only given financial statement-level breakdowns. Without the regular and detailed review of these projects, there is a lack of management oversight of capital projects.

Rating: Significant

Implication
Without oversight of capital projects, there is an increased risk that projects are not managed effectively which can lead to project failure and financial loss.

Recommendation
The Shire should ensure there is regular oversight of capital projects by the ARC or other members of management.

Management comment
Formerly the Shire adopted its budget at GL level and Council were presented with all material movements by GL at mid-year review. The Shire has adapted its reporting to Council in accordance with the Regulation's requirement of Nature mid-year reporting also reflects this change. Progress against capital project expenditure continues to be provided to Council via monthly financial reporting. The Shire has recently implemented the Government Frameworks Integrated Planning and Reporting System - Cascade which will provide reporting against all capital and CBP projects for Council.

Responsible person: EMCCS/EMIDS
Completion date: Complete

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

11. Asset revaluations

Finding
Management undertook a revaluation of land, buildings, and infrastructure – other structures assets as at 30 June 2023. Infrastructure assets are revalued at least every five years in accordance with the Local Government (Financial Management) Regulations 1996. The last revaluation was performed in 2018.

During our review of the revaluation and reconciliations undertaken by the Shire, the following matters were noted:

- The revaluation journals included commentary mentioning that five assets which had a total written down value of $476,853 as at 30 June 2023 have been transferred from Buildings to Infrastructure – other structures and three assets which had a total written down value of $122,838 as at 30 June 2023 from Infrastructure – other structures to Infrastructure– - drainage. No amounts have been disclosed in the financials as 'Transfers' for these asset categories.
- Assets with a purchase price of greater than $5,000 but as the written down value is less than $5,000 management has revalued them down to $0. This is incorrect application of *Local Government (Financial Management) Regulations 1996 section 17A (5.)* We noted this as part of our review of the revaluation journal, we are unsure how widespread its application to all fixed assets is.
- Executive Management have conducted their own valuation of some of the infrastructure assets. No information to demonstrate the process conducted, inputs applied or conditions assessed has been provided. The reported 2022-23 carrying value of these assets is $1,357,051. As such we are unable to conclude on these assets. For the category of these assets, being Infrastructure – Parks & Reserves based on the sector generally we have seen an average increase of 19.2%.
- For assets transferred between categories, rather than showing them as transfers in the financial statements, the assets have been revalued to nil in their previous category and revalued upwards from nil to their new value in the new asset category. This has misrepresented the gains and losses for categories of assets which have asset transfers.
- There is a difference in the split and combination of assets between the revaluation and the fixed asset register. As there has been no reconciliation between these two reports showing which assets are split and combined amongst the reports, we are unable to conclude on the completeness and accuracy of the asset valuations and we are unable to conclude if items have been missed.

Further, a complete and accurate reconciliation from the asset register to the general ledger and financial statements has not been provided. It should include additions, disposals, transfers, revaluations and depreciation. The latest version of the reconciliation report had numerous unexplained inconsistencies. We noted the following anomalies with it:

- We were advised through our inquires of the revaluation journal that assets had been transferred between infrastructure categories and property plant and equipment – there is no disclosure of these.
- Whilst the total written down value balances agree to the financials, it is unclear why as the revaluation, depreciation and transfer details are in many instances different or not available. A reconciliation needs to clearly explain the reason for variances and include an appropriate level of detail to enable verification of notes 8a and 9a in the financial report.

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SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Rating: Significant

Implication
Without appropriate checks and reconciliations to demonstrate and verify the completeness of the revaluation process and the asset register, there is an increased risk of material misstatement in financial reports. Further, where clear documentation is unable to be provided to support movements between balances or amounts are unreconciled there is a risk that assets may be duplicated or mistakenly removed from the asset register.

Incorrect application of legislative and accounting standard requirements increases the risk of a material misstatement within the financial report.

Recommendation
Management should ensure robust procedures are in place to ensure the accuracy and completeness of the fixed assets reported in the financial statements and captured through the revaluation process. Further, management should ensure documentation relating to these reconciliations is readily available.

Management should thoroughly review and analyse the balances above, errors should be corrected.

Management comment
Assets subject to revaluation have been examined and all variances accounted for. This is now resolved.

This has highlighted the need for a thorough review of all asset classes with regard to the capturing of asset information, naming and classification. Guidance will be sought, and staff trained on the capitalisation of assets to ensure that sufficient data is captured in the finance system to ensure assets are able to be revalued.

Responsible person: EMIDS/Finance Manager
Completion date: June 2025

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

12. Monitoring of grants income and expenses

Finding
We noted that the Shire has not implemented a standard process to monitor grant income and expenses in the 2022-23 financial year. There is no ongoing review to track grant income and expenditure other than the mid-year Budget Review and quarterly Finance and Costing review.

This issue was raised in the 2019-20 financial year and was subsequently resolved the following year in 2020-21. The grant register was then appropriately being maintained by the Finance Department with follow up from responsible officers on progress sought on a monthly basis.

However, since 2021-22 financial year, the grant register was not maintained, and we were unable to verify that regular updates were being made.

Rating: Significant

Implication
Without regular monitoring of a grant register, the Shire is exposed to an increased risk of non-compliance with agreements, unrecorded transactions in the general ledger, and undisclosed commitments in the financial statements.

In addition current practice may result in non-compliance with AASB 15 or 1058 as no assessment has been made to determine the appropriate recognition of revenue of each grant, being either on receipt or over time. Incorrect revenue recognition may cause inaccuracies in the annual financial statements and the Shire's monthly financial information meaning financial decision making may be ill-informed.

Recommendation
The Shire should review its current practice and implement a standard process to ensure its grant register is appropriately maintained to address the risks noted above.

The Shire should retrospectively complete a detailed revenue recognition assessment of its grant revenue streams. This is to conclude if a particular grant revenue stream or transaction arises from an enforceable contract with a customer and has sufficiently specific performance obligations. The assessment will trigger the revenue recognition requirements under AASB 15, or if it falls outside this scope, under AASB 1058, so that revenue is not misstated for the 2023-24 financial year.

Management comment
Historically an excel workbook has been used for the Grants Register where every Responsible Officer is required to add any new grants and update any other relevant information. Senior Finance Officer would update income and expenditure monthly and email register to all staff each month for review and update.

This register has been superseded by the Government Frameworks IPR software which will be implemented in 2024. Progress can be tested during Interim and Final Audits for 2023/24.

Responsible person: Finance Manager
Completion date: December 2024

Auditor's response
Given the completion date is December 2024, the Shire should consider putting processes in place to ensure their grant revenue at 30 June 2024 is correctly stated. We encourage to revisit interim measures to ensure they comply with the accounting standards.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

13. Fair value of other infrastructure – Frequency of valuations

Finding
From the asset category Infrastructure – Parks and Reserves reported in Note 9(a) , we noted a number of assets with a carrying value of $1,357,051, as at 30 June 2023, have not been revalued with sufficient regularity, as required by Regulation 17A(4A)(b) of the Local Government (Financial Management) Regulations 1996, since 2017-18.

Further, on review of the asset category of Infrastructure – Other Structures reported in Note 9(a) of the financial report at the carrying value of $4,845,335, it is unclear if all the assets have been appropriately revalued and recorded in the asset register. On review of management comments we noted the following:

- Some assets noted as recategorised, on review of the asset details and revaluations we were unable to verify that these assets have been recategorised.
- Management comments for several assets include comments to the effect that no valuation was provided due to incorrect asset class or further investigation required with clarity required for what infrastructure exists in this asset and assets details unknown, new detailed asset added to register.

Rating: Significant

Implication
Without a robust assessment of fair value of the Shire's Other infrastructure assets, there is a risk that the carrying value of these assets is not reflected at fair in compliance with *AASB 13 Fair Value Measurement*, as well as Regulation 17(A) of the Regulations.

Further, where it is unclear if the asset listings are complete or correct, we are unable to form an opinion as to the value of these balances.

Recommendation
The Shire should perform a review of their asset register to ensure it is complete and sufficiently detailed to enable assets to be readily identified. Further, where items have not been revalued in the previous five years, a valuation of these other infrastructure assets is performed in accordance with *AASB 13 Fair Value Measurements* and assumptions and methodologies applied meet the expectations of the Shire. Fair Value movements should be understood and be able to be explained in accordance with the Shire's understanding of its operations. The Shire needs to ensure valuations are conducted every five years in accordance with Regulation 17(A) of the Regulations.

Management comment
This has been resolved.

Responsible person: EMCCS/Finance Manager
Completion date: Complete

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

14. Transfer between reserves

Finding
We noted that the trial balance indicates that there was a $100,000 transfer from Recreation Reserve to Swimming Pool Reserve. This transfer was budgeted to take place in 2022 however this was completed in 2023, it is missing from the financial statements.

Rating: Moderate

Implication
Inconsistency between the trial balance and financial statements is misstatement of the financial statements and can lead to the financial statements being materially misstated.

Recommendation
Financial statements should be adjusted to reflect the transfer.

Management comment
Advice was sought on the treatment of this item from DGLSC. Their advice is as follows:

With the Swimming Pool Reserve, as the $100,000 transfer was not undertaken in 2021-22 and there is no council resolution in 2022-23 to authorise a $100,000 transfer from the Recreation Reserve, I don't believe there is any authority to make the transfer. Note: (1) As the 2022-23 Budget showed the Swimming Pool as having an opening balance of $100,000, there was no authority in the budget document to transfer $100,000 from the Recreation Reserve. (2) To rectify this, I would suggest putting an item in the Budget Review that is due to Council by 31 March 2024, to transfer $100,000 from the Recreation Reserve to the Swimming Pool Reserve as previously flagged by Council, and then do a local public notice. The alternative is to wait for the 2024-25 Budget.

The Shire proposes to seek approval for the transfer in the 2023/24 FY via mid-year review and to undertake the required public notice.

Responsible person: Finance Manager
Completion date: March 2024

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

15. Untimely approval of purchase orders

Finding
Our testing identified four instances where the purchase orders were raised and approved after the receipt of invoices.

This finding was first raised in 2021-22.

Rating: Moderate

Implication
Purchases made without authorised purchase orders may increase the risk of unauthorised expenditure occurring and going undetected. Further it is more difficult for the Shire to track whether expenditure incurred is in line with budgets or expectations and is dependent on the receipt of a tax invoice.

Recommendation
Purchase orders are an important control in the procurement process as they ensure purchases are appropriate, necessary and comply with procurement policies prior to the receipt of goods or services.

The Shire should ensure that purchase orders are raised and approved prior to the ordering of goods and or services.

Management comment
As noted in previous responses, management resolves this via education and training at induction and its annual procurement refresher. Non-compliance is tracked by the Finance team and provided to supervisors to action via the appropriate HR processes.

Responsible person: All supervisors
Completion date: Ongoing

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

16. Plant recovery cost base rate and indirect/overhead cost allocation rate

Finding
From our testing we noted the following rates used by the Shire to capitalise costs to infrastructure projects have not been reviewed in recent years. We understand the last review was performed in 2006.

- Plant recovery cost base rates used for capitalising plant costs to projects.
- The rate used for indirect and overhead cost allocation to projects by the Shire which has been determined as 140%.

From our testing we deemed the impact to be immaterial.

This is the fourth year we are raising this finding.

Rating: Moderate

Implication
The use of outdated base rate for plant recovery cost and the application of indirect/overhead cost recovery rate increases the risk of the project/fixed assets costs being misstated.

Recommendation
The Shire should review the base rate for plant recovery costs and the indirect/overhead cost recovery rate to determine their currency and accuracy.

Management comment
This work has not been completed but assistance in ensuring a robust process has been sought via the contract with Moore Australia.

Responsible person: Finance Manager
Completion date: December 2024

Auditor's response
This finding has been raised for four years, the rate was last reviewed in 2006. We note the completion date is after the conclusion of the 30 June 2024 financial year. There is greater risk that these rates are no longer fit for purpose.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

17. Leave balances excluded from provisions

Finding
During our testing of leave balances, we noted the following discrepancies:

- Four employees which were terminated after 30 June 2023 had their leave balances excluded from the provision calculations for annual and long service leave
- We noted there were many casual employees with no long service leave balance
- We noted one employee who transferred to the Shire in October 2022 which has not had their transferred leave balances recognised at 30 June 2023 or to date based on enquiry with shire staff
- One casual employee had been incorrectly set up in the system and was accruing annual leave which they were not entitled to.

Rating: Moderate

Implication
Where leave balances are being excluded or not recording correctly, there is a risk that provisions balances are misstated.

Recommendation
Leave provisions are reviewed against employee listings to ensure all employees accruing leave, should be and any employee with nil leave balances are appropriate.

Management comment
Delays in processing this information occurred due to lack of information/training from the Shire's payroll system support provider. This information was received in late November 2023 and will be processed prior to end June 2024. The incorrectly accruing leave has been corrected.

The Shire is unable to find any casual employees without long service leave policies in place and thus disputes this element of the finding. The Shire believes there is no requirement to consider casual staff LSL in leave provisions as the likelihood of a casual staff member meeting the minimum employment timeframes for LSL eligibility is zero.

Responsible person: Finance Manager
Completion date: June 2024

Auditor's response
The listing of casual employees which were not included as part of Long Service Leave (LSL) calculations had been provided to the Shire on 20 November 2023. We were provided a response that some of the employees were not considered to be entitled to LSL due to their type of work and 'period between service is greater than two weeks', this is not an indicator of a break in service under the LSL act. Without considering long service leave entitlements due to casual employees the shire may not be meeting their legal obligations.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

18. Works in Progress for capital projects

Finding
We noted that the Shire does not maintain a Works in Progress (WIP) balance for capital projects. Capital invoices are capitalised to their corresponding assets as they are incurred, irrespective of the asset's readiness or availability for use.

In addition, the Shire was unable to provide clear evidence of reconciliation of the movements during the year on an individual project basis.

Rating: Moderate

Implication
Incorrect capitalisation could result in asset, depreciation and expense accounts being misstated.

Recommendation
The Shire should ensure that only valid items are capitalised and develop a policy and procedure providing guidance on the accounting treatment for costs relating to capital projects.

Management comment
Noted. The Shire will review this requirement to see whether it is applicable.

Responsible person: Finance Manager/EMIDS
Completion date: December 2024

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

19. No asset addition forms

Finding
We noted that the Shire do not use asset addition forms when assets are acquired and added to the asset register.

Rating: Minor

Implication
Use of asset addition forms allows the asset team to clearly communicate specific information such as useful lives and date assets were received to the finance team for input into the accounting records.

Recommendation
The Shire should implement the use of asset addition forms.

Management comment
This recommendation is noted, we will look to implement this in 2024.

Responsible person: EMIDS/Finance Manager
Completion date: December 2024

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

20. Assets with no depreciation

Finding
From our review of the financial asset register, we identified the following:

- Six assets on the assets register for which there was no depreciation for the year. The expected depreciation at 30 June 2023 is $43,853. The Shire has not adjusted for this error.

This finding was first raised in 2021/22.

Rating: Moderate

Implication
When assets are not assigned a depreciation rate, or when assets are not being depreciated this can lead to an understatement in depreciation expense and an overstatement in the net book value of assets being reported in the financial statements. This can also result in assets not reflecting their accurate future service potential.

Recommendation
The Shire should ensure that depreciation rates are assigned for asset additions on acquisition and that depreciation charge is consistently and accurately generated by the asset module. Furthermore, the Shire should review the depreciation rate of all assets to ensure they are aligned with the remaining economic benefits and future service potential of these assets.

Management comment
Please see comments at Finding 11.

Responsible person: EMIDS/Finance Manager
Completion date: June 2025

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

21. Untimely credit card termination/destruction

Finding
During our testing of purchasing cards, we noted one instance where on termination of an employee, the card was not cancelled timely. The employee was terminated on 12 May 2023 however the card was not destroyed until the 30 August 2023.

Rating: Minor

Implication
Untimely cancellation of purchasing cards poses a risk that terminated staff can inappropriately use shire purchasing cards for unapproved purchases.

Recommendation
The Shire should ensure that credit cards are cancelled in a timely manner to mitigate the potential credit card fraud.

