



CONFIRMED MINUTES

Ordinary Council Meeting Tuesday, 22 July 2025

Date: Tuesday, 22 July 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, 22 JULY 2025 AT 5:00PM**

1 OPENING

1.1 Declaration of Opening

Cr Kevin Trent, 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

Alina Behan - SY085-07/25 - Resignation of Chief Executive Officer and Appointment of Temporary Chief Executive Officer

1.7 Disclosure of Impartiality Interest

Chris Linnell - SY085-07/25 - Resignation of Chief Executive Officer and Appointment of Temporary Chief Executive Officer

Lindon Mellor - SY085-07/25 - Resignation of Chief Executive Officer and Appointment of Temporary Chief Executive Officer

2 ATTENDANCE

2.1 Members

Cr Kevin Trent, Shire President

Cr Chris Gibbs; Cr Kevin Pyke (via electronic means); Cr Denese Smythe; Cr Peter Wright

In accordance with Regulation 14C of the Local Government (Administration) Regulations 1996, the Shire President has authorised Cr Kevin Pyke to attend this meeting via electronic means, having given consideration to the location from which Cr Pyke is attending the meeting and the equipment used to attend the meeting, confirming they are suitable to enable effective engagement in deliberations and communications, and ensuring confidentiality.

2.2 Staff

Chris Linnell, Chief Executive Officer; Alina Behan, Executive Manager Corporate & Community Services; Lindon Mellor, Executive Manager Infrastructure & Development Services; Vanessa Green, Council & Executive Support Officer

2.3 Apologies

Cr Denis Warnick, Deputy Shire President

2.4 Leave of Absence Previously Approved

Nil

2.5 Number of People in the Gallery at Commencement of Meeting

There were four (4) 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

KAREN THOMAS

ON BEHALF OF YORK BUSINESS ASSOCIATION

If we cannot have any information about upcoming events on the board on Panmure Road can we again request the whole stand is removed please?

Response provided by the Shire President:

Unfortunately, the board was recently damaged and has been removed. There are no current plans to replace the board.

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 5.07pm.

4.1 Written Questions – Current Agenda

Nil

4.2 Public Question Time**KAREN THOMAS****ON BEHALF OF YORK BUSINESS ASSOCIATION (YBA)****Question 1**

The Court House and surrounding buildings have now been closed for over seven weeks including the recent two weeks of school holidays, this has been a great loss to all the businesses that rely heavily on tourists and will not help the reputation we have as a Heritage Destination. Whilst I appreciate this is not strictly a Shire matter can I request the Shire contact the National Trust regarding the plans for the precinct and possibly also the lessee Edward Solomon for his plans going forward so that this valuable asset can be enjoyed by all and our Heritage reputation is maintained. The YBA would be happy to offer an additional letter of support.

Response provided by the Shire President

Any loss of business operation on the main street is a loss to the town. The National Trust has already been advised of the current situation by York residents and business owners and is taking its own action. The York Business Association can choose to contact the National Trust or the lessee directly if they so wish.

As there were no further questions, Public Question Time concluded at 5.09pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Peter Wright requested Leave of Absence from 1 August 2025 to 31 August 2025 inclusive.

RESOLUTION**010725****Moved: Cr Chris Gibbs****Seconded: Cr Denese Smythe****That Council approves Leave of Absence for Cr Peter Wright from 1 August 2025 to 31 August 2025 inclusive.****In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright****Against: Nil****CARRIED 5/0****6 PRESENTATIONS****6.1 Petitions***Nil***6.2 Presentations***Nil***6.3 Deputations***Nil*

6.4 Delegates' reports

6.4.1 Cr Denese Smythe

Cr Denese Smythe advised she had attended the following meetings and events during June 2025:

DAY	MEETING/EVENT DESCRIPTION	VENUE
10/06/2025	Concept Forum	Council Chambers
12/06/2025	Cat Webinar	Teams
17/06/2025	Agenda Briefing	Council Chambers
20/06/2025	Avon-Midland Country Zone Meeting	St John's Building
23/06/2025	York Business Association AGM	CRC
24/06/2025	Ordinary Council Meeting	Council Chambers

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

**RESOLUTION
020725**
Moved: Cr Denese Smythe
Seconded: Cr Peter Wright

That the minutes of the Ordinary Council Meeting held on 24 June 2025 be confirmed as a correct record of proceedings.

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

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 June 2025:

DAY	MEETING/EVENT DESCRIPTION	VENUE
03/06/2025	Meeting with Acting CEO	Shire Administration
05/06/2025	Avon Valley Alliance Launch	Town Hall
09/09/2025	Meeting with Acting CEO	Shire Administration
10/06/2025	Audit & Risk Committee Meeting	Council Chambers
10/06/2025	Concept Forum	Council Chambers
11/06/2025	Citizenship Ceremony	Town Hall
12/06/2025	Renewable Energy Forum	Perth Convention Centre
17/06/2025	Meeting with Acting CEO	Shire Administration
17/06/2025	Agenda Briefing	Council Chambers
23/06/2025	Radio Interview	Radio 101.3FM
24/06/2025	Meeting with Acting CEO	Shire Administration
24/06/2025	Ordinary Council Meeting	Council Meeting
30/06/2025	Citizenship Ceremony	Town Hall

9 OFFICER'S REPORTS

SY074-07/25 2024/25 LIGHT INDUSTRIAL AREA DESIGN AND SUPERINTENDENCY - REQUEST FOR AWARD OF CONTRACT

File Number:	4.4134
Author:	Tim Cummings, Graduate Engineer
Authoriser:	Lindon Mellor, Executive Manager Infrastructure & Development Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. 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 Civil Design and Superintendency Services for the York Light Industrial Area Upgrades (Request for Tender (RFT) 04-2425).

BACKGROUND

The York Light Industrial Area (LIA) is a strategic freight and service hub for local manufacturers, agribusinesses and transport operators. Key intersections at Maxwell and Forrest Streets on Chidlow-York Road currently fall below Restricted Access Vehicle (RAV) 4 standards, forcing heavy vehicles onto longer detours and through residential streets.

Upgrading these intersections and the internal road network will remove freight bottlenecks, enhance community safety, and align with Main Roads WA (MRWA) design requirements.

The Shire has secured a joint funding agreement of \$10.8 million for upgrades through:

1. \$8 million from the Australian Government Infrastructure Investment Program (IIP)
2. \$1 million from MRWA
3. \$1.8 million from the Shire of York

Following the completion of the concept design, the project has progressed to the subsequent design stages.

The Tender was advertised in April 2025 and submissions were invited.

The scope of the contract includes investigation, detailed civil design to RAV 4 and MRWA standards, land acquisition and utility coordination, construction tender support, and construction-phase superintendency.

COMMENTS AND DETAILS

The Tender documentation was released on 17 April 2025 and submissions closed on 26 May 2025.

When submissions closed eight (8) submissions had been received. All eight (8) 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 Corporate & Community Services, Executive Manager Infrastructure & Development Services and Graduate Engineer. The Evaluation Panel's Recommendation Report for RFT 04-2425 is presented in confidential Appendix 1 and details the tender process, evaluation methodology, and assessment of all submissions.

It is recommended that the contract for design and superintendency services be awarded to Talis Consultants Pty Ltd for the services outlined in RFT 04-2425, for the approved budget amount of \$205,675.00 for design, and the project budgeted amount for superintendency services based on the schedule of hourly rates supplied in the tender. A cost estimate for Superintendency services is outlined 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 of \$205,675.00 for design, and the budgeted amount for superintendency as specified in the Recommendation Report.

Option 2: Council could choose to decline the award of a contract.

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 design component of the contract is budgeted in the 2025/26 financial year, with superintendency services to be allocated in the 2026/27 financial year (subject to Council approval) as part of the construction phase. Both components are accommodated within the existing project budget allocation.

While the 2025/26 budget is yet to be formally adopted, provision for these costs has been included and will be subject to Council endorsement during the budget adoption process. The grant funding agreement has been executed, the initial payment received, and funds will be allocated to this stage of the project.

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 project is jointly funded through the IIP, MRWA and the Shire of York, with delivery milestones aligned to specific financial years. Design is scheduled for completion in 2025/26, with construction planned to commence in mid-2026. Delays in awarding this contract may compress the design timeline, affect the construction procurement schedule, and compromise compliance with funding conditions.

Prolonged delays may also expose the project to cost escalation from inflationary pressures and market volatility in the civil construction sector, while prolonging access issues that impose ongoing burdens on local businesses.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION 030725

Moved: Cr Denese Smythe

Seconded: Cr Chris Gibbs

That, with regard to 2024/25 Light Industrial Area Design and Superintendency - Request of 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 04-24/25 for the Provision of Civil Design and Superintendency Services - York Light Industrial Area Upgrades to Talis Consultants Pty Ltd up to the budgeted amount \$205,675.00 for design, and the budgeted amount for superintendency as specified in confidential Appendix 1.**
- 3. Authorises the Shire President and 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.**
- 4. Authorises the Chief Executive Officer to make any minor formatting or typographical changes to the contract documentation prior to signing.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

**SY075-07/25 MINUTES OF THE ACCESS AND INCLUSION ADVISORY GROUP MEETINGS
HELD JULY 2024 - JUNE 2025**

File Number:	4.7711
Author:	Sam Good, Manager Community & Place
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	23 November 2021 (301121) 22 July 2025 (050724)
Disclosure of Interest:	Nil
Appendices:	1. Meeting Minutes 31 July 2024 ↓ 2. Meeting Minutes 20 November 2024 ↓ 3. DAIP Progress Report 2024/25 ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents the Confirmed and Unconfirmed Minutes of the Access & Inclusion Advisory Group (the Group) Meetings held between April and June 2024 to Council. Also presented is the Shire of York's Access and Inclusion Plan report for noting.

BACKGROUND

At its June 2017 Ordinary Meeting Council resolved in part (120617):

- “3. Establishes an Access and Inclusion Advisory Committee in accordance with the Terms of Reference as attached at Appendix C to this report and requests the Chief Executive Officer to:**
- (a) call for expressions of interest from the community for a period of four weeks for membership of the Access and Inclusion Advisory Committee.**
 - (b) present the nominations received for Council's consideration.**
- 4. Notes that the Access and Inclusion Advisory Committee is a formal committee of Council under Part 5, Division 2 (Sub-division 2) of the Local Government Act 1995.”**

The then Access and Inclusion Advisory Committee (the Committee) held a workshop in August 2021 to discuss amendments to the Committee's Terms of Reference as concerns were raised that the:

- 1. The Council process was difficult to follow
- 2. The Terms of Reference were too formal
- 3. Members had limited input into the agenda
- 4. There was limited time for discussion
- 5. The meeting was not a model of accessibility
- 6. Community members cannot see that members are raising issues

The Committee requested that Council consider a different format for the Committee.

At its November 2021 Ordinary Meeting Council considered the future of the Committee and resolved (301121):

“That, with regard to the Review of the Access and Inclusion Advisory Committee, Council:

- 1. Resolves not to reform the Access and Inclusion Advisory Committee of Council.***
- 2. Resolves to form a new Advisory Group that meets a minimum of four (4) times a year and then on an as needs basis to inform Council projects.***
- 3. Requests the Chief Executive Officer to develop a new, more inclusive Terms of Reference that:***
 - a. Allows for flexible meeting times, member input into meeting agendas and adequate time for discussion.***
 - b. Showcases a more inclusive meeting model.***
- 4. Requests the Chief Executive Officer to conduct an expression of interest process for members to the new Advisory Group.***
- 5. Notes the minutes of each new Advisory Group Meeting will be reported to Council at the next available Ordinary Meeting.”***

In April 2022 Officers released RFQ 19-2122 EEO (Equal Employment Opportunity) Engagement seeking a suitably qualified and experienced consultant to prepare the Terms of Reference for the new Group.