Management comment
Although the card should have been destroyed, it was securely stored in the Shire safe and remained unused during the transition period between the departure of the outgoing EMIDS and the eventual destruction of the card. While an acting EMIDS was appointed the Shire operated only with the EMCCS card. It's important to note that a completely new and independent card was obtained for the incoming EMIDS after appointment in the new FY, ensuring no overlap or misuse of resources.

Responsible person: Finance Manager
Completion date: Completed

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

22. Guidelines for general journals

Finding
We noted that current Management Guidelines General Journals procedure is still not updated. The document came into force in June 2016, and it has not been reviewed since then. It references to positions that no longer exist within the Shire and may no longer reflect processes implemented by the Shire.

Rating: Minor

Implication
Where journal procedures are not regularly updated, there is a risk that they are no longer effective and do not reflect current requirements, internal practice or expectations.

Recommendation
The Shire should ensure that the Management Guidelines General Journals procedure is updated.

Management comment
Noted.

Responsible person: Finance Manager/EMCCS
Completion date: December 2024

Auditor's response
Given the issues that the Shire faced with journals in the FY 21-22 year, Shire should be comfortable to not have up to date guidelines for journals until December 2024. This again means the issue won't be addressed for FY 23-24, effectively taking two years to ensure appropriate guidelines are in place. Controls around journals are key (fraud risk) and one way to ensure these are understood and followed is by having up to date guidelines clearly outlining the Shire's expectations.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Business improvement opportunities

23. Asset Management Plan and Long-Term Financial Plan

Finding
The Shire's current Asset Management Plan (AMP) was prepared in 2019. As a result, the Long-Term Financial Plan (LTFP) is also not sufficiently updated.

This finding was first raised in 2020/21

Long term financial decisions made by the council may not be based on updated financial information.

Management comment
This assertion is inaccurate. The Shire finalised the update of its transport asset management plans in 2023, which played a pivotal role in shaping the 2022/23 Annual Financial Statement. It's crucial to note that the majority of the Shire's asset value is encompassed within these plans. Presently, efforts are underway to finalise the minor asset classes, including Land, Building, and Infrastructure Other.

Additionally, Moore Australia is currently in the process of updating the Long-Term Financial Plan. This update will incorporate insights from the Workforce Plan and the ongoing development of Asset Management Plans.

Responsible person: MCCS/EMIDS
Completion date: May 2024

Auditor's response
We acknowledge the Shire's work towards updating its AMP and LTFP. Land, buildings and infrastructure - other represents 26% of the Shire's Property, plant, equipment and Infrastructure.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Untimely preparation and review of bank reconciliation.	Yes	✓			✓
2. Lack of segregation of duties with purchasing	Yes	✓			✓
3. Fortnightly payroll reconciliations	Yes	✓			✓
4. Unrecorded liabilities	Yes	✓			
5. Untimely approval of purchase orders	No		✓		✓
6. Lack of control on tracking usage of inventory	No		✓		
7. Inappropriate user access in Synergy	No		✓		
8. Assets with zero or low carrying values in fixed assets register	No		✓		
9. Untimely review of the credit card policy	No			✓	
10. Former employee listed as authorised signatory in AMP bank confirmation.	No			✓	
11. Guidelines for general journals	No			✓	✓

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Key to ratings
The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. Untimely preparation and review of bank reconciliation

Finding
Bank reconciliations are an essential control in managing the accuracy and completeness of the Shire's accounting records and financial statements. Bank reconciliations are also a key aspect of internal controls over cash resources.

During the final audit visit, we noted that the Municipal bank, Reserve bank and Trust bank reconciliations were not prepared and reviewed in a timely manner. Bank reconciliations for all bank accounts for the period July 2023 – March 2024 were not prepared until January 2024 and not reviewed until November 2024.

For the period April 2024 – June 2024, we were unable to obtain bank reconciliations (except for the Trust bank account reconciliation for the month of April 2024). It was also noted that the bank reconciliations are prepared as a whole, without reconciling them individually.

This finding was reported in 2023.

Rating: Significant (2023: Significant)

Implication
The timely preparation and independent review of monthly bank reconciliations is a key control for ensuring financial transactions are valid, complete and accurately reflected in the financial records and bank accounts. This absence of this key financial control may increase the risk of fraudulent transactions, errors or omission going undetected, resulting in misstatements within the Shire's financial statements.

Recommendation
We recommend management review its bank reconciliation processes to ensure the monthly bank reconciliations are appropriately prepared and reviewed in a timely manner. The bank reconciliation process should include ensuring supporting documentation to the reconciliation is readily available to allow the Shire to perform an effective review. The Shire should ensure an adequate level of training is provided to staff performing the reconciliation. The reviewer should also ensure that reconciling items are accurate and supported and evidence of independent review is maintained.

Management comment
Significant progress has been made against this item, but works are yet to be completed. Finalisation of the outstanding bank reconciliations is on track for December 2024.

Responsible person: Finance Manager
Completion date: December 2024

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. Lack of segregation of duties with purchasing

Finding
During the final audit, we identified four out of 28 samples with insufficient segregation of duties from the ordering of goods and services to invoice processing and payment. Our testing identified the following:

- three out of 28 samples where the Executive Manager Infrastructure and Development Service (EMIDS) approved both the purchase order and the invoice for payment.
- one out of 28 samples where the Executive Manager of Corporate and Community Services (EMCCS) approved both the purchase order and the invoice for payment.

This finding was first raised in 2021/22.

Rating: Significant (2023: Significant)

Implication
In the absence of sufficient and appropriate segregation of duties there is an increased risk of erroneous or fraudulent payments. Further there is a heightened risk of the Shire ordering and committing to unauthorised goods or services.

Where purchases are centralised to the individual business units, this may hamper the effectiveness of the delegated financial authority control mechanism as well as the efficiency of business operations.

Recommendation
The Shire should review its underlying policies, procedures, systems and controls around ordering, receipting and approving payment of goods and services. Policies and procedures implemented should ensure sufficient and appropriate segregation of duties is achieved and these should be communicated to all staff.

The Shire should also review its delegated financial authority to ensure it remains appropriate to meet the Shire's risk assessment and procurement requirements.

As part of ensuring segregation of duties, where purchases are initiated in business units that are not their own, relevant managers should undertake checks and make enquiries as necessary to verify and authorise each transaction.

Management comment
This was considered as part of the Audit Reg 17 and FMR Reg 5 Review in 2023. The recommendations regarding segregation of duties were received by Council at its December 2023 OCM and the corresponding updates to Policy F2 - Procurement adopted. The residual risk after the implementation of these recommendations was presented to the Audit and Risk Committee (ARC) at its June 2024 meeting. ARC considered this item and recommended to Council that appropriate adjustments had been taken to segregate purchasing duties noting that this would not always be possible. At its June 2024 Ordinary Meeting, Council agreed with the recommendation and voted to accept the residual risk.

Responsible person: Executive Manager Corporate & Community Services (EMCCS)
Completion date: Complete

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

3. Fortnightly payroll reconciliations

Finding
As part of our testing of design and implementation of payroll controls we noted payroll reconciliation was not performed for the period July 2023 – November 2023. The Shire informed that due to staff changes, reconciliations were performed only from December 2023.

Rating: Significant (2023: Significant)

Implication
Where payroll reconciliations are not completed, there is a risk the General Ledger is inaccurate and not a complete representation of payroll related payments. Inadequate independent review of the payroll reconciliations increases the risk of errors, omissions or fraud going undetected.

Recommendation
We recommend management to ensure that fortnightly payroll reconciliations are adequately performed, and evidence of independent review is retained.

Management comment
As noted by the auditors this process has been undertaken fortnightly since December 2023.

Responsible person: Finance Manager/EMCCS
Completion date: Complete

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

4. Unrecorded liabilities

Finding
During our testing of subsequent payments, we noted batch payments totalling $738k made in July 2024 were incorrectly recognised in June 2024 and was not identified until audit testing. As both cash and cash equivalents and trade and other payables were materially understated at 30 June 2024, an audit adjustment was posted to the financial statements.

Rating: Significant

Implication
If subsequent payments are not reviewed for additional liabilities at balance date, there is a risk of liabilities and other areas of the financial report being incomplete and materially misstated.

Recommendation
We recommend that management puts in place a process to ensure that year-end invoices are captured appropriately in the correct period.

Management comment
Noted. A process will be developed to prevent recurrence of this incorrect posting.

Responsible person: Finance Manager
Completion date: April 2025

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

5. Untimely approval of purchase orders

Finding
The Shire's procurement process requires purchase orders to be raised before a purchase is made. Based on our testing of expenditure transactions, we identified three out of 28 purchase orders sampled that were raised after the respective invoices were received.

This finding was first raised in 2021-22.

Rating: Moderate (2023 : Moderate)

Implication
Purchases made without authorised purchase orders may increase the risk of unauthorised expenditure occurring and going undetected. Further it is more difficult for the Shire to track whether expenditure incurred is in line with budgets or expectations and is dependent on the receipt of a tax invoice.

Recommendation
Purchase orders are an important control in the procurement process as they ensure purchases are appropriate, necessary and comply with procurement policies prior to the receipt of goods or services.

We recommend management to ensure that purchase orders are raised and approved prior to the ordering of goods and or services.

Management comment
At its June 2024 meeting the Audit and Risk Committee (ARC) considered this item and recommended to Council that appropriate controls were in place and that the treatment for non-compliance would be education and training followed by a HR process where applicable. At its June 2024 Ordinary Meeting Council agreed with the recommendation of the ARC and voted to accept the residual risk.

Responsible person: EMCCS
Completion date: Complete, oversight of this item will always be ongoing.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

6. Lack of control on tracking usage of inventory

Finding
During the final audit, we identified that although the value of inventory is immaterial, the inventory valuation report was completed on 8 July 2024 and since movement of fuel in and out is not tracked, it is not possible to assess if quantity and valuation of inventory at year-end is appropriately stated.

Rating: Moderate

Implication
There is an increased risk of inappropriate usage of inventory in the absence of controls around inventory. There is a further risk that inventory may not be fairly stated at year-end.

Recommendation
We recommend management puts in place a more stringent tracking mechanism for usage of inventory in order to mitigate any inappropriate usage and / or incorrect recognition of inventory balance.

Management comment
Agreed. This was identified as a weakness particularly in relation to fuel supplies where the largest variance has been recorded. The installation of a new fuel tank will require the immediate recording of information and should prevent recurrence.

Responsible person:	Executive Manager Infrastructure and Development Services (EMIDS)
Completion date:	January 2025

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

7. Inappropriate user access in Synergy

Finding
From our review of the Synergy user access list, we found that the Financial Manager has super user access which is deemed inappropriate.

Rating: Moderate

Implication
Access privileges for users beyond those necessary to perform their assigned duties might result in the recording of unauthorised, non-existent or inaccurate transactions, improper changes to data, or destruction of data.

Recommendation
Super user access should be limited to privileged users (ideally in the IT service providers/IT departments).

Management comment
At its June 2024 meeting the Audit and Risk Committee (ARC) considered this item and recommended to Council that appropriate access was in place. At its June 2024 Ordinary Meeting, Council agreed with the recommendation of the ARC and voted to accept the residual risk.

Noting the recommendation of the auditors, the Shire will trial a restricted access for the Finance Manager for a period of six months from January 2025 assessing the impact upon financial operations. Should this be successful the restricted access will be put in place permanently.

Responsible person: EMCCS
Completion date: June 2025

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

8. Assets with zero or low carrying values in fixed assets register

Finding
During our testing of property, plant and equipment, we noted a number of old assets within furniture and equipment (acquired in the 1990s) with zero or low carrying values included in the Fixed Asset Register (FAR).

Rating: Moderate

Implication
The accumulation of numerous low value assets in the FAR can impact the efficiency of asset management and may lead to potential inaccuracies in financial reporting. Also, the FAR might be carrying assets which no longer physically exist at the Shire.

Recommendation
It is recommended for the Management to periodically review the FAR along with physical existence of assets to ensure the FAR carries only those assets which are in use by the Shire.

Management comment
For surety we will complete a review of all older assets with a low carrying value and remove any found to no longer be in use. Asset addition and disposal processes are already in use by the Shire however, we acknowledge there may be items that were disposed of prior to the commencement of these processes which warrant investigation and appropriate treatment.

Responsible person: Finance Manager
Completion date: June 2025

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

9. Untimely review of the credit card policy

Finding
During the audit, it was noted that the Shire's corporate credit card policy has not been reviewed by management since August 2022.

Rating: Minor

Implication
Untimely review and update of the credit card policy poses a risk that the control procedure is implemented is outdated or inappropriate.

Recommendation
We recommend management to review the credit card policy on an annual basis and update the procedure in line with Shire's internal control.

Management comment
The review period of all policies was considered as the Shire moved to its Integrated Planning and Reporting software. It was identified that a two-year review of Policy F6 – Corporate Credit Card Policy was sufficient, thus Policy F6 was not due for review within the reporting period. The current policy has been reviewed by the Executive Leadership Team and there are no circumstances that require amendments. Officers will present this to Council for noting in December 2024.

Responsible person: EMCCS
Completion date: December 2024

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

10. Former employee listed as authorised signatory in AMP bank confirmation

Finding
Upon review of the AMP bank confirmation as at 30 June 2024, it was identified that a former employee who was terminated on 12 May 2024 was still listed as an authorised signatory with the bank.

Rating: Minor

Implication
There is the risk that the parties no longer associated with the Shire have access to the Shire's bank accounts and may result in unauthorised access or processing of unauthorised payments.

Recommendation
It is recommended management removes terminated employees as authorised bank signatories.

Management comment
Noted. We have instructed the bank to remove the terminated employee. We note that our new Finance Manager was not added as an authorised signatory as per our May 2024 instruction and are seeking correction to this also.

Responsible person: Finance Manager/EMCCS
Completion date: Complete

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

11. Guidelines for general journals

Finding
We noted that current Management Guidelines General Journals procedure is still not updated. The document came into force in June 2016, and it has not been reviewed since then. It references to positions that no longer exist within the Shire and may no longer reflect processes implemented by the Shire.

Rating: Minor (2023: Minor)

Implication
Where journal procedures are not regularly updated, there is a risk that they are no longer effective and do not reflect current requirements, internal practice or expectations.

Recommendation
The Shire should ensure that the Management Guidelines General Journals procedure is updated.

Management comment
Noted.

Responsible person: Finance Manager
Completion date: January 2025

AUDIT SNAPSHOT
25/11/2025

AUDITS PLAN

AUDIT FINDINGS 2022/23

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Untimely preparation and review of bank reconciliations	Significant	Yes	The timely preparation and independent review of monthly bank reconciliations is a key control for ensuring financial transactions are valid, complete and accurately reflected in the financial records and bank accounts. This absence of this key financial control may increase the risk of fraudulent transactions, errors or omission going undetected, resulting in misstatements within the Shire's financial statements	Consequence: Moderate Likelihood: Possible Risk Rating: High	We recommend that the Shire review its bank reconciliation processes to ensure the monthly bank reconciliations are appropriately prepared and reviewed in a timely manner. The bank reconciliation process should include ensuring supporting documentation to the reconciliation is readily available to allow the Shire to perform an effective review. The Shire should ensure an adequate level of training is provided to staff performing the reconciliation. The reviewer should also ensure that reconciling items are accurate and supported and evidence of independent review is maintained.	Agreed bank reconciliations were not conducted in a timely fashion in the 2022/23 Financial Year due to lack of staff. The financial services contract established with Moore Australia in 2023/24 has allowed for the review of the bank reconciliation process and training of finance team members. This has now been completed, and Trust accounts are up to date. The remainder of Municipal reconciliations will be completed in March 2024. This process will now be undertaken weekly for Municipal reconciliations and monthly for Trust due to the lower activity. This can be tested in the 2023/24 Interim Audit.	Adequate	Residual Consequence: Moderate Residual Likelihood: Likely Residual Risk Rating: High	Treat	**Anneke Birleson:** Bank reconciliations are being kept up to date. Implementation of the bank reconciliation software is expected to occur for the January Bank Reconciliation. Once this new process is established and consistent completion of the bank reconciliations occurs over a period of time, officers will review the residual risk and treatment requirements. *25/11/2025* **Alina Behan:** Bank reconciliations have been completed up to June 2025 for Reserves, Trust and Municipal funds and will complete through the internal control process by 05/09/2025. Reconciliations are being completed manually for July and August 2025. New software has been purchased to increase the effectiveness and regularity of reconciliations. This will be implemented shortly subject to contractor availability. *04/09/2025*	100% 100 / 100 -

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Depreciation of assets	Significant	No	Where assets are not depreciating in line with their useful lives, there is a risk that the depreciation expense and value of Property, Plant and Equipment and Infrastructure may be materially misstated. Further where depreciation applied does not reflect an assets use, this can cause difficulties in asset management planning.	Consequence: Extreme Likelihood: Possible Risk Rating: Extreme	The Shire review the depreciation rates applied to all assets to ensure that they are the correct rates in-line with revaluation reports or where appropriate, updated useful life estimations.	The depreciation calculations are undertaken in accordance with Australian Accounting Standards. Errors that resulted in a misstatement of the depreciation have been found and corrected.	Adequate	Residual Consequence: Major Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Alina Behan:** Depreciation will be assessed as part of regular asset valuations and applied monthly following the acceptance of the annual Financial Report. *03/09/2025* **Alina Behan:** Resolved for 22/23 FY and 23/24. The 2024/25 FY depreciation is still to be processed for May and June. This will be concluded end September 2025 as part of the statutory Annual Financial Report submission. Depreciation will be assessed as part of regular asset valuations and applied monthly following the acceptance of the annual Financial Report. *03/09/2025*	100% 100 / 100 -

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Audit readiness and quality of financials and supporting documentation	Significant	No	As a result of the matters highlighted above, the financial statements approved to release by the Shire to the auditors were incorrect and did not agree to the underlying financial records. Significant additional time and effort has been committed by the audit team to try and progress this audit to a point. Further, without timely consideration of the Shire's ability to fulfill its reporting responsibilities these may not be met. Additionally, a delay in receiving appropriate documents and evidence can create inefficiencies and productivity of the audit. In the absence of sufficient appropriate audit evidence, we may not be able to comfortably conclude on such transactions and balances.	Consequence: Major Likelihood: Unlikely Risk Rating: High	We recommend the Shire review its key accounting function set up to ensure that it is fit for purpose and able to meet the required deliverables. The Shire must ensure all information to support the preparation of the financial report are complete, accurate and available for the audit team to inspect. Further, to ensure that the Shire is suitably audit ready at the commencement of each phase of the audit it is preferrable that the Shire utilise the varying Better Practice Guides the OAG has developed and ensure all requested information is available.	The Shire can demonstrate that it commenced collecting the information requested in the PBS in April of 2023. Prior to onsite testing the majority of the PBS requirements had been collected and transmitted. There were numerous instances where audit documents were transmitted, only to be subsequently re-requested by the audit team. This pattern persisted even after the audit recommenced in January 2024, with information submitted being immediately demanded again by the OAG. It is worth noting that OAG officers frequently failed to provide adequate time for thorough responses from Shire of York staff, this will be thoroughly discussed at the Exit Interview.	Effective	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Alina Behan:** Both the 2023/24 Final Audit and 2024/25 Interim Audit progressed smoothly with the contract auditors Nexia commenting favourably on the Shire's preparedness for each Audit. *03/09/2025* **Rebecca Palumbo:** Reviewed as part of 2023/24 Audit process and determined to no longer be a finding. *06/06/2025*	100% 100 / 100 -

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Untimely preparation and review of the property, plant and equipment reconciliation	Significant	Yes	PPE account reconciliations not prepared and reviewed in a timely manner increase the risk of unreconciled items and errors being undetected and/or not promptly corrected.	Consequence: Major Likelihood: Possible Risk Rating: Extreme	We recommend the Shire prepare and review its Property, Plant & Equipment account reconciliations in a timely manner.	Persistent delays in finalising the Annual Financial Report have once more hindered the timely completion of procedures for the 22/23 Financial Year. This ongoing delay prevents the initiation of new fiscal year asset transactions and disposals until the previous year's financials have been officially adopted.	Adequate	Residual Consequence: Major Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Alina Behan:** Reconciliations will be prepared monthly then after the 2024/25 audited financial report is received the asset register will be rolled over and depreciation will be run. *03/09/2025* **Rebecca Palumbo:** Although not presented in in findings for 2023/24 final audit it has been found as a preliminary item in the 2024/25 interim audit. Previous advice from Moore was to not reconcile assets until after the annual report has been audited as it can be difficult to report retrospective changes. *06/06/2025*	100% 100 / 100 -
Asset revaluations	Significant	No	Without appropriate checks and reconciliations to demonstrate and verify the completeness of the revaluation process and the asset register, there is an increased risk of material misstatement in financial reports. Further, where clear documentation is unable to be provided to support movements between balances or amounts are unreconciled there is a risk that assets may be duplicated or mistakenly removed from the asset register. Incorrect application of legislative and accounting standard requirements increases the risk of a material misstatement within the financial report.	Consequence: Major Likelihood: Possible Risk Rating: Extreme	Management should ensure robust procedures are in place to ensure the accuracy and completeness of the fixed assets reported in the financial statements and captured through the revaluation process. Further, management should ensure documentation relating to these reconciliations is readily available. Management should thoroughly review and analyse the balances above, errors should be corrected.	Assets subject to revaluation have been examined and all variances accounted for. This is now resolved. This has highlighted the need for a thorough review of all asset classes with regard to the capturing of asset information, naming and classification. Guidance will be sought, and staff trained on the capitalisation of assets to ensure that sufficient data is captured in the finance system to ensure assets are able to be revalued.	Effective	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Rebecca Palumbo:** Reviewed as part of the 2023/24 audit process and determined to no longer be a finding. Councils next fair value review is due in 2026/27 for roads, drainage, bridges and footpaths. *06/06/2025* **Vanessa Green:** Identified need for review of all asset classes and asset management procedures including capture in asset registers *05/06/2024*	100% 100 / 100 -

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Monitoring of grants income and expenses	Significant	Yes	Without regular monitoring of a grant register, the Shire is exposed to an increased risk of non-compliance with agreements, unrecorded transactions in the general ledger, and undisclosed commitments in the financial statements. In addition current practice may result in non-compliance with AASB 15 or 1058 as no assessment has been made to determine the appropriate recognition of revenue of each grant, being either on receipt or over time. Incorrect revenue recognition may cause inaccuracies in the annual financial statements and the Shire's monthly financial information meaning financial decision making may be ill-informed.	Consequence: Major Likelihood: Unlikely Risk Rating: High	The Shire should review its current practice and implement a standard process to ensure its grant register is appropriately maintained to address the risks noted above. The Shire should retrospectively complete a detailed revenue recognition assessment of its grant revenue streams. This is to conclude if a particular grant revenue stream or transaction arises from an enforceable contract with a customer and has sufficiently specific performance obligations. The assessment will trigger the revenue recognition requirements under AASB 15, or if it falls outside this scope, under AASB 1058, so that revenue is not misstated for the 2023-24 financial year.	Historically an excel workbook has been used for the Grants Register where every Responsible Officer is required to add any new grants and update any other relevant information. Senior Finance Officer would update income and expenditure monthly and email register to all staff each month for review and update. This register has been superseded by the Government Frameworks IPR software which will be implemented in 2024. Progress can be tested during Interim and Final Audits for 2023/24.	Inadequate	Residual Consequence: Major Residual Likelihood: Likely Residual Risk Rating: High	Treat	**Anneke Birleson:** Community and Event funding is being tracked through the register. *24/11/2025* **Alina Behan:** A grant's register has been developed in Cascade but is yet to be applied. *04/09/2025*	60% 60 / 100 40% behind

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Plant recovery cost base rate and indirect/overhead cost allocation rate	Moderate	Yes	The use of outdated base rate for plant recovery cost and the application of indirect/overhead cost recovery rate increases the risk of the project/fixed assets costs being misstated.	Consequence: Moderate Likelihood: Unlikely Risk Rating: High	The Shire should review the base rate for plant recovery costs and the indirect/overhead cost recovery rate to determine their currency and accuracy.	This work has not been completed but assistance in ensuring a robust process has been sought via the contract with Moore Australia.	Inadequate	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Treat	**Alina Behan:** Overhead allocation has been reviewed for 2025/26, and minor adjustments made and appeared to be tracking well for 24/25. Plant costings will be reviewed again as part of the 2026/27 budget process. Completion at 50% due to the need to review plant recovery costs. *03/09/2025* **Rebecca Palumbo:** Reviewed as part of the 2023/24 audit process and determined to no longer be a finding. To be reviewed each year when preparing budget. Workshop held this week *06/06/2025*	50% 50 / 100 50% behind
Works in progress for capital projects	Moderate	No	Incorrect capitalisation could result in asset, depreciation and expense accounts being misstated.	Consequence: Moderate Likelihood: Unlikely Risk Rating: High	The Shire should ensure that only valid items are capitalised and develop a policy and procedure providing guidance on the accounting treatment for costs relating to capital projects.	Noted. The Shire will review this requirement to see whether it is applicable.	Adequate	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Rebecca Palumbo:** Capital Works projects completed. Outstanding projects (3) have external blockages. *19/07/2024* **Rebecca Palumbo:** Capital works projects nearing completion. 90%+ by 30 June *11/06/2024*	100% 100 / 100 -
No asset addition forms	Minor	No	Use of asset addition forms allows the asset team to clearly communicate specific information such as useful lives and date assets were received to the finance team for input into the accounting records.	Consequence: Minor Likelihood: Possible Risk Rating: High	The Shire should implement the use of asset addition forms.	This recommendation is noted, we will look to implement this in 2024.	Effective	Residual Consequence: Minor Residual Likelihood: Unlikely Residual Risk Rating: Low	Accept	**Rebecca Palumbo:** Reviewed as part of the 2023/24 audit process and determined to no longer be a finding. *06/06/2025* **Codey Redmond:** Asset acquisition and disposal forms created and implemented 01/07/2024 for 2024/25 financial year *02/09/2024*	100% 100 / 100 -

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Assets with no depreciation	Moderate	Yes	When assets are not assigned a depreciation rate, or when assets are not being depreciated this can lead to an understatement in depreciation expense and an overstatement in the net book value of assets being reported in the financial statements. This can also result in assets not reflecting their accurate future service potential.	Consequence: Minor Likelihood: Possible Risk Rating: High	The Shire should ensure that depreciation rates are assigned for asset additions on acquisition and that depreciation charge is consistently and accurately generated by the asset module. Furthermore, the Shire should review the depreciation rate of all assets to ensure they are aligned with the remaining economic benefits and future service potential of these assets.	Please see comments at Finding 11. Assets subject to revaluation have been examined and all variances accounted for. This is now resolved. This has highlighted the need for a thorough review of all asset classes with regard to the capturing of asset information, naming and classification. Guidance will be sought, and staff trained on the capitalisation of assets to ensure that sufficient data is captured in the finance system to ensure assets are able to be revalued.	Adequate	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Alina Behan:** Depreciation report will be run as part of the completion of the Annual Financial Report in September 2025, and any assets with no depreciation corrected. *03/09/2025* **Rebecca Palumbo:** Reviewed as part of the 2023/24 audit process and determined to no longer be a finding. *06/06/2025*	100% 100 / 100 -

AUDIT FINDINGS 2023/24

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Untimely preparation and review of bank reconciliations	Significant	Yes	The timely preparation and independent review of monthly bank reconciliations is a key control for ensuring financial transactions are valid, complete and accurately reflected in the financial records and bank accounts. This absence of this key financial control may increase the risk of fraudulent transactions, errors or omission going undetected, resulting in misstatements within the Shire's financial statements	Consequence: Moderate Likelihood: Possible Risk Rating: High	We recommend that the Shire review its bank reconciliation processes to ensure the monthly bank reconciliations are appropriately prepared and reviewed in a timely manner. The bank reconciliation process should include ensuring supporting documentation to the reconciliation is readily available to allow the Shire to perform an effective review. The Shire should ensure an adequate level of training is provided to staff performing the reconciliation. The reviewer should also ensure that reconciling items are accurate and supported and evidence of independent review is maintained.	Significant progress has been made against this item, but works are yet to be completed. Finalisation of the outstanding bank reconciliations is on track for December 2024.	Adequate	Residual Consequence: Moderate Residual Likelihood: Likely Residual Risk Rating: High	Treat	**Anneke Birleson:** Bank reconciliations are being kept up to date. Implementation of the bank reconciliation software is expected to occur for the January Bank Reconciliation. Once this new process is established and consistent completion of the bank reconciliations occurs over a period of time, officers will review the residual risk and treatment requirements. *25/11/2025* **Alina Behan:** Bank reconciliations have been completed up to June 2025 for Reserves, Trust and Municipal funds and will complete through the internal control process by 05/09/2025. Reconciliations are being completed manually for July and August 2025. New software has been purchased to increase the effectiveness and regularity of reconciliations. This will be implemented shortly subject to contractor availability. *04/09/2025*	100% 100 / 100 -

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Lack of segregation of duties with purchasing	Significant	Yes	In the absence of sufficient and appropriate segregation of duties there is an increased risk of erroneous or fraudulent payments. Further there is a heightened risk of the Shire ordering and committing to unauthorised goods or services. Where purchases are centralised to the individual business units, this may hamper the effectiveness of the delegated financial authority control mechanism as well as the efficiency of business operations	Consequence: Moderate Likelihood: Possible Risk Rating: High	The Shire should review its underlying policies, procedures, systems and controls around ordering, receipting and approving payment of goods and services. Policies and procedures implemented should ensure sufficient and appropriate segregation of duties is achieved and these should be communicated to all staff. The Shire should also review its delegated financial authority to ensure it remains appropriate to meet the Shire's risk assessment and procurement requirements. As part of ensuring segregation of duties, where purchases are initiated in business units that are not their own, relevant managers should undertake checks and make enquiries as necessary to verify and authorise each transaction.	This was considered as part of the Audit Reg 17 and FMR Reg 5 Review in 2023. The recommendations regarding segregation of duties were received by Council at its December 2023 OCM and the corresponding updates to Policy F2 - Procurement adopted. The residual risk after the implementation of these recommendations was presented to the Audit and Risk Committee (ARC) at its June 2024 meeting. ARC considered this item and recommended to Council that appropriate adjustments had been taken to segregate purchasing duties noting that this would not always be possible. At its June 2024 Ordinary Meeting, Council agreed with the recommendation and voted to accept the residual risk.	Effective	Residual Consequence: Minor Residual Likelihood: Unlikely Residual Risk Rating: Low	Accept	**Rebecca Palumbo:** The lack of segregation of duties in purchasing was addressed during the Audit Reg 17 and FMR Reg 5 Review in 2023. Recommendations were received by the Council in December 2023, leading to updates to Policy F2 - Procurement. The Audit and Risk Committee (ARC) reviewed the residual risk in June 2024 and recommended that appropriate adjustments had been made, acknowledging that complete segregation may not always be feasible. The Council accepted the residual risk for 2022/23 and 2023/24 at its June 2024 meeting. *06/06/2025* **Vanessa Green:** Council resolved to accept the residual risk *06/03/2025*	100% 100 / 100 -

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Fortnightly payroll reconciliations	Significant	Yes	Where payroll reconciliations are not completed, there is a risk the General Ledger is inaccurate and not a complete representation of payroll related payments. Inadequate independent review of the payroll reconciliations increases the risk of errors, omissions or fraud going undetected.	Consequence: Major Likelihood: Possible Risk Rating: Low	We recommend management to ensure that fortnightly payroll reconciliations are adequately performed, and evidence of independent review is retained.	As noted by the auditors this process has been undertaken fortnightly since December 2023.	Effective	Residual Consequence: Minor Residual Likelihood: Unlikely Residual Risk Rating: Low	Accept	**Alina Behan:** The fortnightly payroll reconciliation process is well embedded. The residual risk on this item is low. *21/08/2025* **Rebecca Palumbo:** Fortnightly payroll reconciliations have been consistently conducted since December 2023. External auditors Nexia have confirmed that this issue has been resolved and will not pose a problem in the future. External auditors Nexia acknowledged the issue has been addressed since December 2023 and will not be an issue going forward. *06/06/2025*	100% 100 / 100 -
Unrecorded liabilities	Significant	No	If subsequent payments are not reviewed for additional liabilities at balance date, there is a risk of liabilities and other areas of the financial report being incomplete and materially misstated.	Consequence: Major Likelihood: Possible Risk Rating: High	We recommend that management puts in place a process to ensure that year-end invoices are captured appropriately in the correct period.	Noted. A process will be developed to prevent recurrence of this incorrect posting.	Effective	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Anneke Birleson:** Bank reconciliations are complete and up to date. Creditor processes have undergone review and more efficient and robust processes implemented. Staff to be informed of the changes to processes that affect them in the next few weeks. *24/11/2025* **Alina Behan:** Residual risk remains high until bank reconciliation and creditors processes are up to date and well embedded. We will review risk rating December 2025. *03/09/2025*	100% 100 / 100 -