This work was completed and in December 2022 an Expression for Interest (EOI) was released seeking members for the new Group. Due to a lack of responses, the EOI remained open for four (4) months after which time only one (1) response was received.

At its May 2023 Concept Forum Council were presented with the progress to date with Officers seeking direction following the low response rate. It was agreed a more targeted approach would be undertaken in the second call for nominations.

A further call for nominations was undertaken in March 2024 with Officers reaching out to community members, education and service organisations that would be able to provide valid and valuable input into the Shire's plans, programs and projects. The new Group was formed and had its inaugural meeting on 2 April 2024. The Group comprises Officers, local community members with lived experience, and service providers.

In accordance with Point 5 above, the Group's Meeting Minutes were presented to Council at its July 2024 Ordinary Meeting and resolved (050724):

“That, with regard to the Minutes of the Access and Inclusion Advisory Group Meetings held April - June 2024, Council:

- 1. Receives the Minutes of the Access and Inclusion Working Group Meeting held on 2 April 2024, as presented in Appendix 1.***
- 2. Receives the Minutes of the Access and Inclusion Working Group Meeting held on 23 April 2024, as presented in Appendix 2.***
- 3. Receives the Unconfirmed Minutes of the Access and Inclusion Working Group Meeting held on 19 June 2024, as presented in Appendix 3.***
- 4. Notes the Disability and Access Inclusion Plan Progress Report, as presented in Appendix 4.***
- 5. Directs the Chief Executive Officer to present the Minutes of the Access and Inclusion Advisory Group annually in line with the Disability and Access Inclusion Plan reporting.”***

In accordance with Point 5 above the following report presents the Group's Meeting Minutes for 2024/25.

COMMENTS AND DETAILS

The Terms of Reference require the Group to meet a minimum of four (4) times per year, and then on an as need basis to inform Council projects. Meetings were scheduled for 1 July 2024, 28 August 2024, 20 November 2024 and 26 March 2025. However, the August 2024 meeting was cancelled due to illness and unexpected leave required by the Chair, and the March 2025 meeting was cancelled due to insufficient attendees available on the day.

Group members were invited to attend the Inaugural Biennial Access & Inclusion Expo & Forum on 16 May 2025 in an advisory capacity to assess and provide feedback to inform future activities. In addition to Shire Officers from the Group, four (4) additional members attended, two (2) as exhibitors in their capacity as local service providers and two (2) in their capacity as volunteer Group members, completing the questionnaire provided.

Group Minutes 31 July 2024

At its Meeting held on 31 July 2024 the Group was presented with information relating to:

1. Update on Progress of Shire Works

This included the completion of:

1. The completion of ramp works on Avon Terrace.
2. The planned works for Howick Street which were awaiting budget adoption prior to commencing.
3. Acknowledgement that some items on the prior Disability Access & Inclusion Plan were running behind, such as the Administration Office's front counter upgrade.

2. Access & Inclusion Plan (AIP) Consultant Progress Report

Equal Access and Inclusion consultant attended the meeting remotely by Teams and presented the Group with:

1. Feedback on recent Shire staff workshops about good practice for access & inclusion activities and community feedback received.
2. Explanation about the AIP draft strategies and actions.
3. Explanation of the role of the Group in future event planning and review, and in providing feedback on areas such as Shire communications.

Positive feedback was received from Group members on the new Group structure which allowed greater opportunity for members to provide feedback.

3. People with Disability WA (PWDWA)

The Group were given an overview of PWDWA and its role as advocates for those living with disability within the Wheatbelt and plans for Shire Officers to meet with their representatives in August.

4. Reporting Incidents

Members discussed incidents that they, or the community, had witnessed or experienced and requested information on how to report these to Shire.

Group Minutes 20 November 2024

At its Meeting held on 20 November 2024 the Group was presented with information relating to:

1. AIP Progress Report

The Group were advised that the new AIP had been adopted by Council at the October Meeting, with next steps being lodgement with the Department of Communities, uploaded to the Shire website and copies to be provided to Group members.

2. Update on Progress of Shire Works

This included:

1. Paving works being allocated in the budget
2. Administration Office front counter accessibility designs being sourced
3. Staff access and inclusion training
4. Commencement of works to South Street and Howick Street to commence in 2025, with a new accessible parking bay outside Howick Street toilets.
5. RFQ for 2025 roadworks going out end of November

3. Major Strategic Review

The Group were asked to be involved in community consultations for the Shire's Major Strategic Review in December. Explanation was given regarding the Shire's plan to combine the Strategic Plan and Corporate Business Plan, what that means and the importance of having an Access and Inclusion voice. The meeting also discussed that the Markyt Community Scorecard survey had been released for feedback.

4. People with Disability WA (PWDWA)

The Shire partnered with PWDWA's Business Accessibility Empowerment Program to complete accessibility assessments of the Community Resource Centre and Visitors Centre.

5. Reporting Incidents and Hazards to the Shire

Members were provided with information and a demonstration on how to report incidents and hazards to the Shire, via hardcopy (forms provided) or by accessing the 'Report It' function on the Shire's website.

Note: The minutes of the Group have been prepared in accordance with the Web Content Accessibility Guidelines as recommended by the Centre for Accessibility Australia and are presented in Appendices 1 and 2 respectively.

It is proposed that the minutes of the Group are presented to Council annually for consideration along with the Access and Inclusion Report.

Access and Inclusion Report

The Disability Services Act 1993 requires public authorities to report annually on the implementation of its Disability Access and Inclusion Plan (DAIP). These reports are used by the Minister to compile a progress report to Parliament annually in December.

The Western Australia for Everyone: State Disability Strategy 2020-2030 (the Strategy) sets a foundation for building a more inclusive Western Australia. The Strategy references the role of DAIPs as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

Presented in Appendix 3 is the Shire of York's DAIP Progress Report for 2024/25 outlining progress against the DAIP Action Plan and outcomes. Key outcomes include:

1. Completion and adoption of the new Shire Access & Inclusion Plan 2024 – 2029
2. Completion of the Avon Terrace, South Street and Howick Street upgrades
3. Completion of the new lower height customer service counter area with audio loop in the Shire Administration Office
4. Inaugural Access & Inclusion Expo & Forum held on 16 May 2025
5. Partnership with People with Disability WA's Business Accessibility Empowerment Program to complete accessibility assessments of the Community Resource Centre, Visitor's Centre and Residency Museum

The final report to the Department of Communities will also include photographs demonstrating progress associated with the key outcomes listed above.

OPTIONS

Council has the following options:

Option 1: Council could choose to note the minutes of the Group and direct the Chief Executive Officer to continue to present minutes annually along with the Disability Access and Inclusion Report prepared for the Department of Communities.

Option 2: Council could choose to note the minutes of the Group and direct the Chief Executive Officer to present minutes at the next Ordinary Meeting of Council following the Group meeting.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Group Meetings 2024 - 2025

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

G9 Reference or Working Groups

Financial

The financial impact of the items considered by the Group is detailed within the meeting minutes and the individual appendices to each report.

Legal and Statutory

The Disability Services Act 1993 (the Act) requires public authorities to report annually on the implementation of its DAIP.

Risk Related

Not completing the reporting obligations under the Act would be a failure of legislative compliance.

Workforce

The scope of this report is managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

**RESOLUTION
040725****Moved: Cr Chris Gibbs****Seconded: Cr Peter Wright****That, with regard to the Minutes of the Access and Inclusion Advisory Group Meetings held July 2024 - June 2025, Council:**

- 1. Receives the Minutes of the Access and Inclusion Working Group Meeting held on 31 July 2024, as presented in Appendix 1.**
- 2. Receives the Minutes of the Access and Inclusion Working Group Meeting held on 20 November 2024, as presented in Appendix 2.**
- 3. Notes the Disability and Access Inclusion Plan Progress Report, as presented in Appendix 3.**
- 4. Directs the Chief Executive Officer to submit the Disability and Access Inclusion Plan Progress Report to the Department of Communities.**
- 5. Directs the Chief Executive Officer to present the Minutes of the Access and Inclusion Advisory Group annually in line with the Disability and Access Inclusion Plan reporting.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright**Against: Nil*****CARRIED 5/0***

Access & Inclusion Advisory Group Meeting Agenda

Meeting Date: WEDNESDAY 31 JULY at 5.30pm
Location: CRC BOARDROOM (or by TEAMS)

1. Welcome and Introductions:

- Acknowledgement of Country.
- Apologies
- Introduction of new attendees or guests.

2. Review of Previous Meeting Minutes:

- Discussion and approval of minutes from the last meeting.

3. A&IP Consultant Progress Report:

- Update on the preparation of new AIP
- Feedback and suggestions from the Staff Workshop
i.e. role of the Access & Inclusion Group to audit events/activities

4. Update on Shire Works:

- ongoing or upcoming works related to accessibility and inclusion.
- DAIP report to Department of Communities 2024

5. Open Floor:

(Opportunity for attendees to share their thoughts and suggestions)

- Identify gaps / areas for improvement.
- Open discussion on current challenges faced in promoting disability, access and inclusion.
- Any additional items, concerns or potential opportunities for improvement related to access and inclusion.

6. Next Meeting Date and Adjournment:

- Set date for the next meeting.
- Adjourn the meeting.

Access & Inclusion Advisory Group

Meeting Minutes

Date: 31 July 2024

Time: 5.30pm

Location: Community Resource Centre, Boardroom

In Attendance: Samantha Good, Manager Community and Place, Shire of York - Chair
Lisa Astle, Community Development Officer, Shire of York
Val Menezes, Healthy Self Wellness York
Liz Christmas, Community Member
Holly Parker, Inclusion Support Professional, Wanslea
Leanda Syme (Teams), Managing Director, E-Qual
Joe Fitch, Individual Disability Advocate, PWDWA

Apologies: Alina Behan, Executive Manager Corporate & Community Services, Shire of York
Monique Hutchinson, Co-Founder & Chair, Healthy Self Wellness York
Bev Penny, Community Member
Scott Hollier, CEO, Centre for Accessibility
Sarah Sloss, Community Member
Louise Draper-Sevenson, Community Member

Meeting started at: 5.31pm

1. Welcome & Introductions
 - 1.1 Acknowledgement of Country
 - 1.2 Correction of spelling of surnames, noted.
 - 1.3 Consultant Leanda Syme phoned to advise she will be delayed attending via video link.
2. Review of Previous Minutes
 - 2.1 No question. Minutes accepted.
3. Update on Shire Works
 - 3.1 The current road works have been completed and we are now waiting on budget adoption for further works to begin.
 - 3.2 DAIP Progress report sent to the Department of Communities on 31 July for feedback.
 - 3.3 Action on items identified in the current DAIP, such as shire front counter, are running behind.
 - 3.4 There are three progression achievements; The Access and Inclusion Group has been established, the ramp works on Avon Terrace have been completed and AIP review has been completed.
 - 3.5 The Access and Inclusion Group are happy there is more freedom to give feedback.
 - 3.6 Staff workshops have been held to look at the issues identified by community and to assign priorities.
 - 3.7 Leanda Syme joins meeting at 5.40pm

4. A&IP Consultant Progress Report

- 4.1 Leanda mentioned she meet with the staff and workshopped good practice for access and Inclusion and the community's feedback.
- 4.2 Leanda explained the DAIP draft strategies and actions for the DAIP. Looking at what the plan is, what has been achieved and what needs to be completed.
- 4.3 The Draft will go to the Department of Communities for review (Sent 31 July)
- 4.4 Strategies for the role of the A&I Group;
 - Reps of the A&I group to be involved in event planning.
 - Be included in the review (audit) of events and other functions.
 - Ensuring that the group are stakeholders in asset management planning, procurement, and maintenance.
 - Involved in testing Shire of York communication channels and providing feedback, such as plans, social media and public information.

Leanda Syme leaves the meeting at 5.50pm

5. Open Floor

- 5.1 Liz Christmas Q: Will the draft DAIP be the next thing we can expect. A: The draft should be ready in August for our next meeting.
- 5.2 Holly from Wanslea provided the group with a handout showing the visual signage used by the City of Mandurah as a positive example of Access and Inclusion. Mandurah is very forward-thinking in this area, using large visual signs to help children and adults feel more included. These signs and pictures act as a universal language, making them accessible for people from culturally and linguistically diverse (CALD) backgrounds and facilitating better communication and interaction.
- 5.3 Lisa spoke about a Sensory Perception disorder course run by Access Ability Australia.
- 5.4 Joe introduced his new role as a Disability Advocate for the Wheat belt with People with a Disability WA. Joe explained his role was to advocate not negotiate, ie; to help the client have the confidence to negotiate for themselves.
- 5.5 The CRC were contacted by Nicola from PWDWA and have a meeting on the 6 August.
- 5.6 Val recounted an incident with a gentleman had tripped on the main street. Group was asked if they you can report an incident on the website, in person at admin or by phone. Paper incident reports will be distributed next meeting and training will be provided to the group.

6. Next Meeting Date & Adjournment

Next meeting – Wednesday 28 August 2024 5.30pm *(Meeting was cancelled)*

Meeting closed at: 6.12pm

Minutes recorded by: Lisa Astle

Access & Inclusion Advisory Group Meeting Agenda

Meeting Date: WEDNESDAY 20 NOVEMBER 2024 at 5.30pm

Location: YORK CRC BOARDROOM (or by TEAMS)

1. Welcome and Introductions:

- Acknowledgement of Country.
- Apologies
- Introduction of new attendees or guests.

2. Review of Previous Meeting Minutes:

- Discussion and approval of minutes from the last meeting.

3. A&IP Consultant Progress Report

- Update on the completion & adoption of the new Access & Inclusion Plan. (Copies will be provided)

4. Update on Shire Works:

- Ongoing or upcoming works related to accessibility and inclusion.

5. Feedback / Correspondence IN / Reports:

- Communications received relating to Access & Inclusion.

6. Feedback / Correspondence IN / Reports:

- Communications received relating to Access & Inclusion.

7. Open Floor:

(Opportunity for attendees to share their thoughts and suggestions)

- Identify gaps / areas for improvement.
- Open discussion on current challenges faced in promoting disability, access and inclusion.
- Any additional items, concerns or potential opportunities for improvement related to access and inclusion.
- Identify recent and upcoming events, and opportunities for Group members to attend and/or provide input/feedback.

8. Next Meeting Date and Adjournment:

- Set date for the next meeting.
- Adjourn the meeting.

Access & Inclusion Advisory Group Meeting Minutes

Date: 20 November 2024

Time: 5.30pm

Location: Community Resource Centre, Boardroom

In Attendance:

Samantha Good, Manager Community and Place, Shire of York – Chair
 Lisa Astle, Community Development Officer, Shire of York
 Alina Behhan, Executive Manager corporate & Community Services, Shire of York
 Liz Christmas, Community Member
 Holly Parker, Inclusion Support Professional, Wanslea
 Louise Draper-Sevenson, Community Member
 Marjorie Kerkhoff, Community Member
 Bev Penny, Community Member
 Val Menezes, Healthy Self Wellness (Teams)
 Bonnie Bellenzier, Community Engagement Facilitator, Wanslea (Teams)

Apologies:

Scott Hollier, CEO, Centre for Accessibility
 Joe Fitch, Individual Disability Advocate, People with Disability WA
 Sarah Sloss, Community Member
 Monique Hutchinson, Co-Founder & Chair, Healthy Self Wellness York

Meeting started at: 5.35pm

1. Welcome & Introductions

1.1 Acknowledgement of Country

2. Review of Previous Minutes

2.1 No questions. Minutes accepted

3. A&IP Progress Report

3.1 Alina informed the group the Access and Inclusion Plan was adopted by council at the October meeting

3.2 The next step is to send it to the Department of Communities

3.3 Paving work has been allocated in the budget

3.4 Front counter accessibility design being looked into

3.5 Staff Access and Inclusion Training

3.7 Alina thanked the A&I members for their contributions.

4. Major Strategic review

4.1 Group asked to get involved in the community consultation for the Major Strategic Review in December

4.2 Alina explained that the Strategic Plan and Business Plan will be combined and what that means and how important it is to have an A&I voice.

4.3 The marked Scorecard survey has been released for public comment.

5. Update on Shire Works

5.1 RFQ for 2025 road works are going out end of November

5.2 Road works on South Street and Howick Street will commence in the new year.

5.3 New Accessible parking bay will be installed outside Howick St toilets.

6. Open Floor

6.1 A&I group show how to access Report It function on SoY website to report incidents and hazards

6.2 Discussion about positive feedback from Talbot Hall booking regarding A&I

6.3 Lisa shared positive story about vision impaired CRC customer who needed help with his voice assisted phone

6.4 Alina asked for feedback regarding the advisory group rather than a committee – positive feedback

6.5 Alina left 6.22

6.6 Discussion regarding Events and sensory tents

6.7 Sam shared the CRC had applied for a traineeship grant – people of all abilities are encouraged to apply.

6.8 The Shire have engaged People with Disabilities WA to do an accessibility assessment of the CRC and VC

7. Next Meeting Date & Adjournment

26 March 2025 5.30 pm

Meeting closed at: 6.42 pm

Minutes recorded by: Lisa Astle



Government of **Western Australia**
Department of **Communities**

Disability Access and Inclusion Plan (DAIP) Progress Report 2024-2025

Reporting period: 1 July 2024 – 30 June 2025

The *Disability Services Act 1993* requires public authorities to:

- develop and implement a Disability Access and Inclusion Plan (DAIP).
- report annually on the progress made in achieving the seven DAIP outcomes.

Please submit your completed DAIP Progress Report 2024-2025 (in Word format only) to

StateDisabilityStrategy@communities.wa.gov.au by **4.30pm, Wednesday 16 July 2025**.

PUBLIC AUTHORITY DETAILS

Public Authority Name	Shire of York
Contact Person	Samantha Good
Position Title	Manager Community & Place
Email	records@york.wa.gov.au
Phone	(08) 9641 0500
Date DAIP lodged with Department of Communities	17/02/2025
Date DAIP published on public authority's website	11/02/2025
Website link for published DAIP	Microsoft Word - Shire of York AIP Final
Has your public authority taken all practical measures to ensure its DAIP is implemented by relevant agents and contractors?	Yes

Completing Sections 1-7

Sections 1-7 require public authorities to list the **actions** implemented against each of the seven DAIP outcomes. DAIPs can list strategies only, or both strategies and actions. Where your DAIP includes Strategies only, the DAIP actions will be in an implementation plan, action plan or other internal working document.

What is a Strategy and what is an Action?

A **strategy** is a broad direction or approach to be taken to achieve a desired outcome.

An **action** is the activity, project or program delivered to achieve a strategy. An action is not the individual tasks, checklists or steps to complete the action.

DAIP examples:

1. Strategies only: [City of Mandurah](#) and [Department of Treasury](#)
OR
2. Strategies and actions: [City of Perth](#) and [Child and Adolescent Health Service](#).

To complete the tables in Sections 1-7:

- Column 1 – Strategy Number
 - Enter the number of your DAIP Strategy (text is not required).
- Column 2 – DAIP Action
 - Copy and paste the action wording from your DAIP, internal working document, operational or implementation plan.
- Column 3 - SDS outcome:
 - select one State Disability Strategy outcome from 1 – 15. Refer to State Disability Strategy Outcomes Guide (provided with this template) to identify the most appropriate outcome.
- Progress status select from:
 - **To be commenced:** the action is not scheduled to start yet.
 - **In progress:** the action is underway or is incorporated into business as usual.
 - **Completed:** the action has been implemented and completed.
 - **Not progressed:** the action has been delayed or is discontinued.

SECTION 1: DAIP OUTCOME 1 – SERVICES AND EVENTS

People with disability have the same opportunities as other people to access the services and events of a public authority.

QUESTION			ANSWER
<p>Did your authority organise events in 2024-2025 that positively impacted community attitudes towards people with disability? If yes, indicate the event:</p> <p><input type="checkbox"/> International Day of People with Disability <input checked="" type="checkbox"/> Other: BIENNIAL ACCESS & INCLUSION EXPO & FORUM (MAY 2025)</p> <p>Events that contribute to positive community attitude change are those that:</p> <ul style="list-style-type: none"> • Raise the profile of people with disability. • Facilitate community interaction between the general public and people with disability. • Incorporate explicit disability awareness activities. For example: an Auslan choir, wheelchair basketball, sensory room. 			Yes
DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Include representatives of Access and Inclusion Advisory Group (AIAG) in: <ul style="list-style-type: none"> • events planning, • hosting events and presentations, • annual review/ audit of programs and events. 	13. Voices are heard	In Progress
2	Review and improve the event checklist and promote its availability to staff and external event hosts.	7. Welcomed and accepted	In Progress
2	Include special requirements section in the Experience York app.	15. Information	In Progress
3	Provide opportunities for people with disability and the community to comment on access and inclusion to services, infrastructure, significant planning processes e.g. annual calls for feedback, feedback after experiencing services or facilities.	13. Voices are heard	In Progress
3	Allocate budget to expand library programs and materials for people with disability.	8. Recreation, Social, Arts and Culture	In Progress
3	Build connections and encourage community members to help each other out e.g. put bins out for people in need.	7. Welcomed and accepted	Not progressed
3	Include diverse voices in Youth Committee and development of Youth Strategy.	13. Voices are heard	In Progress

3	Involve volunteers in delivery of library books to those in need.	8. Recreation, Social, Arts and Culture	To be commenced
4	Promote accessible and inclusive services in or around York.	15. Information	In Progress
4	Prioritise business and community grants for those who provide access for people with disability.	8. Recreation, Social, Arts and Culture	Completed
4	Collaborate with local community groups and services to deliver an Intergenerational Seniors Appreciation event aimed at and inclusive of children.	8. Recreation, Social, Arts and Culture	Completed
4	Collaborate with local agencies to plan an Access & Inclusion Expo.	7. Welcomed and accepted	Completed
4	Investigate more accessible parking outside IGA & Post Office.	5. Community Infrastruce	Completed

SECTION 2: DAIP OUTCOME 2 – BUILDINGS AND FACILITIES

People with disability have the same opportunities as other people to access the buildings and facilities of a public authority.