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Untimely approval of purchase orders	Moderate	Yes	Purchases made without authorised purchase orders may increase the risk of unauthorised expenditure occurring and going undetected. Further it is more difficult for the Shire to track whether expenditure incurred is in line with budgets or expectations and is dependent on the receipt of a tax invoice.	Consequence: Moderate Likelihood: Possible Risk Rating: High	Purchase orders are an important control in the procurement process as they ensure purchases are appropriate, necessary and comply with procurement policies prior to the receipt of goods or services. The Shire should ensure that purchase orders are raised and approved prior to the ordering of goods and or services.	At its June 2024 meeting the Audit and Risk Committee (ARC) considered this item and recommended to Council that appropriate controls were in place and that the treatment for non-compliance would be education and training followed by a HR process where applicable. At its June 2024 Ordinary Meeting Council agreed with the recommendation of the ARC and voted to accept the residual risk.	Adequate	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Rebecca Palumbo:** The Audit and Risk Committee (ARC) reviewed the untimely approval of purchase orders in June 2024 and recommended that appropriate controls were in place. The treatment for non-compliance includes education and training, followed by HR processes where applicable. The Council accepted the residual risk for 2022/23 and 2023/24 during its June 2024 meeting. *06/06/2025* **Vanessa Green:** Council resolved to accept the residual risk *06/03/2025*	100% 100 / 100 -
Lack of control on tracking usage of inventory	Moderate	No	There is an increased risk of inappropriate usage of inventory in the absence of controlsaround inventory. There is a further risk that inventory may not be fairly stated at year-end.	Consequence: Moderate Likelihood: Unlikely Risk Rating: Low	We recommend management puts in place a more stringent tracking mechanism for usage of inventory in order to mitigate any inappropriate usage and / or incorrect recognition of inventory balance.	Agreed. This was identified as a weakness particularly in relation to fuel supplies where the largest variance has been recorded. The installation of a new fuel tank will require the immediate recording of information and should prevent recurrence.	Adequate	Residual Consequence: Minor Residual Likelihood: Unlikely Residual Risk Rating: Low	Accept	**Lindon Mellor:** New pump system in place which digitally records usage of fuel and generates reports for stock reporting. System tracks by user and plant. Responsibility for management of stock returned to the finance team. *24/02/2025*	100% 100 / 100 -

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Inappropriate User Access in Synergy	Moderate	No	Access privileges for users beyond those necessary to perform their assigned duties might result in the recording of unauthorised, non-existent or inaccurate transactions, improper changes to data, or destruction of data.	Consequence: Moderate Likelihood: Possible Risk Rating: Medium	Super user access should be limited to privileged users (ideally in the IT service providers/IT departments).	At its June 2024 meeting the Audit and Risk Committee (ARC) considered this item and recommended to Council that appropriate access was in place. At its June 2024 Ordinary Meeting, Council agreed with the recommendation of the ARC and voted to accept the residual risk. Noting the recommendation of the auditors, the Shire will trial a restricted access for the Finance Manager for a period of 6 months from January 2025 assessing the impact upon financial operations. Should this be successful the restricted access will be put in place permanently.	Adequate	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Rebecca Palumbo:** At its June 2024 meeting the Audit and Risk Committee (ARC) considered this item and recommended to Council that appropriate access was in place. At its June 2024 Ordinary Meeting, Council agreed with the recommendation of the ARC and voted to accept the residual risk. In line with the auditors' recommendation, the Shire implemented a trial of restricted access for the Finance Manager beginning in January 2025 to assess the impact on financial operations. Following a successful trial, the restricted access will now be implemented on a permanent basis. *06/06/2025* **Vanessa Green:** Council resolved to accept the residual risk *06/03/2025*	100% 100 / 100 -
Old PPE assets carried in the Fixed Asset Register	Moderate	No	The accumulation of numerous low value assets in the FAR can impact the efficiency of asset management and may lead to potential inaccuracies in financial reporting. Also, the FAR might be carrying assets which no longer physically exist at the Shire.	Consequence: Moderate Likelihood: Possible Risk Rating: High	It is recommended for the Management to periodically review the FAR along with physical existence of assets to ensure the FAR carries only those assets which are in use by the Shire.	For surety we will complete a review of all older assets with a low carrying value and remove any found to no longer be in use. Asset addition and disposal processes are already in use by the Shire however, we acknowledge there may be items that were disposed of prior to the commencement of these processes which warrant investigation and appropriate treatment.	Inadequate	Residual Consequence: Moderate Residual Likelihood: Likely Residual Risk Rating: High	Treat	**Anneke Birleson:** Change in staffing of the Finance team has delayed the review. A detailed review of Fixed Asset Register is to be undertaken and assets with balances under the threshold removed from the register, by 30 April 2026. Following this, regular reviews will be scheduled to ensure ongoing compliance. *24/11/2025* **Alina Behan:** Review of asset register is being conducted but has not yet concluded. *03/09/2025*	82% 82 / 100 18% behind

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Untimely review of the credit card policy	Minor	No	Untimely review and update of the credit card policy poses a risk that the control procedure is implemented is outdated or inappropriate.	Consequence: Moderate Likelihood: Possible Risk Rating: High	We recommend management to review the credit card policy on an annual basis and update the procedure in line with Shire's internal control.	The review period of all policies was considered as the Shire moved to its Integrated Planning and Reporting software. It was identified that a two year review of Policy F6 – Corporate Credit Card Policy was sufficient, thus Policy F6 was not due for review within the reporting period. The current policy has been reviewed by the Executive Leadership Team and there are no circumstances that require amendments. Officers will present this to Council for noting in December 2024.	Adequate	Residual Consequence: Minor Residual Likelihood: Unlikely Residual Risk Rating: Low	Accept	**Alina Behan:** This policy is not due for review until December 2026. A minor residual risk exists as the policy will need further review in time, however this risk is mitigated by policy tracking and reporting through Cascade. *21/08/2025* **Vanessa Green:** Council considered review of credit card policy at its December 2024 OCM *06/03/2025*	100% 100 / 100 -
Former employee listed as authorised signatory in AMP Bank Confirmation	Minor	No	There is the risk that the parties no longer associated with the Shire have access to the Shire's bank accounts and may result in unauthorised access or processing of unauthorisedpayments.	Consequence: Moderate Likelihood: Possible Risk Rating: High	It is recommended management removes terminated employees as authorised bank signatories.	Noted. We have instructed the bank to remove the terminated employee. We note that our new Finance Manager was not added as an authorised signatory as per our May 2024 instruction and are seeking correction to this also.	Adequate	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Alina Behan:** A greater awareness has ensured more timely removal of exiting staff from all accounts. A residual risk still exists as staff turnover continues. This risk has been reduced through the use of exit checklists to monitor the completion of this action. *21/08/2025* **Rebecca Palumbo:** Bank access updated December 2024. Continued effort to be made to remove signatories as staff changes. *06/06/2025*	100% 100 / 100 -

Goal	Audit R...	Prior Y...	Implication	Risk Assess...	Audit Recommenda...	Management C...	Rate Adde...	Residual Risk R...	Trea...	Comment	Compl...
Guidelines for general journals	Minor	Yes	Where journal procedures are not regularly updated, there is a risk that they are no longer effective and do not reflect current requirements, internal practice or expectations.	Consequence: Moderate Likelihood: Possible Risk Rating: High	The Shire should ensure that the Management Guidelines General Journals procedure is updated.	Noted.	Adequate	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Alina Behan:** At it's June 2024 OCM Council voted to accept the low residual risk associated with this Audit Finding. Testing by contract auditors Nexia acknowledge that the process is being followed but not yet documented. The risk rating will remain as is until documentation has been completed. *03/09/2025* **Rebecca Palumbo:** The Shire's current journal procedures have been deemed satisfactory by the external auditors Nexia in its 2023/24 audit process. To ensure continued accuracy and compliance, Officers will formalise the Management Guidelines for General Journals based on these existing practices. This update will be completed by 30 June 2025. *06/06/2025*	100% 100 / 100 -

9.2 RISK MANAGEMENT UPDATE AS AT DECEMBER 2025

File Number:	**4.8787**
Author:	**Kylie Williams, Manager Governance**
Authoriser:	**Alina Behan, Temporary Chief Executive Officer**
Previously before Council:	**10 June 2025 (170625)** **09 September 2025 (210925)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Risk Dashboard ⇩** **2. Risk Snapshot - Detailed - Confidential** **3. Risk Snapshot - Summary - Confidential**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report provides the Audit, Risk and Improvement Committee (ARIC) with an update regarding progress on the Shire's Risk Plan.

BACKGROUND

The Shire of York's Risk Assessment and Management Policy, in conjunction with the Risk Management Framework, sets out the Shire's approach to the identification, assessment, management and monitoring of risks.

The Shire's Risk Management Objectives are:

1. Optimise the achievement of our vision, experiences, strategies, goals and objectives.
2. Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
3. Enhance risk versus return within our risk appetite.
4. Embed appropriate and effective controls to mitigate risk.
5. Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
6. Enhance organisational resilience.
7. Identify and provide for the continuity of critical operations.

It is essential to monitor and review the management of risks as changing circumstances may result in some risks increasing or decreasing in significance. By regularly reviewing the effectiveness and efficiency of controls and appropriateness of treatment/action options selected, it can be determined if the organisation's resources are being put to the best use possible.

Each Risk on the Strategic Risk Register has a set of key Controls which, in turn have Risk Actions. Each Risk, Action and Control has an Officer allocated to it and an expected timeline for completion. Officers are required to report on progress at least monthly.

COMMENTS AND DETAILS

At its previous meetings the ARIC considered proposed reporting methods for progress updates against the Strategic Risk Register.

The ARIC approved the use of the following tools generated from Government Frameworks' Strategic Planning and Reporting software, Cascade:

1. Strategic Risk Register Dashboard
2. Strategic Risk Register Snapshot
3. Strategic Risk Register Snapshot (Detailed)

The Dashboard provides a visual overview of progress against each of the eight (8) Strategic Risks as well as an indication of how the risks are spread across the organisation.

The Snapshots provide more detail, including risk assessments and with Officer comments in relation to progress of each Risk Control and Action.

The Snapshots and the Dashboard are live tools within Cascade and Officers can drill down on specific items using the charts and tables.

Officers note ARIC's request to report including residual risk. This requires an amendment to be undertaken by our software provider, and this has not been able to be implemented within the timeframe of this meeting. It is anticipated the reporting will be effective from the ARIC's next meeting.

OPTIONS

The ARIC has the following options:

Option 1: The ARIC could recommend to Council that it notes the reporting progress made to date and requests the Temporary Chief Executive Officer to report on progress against the Strategic Risks at its March 2026 Ordinary Meeting.

Option 2: The ARIC could recommend to Council that it notes the progress made to date, requests further development of the reporting tools and requests the Temporary Chief Executive Officer to present the final reporting tools for approval and report on progress against the Strategic Risks at its March 2026 Ordinary Meeting.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Organisational Management Group

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance

Policy Related

G19 Risk Assessment and Management

Financial

Financial implications of the proposed risk mitigation strategies are presented to Council as they emerge and inform the annual budget process.

Legal and Statutory

Regulation 17 of the *Local Government (Audit) Regulations 1996* is applicable and states:

Risk Related

The development and regular update of an organisational Risk Register is a risk management tool.

Workforce

It is proposed that risk mitigation actions are undertaken within current resources. Where additional resources are required, this will be identified and submitted as part of the annual budget process.

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

Moved: Cr Kevin Trent **Seconded: Cr Chris Gibbs**

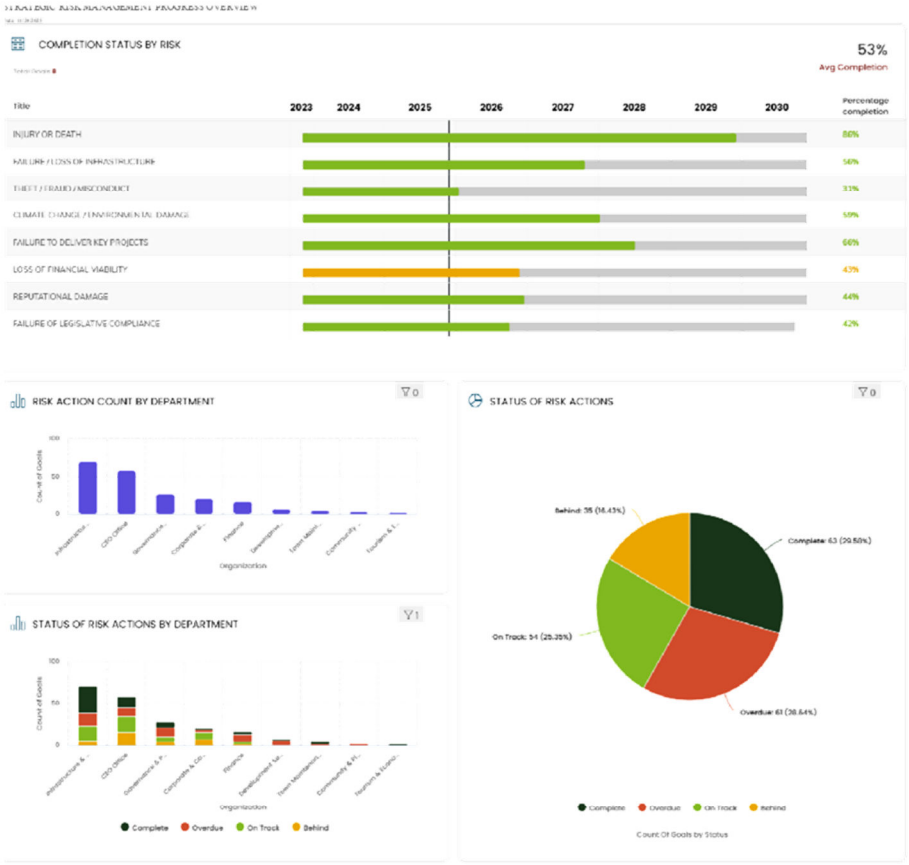
That, with regard to the Risk Management Update as at December 2025, the Audit, Risk and Improvement Committee recommends to Council that it:

1. **Notes the progress made to date in relation to the Strategic Risk Register.**
2. **Requests the Temporary Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the Audit, Risk and Improvement Committee at its March 2026 meeting.**

In Favour: **Shona Zulsdorf, Sonia McKeiver, Crs Chris Gibbs, Denese Smythe and Kevin Trent**

Against: **Nil**

CARRIED 5/0


COMPLETION STATUS BY RISK
53%
Avg Completion
Title
2023
2024
2025
2026
2027
2028
2029
2030
Percentage completion
INJURY OR DEATH
FAILURE / LOSS OF INFRASTRUCTURE
THEFT / FRAUD / MISCONDUCT
CLIMATE CHANGE / ENVIRONMENTAL DAMAGE
FAILURE TO DELIVER KEY PROJECTS
LOSS OF FINANCIAL VIABILITY
REPUTATIONAL DAMAGE
FAILURE OF LEGISLATIVE COMPLIANCE
RISK ACTION COUNT BY DEPARTMENT
STATUS OF RISK ACTIONS
STATUS OF RISK ACTIONS BY DEPARTMENT
Complete
Overdue
On Track
Behind

9.3 ANNUAL FINANCIAL REPORT 2024/25 - AUDIT FINDINGS

File Number:	**4.7714**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Annual Financial Report 2024/25** ⇩ **2. Management Letter with Findings Report** ⇩

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the results and findings of the Audit for the year ending 30 June 2025 to the Audit, Risk and Improvement Committee (ARIC) for consideration and, if satisfactory, recommendation to Council to receive the report.