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Ensure an independent access auditor is used for all significant facility, precinct or public open space development or upgrade projects undertaken.	5. Community Infrastruce	To be commenced
1	Raise relevant staff awareness about best practice in access and inclusion e.g. universal design.	5. Community Infrastruce	In Progress
2	Include “accessibility” in the development of Operational Plans for a range of assets.	5. Community Infrastruce	Not progressed
2	Continue to explore a Changing Places facility.	5. Community Infrastruce	In Progress
3	Incorporate accessible design features as part of any new or planned upgrades to facilities and/or public open space.	5. Community Infrastruce	In Progress
3	Improve signage to key accessible locations e.g. toilets and parking.	5. Community Infrastruce	In Progress
4	Provide a fact sheet to advocate to local business the requirements for and the benefits of providing accessible and inclusive buildings and facilities.	15. Information	To be commenced

SECTION 3: DAIP OUTCOME 3 – INFORMATION

People with disability receive information from a public authority in a format that enables them to access the information as readily as other people.

QUESTION			ANSWER
Does your authority have accessible formats of your Disability Access and Inclusion Plan? Accessible formats include: accessible word and pdf versions, audio, Easy Read.			Choose an item.
DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Check all documents for digital accessibility issues using built-in checkers in Word, Excel, PowerPoint, Outlook, and Adobe Acrobat.	15. Information	To be commenced
1	Conduct an audit of style guide and all front facing documents to ensure consistency and compliance with accessibility standards.	15. Information	To be commenced
1	Involve AIAG in testing, reviewing and providing feedback on information and communications.	15. Information	In Progress
2	Ensure inclusive language and imagery reflects diversity in the community.	15. Information	In Progress
2	Provide publicly available information about accessible and inclusive services and facilities including toilets, ACROD parking, quiet times and sensory spaces at events or facilities such as library, on website and in other formats e.g. brochures.	15. Information	In Progress
3	Check/audit that website conforms to the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.2 Level AA standard.	15. Information	To be commenced
3	Develop intranet so it is easy for staff to locate key documents.	15. Information	In Progress
3	Embed Australian Standard 301.549 - <i>Accessibility requirements suitable for public procurement of ICT products and services</i> - into procurement policies to guide and support information and communication technology (ICT) procurement processes.	15. Information	Not progressed

SECTION 4: DAIP OUTCOME 4 – SERVICE QUALITY

People with disability receive the same level and quality of service from the staff of a public authority as other people receive.

QUESTION			ANSWER
<p>Did your authority deliver training in 2024-2025 that improved staff capacity to respond positively to people with disability?</p> <p>If yes, what type of training was provided:</p> <p><input type="checkbox"/> Disability awareness <input type="checkbox"/> Disability awareness refresher</p> <p><input checked="" type="checkbox"/> Other: BUSINESS ACCESSIBILITY EMPOWERMENT PROGRAM (BAEP)</p> <p>For Other: Examples include: disability confident recruiter, Auslan, Easy Read.</p>			Yes
DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Provide initial training at onboarding stage.	7. Welcomed and accepted	To be commenced
1	Provide annual refresher training/videos on intranet.	7. Welcomed and accepted	To be commenced
1	Involve AIAG in service evaluation.	13. Voices are heard	In Progress
2	Include access & inclusion training in the onboarding of all new staff and Councillors.	7. Welcomed and accepted	To be commenced
3	Implement suggestions from O'Brien Harrop audit.	5. Community Infrastructure	In Progress
4	Provide publicly available information about accessibility in the Shire including toilets, ACROD parking, quiet times and sensory spaces at events or facilities such as library.	15. Information	In Progress
4	Provide publicly available information about accessibility in the Shire including toilets, ACROD parking, quiet times and sensory spaces on website and in other formats e.g. brochures.	15. Information	In Progress

SECTION 5: DAIP OUTCOME 5 – COMPLAINTS

People with disability have the same opportunities as other people to make complaints to a public authority.

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Increase awareness of complaint procedures e.g. broaden mechanisms to share it, regular updates to community to "let us know there is an issue for us to address".	13. Voices are heard	In Progress
1	Develop a checklist/procedure for how we action complaints.	15. Information	Completed

2	Include access and inclusion information in the new registration/booking system "SpacetoCo" for venue bookings.	15. Information	In Progress
2	Implement utilisation of event checklist to ensure access and inclusion requirements are addressed.	13. Voices are heard	In Progress
3	Include provision of feedback about the outcomes in any checklist or procedure on actioning complaints.	15. Information	Completed
3	Share the results of consultations through a variety of channels.	15. Information	Completed

SECTION 6: DAIP OUTCOME 6 – CONSULTATION

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

QUESTION			ANSWER
<p>Does your authority have a DAIP advisory, reference or working group with members who have lived experience of disability?</p> <p>A DAIP advisory, reference or working group is one whose purpose is to:</p> <ul style="list-style-type: none"> • Shape your public authority's access and inclusion initiatives. • Raise the profile of access and inclusion within your public authority. • Influence change in policy and practices relating to access and inclusion. 			Yes
DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Increase awareness of complaint procedures e.g. broaden mechanisms to share it, regular updates to community to "let us know is an issue for us to address".	13. Voices are heard	In Progress
1	Develop a checklist/procedure for how we action complaints.	15. Information	Completed
2	Include access and inclusion information in the new registration/booking system "SpacetoCo" for venue bookings.	15. Information	In Progress
2	Implement utilisation of event checklist to ensure access and inclusion requirements are addressed.	13. Voices are heard	In Progress
3	Include provision of feedback about the outcomes in any checklist or procedure on actioning complaints.	15. Information	Completed
3	Share the results of consultations through a variety of channels.	15. Information	Completed

SECTION 7: DAIP OUTCOME 7 – EMPLOYMENT

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

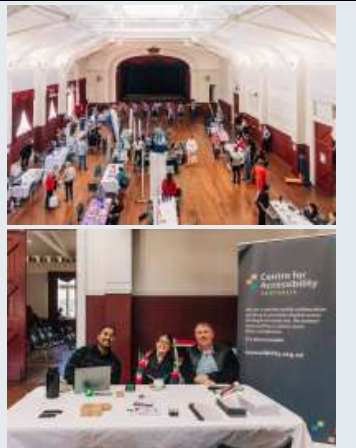
QUESTION			ANSWER
Local Government: How many elected members disclose they have disability?			0
State Government: Does your authority have a government board/s? If yes, how many board members disclose they have a disability?			CHOOSE AN ITEM. Choose an item.
DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Formalise relationships with service providers e.g. Essential Personnel.	2. Employment and economic independence	Completed
1	Ensure recruitment opportunities are shared with service providers.	2. Employment and economic independence	Completed
1	Explore opportunities for traineeships, job customisation, internships and volunteering opportunities to support skills development.	2. Employment and economic independence	Completed
2	Amend procurement processes to prioritise contractors that provide employment opportunities for people with disability.	2. Employment and economic independence	Completed
3	Explore Disability Confident Recruiter recognition through Australian Network on Disability.	2. Employment and economic independence	Not progressed



SECTION 8: ACHIEVEMENTS

- Select three achievements – the third must be an achievement from either DAIP Outcome 3, 4, 5, or 6.
- Limit the achievement description to 150 words maximum.
- Achievements must demonstrate at least one of the following:
 - ☐ Resulted in positive change: what happened and what changed.
 - ☐ Innovation: implemented or created something new to address a need, gap or solve a problem.
 - ☐ Improvement in disability access and inclusion practice. For example: building project progressing from minimum standards to application of universal design principles.
 - ☐ Outcomes: where change has been measured. For example: increased awareness, satisfaction, knowledge, confidence.

Photos

- Insert a maximum of two photos per achievement.
- Only submit photos where permission to publish the image has been obtained.
- Photos should be in jpeg format and be a minimum of 300 dpi.

ACHIEVEMENT 1 (maximum word count: 150)	Photos (max. 2)
Achievement is from DAIP Outcome: 1. Events and Services	
Photos: <input type="checkbox"/> Permission to publish confirmed <input type="checkbox"/> Minimum 300 dpi	
<p>Achievement:</p> <p>YORK ACCESS & INCLUSION EXPO & FORUM 16 May 2025</p> <p>Attendees could explore services, support networks and innovative solutions to remove barriers and enhance lives. A free event showcasing 15 exhibitors from York and surrounds plus a program of presentations covering topics and services including, but not limited to, mental health support, disability advocacy, online accessibility and LGBTQI+ supports. The event promoted education and awareness of disability and diversity. Standout highlights from the day included demonstrations from York's local Seniors Mobility Group and the vibrant presence of drag queens Barbie Q & Lola Blade, who's participation not only entertained but reinforced the event's strong message of acceptance and visibility across all identities. This was the Shire of York's inaugural Access & Inclusion Expo, delivered biennially. The Shire's Access & Inclusion Advisory Group members were invited to attend to review the event and provided feedback via a specific questionnaire to inform future delivery.</p>	

ACHIEVEMENT 2 (maximum word count: 150)	Photos (max. 2)
Achievement is from DAIP Outcome: 2, Buildings and Facilities	
Photos: <input checked="" type="checkbox"/> Permission to publish confirmed <input type="checkbox"/> Minimum 300 dpi	
<p>Howick Street Access & Inclusion Upgrades</p> <p>The Shire recently completed upgrades along Howick Street including new concrete paths and the provision of access ramps and tactile pavers with an emphasis on ensuring safe and stable travel and connectivity. A new accessible parking bay to meet current standards was also installed in front of the Howick Street accessible public toilets.</p> <p>New Customer Service Counter in Shire Office</p> <p>The existing counter was at a consistent height limiting the accessibility for those in a wheelchair or with mobility issues that could not comfortably stand. The newly installed counter has addressed these issues with the inclusion of a lowered section beneficial for visitors and staff where a seated option is required. To further enhance customer service, a counter-based hearing loop is a welcome addition for the hearing impaired. Signage informing visitors of the availability of the hearing loop has also been installed.</p>	
ACHIEVEMENT 3 (maximum word count: 150)	Photos (insert max. 2)
Achievement is from DAIP Outcome: 4. Service Quality	
Photos: <input checked="" type="checkbox"/> Permission to publish confirmed <input type="checkbox"/> Minimum 300 dpi	
<p>A collaboration with People with Disabilities WA and their Business Accessibility Empowerment Program (BAEP) to review and report on the accessibility of the Shire's Community Resource Centre and Visitors Centre. A PWDWA local youth recruit (aged 15-25) with a disability was trained and mentored by a PWDWA Project Officer to conduct the assessments and compile the reports based on their evaluations.</p> <p>Outcomes achieved included:</p> <p>A comprehensive assessment of the two Shire premises identifying actions that could be taken to improve accessibility and safety for employees and visitors.</p> <p>Identified 'easy wins' such as improvements to entry signage and provision of suitable seating options have been implemented and further works have been identified for implementation as budgets permit.</p> <p>The initiative provided opportunity for a young, local individual to gain paid casual employment, as well as training and mentoring around inclusivity, which developed their skills and confidence towards future employment.</p>	

If your public authority produced video or social media clips to promote and demonstrate the impact of any of your DAIP actions or activities – please include hyperlinks below.

DAIP stories in digital form

Did your authority produce video or social media clips on any DAIP actions/activities in 2024-2025?	YES
---	-----

If yes, please provide hyperlinks to digital content if publicly available online.

Hyperlink 1: [\(17\) Facebook](#) Link: Access & Inclusion Expo

Hyperlink 2: [\(17\) Facebook](#) Link: Counter at Shire Administration

Hyperlink 3: [\(17\) FACEBOOK](#) Link: Howick St Upgrades Notification

Please submit your completed Disability Access and Inclusion Plan (DAIP) Progress Report 2024-2025 to: StateDisabilityStrategy@communities.wa.gov.au by 4pm, Wednesday 16 July 2025.

SY076-07/25 REQUEST FOR OUTSTANDING REPRESENTATION SPONSORSHIP - NATIONAL SWIMMING COMPETITION SELECTION

File Number:	4.9687
Author:	Gemma Bovington, Project Officer
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Nil
Disclosure of Interest:	Nil
Appendices:	1. Outstanding Representation Sponsorship Application - Mia Wherrett - Confidential 2. Formal Selection Letter - National Swimming Competition - Confidential

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents an Outstanding Representation Sponsorship funding request of \$250 from Mia Wherrett to represent Western Australia at a National Swimming competition.

BACKGROUND

Policy C8 – Funding: Grants and Sponsorship includes the Shire of York's commitment to supporting its residents who are selected to represent at national or international levels.

According to the policy and guidelines, Outstanding Representation Sponsorship (ORS) applications are not assessed against the requirements of standard funding requests, such as the need for acquittal reports etc. To be eligible for sponsorship as per the guidelines, ORS applications need to provide proof of formal selection and York residency.

COMMENTS AND DETAILS

The School Sport Australia National Schools Championships are held each year allowing students from across Australia to compete at the highest level. A competitive process is undertaken to select students to represent their state in their chosen sports.

Mia Wherrett has been selected to represent the *School Sport WA Swimming 13 - 19 Team* to compete at the National Championships in Brisbane, Queensland from 26 to 31 July 2025.

Ms Wherrett's love and talent for swimming has been developed and supported through ongoing membership of the York Swimming Club over many years. The opportunity to compete at the next level would be a great step for her personal and sporting development. Her training schedule includes regular use of the Shire of York gym and swim training multiple times a week, travelling out of York when the pool is closed for the off-season.

The request for ORS sponsorship was originally requested to contribute towards the team uniform cost of \$300. However, individual requests for purchase of sports uniforms are not allowed under Policy C8. This was discussed with the applicant who has since requested to redirect the ORS sponsorship to contribute towards the costs of flights or accommodation while in Brisbane.

It should be noted that Ms Wherrett is employed casually as a temporary lifeguard at the York Swimming Pool during the pool season, and still under the employ of the Shire. According to Policy

C8, Councillors and Employees are not eligible for funding. For this reason, the Administration is unable to recommend Council support the application. However, there are no other reasons why the application should be rejected.

A copy of the sponsorship application is presented in confidential Appendix 1 and a copy of the selection letter is presented in confidential Appendix 2. As mentioned earlier, the provision of this information meets the eligibility criteria for the ORS.

OPTIONS

Council has the following options:

Option 1: Council could choose not to provide sponsorship to Mia Wherrett.

Option 2: Council could choose to move an Alternate Motion to receive the request for sponsorship, approve the amount of \$250 to be provided to Mia Wherrett and direct the Chief Executive Officer to include the funds in the 2025/26 budgeting process.

Option 3: Council could choose to provide a different amount of sponsorship to Mia Wherrett.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Applicant's family

Strategic

Council Plan 2025-2035

Pillar 1: Community and cultural vitality

A strong, inclusive community supporting all cultures and generations.

Policy Related

C8 Funding: Grants and Sponsorship

Financial

If Council approves the request for sponsorship, funding will be allocated in the 2025/26 budget.

Legal and Statutory

Not applicable

Risk Related

The reputational risk to Council should the funding request not be supported is rated as minor.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to Request for Outstanding Representation Sponsorship - National Swimming Competition Selection, Council:

1. Receives the request for sponsorship for Mia Wherrett as selected for the *School Sport WA Swimming 13 - 19 Team* to compete at the National Championships in Brisbane, Queensland from 26 to 31 July 2025, as presented in confidential Appendix 1.
2. Rejects the request for \$250 in sponsorship in accordance with the Outstanding Representation Sponsorship guidelines.

Cr Wright moved an Alternate Motion.

RESOLUTION**050725****Moved: Cr Peter Wright****Seconded: Cr Chris Gibbs**

That, with regard to Request for Outstanding Representation Sponsorship - National Swimming Competition Selection, Council:

1. **Receives the request for sponsorship for Mia Wherrett as selected for the School Sport WA Swimming 13 - 19 Team to compete at the National Championships in Brisbane, Queensland from 26 to 31 July 2025, as presented in confidential Appendix 1.**
2. **Approves the amount of funding of \$250 to be provided to Mia Wherrett.**
3. **Directs the Chief Executive Officer to include the funding in the 2025/26 budgeting process.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

REASON: Council wanted to support local sporting talent in achieving their aspirations.

SY077-07/25 REQUEST FOR TOURISM FUNDING - WESTCYCLE - CANOLA CLASSIC

File Number:	4.9712
Author:	Rebecca Atkinson, Manager Tourism & Economic Development
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	22 July 2022 (040722) 22 November 2022 (071122) 27 June 2023 (080623) 27 February 2024 (070224) 25 June 2024 (050624) 25 February 2025 (110225)
Disclosure of Interest:	Nil
Appendices:	1. Application & Budget - Confidential 2. Assessment Report - Confidential

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents a funding request from West Cycle for Canola Classic 2025.

BACKGROUND

Policy C8 – Funding: Grants and Sponsorship outlines the Shire of York's framework for distributing funding, grants, and sponsorships to support community initiatives, tourism, and economic development projects that align with its strategic goals. It ensures transparent, fair, and accountable allocation of public funds, with clear criteria for eligibility, application, assessment, and reporting.

Eligible applications are assessed against the following criteria:

1. Compliance with guidelines and policy.
2. Value for investment.
3. Community, social and sporting benefit with a high ratio of public over private benefit.
4. Alignment to the Council Plan 2025-2035 aspirations and outcomes.
5. Level of dedication and proven commitment demonstrated by the applicant (previous funding acquittals, matched funding contributions, project's reach and participation levels).

This report presents an application received in June through the Tourism Funding which are open all year.

The Canola Classic, run by WestCycle, has received previous Shire funding, as considered by Council at its July 2022 Ordinary Meeting (Resolution 040722), June 2023 Ordinary Meeting (Resolution 080623) and June 2024 Ordinary Meeting (Resolution 050624). WestCycle has successfully acquitted these funds as presented to Council at its November 2022 Ordinary Meeting (071122), February 2023 Ordinary Meeting (070224) and February 2025 Ordinary Meeting (110225).

The Canola Classic 2025 is scheduled for August 2025.

COMMENTS AND DETAILS

The Canola Classic is a well-established annual cycling event coordinated by WestCycle, a not-for-profit organisation supporting cycling across Western Australia. The event offers participants a scenic and professionally supported ride through the York region, showcasing the iconic blooming canola fields during one of the area's most picturesque seasons.

Now a staple event on WA's cycling calendar, the Canola Classic has built a strong reputation over multiple years as a bucket list ride that blends challenging routes with York's natural beauty and rural charm. Riders choose from two (2) route options (93km and 52km), supported by traffic management, volunteers and the WestCycle event team. The event starts and finishes at the York Recreation and Convention Centre (YRCC), which serves as the event village.

Key features of the 2025 Canola Classic include:

1. Cycling routes (93km and 52km), through the Avon Valley, with road safety management and marshalling support.
2. Participation from over 300 riders and support crew, predominantly from metropolitan Perth and regional WA.
3. Event village, with proposed market stalls and food vendors, at the YRCC.
4. Strategic media and marketing, including web content, statewide radio, local press and digital promotions, with links to the Shire of York website.
5. Partnerships with services and volunteers, ensuring a safe, compliant, and welcoming event environment.
6. Environmental sustainability, with minimal physical infrastructure and effective waste management practices.

The Canola Classic aligns with the Shire's strategic objectives across tourism, economic development, and healthy lifestyles. It complements York's growing reputation as a cycling-friendly destination and brings visitation to the area during the winter-spring transition period.

The event reinforces York's role as a vibrant destination for outdoor recreation and events. Its accessible format also attracts a wide demographic, including families, recreational riders, and first-time event participants.

The Canola Classic continues to grow its reach and recognition each year, and promotional value for the region while offering an iconic experience in one of WA's most scenic rural landscapes.

The application was checked for compliance by the Manager Tourism & Economic Development (MTED). An Assessment Panel, consisting of the Acting Executive Manager Corporate & Community Services, and MTED, then reviewed the application against the criteria outlined in the funding guidelines through a detailed questionnaire, assigning a numerical score against each question. These questions aligned with four (4) key deliverables. The Assessment Panel identified that the proposed event offers social, strategic, and promotional benefits to the Shire.

However, it was determined the funding request of \$20,000 exceeded the scale of the anticipated deliverables. The funding request, as a proportion of total budget, was considered excessive. The amount of budget allocated to event planning was not supported and the use of local businesses was minimal. Notwithstanding that, the event does bring a large number of people to York and showcases the town as a desirable destination. After considering these matters, the Panel recommends that \$5,000 be allocated to support the event, reflecting a more proportionate level of investment.

Comments from the Assessment Panel include:

1. A well-established event with a proven track record of success and strong attendance.
2. Including food vans at the event village so visitors do not have to go into town is a negative for our local economy.

3. The detailed quotes demonstrated the majority of service providers have been sourced from outside of York including mobile toilets and ambulance services, limiting local spend for the event.

The proposed level of funding has been discussed with the applicant and WestCycle have advised it is satisfied with any level of support and are keen to learn what changes or improvements can be made for future events.

A copy of WestCycle's application and budget is presented in confidential Appendix 1.

A copy of the assessment panel's report is presented in confidential Appendix 2.

The following table outlines the proposed funding schedule.

TABLE 1.

WestCycle 2025			
FINANCIAL YEAR	SPONSORSHIP	FIRST PROGRESS PAYMENT (80%)	FINAL PAYMENT ON ACQUITTAL (20%)
2025/26	\$5,000 ex GST	Following 2025/26 budget adoption	1 December 2026 or earlier upon successful acquittal

OPTIONS

Council has the following options:

Option 1: Council could choose to provide funding support to WestCycle.

Option 2: Council could choose not to provide funding support to WestCycle.

Option 4: Council could choose to provide a different amount of funding support to WestCycle.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

WestCycle

Assessment Panel

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 and Sponsorship

Financial

If approved, funding will be allocated in the 2025/26 budget.

Legal and Statutory

Not applicable

Risk Related

The overall financial risk is moderate with regards to approving the funding request. Acceptable controls and treatments through the existing funding guidelines and acquittal reporting requirements are in place to manage the risks identified at an acceptable level.