BACKGROUND

On 6 May 2025, an entrance meeting for the 2024/25 annual financial audit was held between the Chair and Members of the Audit and Risk Committee (ARC), Shire Officers, the Office of the Auditor General (OAG) and contract auditors Nexia Perth Audit Services (Nexia).

The Interim Audit was conducted between 12 May 2025 to 16 May 2025 and the Final Audit between 20 October 2025 and 24 October 2025.

Nexia provided the Final Audit Exit Report, Findings identified during the final Audit and a copy of the Shire's Annual Financial Report (AFR) on Tuesday 25 November 2025, for consideration at the exit meeting held on Wednesday 26 November 2025 between the Shire President, Shire Officers, as well as representatives from the OAG and Nexia.

At conclusion of the Audit Exit meeting, signed copies of the management representation letters and the final AFR were returned to Nexia. The OAG then concluded the Audit with the signing of the Independent Auditor's Report 2025 which was returned to the Shire on Thursday 27 November 2025.

The OAG approved Annual Financial Statements are presented in Appendix 1. The Management Letter with the Findings Report of the 2024/25 Audit has been received and is presented in Appendix 2.

COMMENTS AND DETAILS

The Final Management Letter Attachment identifies four (4) Findings, two (2) of which were a prior year finding, during the Final Audit. The following are the Findings for the 2024/25 Audit:

1. Former employees listed as authorised signatory in bank confirmation (prior year)
2. Fixed assets items were not recorded in the Fixed Asset Register in a timely manner.
3. Non-compliance with depreciation policy

4. Old PPE assets carried in the Fixed Asset Register (FAR) (prior year)

Of the above findings points 1 and 2 are both deemed Significant Findings.

A Significant Finding is defined as:

"Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the Shire promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly."

The Findings Report presented in Appendix 2 details the Findings against each deficiency, indicates the implications the deficiency may have on the organisation, and makes recommendations on how the organisation can best rectify the deficiency. Management was made aware of the identified deficiencies and provided the opportunity to comment and provide context to the deficiency and has provided an action plan to address them.

The Report also details other Findings which are considered Moderate and Minor and the actions taken or intended to be taken to address those. In all cases the risk has not resulted in a material misstatement of the financial position. However, rectification is needed to reduce the potential risk.

The OAG has issued an unqualified opinion for the Shire of York's AFR noting that the financial report:

- Is based on proper accounts and records
- Presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position at the end of that period
- Is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

The four (4) Findings, with only two (2) Significant Findings, show a consistent improvement over the years.

Officers received confirmation from the (then) Department of Local Government Sport and Cultural Industries (DLGSCI), on 7 January 2025, that only qualifications in the audit report are to be communicated to the Minister and published on the Shire's website. With the Shire receiving an Unqualified Audit, no further reporting action is required.

OPTIONS

The ARIC has the following options:

Option 1: The ARIC could choose to recommend to Council that it receives the Annual Financial Report for 2024/25 and the Auditor's Management Letter with Findings Report.

Option 2: The ARIC could choose not to recommend to Council that it receives the Annual Financial Report for 2024/25 and the Auditor's Management Letter with Findings Report.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

OAG

Nexia

Executive Leadership Team

Finance Manager

Moore Australia

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G17 Integrated Planning and Reporting - Planning

G19 Risk Assessment and Management

Financial

Costs for conducting the audit are included in the 2024/25 budget at GL: 042193 ($85,800). The OAG have not yet confirmed the final cost for this audit.

Legal and Statutory

Section 7.12A of the *Local Government Act 1995* is applicable and states:

"7.12A. Duties of local government with respect to audits

(1) A local government is to do everything in its power to —

(a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and

(b) ensure that audits are conducted successfully and expeditiously.

(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

(3) A local government must —

(aa) examine an audit report received by the local government; and

(a) determine if any matters raised by the audit report, require action to be taken by the local government; and

(b) ensure that appropriate action is taken in respect of those matters.

(4) A local government must —

(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and

(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

(5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website."

The *Local Government (Audit) Regulations 1996* provides the legislative framework for the conduct of audits in local government and the role of the Audit and Risk Committee in considering the results of those audits.

Risk Related

Failure to undertake the actions documented in the report could result in financial risk for the Shire.

Workforce

The workload required to complete the 2024/25 audit has been managed within the current workforce.

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

Moved: Cr Denese Smythe **Seconded: Cr Kevin Trent**

That, with regard to the Annual Financial Report 2024/25 - Audit Findings, the Audit, Risk and Improvement Committee recommend to Council that it:

1. **Receives the Annual Financial Report for 2024/25 and the Auditor's Management Letter with Findings Report.**
2. **Notes the actions undertaken to address the Findings contained in the Management Letter.**

In Favour: **Shona Zulsdorf, Sonia McKeiver, Crs Chris Gibbs, Denese Smythe and Kevin Trent**

Against: **Nil**

CARRIED 5/0

SHIRE OF YORK

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2025

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The Shire of York conducts the operations of a local government with the following community vision:

A vibrant, family-friendly lifesyle and cultural destination where rich heritage, sense of place and connected community shape a thriving future.

Principal place of business:
1 Joaquina Street
York WA 6302

Nexia Perth Audit Services Pty Ltd

SHIRE OF YORK
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Statement by CEO

The accompanying financial report of the Shire of York has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2025 and the financial position as at 30 June 2025.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 26th day of November 2025

Temporary Chief Executive Officer

Alina Behan
Name of Temporary Chief Executive Officer

OAG AUDITED

Nexia Perth Audit Services Pty Ltd

SHIRE OF YORK
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2025

	Note	2025 Actual	2025 Budget	2024 Actual
		$	$	$
Revenue				
Rates	2(a),24	8,067,963	8,077,313	7,616,016
Grants, subsidies and contributions	2(a)	2,064,224	621,696	2,156,700
Fees and charges	2(a)	2,050,598	1,915,379	1,375,159
Interest revenue	2(a)	390,106	301,362	281,883
Other revenue	2(a)	309,106	272,700	384,574
		12,881,997	11,188,450	11,814,332
Expenses				
Employee costs	2(b)	(6,604,254)	(6,771,772)	(5,856,912)
Materials and contracts		(3,869,157)	(4,533,983)	(3,711,976)
Utility charges		(558,546)	(508,499)	(409,977)
Depreciation		(6,918,320)	(6,817,295)	(6,836,472)
Finance costs	2(b)	(48,317)	(49,335)	(58,632)
Insurance		(391,374)	(324,955)	(341,071)
Other expenditure	2(b)	(645,098)	(610,559)	(791,293)
		(19,035,066)	(19,616,398)	(18,006,333)
		(6,153,069)	(8,427,948)	(6,192,001)
Capital grants, subsidies and contributions	2(a)	3,698,819	3,329,753	2,221,593
Profit on asset disposals		0	487,397	18,751
Loss on asset disposals		(8,660)	(4,645)	(13,481)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	(3,551)	0	1,681
		3,686,608	3,812,505	2,228,544
Net result for the period		**(2,466,461)**	**(4,615,443)**	**(3,963,457)**
Total other comprehensive income for the period		**0**	**0**	**0**
Total comprehensive income for the period		**(2,466,461)**	**(4,615,443)**	**(3,963,457)**

This statement is to be read in conjunction with the accompanying notes.



Nexia Perth Audit Services Pty Ltd

SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2025

	Note	2025	2024
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	7,767,911	4,424,839
Trade and other receivables	5	1,713,080	1,675,962
Other financial assets	4(a)	1,028,433	2,084,043
Inventories	6	7,962	52,481
Other assets	7	1,762,468	0
TOTAL CURRENT ASSETS		12,279,854	8,237,325
NON-CURRENT ASSETS			
Trade and other receivables	5	252,455	219,021
Other financial assets	4(b)	79,620	83,171
Property, plant and equipment	8	46,429,183	47,493,206
Infrastructure	9	136,828,337	138,257,476
Right-of-use assets	11(a)	947,265	975,323
TOTAL NON-CURRENT ASSETS		184,536,860	187,028,197
TOTAL ASSETS		196,816,714	195,265,522
CURRENT LIABILITIES			
Trade and other payables	12	2,846,755	1,638,062
Capital grant/contribution liabilities	13	3,281,890	232,933
Borrowings	14	155,947	147,321
Employee related provisions	15	658,020	769,588
TOTAL CURRENT LIABILITIES		6,942,612	2,787,904
NON-CURRENT LIABILITIES			
Borrowings	14	556,708	712,655
Employee related provisions	15	360,257	341,365
TOTAL NON-CURRENT LIABILITIES		916,965	1,054,020
TOTAL LIABILITIES		7,859,577	3,841,924
NET ASSETS		188,957,137	191,423,598
EQUITY			
Retained surplus		22,569,962	25,145,293
Reserve accounts	27	2,646,143	2,537,273
Revaluation surplus	16	163,741,032	163,741,032
TOTAL EQUITY		188,957,137	191,423,598

This statement is to be read in conjunction with the accompanying notes.



Nexia Perth Audit Services Pty Ltd

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SHIRE OF YORK
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2025

	Note	Retained surplus	Reserve accounts	Revaluation surplus	Total equity
		$	$	$	$
Balance as at 1 July 2023		**29,060,750**	**2,585,273**	**163,741,032**	**195,387,055**
Comprehensive income for the period					
Net result for the period		(3,963,457)	0	0	(3,963,457)
Total comprehensive income for the period		(3,963,457)	0	0	(3,963,457)
Transfers from reserve accounts	27	88,000	(88,000)	0	0
Transfers to reserve accounts	27	(40,000)	40,000	0	0
Balance as at 30 June 2024		**25,145,293**	**2,537,273**	**163,741,032**	**191,423,598**
Comprehensive income for the period					
Net result for the period		(2,466,461)	0	0	(2,466,461)
Total comprehensive income for the period		(2,466,461)	0	0	(2,466,461)
Transfers from reserve accounts	27	19,196	(19,196)	0	0
Transfers to reserve accounts	27	(128,066)	128,066	0	0
Balance as at 30 June 2025		**22,569,962**	**2,646,143**	**163,741,032**	**188,957,137**

This statement is to be read in conjunction with the accompanying notes.

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Nexia Perth Audit Services Pty Ltd

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SHIRE OF YORK
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2025

	Note	2025 Actual	2024 Actual
		$	$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		7,787,137	7,233,387
Grants, subsidies and contributions		1,976,663	2,084,339
Fees and charges		2,373,470	1,378,992
Interest revenue		390,106	281,883
Goods and services tax received		881,835	797,097
Other revenue		309,106	384,574
		13,718,317	12,160,272
Payments			
Employee costs		(6,681,474)	(5,621,354)
Materials and contracts		(4,477,353)	(2,915,053)
Utility charges		(558,546)	(409,977)
Finance costs		(48,317)	(58,632)
Insurance paid		(391,374)	(341,071)
Goods and services tax paid		(823,388)	(809,135)
Other expenditure		(645,098)	(791,293)
		(13,625,550)	(10,946,515)
Net cash provided by operating activities		92,767	1,213,757
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for financial assets at amortised cost		0	(2,084,043)
Payments for purchase of property, plant & equipment	8(a)	(357,749)	(1,145,472)
Payments for construction of infrastructure	9(a)	(4,083,011)	(2,476,931)
Proceeds from capital grants, subsidies and contributions		6,747,776	1,595,792
Proceeds for financial assets at amortised cost		1,055,610	0
Proceeds from sale of property, plant & equipment		35,000	245,882
Net cash provided by (used in) investing activities		3,397,626	(3,864,772)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	26(a)	(147,321)	(315,032)
Net cash (used in) financing activities		(147,321)	(315,032)
Net increase (decrease) in cash held		3,343,072	(2,966,047)
Cash at beginning of year		4,424,839	7,390,886
Cash and cash equivalents at the end of the year		7,767,911	4,424,839

This statement is to be read in conjunction with the accompanying notes.



SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2025

	Note	2025 Actual	2025 Budget	2024 Actual
		$	$	$
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	24	7,037,680	7,053,992	6,642,543
Rates excluding general rates		1,030,283	1,023,321	973,473
Grants, subsidies and contributions		2,064,224	621,696	2,156,700
Fees and charges		2,050,598	1,915,379	1,375,159
Interest revenue		390,106	301,362	281,883
Other revenue		309,106	272,700	384,574
Profit on asset disposals		0	487,397	18,751
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	0	0	1,681
		12,881,997	11,675,847	11,834,764
Expenditure from operating activities				
Employee costs		(6,604,254)	(6,771,772)	(5,856,912)
Materials and contracts		(3,869,157)	(4,533,983)	(3,711,976)
Utility charges		(558,546)	(508,499)	(409,977)
Depreciation		(6,918,320)	(6,817,295)	(6,836,472)
Finance costs		(48,317)	(49,335)	(58,632)
Insurance		(391,374)	(324,955)	(341,071)
Other expenditure		(645,098)	(610,559)	(791,293)
Loss on asset disposals		(8,660)	(4,645)	(13,481)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	(3,551)		
		(19,047,277)	(19,621,043)	(18,019,814)
Non-cash amounts excluded from operating activities	25(a)	6,922,578	6,334,543	6,965,980
Amount attributable to operating activities		757,298	(1,610,653)	780,930
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		3,698,819	3,329,753	2,221,593
Proceeds from disposal of assets		35,000	879,000	245,882
		3,733,819	4,208,753	2,467,475
Outflows from investing activities				
Acquisition of property, plant and equipment	8(a)	(357,749)	(1,850,000)	(1,145,472)
Acquisition of infrastructure	9(a)	(4,083,011)	(3,630,940)	(2,476,931)
		(4,440,760)	(5,480,940)	(3,622,403)
Amount attributable to investing activities		(706,941)	(1,272,187)	(1,154,928)
FINANCING ACTIVITIES				
Inflows from financing activities				
Transfers from reserve accounts	27	19,196	75,000	88,000
		19,196	75,000	88,000
Outflows from financing activities				
Repayment of borrowings	26(a)	(147,321)	(147,320)	(315,032)
Transfers to reserve accounts	27	(128,066)	(679,908)	(40,000)
		(275,387)	(827,228)	(355,032)
Amount attributable to financing activities		(256,191)	(752,228)	(267,032)
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	25(b)	3,566,396	3,652,527	4,207,426
Amount attributable to operating activities		757,298	(1,610,653)	780,930
Amount attributable to investing activities		(706,941)	(1,272,187)	(1,154,928)
Amount attributable to financing activities		(256,191)	(752,228)	(267,032)
Surplus or deficit after imposition of general rates	25(b)	**3,360,562**	**17,459**	**3,566,396**

This statement is to be read in conjunction with the accompanying notes.



Nexia Perth Audit Services Pty Ltd

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SHIRE OF YORK
FOR THE YEAR ENDED 30 JUNE 2025
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SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

1. BASIS OF PREPARATION

The financial report of the Shire of York which is a Class 3 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied except for disclosure requirements of:
- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 *Leases* which would have required the Shire to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provide that:
- land and buildings classified as property, plant and equipment;or
- infrastructure; or
- vested improvements that the local government controls;

and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from *AASB 116 Property, Plant and Equipment*, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying amounts of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment - note 8
  - Infrastructure - note 9
- Measurement of employee benefits - note 15

Fair value heirarchy information can be found in note 23

The local government reporting entity
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 28 of the financial report.

Initial application of accounting standards
During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.
- *AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- *AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback*
- *AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants*
- *AASB 2023-3 Amendments to Australian Accounting Standards - Disclosure of Non-current Liabilities with Covenants: Tier 2*
- *AASB 2024-1 Amendments to Australian Accounting Standards - Supplier Finance Arrangements: Tier 2 Disclosures*
- *AASB 2023-1 Amendments to Australian Accounting Standards - Supplier Finance Arrangements*

These amendments did have a material impact on the financial report on initial application.
- *AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*

The Shire will apply AASB 2022-10 prospectively in the year of revaluation for relevant assets.