The reputational risk to Council should the funding request not be supported is rated as medium.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION

060725

Moved: Cr Denese Smythe

Seconded: Cr Chris Gibbs

That, with regard to Request for Tourism Funding - WestCycle - Canola Classic, Council:

- 1. Receives the request for funding from WestCycle – Canola Classic, as presented in confidential Appendix 1.**
- 2. Approves the amount of funding to be provided in accordance with the table below:**

FINANCIAL YEAR	SPONSORSHIP	FIRST PROGRESS PAYMENT (80%)	FINAL PAYMENT ON ACQUITTAL (20%)
2025/26	\$5,000 ex GST	Following 2025/26 budget adoption	1 December 2026 or earlier upon successful acquittal

- 3. Directs the Chief Executive Officer to include the funding in the 2025/26 budgeting process.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

SY078-07/25 NEW POLICY - CHILD SAFE AWARENESS

File Number:	4.9680
Author:	Anneke Birleson, Manager Governance & People Ami Hannington, HR & Organisational Development Officer
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. Child Safe Awareness Policy Template for Local Governments ↓ 2. Draft Child Safe Awareness Policy ↓ 3. Child Safe Awareness Implementation Checklist ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents a proposed new policy relating to the Shire's commitment to Child Safe Awareness, for consideration.

BACKGROUND

On 15 December 2017 the Royal Commission presented a final report to the Governor-General, detailing the culmination of a five (5) year inquiry into institutional responses to child sexual abuse and related matters.

In 2018, the State Government accepted, or accepted in principle, all 310 Royal Commission recommendations applicable to WA, including Recommendation 6.12.

A Child Safe Awareness Policy template for local governments was developed in response to Recommendation 6.12 in recognition of the important role that local governments play in building a community approach to child safety. This template is presented in Appendix 1.

The Royal Commission identified the opportunity to utilise the established responsibilities of local government within their broader role of supporting the community to protect the safety and wellbeing of children and young people.

The template is focused on the role of local governments in WA in building and maintaining child safety awareness and knowledge by providing information for the organisations and individuals that operate in their communities.

COMMENTS AND DETAILS

Officers have used the template policy and converted it to the Shire's standard format and made minor textual changes. The draft Child Safe Awareness Policy for the Shire of York is presented in Appendix 2.

The purpose of the policy is to demonstrate the Shire of York's commitment to supporting the safety and wellbeing of all children and young people in the community. The policy aligns with Recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse, which highlights the role local governments can play in promoting child safety at a community level.

This policy outlines the Shire's leadership role in encouraging child safe practices across its facilities, services and programs, and in supporting local organisations to adopt child safe approaches. It applies to all Shire employees, volunteers, contractors, and any individuals undertaking work on behalf of the Shire, as well as occupants and users of Shire-owned venues and facilities.

While the Shire is not responsible for the enforcement of child safe standards across external organisations, it recognises its ability to influence and support safe practices through awareness, education, and community engagement. The policy provides a framework for the Shire to deliver child safe messaging, promote access to relevant resources, and ensure internal processes, such as recruitment and policy development, incorporate child safe considerations.

The Child Safe Awareness policy establishes the following overarching principles:

1. The rights of children and young people are upheld.
2. Children and young people are respected, listened to, and informed about their rights.
3. Children and young people have the fundamental right to be safe and cared for.
4. Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
5. The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
6. Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
7. The community is informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
8. Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Due to its links with Work Health and Safety legislation, the Shire's Health and Safety Committee was consulted and the draft endorsed prior to the Executive Leadership Team review and endorsement.

Endorsement of this policy by Council will ensure the Shire of York continues to meet community expectations and legislative guidance in safeguarding children and young people.

If adopted, Officers will then use the government provided guidelines to ensure that all necessary steps are taken to effectively implement the Child Safe Awareness Policy. The Department of Local Government, Sport and Cultural Industries (DLGSC) have provided a checklist and guidelines to assist in monitoring compliance and promote ongoing improvements in child safety practices, with a copy presented in Appendix 3.

OPTIONS

Council has the following options:

- Option 1:** Council could choose to adopt the Draft Child Safe Awareness policy, as presented in Appendix 2.
- Option 2:** Council could choose to suggest further changes to the Child Safe Awareness policy and identify what those changes are.
- Option 3:** Council could choose not to adopt the Child Safe Awareness policy.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Health & Safety Committee

StrategicCouncil Plan 2025-2035

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

Policy Related

There are currently no policies related to Child Safe Awareness.

Financial

Nil in relation to adopting the Child Safe Awareness policy.

Legal and Statutory

Section 2.7(2)(b) of the *Local Government Act 1995* is applicable to Council's role in relation 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."*

Risk Related

Given the potential reputational, compliance, and community safety implications, the overall risk of not adopting the policy would be rated as Moderate.

Failure to adopt the Child Safe Awareness Policy presents several risks to the Shire of York, including:

1. **Reputational Risk:** Not having a formal policy in place may be perceived by the community and stakeholders as a lack of commitment to child safety, particularly in light of the Royal Commission's findings and national expectations.
2. **Governance and Compliance Risk:** The policy supports alignment with Recommendation 6.12 of the Royal Commission and the National Principles for Child Safe Organisations. Failure to adopt the policy may limit the Shire's ability to demonstrate good governance and alignment with broader state and national child safety frameworks.
3. **Operational Risk:** Without a clear policy framework, Shire staff, volunteers, contractors, and facility users may not have appropriate guidance or expectations regarding child safe practices, potentially increasing the risk of inappropriate behaviour or inadequate responses to concerns.
4. **Community Risk:** The absence of this policy may result in missed opportunities to raise awareness, educate community groups, and support local organisations in fostering child safe environments, thereby increasing the risk of harm to children and young people within the community.

Adopting the policy is a proactive measure to mitigate these risks and reinforce the Shire's leadership in promoting child safety and wellbeing.

Workforce

The scope of this report is managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION

070725

Moved: Cr Chris Gibbs

Seconded: Cr Peter Wright

That, with regard to New Policy - Child Safe Awareness, Council:

1. **Adopts the Policy – Child Safe Awareness, as presented in Appendix 2.**
2. **Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Policy prior to publication.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

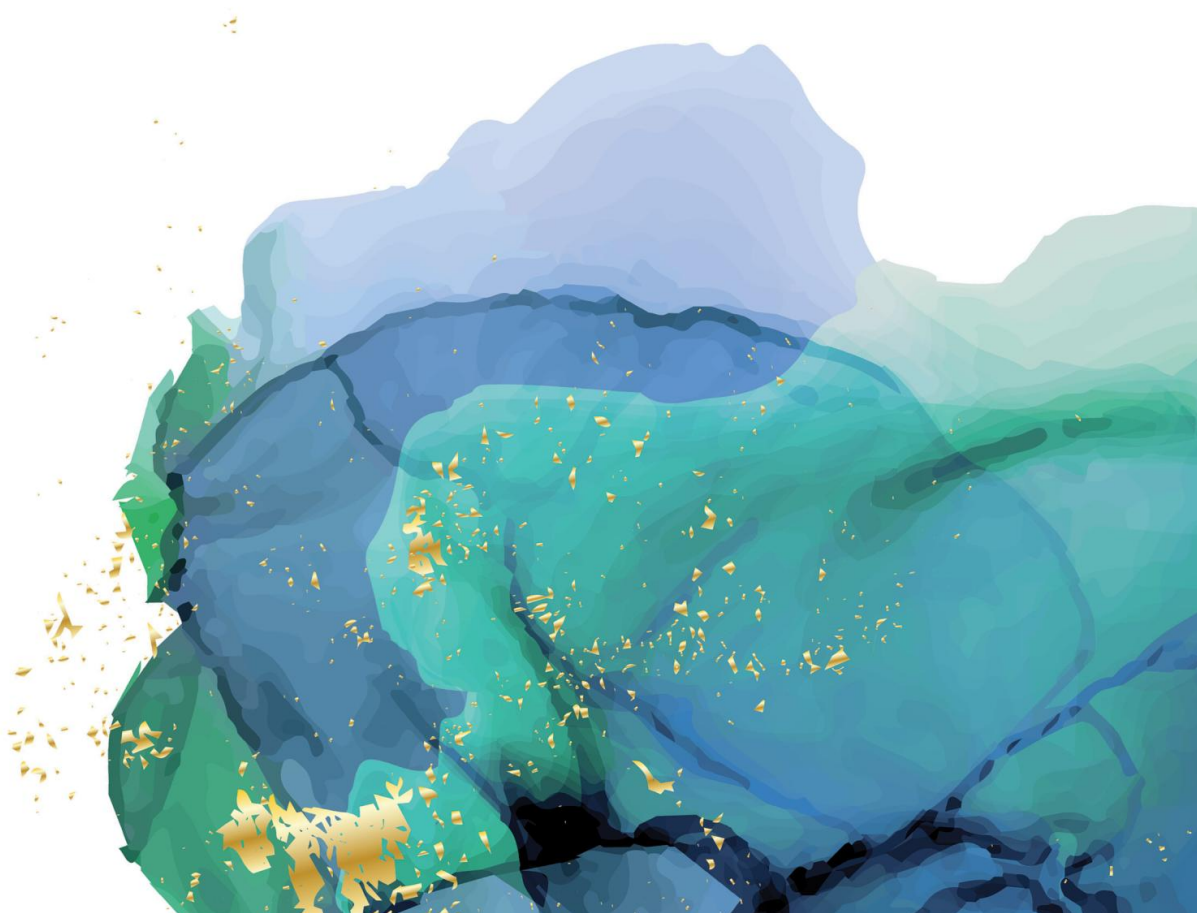


This initiative is part of the WA Government's action to create a Safer WA for Children by implementing the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.

Child Safe Awareness Policy

Template for local government

May 2023



Child Safe Awareness Policy

Template for local government

Background

This Child Safe Awareness policy template is focused on the external facing and public role of Western Australian local governments in providing child safe awareness and information for their district and supporting their local communities.

The template was developed in response to Recommendation 6.12 from the Royal Commission into Institutional Responses to Child Sexual Abuse and the Royal Commissions recognition of the important role of local governments in community development and community safety, particularly roles that impact on child safety. The Royal Commission identified the opportunity to integrate their direct responsibilities to children and young people within their wider role in the community.

Instructions

This policy template can be used as a guide to develop a Child Safe Awareness Policy that is suited to your organisation.

Three sections of the template have been agreed broadly by local governments and should remain unchanged to provide a state-wide approach and to ensure consistency with the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission). The following sections are in 'blue' boxes and should not be changed:

- policy definitions
- policy principles; and
- policy functions

Local governments should adapt the remaining sections of the policy template to suit their local contexts, particularly the sections on scope, roles and responsibilities and related legislation. Instructions and examples for implementing the policy have been included in 'blue' text.

Local governments are strongly encouraged to develop an operational document to accompany the policy template which outlines the responsibilities for particular local government roles in implementing the Policy Functions. Please note that the State Government are producing the materials to be used in completing the Policy Functions including the child safe messages and a list of child safe resources to be provided to local government community groups and organisations.

Please note there are also companion resources available to support the implementation of your local government's Child Safe Awareness policy. These can be found [online](#).

Template

Policy Statement

[Local Government] supports and values all children and young people. [Local Government] makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways [Local Government] demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. [Local Government] is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that [Local Government] is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. [Local Government] will promote the safety and wellbeing of children across the community.

Consistent with the [National Principles for Child Safe Organisations](#) and [Commonwealth Child Safe Framework](#), this policy provides a framework that outlines the role of [Local Government] in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

Scope

The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all, employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the [Local Government], regardless of their work related to children or young people. It applies to occupants of [Local Government] facilities and venues, including visitors, contractors and suppliers.

Please do not change wording of this section

Definitions

Abuse: Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children: Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions
- places emphasis on genuine engagement with and valuing of children and young people
- creates conditions that reduce the likelihood of harm to children and young people
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm.

Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

Child Safe Awareness policy – Template for local government

Child safe: For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

Please do not change wording of this section. (Please add in any additional principles that may apply).

Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Please do not change wording of this section

Policy Functions

[Local Government] will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at [Local Government] venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

Responsibilities

[Local Government] has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although [Local Government] is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise [Local Government] facilities to operate in alignment with the Child Safe Awareness policy.

[Local Government] will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

Related [Local Government] Policies

Include here a list of any local government policies that are relevant to this policy or could be impacted by this policy, for example:

- Aboriginal / First Nations / Cultural Policy
- Child Safety Policy
- Employee Code of Conduct
- Corporate Communications Policy
- Community Signage Policy
- Employee Complaints Management Policy
- Engagement Policy
- Information Technology Policy
- Record Keeping Policy
- Strategic Community Plan
- Strategic and Operational Risk Plans
- Volunteer Policy
- Working with Children Checks Policy
- Youth Policy

Related Legislation and Policy

Include here a list of any legislation or policy frameworks that inform local government requirements, for example:

- *Child Care Services Act 2007*
- *Children and Community Services Act 2004*
- *Civil Liability Act 2002*
- *Corruption, Crime and Misconduct Act 2003*
- *Equal Opportunity Act 1984*

Child Safe Awareness policy – Template for local government

- *Freedom of Information Act 1997*
- *Local Government Act 1995*
- National Principles for Child Safety Organisations
- *Parliamentary Commissioner Act 1971*
- *Public Interest Disclosure Act 2003r*
- *Public Sector Management Act 1994*
- United Nations Convention on the Rights of the Child (CRC)
- *Work Health and Safety Act 2020*
- *Working with Children (Criminal Record Checking) Act 2004*

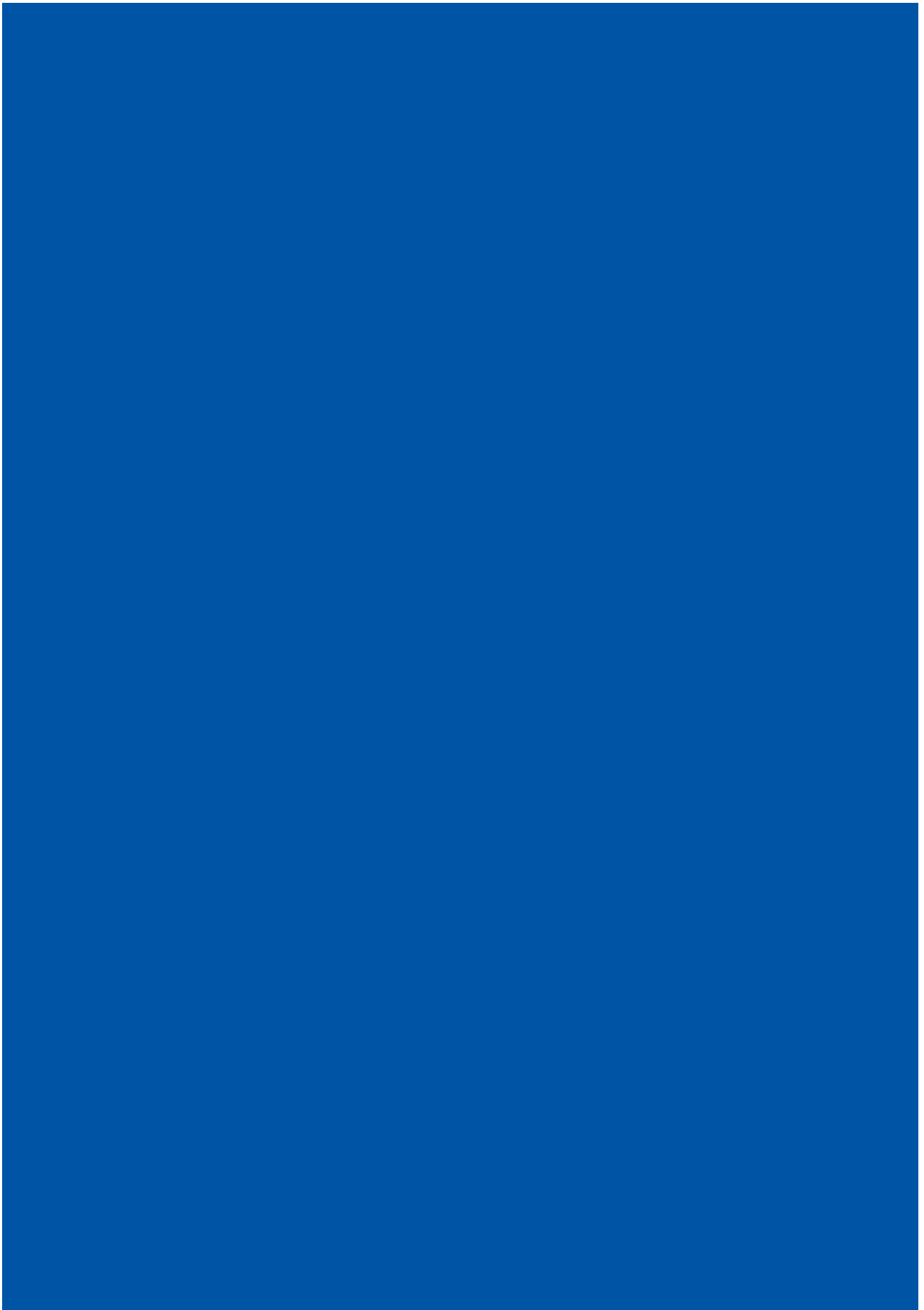
Review

This policy will be reviewed every two years or upon the introduction of other relevant policy or legislation related to the safety and wellbeing of children and young people.

Approval

Date:

Version	Date



GOVERNANCE POLICIES

Child Safe Awareness



Policy Number:	TBC
Relevant Delegation:	Not Applicable
Approved Details:	TBC
Last Review Details:	N/A

POLICY OBJECTIVE

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of York encourages local organisations to be child safe and ensure children are safe and empowered.

POLICY SCOPE

The safety and wellbeing of children is everyone's responsibility. This policy applies to all employees, volunteers, trainees, work experience students and anyone else who undertakes work on behalf of the Shire, regardless of whether their work relates directly to children or young people. It applies to occupants of Shire of York facilities and venues including visitors, contractors and suppliers.

POLICY STATEMENT:

INTRODUCTION

The Shire of York supports and values all children and young people. The Shire of York is committed to supporting the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire demonstrates its commitment to being child safe and its zero-tolerance approach to child abuse.

This policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of York is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. We will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the Shire's role in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

PRINCIPLES

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.

-
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
 - The community is informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
 - Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

PROVISIONS

The Shire will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at Shire of York venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).
- Ensuring Shire of York policies and procedures have child safe considerations, such as pre-employment screening.

Responsibilities

The Shire of York has a leadership role in our community to be child safe and promote child safe practices.

Although the Shire is not legally responsible for providing oversight of compliance with child safe practices, it will take reasonable steps to encourage persons who use Shire of York facilities to operate in alignment with the Child Safe Awareness policy.

The Shire of York will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Abuse: Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children: Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions
 - places emphasis on genuine engagement with and valuing of children and young people
 - creates conditions that reduce the likelihood of harm to children and young people
 - creates conditions that increase the likelihood of identifying any harm, and
-

-
- responds to any concerns, disclosures, allegations, or suspicions of harm.
Note: in the context of local government, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

Child safe: For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

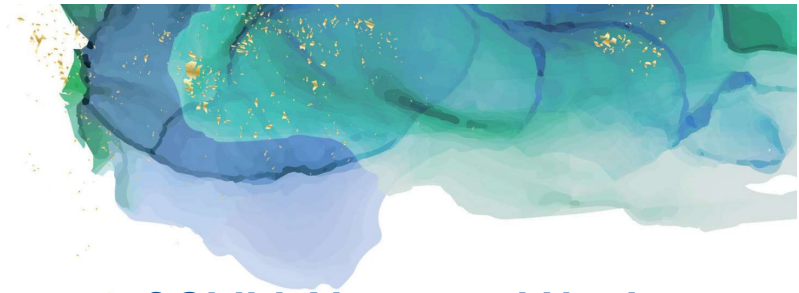
Responsible Officer: Chief Executive Officer

Contact Officer: Manager Governance & People

Relevant Legislation:

- Child Care Services Act 2007
- Children and Community Services Act 2004
- Civil Liability Act 2002
- Corruption, Crime and Misconduct Act 2003
- Equal Opportunity Act 1984
- Freedom of Information Act 1997
- Local Government Act 1995
- National Principles for Child Safety Organisations
- Parliamentary Commissioner Act 1971
- Public Interest Disclosure Act 2003r
- Public Sector Management Act 1994
- United Nations Convention on the Rights of the Child (CRC)
- Work Health and Safety Act 2020
- Working with Children (Criminal Record Checking) Act 2004

Review History				
Former Policy No.: N/A				
Council Adoption	Date	TBC	Resolution No.	TBC
Reviewed	Date			



Responding to Disclosure of Child Abuse and Neglect

Please use the below checklist to ensure all steps are taken to effectively implement the Child Safe Awareness Policy for local government.

- ☐ 1. Adapt policy (from template) to local government area by
 - including additional Policy Principles (if required),
 - addition related local government policies and legislation, and
 - transferring to local government policy template
- ☐ 2. Seek policy approval by Council through normal approval process
- ☐ 3. Distribute local government staff communication to raise internal awareness of policy as per usual local government process (newsletter/ intranet/ information session etc)
- ☐ 4. Develop operational document for local government to accompany implementation of the Policy clearly outlining allocation of tasks and responsibilities to specified roles within local government
- ☐ 5. Communicate with responsible staff to determine required actions and timelines for completion including the promotion of child safe messages
- ☐ 6. Provide necessary information to staff within specified roles including awareness of referral pathways resource and resources for child safe organisations information
- ☐ 7. Promote child safe message posters in line with Guidelines for promoting child safe messages
- ☐ 8. External communication to the broader community of adoption of policy (social media/ website content) using communications materials
- ☐ 9. Update Operational Plans and Job Descriptions (if required)
- ☐ 10. Update any advice/instructions for contractors, hirers, occupants (where required)

Additional actions to complete within 12 months of implementation

- 11. Policy monitoring
- 12. Policy reporting (if required)
- 13. Policy review and updating (if required)

SY079-07/25 PROPOSED SHIRE OF YORK BUSH FIRE BRIGADES LOCAL LAW 2025

File Number:	4.8286, 4.7712
Author:	Anneke Birleson, Manager Governance & People
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	26 October 2023 (041023) 28 May 2024 (060524) 24 September 2024 (090924) 22 April 2025 (110425)
Disclosure of Interest:	Nil
Appendices:	<ol style="list-style-type: none">1. Submission - BFAC ↓2. Submission - DFES ↓3. Proposed Shire of York Bush Fire Brigade Local Law 2025 - Marked Up ↓4. Proposed Shire of York Bush Fire Brigade Local Law 2025 - Clean ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

The purpose of this report is to seek Council's consideration of the submissions made, and to determine whether to make the proposed Shire of York Bush Fire Brigades Local Law 2025 in accordance with Section 3.12(4) of the *Local Government Act 1995* (the LG Act).