New accounting standards for application in future years
The following new accounting standards will have application to local government in future years:
- *AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- *AASB 2024-4b Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*
- *AASB 2022-9 Amendments to Australian Accounting Standards - Insurance Contracts in the Public Sector*
- *AASB 2023-5 Amendments to Australian Accounting Standards - Lack of Exchangeability*
- *AASB 18 (FP) Presentation and Disclosure in Financial Statements - (Appendix D) [for for-profit entities]*
- *AASB 18 (NFP/super) Presentation and Disclosure in Financial Statements - (Appendix D) [for not-for-profit and superannuation entities]*
- *AASB 2024-2 Amendments to Australian Accounting Standards - Classification and Measurement of Financial Instruments*
- *AASB 2024-3 Amendments to Australian Accounting Standards – Annual Improvements Volume 11*

These amendments are not expected to have any material impact on the financial report on initial application.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers
Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/refunds/ warranties	Timing of revenue recognition
Grants, subsidies and contributions	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Fees and charges - facility entry fees	Permission to use facilities	Single point in time	Full payment prior to use	None	On entry to facility
Fees and charges - sale of stock	Museum and visitor centre stock	Single point in time	Payment in full in advance	Refund for faulty goods	At point of sale

Consideration from contracts with customers is included in the transaction price.

Revenue recognition

Rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2025

Nature	Contracts with customers	Capital grant/contributions	Statutory requirements	Other	Total
	$	$	$	$	$
Rates	22,559	0	8,045,404	0	8,067,963
Grants, subsidies and contributions	73,375	0	0	1,990,849	2,064,224
Fees and charges	1,904,795	0	118,580	27,223	2,050,598
Interest revenue	0	0	178,177	211,929	390,106
Other revenue	268,654	0	0	40,452	309,106
Capital grants, subsidies and contributions	0	3,698,819	0	0	3,698,819
Total	2,269,383	3,698,819	8,342,161	2,270,453	16,580,816

For the year ended 30 June 2024

Nature	Contracts with customers	Capital grant/contributions	Statutory requirements	Other	Total
	$	$	$	$	$
Rates	21,403	0	7,594,613	0	7,616,016
Grants, subsidies and contributions	92,445	0	0	2,064,255	2,156,700
Fees and charges	1,200,837	0	112,590	61,732	1,375,159
Interest revenue	0	0	135,868	146,015	281,883
Other revenue	165,001	0	0	219,573	384,574
Capital grants, subsidies and contributions	0	2,221,593	0	0	2,221,593
Total	1,479,686	2,221,593	7,843,071	2,491,575	14,035,925

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	Note	2025 Actual $	2024 Actual $
Interest revenue			
Interest on reserve account		128,066	87,084
Trade and other receivables overdue interest		178,177	135,868
Other interest revenue		83,863	58,931
		390,106	281,883
The 2025 original budget estimate in relation to: Trade and other receivables overdue interest was $142,362.			
Fees and charges relating to rates receivable			
Charges on instalment plan		16,090	15,790
The 2025 original budget estimate in relation to: Charges on instalment plan was $21,907.			
(b) Expenses			
Auditors remuneration			
- Audit of the Annual Financial Report		82,500	75,000
- Other services – grant acquittals		12,900	0
		95,400	75,000
Employee Costs			
Employee benefit costs		5,741,946	5,386,193
Other employee costs		862,308	470,719
		6,604,254	5,856,912
Finance costs			
Interest and financial charges paid/payable for financial liabilities not at fair value through profit or loss		48,317	58,632
		48,317	58,632
Other expenditure			
Sundry expenses		645,098	791,293
		645,098	791,293

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

3. CASH AND CASH EQUIVALENTS

	Note	2025	2024
		$	$
Cash at bank and on hand		6,124,851	3,924,527
Term deposits		1,643,060	500,312
Total cash and cash equivalents		7,767,911	4,424,839
Held as			
- Unrestricted cash and cash equivalents		2,868,311	3,738,676
- Restricted cash and cash equivalents	17	4,899,600	686,163
		7,767,911	4,424,839

MATERIAL ACCOUNTING POLICIES

Cash and cash equivalents
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

Restricted financial assets
Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

4. OTHER FINANCIAL ASSETS

	Note	2025	2024
		$	$
(a) Current assets			
Financial assets at amortised cost		1,028,433	2,084,043
		1,028,433	2,084,043
Other financial assets at amortised cost			
Term deposits		1,028,433	2,084,043
		1,028,433	2,084,043
Held as			
- Restricted other financial assets at amortised cost	17	1,028,433	2,084,043
		1,028,433	2,084,043
(b) Non-current assets			
Financial assets at fair value through profit or loss		79,620	83,171
		79,620	83,171
Financial assets at fair value through profit or loss			
Units in Local Government House Trust - opening balance		83,171	81,490
Movement attributable to fair value increment		(3,551)	1,681
Units in Local Government House Trust - closing balance		79,620	83,171

MATERIAL ACCOUNTING POLICIES

Other financial assets at amortised cost
The Shire classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows; and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierachy (see Note 23 (i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit or loss
The Shire classifies the following financial assets at fair value through profit or loss:
- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has elected to recognise as fair value gains and losses through profit or loss.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

5. TRADE AND OTHER RECEIVABLES

	Note	2025	2024
		$	$
Current			
Rates and statutory receivables		2,022,534	1,691,658
Trade receivables		227,030	227,815
Other receivables		129,440	95,051
GST receivable		90,853	149,300
Receivables for employee related provisions		51,976	37,410
Allowance for credit losses of rates and statutory receivables		(848,144)	(525,272)
Other receivables - Accrued Debtors		39,391	0
		1,713,080	1,675,962
Non-current			
Rates and statutory receivables		252,455	219,021
		252,455	219,021

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non-financial assets is:	Note	30 June 2025 Actual	30 June 2024 Actual	1 July 2023 Actual
		$	$	$
Trade and other receivables from contracts with customers		356,470	193,115	250,505
Contract assets	7	1,762,468	0	0
Allowance for credit losses of trade receivables	5	0	0	(2,982)
Total trade and other receivables from contracts with customers		2,118,938	193,115	247,523

MATERIAL ACCOUNTING POLICIES

Rates and statutory receivables
Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables
Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

Other receivables
Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers and amounts received as grants for the construction of recognisable non financial assets.

Measurement
Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement
Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

6. INVENTORIES

	Note	2025	2024
Current		$	$
Fuel & materials		7,962	52,481
		7,962	52,481
The following movements in inventories occurred during the year:			
Balance at beginning of year		52,481	46,329
Inventories expensed during the year		(194,691)	(131,976)
Additions to inventory		150,172	138,128
Balance at end of year		7,962	52,481

MATERIAL ACCOUNTING POLICIES
General
Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

7. OTHER ASSETS

	2025	2024
	$	$
Other assets - current		
Contract assets	1,762,468	0
	1,762,468	0

MATERIAL ACCOUNTING POLICIES

Contract assets
Contract assets primarily relate to the Shire's right to . consideration for work completed but not billed at the end of the period.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

		Assets not subject to operating lease		Total property			Plant and equipment		
	Note	Land	Buildings	Land	Buildings	Total property	Furniture and equipment	Plant and equipment	Total property, plant and equipment
		$	$	$	$	$	$	$	$
Balance at 1 July 2023		9,377,400	35,089,099	9,377,400	35,089,099	44,466,499	203,783	3,283,391	47,953,673
Additions		0	300,772	0	300,772	300,772	12,097	832,603	1,145,472
Disposals		0	0	0	0	0	0	(240,612)	(240,612)
Depreciation		0	(822,889)	0	(822,889)	(822,889)	(47,259)	(495,179)	(1,365,327)
Balance at 30 June 2024		9,377,400	34,566,982	9,377,400	34,566,982	43,944,382	168,621	3,380,203	47,493,206
Comprises:									
Gross balance amount at 30 June 2024		9,377,400	35,389,871	9,377,400	35,389,871	44,767,271	1,100,080	4,498,391	50,365,742
Accumulated depreciation at 30 June 2024		0	(822,889)	0	(822,889)	(822,889)	(931,459)	(1,118,188)	(2,872,536)
Balance at 30 June 2024	8(b)	9,377,400	34,566,982	9,377,400	34,566,982	43,944,382	168,621	3,380,203	47,493,206
Additions		0	25,794	0	25,794	25,794	125,403	206,552	357,749
Disposals		0	0	0	0	0	0	(43,660)	(43,660)
Depreciation		0	(831,145)	0	(831,145)	(831,145)	(40,345)	(506,622)	(1,378,112)
Balance at 30 June 2025		9,377,400	33,761,631	9,377,400	33,761,631	43,139,031	253,679	3,036,473	46,429,183
Comprises:									
Gross balance amount at 30 June 2025		9,377,400	35,415,665	9,377,400	35,415,665	44,793,065	1,225,484	4,652,943	50,671,492
Accumulated depreciation at 30 June 2025		0	(1,654,034)	0	(1,654,034)	(1,654,034)	(971,805)	(1,616,470)	(4,242,309)
Balance at 30 June 2025	8(b)	9,377,400	33,761,631	9,377,400	33,761,631	43,139,031	253,679	3,036,473	46,429,183

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying amount measurements

Asset class	Note	Carrying amount 2025	Carrying amount 2024	Fair value hierarchy	Valuation technique	Basis of valuation	Date of last valuation	Inputs used
		$	$					
(i) Fair value - as determined at the last valuation date								
Land and buildings								
Land - freehold		9,377,400	9,377,400	2	Market approach using recent observable market data for similar assets	Independent	June 2023	Price per square metre
Total land	8(a)	9,377,400	9,377,400					
Buildings - non specialised		33,761,631	34,566,982	3	Cost approach using current replacement cost	Independent	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Total buildings	8(a)	33,761,631	34,566,982					

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

9. INFRASTRUCTURE

(a) Movements in balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Infrastructure - drainage	Infrastructure - bridges	Infrastructure - footpaths	Infrastructure - other structures	Total infrastructure
	$	$	$	$	$	$
Balance at 1 July 2023	110,136,491	6,959,572	17,472,757	1,577,036	5,077,775	141,223,631
Additions	680,810	273,654	717,295	0	805,172	2,476,931
Depreciation	(4,113,067)	(157,589)	(838,402)	(75,601)	(258,427)	(5,443,086)
Balance at 30 June 2024	106,704,234	7,075,637	17,351,650	1,501,435	5,624,520	138,257,476
Comprises:						
Gross balance at 30 June 2024	158,795,111	12,660,226	50,920,999	2,813,392	8,028,494	233,218,222
Accumulated depreciation at 30 June 2024	(52,090,877)	(5,584,589)	(33,569,349)	(1,311,957)	(2,403,974)	(94,960,746)
Balance at 30 June 2024	106,704,234	7,075,637	17,351,650	1,501,435	5,624,520	138,257,476
Additions	3,674,313	45,620	0	0	363,078	4,083,011
Depreciation	(4,138,359)	(161,260)	(843,818)	(75,601)	(293,112)	(5,512,150)
Balance at 30 June 2025	106,240,188	6,959,997	16,507,832	1,425,834	5,694,486	136,828,337
Comprises:						
Gross balance at 30 June 2025	162,469,424	12,705,846	50,920,999	2,813,392	8,391,572	237,301,233
Accumulated depreciation at 30 June 2025	(56,229,236)	(5,745,849)	(34,413,167)	(1,387,558)	(2,697,086)	(100,472,896)
Balance at 30 June 2025	106,240,188	6,959,997	16,507,832	1,425,834	5,694,486	136,828,337

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

9. INFRASTRUCTURE (Continued)

(b) Carrying amount measurements

Asset class	Fair value hierarchy	Valuation technique	Basis of valuation	Date of last valuation	Inputs used
(i) Fair value - as determined at the last valuation date					
Infrastructure - roads	3	Cost approach using current replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - drainage	3	Cost approach using current replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - bridges	3	Cost approach using current replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - footpaths	3	Cost approach using current replacement cost	Management valuation	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - other structures	3	Cost approach using current replacement cost	Management valuation	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

10. FIXED ASSETS

(a) Depreciation

Depreciation rates
Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset class	Useful life
Buildings	40 to 100 years
Furniture and equipment	8 to 10 years
Plant and equipment	5 to 15 years
Infrastructure - roads	
formation	not depreciated
sealed pavement	5 to 55 years
unsealed pavement	20 years
road seals	25 to 60 years
subgrade	200 years
carparks	20 to 40 years
Infrastructure - drainage	15 to 80 years
Infrastructure - bridges	50 to 60 years
Infrastructure - footpaths	30 to 45 years
Infrastructure - other structures	6 to 100 years
Right-of-use (buildings)	40 to 100 years

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

10. FIXED ASSETS (Continued)

MATERIAL ACCOUNTING POLICIES

Initial recognition
An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5).* These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition
Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable value
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Revaluation
Land and buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation
The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation
When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:
(i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset; or
(ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment
In accordance with *Local Government (Financial Management)* Regulations 17A(4C), the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal
Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

11. LEASES

(a) Right-of-use assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.	Note	Right-of-use assets - buildings	Total right-of-use assets
		$	$
Balance at 1 July 2023		1,003,382	1,003,382
Depreciation		(28,059)	(28,059)
Balance at 30 June 2024		975,323	975,323
Gross balance amount at 30 June 2024		1,122,342	1,122,342
Accumulated depreciation at 30 June 2024		(147,019)	(147,019)
Balance at 30 June 2024		975,323	975,323
Depreciation		(28,058)	(28,058)
Balance at 30 June 2025		947,265	947,265
Gross balance amount at 30 June 2025		1,122,342	1,122,342
Accumulated depreciation at 30 June 2025		(175,077)	(175,077)
Balance at 30 June 2025		947,265	947,265

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the Shire is the lessee:	2025 Actual	2024 Actual
	$	$
Depreciation on right-of-use assets	(28,058)	(28,059)
Total amount recognised in the statement of comprehensive income	(28,058)	(28,059)

MATERIAL ACCOUNTING POLICIES

Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Right-of-use assets - measurement

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the material accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

12. TRADE AND OTHER PAYABLES

	2025	2024
	$	$
Current		
Sundry creditors	1,976,587	792,483
Prepaid rates	259,239	175,755
Accrued payroll liabilities	155,152	50,454
ATO liabilities	0	89,242
Bonds and deposits held	451,103	524,435
Accrued interest on long term borrowings	4,674	5,693
	2,846,755	1,638,062

MATERIAL ACCOUNTING POLICIES

Financial liabilities
Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Statutory liabilities
Statutory liabilities, are amounts owed to regulatory authorities due to statutory obligations such as FBT and PAYG. GST payable is offset against GST receivable and any net GST payable is included as a statutory liability.

Trade and other payables
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates
Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

13. OTHER LIABILITIES

	2025	2024
	$	$
Current		
Capital grant/contribution liabilities	3,281,890	232,933
	3,281,890	232,933
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	232,933	858,734
Additions	3,281,890	(34,801)
Revenue from capital grant/contributions held as a liability at the start of the period	(232,933)	(591,000)
	3,281,890	232,933

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

MATERIAL ACCOUNTING POLICIES
Capital grant/contribution liabilities
Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

14. BORROWINGS

	Note	2025 Current	2025 Non-current	2025 Total	2024 Current	2024 Non-current	2024 Total
Secured		$	$	$	$	$	$
Debentures		155,947	556,708	712,655	147,321	712,655	859,976
Total secured borrowings	26(a)	155,947	556,708	712,655	147,321	712,655	859,976

Secured liabilities and assets pledged as security
Debentures are secured by a floating charge over the assets of the Shire of York.

The Shire has complied with the financial covenants of its borrowing facilities during the 2025 and 2024 year.

MATERIAL ACCOUNTING POLICIES
Borrowing costs
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierachy (see Note 23(i)) due to the unobservable inputs, including own credit risk.

Risk
Details of individual borrowings required by regulations are provided at Note 26(a).

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

15. EMPLOYEE RELATED PROVISIONS

Employee related provisions

	2025	2024
Current provisions	$	$
Employee benefit provisions		
Annual leave	408,324	509,194
Long service leave	202,877	216,390
Sick leave	46,819	44,004
	658,020	769,588
Total current employee related provisions	658,020	769,588
Non-current provisions		
Employee benefit provisions		
Long service leave	360,257	341,365
	360,257	341,365
Total non-current employee related provisions	360,257	341,365
Total employee related provisions	1,018,277	1,110,953

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

MATERIAL ACCOUNTING POLICIES

Employee benefits
The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits
Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits
Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

16. REVALUATION SURPLUS

	2025 Opening balance	2025 Closing balance	2024 Opening balance	2024 Closing balance
	$	$	$	$
Revaluation surplus - Land	8,033,650	8,033,650	8,033,650	8,033,650
Revaluation surplus - Buildings	30,723,028	30,723,028	30,723,028	30,723,028
Revaluation surplus - Furniture and equipment	61,757	61,757	61,757	61,757
Revaluation surplus - Plant and equipment	772,011	772,011	772,011	772,011
Revaluation surplus - Infrastructure - roads	95,312,696	95,312,696	95,312,696	95,312,696
Revaluation surplus - Infrastructure - drainage	8,138,526	8,138,526	8,138,526	8,138,526
Revaluation surplus - Infrastructure - bridges	16,876,832	16,876,832	16,876,832	16,876,832
Revaluation surplus - Infrastructure - footpaths	889,766	889,766	889,766	889,766
Revaluation surplus - Infrastructure - other structures	2,932,766	2,932,766	2,932,766	2,932,766
	163,741,032	163,741,032	163,741,032	163,741,032

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

17. RESTRICTIONS OVER FINANCIAL ASSETS

	Note	2025 Actual	2024 Actual
		$	$
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	4,899,600	686,163
- Financial assets at amortised cost	4	1,028,433	2,084,043
		5,928,033	2,770,206
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	27	2,646,143	2,537,273
Capital grant liabilities	13	3,281,890	232,933
Total restricted financial assets		5,928,033	2,770,206

18. UNDRAWN BORROWING FACILITIES AND CREDIT STANDBY ARRANGEMENTS

Credit standby arrangements			
Bank overdraft limit		200,000	200,000
Bank overdraft at balance date		0	0
Credit card limit		10,000	10,000
Credit card balance at balance date		(914)	(1,580)
Total amount of credit unused		209,086	208,420
Loan facilities			
Loan facilities - current		155,947	147,321
Loan facilities - non-current		556,708	712,655
Total facilities in use at balance date		712,655	859,976
Unused loan facilities at balance date		0	0

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

19. CONTINGENT LIABILITIES

The Shire of York has identified the following sites in relation to land owned, vested or leased that is known to be or suspected of being contaminated. At the date of this report the value and timing of remediation has not been ascertained.

- 36 Avon Terrace, York 6302 comprising of lots 2, 3, 4, 5 and 6 Avon Terrace.

20. CAPITAL COMMITMENTS

	2025	2024
	$	$
Contracted for:		
- capital expenditure projects	16,911	318,675
- plant & equipment purchases	747,481	10,468
	764,392	329,143
Payable:		
- not later than one year	764,392	329,143

The capital expenditure projects outstanding at the end of the current reporting period represent the construction of toilets at the off road vehicle area and purchase of a new grader and tip truck.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

21. RELATED PARTY TRANSACTIONS

(a) Council member remuneration

Fees, expenses and allowances to be paid or reimbursed to council members.	Note	2025 Actual	2025 Budget	2024 Actual
		$	$	$
President's annual allowance		23,993	23,993	17,039
President's meeting attendance fees		21,940	21,940	21,138
President's ICT expenses		1,791	2,020	2,020
President's annual allowance for ICT expenses		0	500	0
President's travel and accommodation expenses		1,731	0	212
		49,455	48,453	40,409
Deputy President's annual allowance		5,998	5,998	4,283
Deputy President's meeting attendance fees		14,168	14,168	13,735
Deputy President's ICT expenses		1,791	2,020	2,020
Deputy President's travel and accommodation expenses		0	500	500
		21,957	22,686	20,538
All other council member's meeting attendance fees		62,280	70,840	64,286
All other council member's ICT expenses		7,873	10,100	9,275
All other council member's travel and accommodation expenses		0	500	130
		70,153	81,440	73,691
	21(b)	141,565	152,579	134,638

(b) Key management personnel (KMP) compensation

The total of compensation paid to KMP of the Shire during the year are as follows:				
Short-term employee benefits		764,886		600,830
Post-employment benefits		91,930		69,050
Employee - other long-term benefits		(14,392)		54,352
Council member costs	21(a)	141,565		134,638
		983,989		858,870

Short-term employee benefits
These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits
These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits
These amounts represent annual leave and long service leave entitlements accruing during the year.

Council member costs
These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

SHIRE OF YORK
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FOR THE YEAR ENDED 30 JUNE 2025

21. RELATED PARTY TRANSACTIONS (Continued)

(c) Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:	2025 Actual $	2024 Actual $
Amounts outstanding from related parties:		
Trade and other receivables	454	0

(d) Related parties

The Shire's main related parties are as follows:

i. Key management personnel
Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire, directly or indirectly, including any council member, are considered key management personnel.

ii. Other Related Parties
Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel abd/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the Shire
There were no such entities requiring disclosure during the current or previous year.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

22. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There have been no material events after the reporting period which would affect the financial report of the Shire for the year ended 30 June 2025 or which would require a separate disclosure.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

23. OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and services tax (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification
The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures
All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

e) Budget comparative figures
Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation
The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities
Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the Shire at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest revenue
Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy
AASB 13 Fair Value Measurement requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets
In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:
- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116 *Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

24. RATING INFORMATION

(a) General rates

RATE TYPE Rate description	Basis of valuation	Rate in $	Number of properties	2024/25 Actual rateable value*	2024/25 Actual rate revenue	2024/25 Actual interim rates	2024/25 Actual total revenue	2024/25 Budget rate revenue	2024/25 Budget interim rate	2024/25 Budget total revenue	2023/24 Actual total revenue
				$	$	$	$	$	$	$	$
GRV General rate	Gross rental valuation	0.141283	1,501	25,639,702	3,622,454	10,790	3,633,244	3,622,454	11,000	3,633,454	3,419,942
UV General rate	Unimproved valuation	0.007340	403	464,651,000	3,410,538	(6,102)	3,404,436	3,410,538	10,000	3,420,538	3,222,601
Total general rates			1,904	490,290,702	7,032,992	4,688	7,037,680	7,032,992	21,000	7,053,992	6,642,543
		Minimum payment $									
Minimum payment											
GRV General rate	Gross rental valuation	1,395	473	1,587,483	659,835	0	659,835	659,835	0	659,835	629,640
UV General rate	Unimproved valuation	1,395	292	35,574,576	407,340	0	407,340	407,340	0	407,340	385,440
Total minimum payments			765	37,162,059	1,067,175	0	1,067,175	1,067,175	0	1,067,175	1,015,080
Total general rates and minimum payments			2,669	527,452,761	8,100,167	4,688	8,104,855	8,100,167	21,000	8,121,167	7,657,623
		Rate in									
Ex-gratia rates											
Co-operative Bulk Handling			0	0	0	22,559	22,559	22,559	0	22,559	21,403
Total amount raised from rates (excluding general rates)			0	0	0	22,559	22,559	22,559	0	22,559	21,403
Discounts							(59,451)			(66,413)	(63,010)
Total rates							8,067,963			8,077,313	7,616,016

(b) Rates related information

Rates instalment interest							27,463			27,000	26,708
Rates instalment plan charges							16,090			21,907	0
Rates overdue interest							142,981			115,362	108,832

*Rateable Value at time of raising of rate.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

25. DETERMINATION OF SURPLUS OR DEFICIT

	Note	2024/25 (30 June 2025 carried forward)	2024/25 Budget (30 June 2025 carried forward)	2023/24 (30 June 2024 carried forward)
		$	$	$
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32.*				
Adjustments to operating activities				
Less: Profit on asset disposals		0	(487,397)	(18,751)
Less: Movement in liabilities associated with restricted cash		6,589		
Less: Fair value adjustments to financial assets at fair value through profit or loss		3,551	0	(1,681)
Add: Loss on disposal of assets		8,660	4,645	13,481
Add: Depreciation		6,918,320	6,817,295	6,836,472
Non-cash movements in non-current assets and liabilities:				
Pensioner deferred rates		(33,434)	0	(58,093)
Employee benefit provisions		18,892	0	194,552
Non-cash amounts excluded from operating activities		6,922,578	6,334,543	6,965,980
(b) Surplus or deficit after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserve accounts	27	(2,646,143)	(3,142,181)	(2,537,273)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	14	155,947	155,946	147,321
- Employee benefit provisions		513,516	506,927	506,927
Total adjustments to net current assets		(1,976,680)	(2,479,308)	(1,883,025)
Net current assets used in the Statement of financial activity				
Total current assets		12,279,854	4,627,954	8,237,325
Less: Total current liabilities		(6,942,612)	(2,131,187)	(2,787,904)
Less: Total adjustments to net current assets		(1,976,680)	(2,479,308)	(1,883,025)
Surplus or deficit after imposition of general rates		3,360,562	17,459	3,566,396

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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26. BORROWING AND LEASE LIABILITIES

(a) Borrowings

		Actual							Budget			
Purpose	Note	Principal at 1 July 2023	New loans during 2023-24	Principal repayments during 2023-24	Principal at 30 June 2024	New loans during 2024-25	Principal repayments during 2024-25	Principal at 30 June 2025	Principal at 1 July 2024	New loans during 2024-25	Principal repayments during 2024-25	Principal at 30 June 2025
		$	$	$	$	$	$	$	$	$	$	$
Forrest Oval Stage 1		732,238	0	(72,929)	659,309	0	(77,596)	581,713	659,307	0	(77,596)	581,711
Forrest Oval Stage 2		104,269	0	(25,879)	78,390	0	(27,238)	51,152	78,390	0	(27,237)	51,153
Forrest Oval Stage 3		162,644	0	(40,367)	122,277	0	(42,487)	79,790	122,278	0	(42,487)	79,791
Old Convent School		175,857	0	(175,857)	0	0	0	0	0	0	0	0
Total		1,175,008	0	(315,032)	859,976	0	(147,321)	712,655	859,975	0	(147,320)	712,655

Borrowing finance cost payments

Purpose	Loan number	Institution	Interest rate	Date final payment is due	Actual for year ending 30 June 2025	Budget for year ending 30 June 2025	Actual for year ending 30 June 2024
					$	$	$
Forrest Oval Stage 1	62	WATC	6.30%	26/05/2031	(39,842)	(40,333)	(45,000)
Forrest Oval Stage 2	63	WATC	5.15%	8/02/2027	(3,311)	(3,517)	(4,875)
Forrest Oval Stage 3	64	WATC	5.15%	8/02/2027	(5,164)	(5,485)	(7,606)
Old Convent School	67	WATC	3.29%	8/07/2025	0	0	(5,856)
Total					(48,317)	(49,335)	(63,337)
Total finance cost payments					(48,317)	(49,335)	(63,337)

* WA Treasury Corporation

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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27. RESERVE ACCOUNTS	2025 Actual opening balance	2025 Actual transfer to	2025 Actual transfer (from)	2025 Actual closing balance	2025 Budget opening balance	2025 Budget transfer to	2025 Budget transfer (from)	2025 Budget closing balance	2024 Actual opening balance	2024 Actual transfer to	2024 Actual transfer (from)	2024 Actual closing balance
	$	$	$	$	$	$	$	$	$	$	$	$
Restricted by council												
(a) Leave reserve	506,927	25,785	(19,196)	513,516	506,927	0	0	506,927	506,927	0	0	506,927
(b) Plant reserve	516,688	26,282	0	542,970	516,688	139,954	0	656,642	476,688	40,000	0	516,688
(c) Land & infrastructure reserve	158,104	8,042	0	166,146	158,104	0	0	158,104	158,104	0	0	158,104
(d) Avon river maintenance reserve	15,426	785	0	16,211	15,426	0	0	15,426	15,426	0	0	15,426
(e) Industrial land reserve	134,010	6,816	0	140,826	134,010	0	0	134,010	134,010	0	0	134,010
(f) Refuse site reserve	75,519	3,841	0	79,360	75,519	0	0	75,519	75,519	0	0	75,519
(g) Centennial garden reserve	156,162	7,943	0	164,105	156,162	0	0	156,162	156,162	0	0	156,162
(h) Forrest oval lights reserve	6,161	313	0	6,474	6,161	0	0	6,161	6,161	0	0	6,161
(i) Bowls synthetic surface reserve	20,445	1,039	0	21,484	20,444	0	0	20,444	20,445	0	0	20,445
(j) Pioneer memorial lodge reserve	533	27	0	560	533	60,000	0	60,533	78,533	0	(78,000)	533
(k) Carparking reserve	18,623	947	0	19,570	18,623	0	0	18,623	18,623	0	0	18,623
(l) Building reserve	75,380	3,835	0	79,215	75,380	145,000	0	220,380	75,380	0	0	75,380
(m) Disaster reserve	59,281	3,015	0	62,296	59,281	0	0	59,281	59,281	0	0	59,281
(n) Tennis synthetic surface reserve	3,155	161	0	3,316	3,155	0	0	3,155	3,155	0	0	3,155
(o) Tied grant funds reserve	19,557	0	0	19,557	19,557	0	0	19,557	19,557	0	0	19,557
(p) RSL memorial reserve	12,600	641	0	13,241	12,600	0	0	12,600	12,600	0	0	12,600
(q) Greenhills townsite development reserve	11,221	571	0	11,792	11,221	0	0	11,221	11,221	0	0	11,221
(r) Roads reserve	156,884	7,980	0	164,864	156,884	0	0	156,884	156,884	0	0	156,884
(s) Swimming pool reserve	90,000	4,578	0	94,578	90,000	214,954	0	304,954	0	100,000	(10,000)	90,000
(t) Recreation reserve	500,597	25,465	0	526,062	500,598	0	(75,000)	425,598	600,597	(100,000)	0	500,597
(u) Bridge reserve	0		0	0	0	120,000	0	120,000	0			0
	2,537,273	128,066	(19,196)	2,646,143	2,537,273	679,908	(75,000)	3,142,181	2,585,273	40,000	(88,000)	2,537,273

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

SHIRE OF YORK
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27. RESERVE ACCOUNTS (Continued)

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

	Name of reserve account	Purpose of the reserve account
	Restricted by council	
(a)	Leave reserve	To fund annual and long service leave requirements.
(b)	Plant reserve	To be used to fund plant purchases or major capital repairs.
(c)	Land & infrastructure reserve	For the purpose of funding the purchase of land and or buildings or the construction of buildings.
(d)	Avon river maintenance reserve	To maintain and protect the Avon River and its environs.
(e)	Industrial land reserve	For the continued development and expansion of an industrial subdivision within the Shire.
(f)	Refuse site reserve	To be used for ongoing maintenance and development of the Shire's waste management facilities.
(g)	Centennial garden reserve	To be used for further expansion and capital repairs of the existing units.
(h)	Forrest oval lights reserve	To provide for the replacement and upgrading of the oval lights.
(i)	Bowls synthetic surface reserve	To provide for the future replacement of bowls synthetic surface.
(j)	Pioneer memorial lodge reserve	To finance capital improvements and extensions to the seniors village (funded by the operational surplus of the Lodge).
(k)	Carparking reserve	To fund the management and control of parking facilities in accordance with the Shire's Parking Plan.
(l)	Building reserve	For the construction and major capital improvements to all Shire buildings.
(m)	Disaster reserve	A contingency reserve to help fund recovery from any natural disaster.
(n)	Tennis synthetic surface reserve	To provide for the future replacement of tennis synthetic surface.
(o)	Tied grant funds reserve	To segregate grant funds provided for specific projects until those projects are carried out.
(p)	RSL memorial reserve	To provide for the upgrading of the RSL Memorial.
(q)	Greenhills townsite development reserve	To provide funds to enhance the amenity and economic potential of the Greenhills Townsite with such funds to be expended in.
(r)	Roads reserve	To provide for future road resealing requirements.
(s)	Swimming pool reserve	To provide for the maintenance and upgrade of the swimming pool.
(t)	Recreation reserve	To be used to fund capital improvements and ongoing development of recreational facilities, including sporting facilities, halls and trails.
(u)	Bridge reserve	To provide for the maintenance of bridges.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2025

28. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2024	Amounts received	Amounts paid	30 June 2025
	$	$	$	$
Cash in Lieu - Public open Space	58,422	0	0	58,422
	58,422	0	0	58,422

Auditor General

INDEPENDENT AUDITOR'S REPORT

2025

Shire of York

To the Council of the Shire of York

Opinion

I have audited the financial report of the Shire of York (Shire) which comprises:

- the statement of financial position as at 30 June 2025, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report:

- is based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position at the end of that period
- is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2025, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of York for the year ended 30 June 2025 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
27 November 2025

Office of the Auditor General
Serving the Public Interest

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469 Wellington Street, Perth

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PERTH WA 6849

Tel: 08 6557 7500
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Our Ref: 7972-002

Ms Alina Behan
Temporary Chief Executive Officer
Shire of York

Email: alina.behan@york.wa.gov.au

Dear Ms Behan

ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2025

The Office has completed the audit of the annual financial report for your Shire. In accordance with section 7.12AD (2) of the *Local Government Act 1995*, we enclose the Auditor General's auditor's report, together with the audited annual financial report.

We have also forwarded the reports to the President and the Minister for Local Government, as required by the Act. You are required to publish the annual report, including the auditor's report and the audited financial report, on your Shire's official website within 14 days after the annual report has been accepted by your Council.

Management control issues

While the result of the audit was generally satisfactory, I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the audit. These matters have been discussed with management and their comments have been included in the attachment.

Please note that the purpose of our audit was to express an opinion on the financial report. The audit included consideration of internal control relevant to the preparation of the financial report in order to design audit procedures that were appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

An audit is not designed to identify all internal control deficiencies that may require management attention. The matters being reported are limited to those deficiencies that have been identified during the audit that are of sufficient importance to warrant being reported. It is possible that other irregularities and deficiencies may have occurred and not been identified as a result of our audit.

Unresolved matters from prior audits

We also draw your attention to the Matters Outstanding from Prior Audits issues set out in the attachment. We would appreciate your attention to these matters before next year's audit.

The date the financial statements submitted by your entity and considered to be of audit ready quality is 26 September 2025. This date will be reported in our local government sector audit results report to be tabled in Parliament. I am providing this date for completeness of our Office's procedural fairness process.

If you have any queries in relation to this date, please contact me on 6557 7509 within 14 days of the date of this letter. If we do not hear from you, we will take this as confirmation of the date.

This letter has been provided for the purposes of the Shire and the Minister for Local Government and may not be suitable for other purposes.

I would like to take this opportunity to thank you, the management and the staff of the Shire for their cooperation with the audit team during our audit.

Yours sincerely



Ann Ang
Director
Financial Audit
27 November 2025

Attach

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Former employees listed as authorised signatory in bank confirmation.	No	✓			✓
2. Fixed assets items were not recorded in the fixed asset register in a timely manner	No	✓			
3. Non-compliance with depreciation policy	No		✓		
4. Old PPE assets carried in the FAR	No		✓		✓

Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. Former employee listed as authorised signatory in bank confirmation

Finding
During the final audit, it was noted that three terminated employees were not removed from the authorised officers listing for operating bank accounts.

This issue was first raised in 2024.

Rating: Significant (2024: Minor)

Implication
The failure to remove terminated employees from authorized officer listings may result in compromised financial security, as former staff could retain the ability to initiate or approve banking transactions. This could weaken the reliability of internal controls, increases exposure to financial loss, and can lead to significant accounting and governance issues.

Recommendation
We recommend that management immediately update all authorised officer listings to remove terminated employees and ensure that banking authorities accurately reflect current staff roles. A formal process should be established requiring prompt communication of staff terminations to the Finance team so that access changes can be actioned without delay. Additionally, periodic reviews of all bank authority listings should be conducted to verify accuracy, strengthen internal controls, and prevent future accounting and governance issues.

Management comment
The process to remove authorised officers that have either left the employ of the Shire or are no longer in a position that warrants access has been completed.
As part of the process, Officers have developed an Authorised Officer Register and are to maintain this as staff and positions change.

In addition, the Human Resources Department have reviewed the offboarding process in relation to this finding. When offboarding a terminated employee, the Finance and Governance teams are to be notified of the requirement to modify Authorised Officer access accordingly. This will apply to Shire Systems as well as financial institutions.

Responsible person: Anneke Birleson - Acting EMCCS
Completion date: November 2025

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. Fixed assets items were not recorded in the fixed asset register in a timely manner

Finding
During the final audit, we noted that two infrastructure addition invoices totalling $245,677 relating to prior year were not recorded in the prior year but recorded in 2024-25.

Rating: Significant

Implication
Delayed recording of fixed asset items increases the risk of incomplete or inaccurate asset records, which can lead to misstatements in financial statements, unreliable asset valuations, and non-compliance with accounting policies. This deficiency can also result in ineffective asset management and control and can lead to significant accounting and governance issues.

Recommendation
We recommend that management ensure all newly acquired fixed assets are recorded in the fixed asset register when the asset becomes available for use. Management should implement a formal process to ensure timely asset recognition, including clear responsibilities for asset recording and periodic reconciliation of physical assets with the register. Regular reviews should also be conducted to ensure the completeness and accuracy of the fixed asset register and to prevent future accounting and governance issues.

Management comment
The current processes in place for recording assets into the fixed asset register are suitable for our compliance needs.

Unfortunately, due to contractual disputes, the unpaid invoices were not presented to the Finance Team for entering into the Shire's financial system. In the absence of the invoices and any other evidence that works were complete, this issue was not identified when officers reviewed the fixed asset register. The outstanding purchase order in the system would have identified committed funds however, without confirmation of works completed this was not sufficient to trigger an addition to the fixed asset register.

A lack of understanding and experience within the Finance team at the time has contributed to issues such as this not being identified or recorded in timely manner. A review of internal processes and training of relevant staff has since occurred to ensure more timely recording of outstanding financial commitments which, then flows through to the fixed asset register.

Responsible person: Denise Gobbart – Manager Finance
Completion date: November 2025

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

3. Non-compliance with depreciation policy

Finding
During the final audit testing, we noted that assets with a carrying value of $1.7 million were not depreciated during the year. The total value of unrecorded depreciation amounted to $47,795.

Rating: Moderate

Implication
The absence of depreciation on these assets may lead to misstated financial statements, inaccurate asset valuations, and non-compliance with the Shire's Depreciation Policy. This can result in significant accounting and governance issues, undermining the reliability of financial reporting and internal controls over fixed assets.

Recommendation
We recommend that management review the depreciation rates of all assets to ensure they comply with the Shire's Depreciation Policy. Management should also implement a periodic review process to ensure consistent and accurate application of depreciation rates across all assets.

Management comment
Officers note the misstatements and have committed to a comprehensive review of the depreciation rates in accordance with Shire policy and will ensure depreciation is processed appropriately for future financial years.

Responsible person: Denise Gobbart – Manager Finance
Completion date: 31 January 2026

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

4. Old PPE assets carried in the FAR

Finding
During our testing of property, plant and equipment, we noted a number of old assets within furniture and equipment (acquired in the 1990s) with zero or low carrying values included in the Fixed Asset Register (FAR).

This issue was first raised in 2024.

Rating: Moderate (2024: Moderate)

Implication
The accumulation of numerous low value assets in the FAR can impact the efficiency of asset management and may lead to potential inaccuracies in financial reporting. Also, the FAR might be carrying assets which no longer physically exist at the Shire.

Recommendation
We recommend that management periodically review the FAR along with physical existence of assets to ensure the FAR carries only those assets which are in use by the Shire.

Management comment
A detailed review of the FAR is to be undertaken and assets with balances under the threshold removed from the register.
Regular reviews will be scheduled to ensure ongoing compliance.

Responsible person: Denise Gobbart – Manager Finance
Completion date: 30 April 2026

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

13 CLOSURE

The Presiding Member thanked everyone for their attendance and closed the meeting at 3.51pm.

SY158-12/25 BUDGET AMENDMENT - ELECTRICAL NETWORK UPGRADE - EV CHARGING INFRASTRUCTURE

File Number:	**4.9694**
Author:	**Rebecca Palumbo, Acting Executive Manager Infrastructure & Development Services**
Authoriser:	**Alina Behan, Temporary Chief Executive Officer**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents a proposal for a 2025/26 Budget amendment to allocate $45,000 toward upgrading the network to install a Western Power connection at the Howick Street carpark to enable EV charging infrastructure.

BACKGROUND

The increasing prevalence of electric vehicles highlights the current inadequacy of charging infrastructure within the Shire of York, presenting a challenge for both visitors and residents. In response, the Shire is actively exploring initiatives to facilitate the development of such infrastructure in the town centre.

In 2024, the Shire of York secured WA State Government Charge Up Grants funding to install an electric vehicle charger at the Howick Street carpark.

The installation could not proceed because a Western Power network connection was unavailable at the site.

The funding has been on hold while an application has been underway with Western Power.

The EV provider, selected via a Request for Quote process to support charger system planning and the funding application, has been overseeing an application to Western Power since May 2024.

Western Power has now provided a quote for the installation of network services.

COMMENTS AND DETAILS

It is challenging to provide an accurate timeline for progressing a Western Power network connection, but it is estimated to take between eighteen months and two years. As a result, no budget has been allocated for the EV Charger project in the 2025/26 annual budget.

This budget amendment is urgent because Western Power quotes expire after 60 days and must be resubmitted if not accepted within that period.

This budget amendment addresses the Western Power costs and the consultant's fees for progressing the application on behalf of the Shire. The funding request for the installation of charging infrastructure is not included at this stage; it may be considered during the midyear budget review or as part of the 2026/27 annual budget process.

The cost of the network connection is detailed in in the table below.

TABLE 1.

ITEM	COST (excl GST)
Western Power Network Connection	$26,043
Scope of works required by Western Power (EV Consultant)	$9,718
Consultant cost to manage Western Power application	$5,815
Contingency	$3,424
TOTAL	**$45,000**

The Charge Up grant program offers the possibility of a contribution towards network upgrade costs. Initially, funding was not allocated because a quote was unavailable, but now that one has been provided, an application to amend the grant and request cost support has been submitted. Although there is confidence that a contribution will be approved, the exact amount remains pending. The grant requires a reimbursement claim for funding to be received. The Shire of York must pay the full cost upfront and then submit a reimbursement claim.

This budget request covers the total anticipated cost of network upgrades, and the expected reimbursement will help offset some of these expenses.

As the full cost of the works is not confirmed and there will be some recovery of costs it is considered appropriate to fund the works through the anticipated budget surplus.

The budget amendment is detailed in the table below.

TABLE 2.

GL	DESCRIPTION	CURRENT BUDGET	AMENDMENT ($)	REVISED BUDGET ($)	COMMENTS
123804	EV Charging Station Muni	$0	$45,000	$45,000	Expenditure account
N/A	Budget Surplus	$153,750	($45,000)	$108,750	Unallocated Budget Surplus

OPTIONS

Council has the following options:

Option 1: Council could choose to support the budget amendment in accordance with Table 2 and proceed with the network connection process.

Option 2: Council could choose to not support the budget amendment and not proceed with the network connection process.

Option 3: Council could take other action and identify what that action is.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Strategic

Council Plan 2025-2035

Pillar 2: Future-ready economy

A diverse, resilient economy with employment and investment growth.

Pillar 4: Comfortable and connected places

Enduring heritage identity, quality infrastructure and built form.

Policy Related

F11 Financial Planning and Sustainability

Financial

The adopted budget surplus was $20,240 On completion of the 2024/25 Audited Financial Statements the surplus increased by $133,510 after the end of year adjustments.

The use of the budget surplus will be offset by any grant funding received.

Legal and Statutory

Section 6.8 of the *Local Government Act 1995* is applicable and states:

"6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

(1a) In subsection (1) —

***additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.*

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council."

Risk Related

The demand for EV charging infrastructure within the town site continues to grow. Progress on this initiative is currently limited by the absence of a Western Power network connection. Failure to secure this connection will lead to cancellation of the quote and is expected to cause a minimum delay of two years, a major risk to project delivery.

Workforce

The scope of this report can be managed with current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
191225

Moved: Cr Monique Hutchinson Seconded: Cr Kevin Trent

That, with regard to Budget Amendment - Electrical Network Upgrade - EV Charging Infrastructure, Council:

1. Authorises an amendment to the 2025/26 Budget as per the below table:

GL	DESCRIPTION	CURRENT BUDGET	AMENDMENT ($)	REVISED BUDGET ($)	COMMENTS
123804	EV Charging Station Muni	$0	$45,000	$45,000	Expenditure account
N/A	Budget Surplus	$153,750	($45,000)	$108,750	Unallocated Budget Surplus

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

14 MEETING CLOSED TO THE PUBLIC

14.1 Matters for which the Meeting may be closed

At 6:27pm, Cr Kevin Pyke left the meeting.

RESOLUTION
201225

Moved: Cr Chris Gibbs **Seconded: Cr Kevin Trent**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the *Local Government Act 1995*:

SY155-12/25 - Confidential - Request for Budget Allocation for Film Production in 2026/27

This matter is considered to be confidential under Section 5.23(2)e(iii) of the *Local Government Act 1995,* and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

SY156-12/25 - Confidential - Outstanding Rates and Charges - Payment Agreements

This matter is considered to be confidential under Section 5.23(2)b and c of the *Local Government Act 1995,* and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the personal affairs of any person and a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 6/0

The Gallery left the meeting at 6.28pm and the doors were closed.

At 6:29pm, Cr Kevin Pyke returned to the meeting.

SY155-12/25 - CONFIDENTIAL - REQUEST FOR BUDGET ALLOCATION FOR FILM PRODUCTION IN 2026/27

RESOLUTION
211225

Moved: Cr Monique Hutchinson **Seconded: Cr Kevin Trent**

That, with regard to the Request for Budget Allocation for Film Production in 2026/27, Council:

1. **Resolves to provide financial support to the value of $50,000 for the production and filming of 'The Golden Age' within the Shire of York.**
2. **Directs the Temporary Chief Executive Officer to include the above amount in the 2026/27 budget.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

SY156-12/25 - CONFIDENTIAL - OUTSTANDING RATES AND CHARGES - PAYMENT AGREEMENTS

RESOLUTION
221225

Moved: Cr Kevin Trent **Seconded: Cr Melissa Welsh**

That, with regard to Outstanding Rates and Charges - Payment Agreements, Council:

1. **Approves the applications for a payment agreement, as presented in confidential Appendix 1.**
2. **Notes that any default on the agreements may result in debt recovery action.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

RESOLUTION
231225

Moved: Cr Chris Gibbs **Seconded: Cr Kevin Trent**

That Council opens the meeting to the public at 6.30pm.

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0

14.2 Public Reading of resolutions to be made public

The Shire President read aloud the resolutions made Behind Closed Doors for the purpose of the audio recording.

15 CLOSURE

The Shire President thanked everyone for their attendance, wishing everyone a safe and Merry Christmas and a Happy New Year, closing the meeting at 6.32pm.

APPENDIX 6.3.1

Deputation

Hello chairman and councillors,

my name is Julie-Anne Elkins and I am the president of the York Family Playgroup. I am here to speak about the motion to move the proposed location of the new swimming pool, that is on the agenda tonight.

The York Family Playgroup are in support of this motion to choose site A for the new pool. We do not see the immediate point of demolishing the existing infrastructure. The Courts need resurfacing, and this would cost a lot less than building new ones. The Early Years Hub, although originally built as a bowling club has now been transformed as a space for families to come together for friendship, support, learning, and play. As the shire agenda suggests we are not struggling for members, in fact our membership is higher in the last 2 years than it ever has been. Talking to our members that come from the shire of York and surrounding shires they come because of our venue, The space the facilities.

A pool at site A would make a lovely entry statement as you come into York, to an otherwise ugly drive in. the pool in this site would be just as integrated into the recreation precinct as site B, with the distance from the centre of both sites being the same walking distance to the centre of the main recreation building. It would also alleviate congestion on the road corner and prevent kids running across from school to the pool and causing an accident. The school could still walk on education department land all the way to crossing over to the pool. And community users of the courts and the early years hub would not be interrupted in there delivery of programs.

Our Uncertainty lies in finding a suitable new venue for our group, With enough space inside and out for 40 -100 people to move and play in all weather conditions. The scout hall that has been suggested does not offer this and would not be suitable even for the interim, as we do not know how long we would be left in limbo.

I thank you all for listening to our concerns.