BACKGROUND

The Shire of York currently has five (5) operating Bush Fire Brigades (BFB). The management of these brigades has occurred through provisions in the *Bush Fires Act 1954* (BF Act).

The Shire of York already has a local law relating to the establishment, maintenance and equipment of BFBs, published in the Government Gazette on 21 March 1941. The local law was made under the former *Bush Fires Act 1937*.

WALGA recommended the Shire repeals its existing local law and establish a local law under the BF Act that is more current and fit for purpose.

To comply with the BF Act, Officers drafted a local law based on the WALGA model template. This model is understood to be acceptable to the Joint Standing Committee on Delegated Legislation (JSCDL). In consultation with the Community Emergency Services Manager (CESM) and representatives from the Bush Fire Advisory Committee (BFAC), Officers have made changes to the model, to achieve a more contemporary local law, as well as ensuring consistency with existing brigade management practices.

At its April 2025 Ordinary Meeting of Council, Council resolved (110425):

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

- 1. Commences the law-making process for the Shire of York Bush Fire Brigades Local Law 2024. 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: *Ensure the Shire of York's Bush Fire Brigades are created in accordance with the Bush Fires Act 1954.*

2. ***Authorises the Chief Executive Officer to carry out the law-making procedures under Section 3.12(3) of the Local Government Act 1995, by:***
 - a. ***Giving local public notice of the proposed Bush Fire Brigades Local Law 2025.***
 - b. ***Giving a copy of the proposed Bush Fire Brigades Local Law 2025 and the notice to the Director General of the Department Local Government Sport and Cultural Industries and the Commissioner of the Department of Fire and Emergency Services.***
3. ***Authorises the Chief Executive Officer to make any minor formatting or typographical changes to the proposed Shire of York Bush Fire Brigades Local Law 2025 prior to advertising.***
4. ***Notes that the 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 Local Law 2025 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."***

COMMENTS AND DETAILS

In accordance with Section 3.12 (3) of the LG Act, local public notice was given, inviting submissions. The submission period ended on 30 June 2025. In accordance with Section 3.12(3C) of the LG Act, feedback was sought from the Departmental CEOs of the Department of Local Government, Sport and Cultural Industries (DLGSC) and the Department of Fire and Emergency Services (DFES).

Submissions received from BFAC and DFES are presented in Appendix 1 and 2 respectively. No amendments to the proposed local law have been suggested.

Appendix 3 presents a fully marked-up version of the WALGA Model Local Law, showing all the proposed changes. Appendix 4 presents a clean version of the proposed local law.

The proposed local law is divided into six (6) parts, described in further detail below, with key amendments identified:

Part 1 – Preliminary

Provides basic information about the local law including its name, definitions of key terms used, its application and commencement.

Part 2 – Establishment of Bush Fire Brigades

Part 2, Division 1 provides for the Shire to establish BFBs. It specifies the positions to be appointed. Following the first Annual General Meeting of the BFB committee, these positions are thereafter appointed by the brigade.

Existing BFBs within the Shire of York are non-financial entities and therefore the positions of Secretary and Treasurer have been removed. Equipment is currently managed by the Shire's CESM. Should a need for these positions arise, clause 2.2(1)(v) allows for any other position deemed necessary to be appointed.

Part 2, Division 2 specifies the chain of command in relation to a fire ground. This part also refers to the Rules (Schedule 1) of each brigade. Upon commencement of the local law, existing brigades will continue to operate as if they were established under the local law.

Part 3 – Organisation and Maintenance of Bush Fire Brigades

The Shire is to ensure there is an appropriate structure under which BFBs can operate and are to supply each brigade officer with relevant legislation, policies and procedures. The Chief Bush Fire Control Officer (BFCO) has primary managerial responsibility for the organisation and maintenance of the BFBs. Each BFB must hold Annual General Meetings and nominate brigade members to serve as BFCOs for the brigade area and represent the brigade on the BFAC.

Part 4 – Types of Bush Fire Brigade Membership

The membership types included in the proposed local law reflect the existing BFB structures with the addition of the requirement to undergo any training as specified by the Shire. Feedback from DFES recommended adding in a clause relating to fire fighting members aged between sixteen (16) and eighteen (18) years of age.

Part 5 – Appointment Dismissal and Management of Members

This part refers to the Rules (First Schedule) in relation to the appointment and dismissal of members.

Part 6 – Equipment of Bush Fire Brigades

This part provides for the option to establish policies around funding for the brigades and a BFB's ability to request funding from the Shire. This funding is in addition to current Local Government Grant Scheme funds.

First Schedule – Rules Governing the Operation of Bush Fire Brigades

The Schedule outlines the rules under which the BFBs are to operate and includes the following matters:

1. Membership
2. Functions of Brigade Officers (Duties of the Captain and Lieutenants)
3. Responsibilities of the Committee
4. Meetings of the BFB
5. Meetings of the Committee
6. General administration
7. Issuing of notices and appointing proxies

Financial reporting requirements have been removed as none of the existing BFBs are incorporated bodies and do not charge fees for membership. Some BFBs in other local government areas are incorporated and therefore legally bound to report on annual financials.

Process for Making Local Law

The procedure for making local laws is prescribed in Sections 3.12 to 3.17 of the LG Act. The first step is for the person presiding at a Council meeting to give notice to the meeting of the purpose and effect of the proposed local law. This is to be recorded in the agenda and minutes of the meeting.

Recent changes to the LG Act have resulted in a few changes to the process since the last time the draft local law was advertised. As there are proposed changes to the wording of some provisions the Shire must follow the process according to Section 3.12(3) of the LG Act:

1. Give local public notice of the proposed local law in the prescribed way.
2. Invite submissions about the proposed local law for a period no less than six (6) weeks.
3. Provide a copy of the proposed local law to the Departmental CEO (Director General of DLGSC) and the CEO of the DFES (the Commissioner).

After the last day for submissions the Shire must consider any submissions made and either restart the process or formally make the local law by an Absolute Majority decision of Council. The process only needs to be restarted if any changes make the proposed local law significantly different to what has been proposed (Section 13.13 of the LG Act).

Once a local law is made, it is to be published in the Government Gazette and local public notice given including publishing on the Shire's website. The Minister *may* require the Shire to provide copies to Parliament along with any explanatory material. The local law comes into force fourteen (14) days after gazettal.

OPTIONS

Council has the following options:

- Option 1:** Council could choose not to make the new Bush Fire Brigades Local Law and continue to operate under the existing local law made in 1941.
- Option 2:** Council could choose to make additional changes to the proposed local law prior to making a determination.
- Option 3:** Council could choose to make the new Bush Fire Brigades Local Law and authorise the Chief Executive Officer to carry out the actions required in accordance with Section 3.12 of the LG Act.

Option 3 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

CESM – Beverley and York

Shire of York BFCOs

WALGA

Should Council choose to make the local law, Officers will organise publishing of the local law in the Government Gazette. Following this, local public notice will be provided and copies of the local law made available.

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 relating directly to BFBs. However, an updated Work Health and Safety Policy (Policy H1) was presented to Council in May 2024 and includes volunteers.

Financial

There will be costs associated with the advertising and gazettal of the proposed Bush Fire Brigade Local Law. These costs are unlikely to exceed \$5,000.

Legal and Statutory

Various Sections of the *Bush Fires Act 1954* are applicable and state:

“38. Local government may appoint bush fire control officer

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

41. Bush fire brigades

- (1) *For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.*

- (2) *A local government shall keep a register of bush fire brigades and their members in accordance with the regulations and shall register therein each bush fire brigade established by it under subsection (1) and each member of each such brigade.*
- (2a) *A local government is to notify the FES Commissioner as soon as practicable after any changes occur in any of the details required to be recorded in the register under subsection (2).*
- (3) *A local government may at any time cancel the registration of a bush fire brigade.*

43. Election and duties of officers of bush fire brigades

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

44. Powers and authorities of officers of bush fire brigade

- (1) *Subject to this Act, and except as provided in section 45 for the purpose of controlling and extinguishing or preventing the occurrence or spread or extension of a bush fire, or for any other prescribed purpose, the captain, or, in his absence, the next senior officer of a bush fire brigade, or in the absence of the captain and all other officers, any other member of the bush fire brigade, after consulting with the occupier of the land if he be present, has and may exercise all or any of the following powers and authorities, he may —*
 - (a) *control and direct the bush fire brigade at the fire or a person who voluntarily places his service at his disposal;*
 - (b) *either alone or with others under his command or direction, enter on land or into premises which may be on fire or in the neighbourhood of a fire for the purpose of taking such steps as he deems necessary for the control or extinguishment or for the prevention of the spread or extension of the fire, or take or give directions for taking such apparatus required to be used at a fire into, through, or upon land or premises as he considers convenient for the purpose;*
 - (c) *take any measures which in the circumstances are reasonable and appear to him to be necessary or expedient for the protection of life and property; and, for the purpose of controlling or extinguishing or for preventing the spread or extension of a fire, cause fences to be pulled down or removed, and bush or other inflammable material to be burnt, or otherwise destroyed or removed;*
 - (d) *enter or give directions for entering land or premises, and take or cause to be taken water from any source whatsoever, other than that for use at a school or the domestic supply of an occupier contained in a tank at his dwelling-house, whether the water is upon private land or other land, and in all other respects, when and as often as in his opinion he deems it necessary or expedient to do so, exercise all the powers and authorities of a bush fire control officer under this Act;*
 - (e) *either alone or with others under his command or direction enter a building which he believes to be on fire and take such steps as he considers necessary to extinguish such fire or prevent it from spreading*
- (2) *The powers conferred by subsection (1)(e) shall not be exercised —*
 - (a) *in an area which has been declared a fire district under the Fire Brigades Act 1942, unless at the express request of an officer of a fire brigade established under that Act; or*
 - (b) *in an area in which there is a fire brigade or volunteer fire brigade formed under the provisions of that Act, unless at the express request of an officer of the fire brigade or volunteer fire brigade as the case may be.*
- (3) *Subject to the provisions of sections 13(6) and 45, where the bush fire brigade of a local government is present at a fire which is burning within the district of the local government, if a*

bush fire control officer of the local government is not present, the captain or in his absence the next senior officer of the bush fire brigade of the local government, or in the absence of the captain

and all other officers of that bush fire brigade, any other member of that bush fire brigade has and shall take supreme control and charge of all operations and the officers and members of another bush fire brigade if present are subject to and shall act under his orders and directions.

- (4) *Subject to the provisions of sections 13(6) and 45, where a bush fire control officer of a local government is present at a fire which is burning in the district of the local government, he has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire are subject to and shall act under his orders and directions.*

62. Local government may make local laws

- (1) *A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for and in relation to —*
- (a) *the appointment, employment, payment, dismissal and duties of bush fire control officers; and*
 - (b) *the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and*
 - (c) *any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.*
- (2) *Where a regulation made by the Governor under this Act is inconsistent with or repugnant to a local law previously made by a local government under subsection (1) and still in force, the regulation prevails and the local law to the extent by which it is inconsistent with or repugnant to the regulation is deemed to be repealed.”*

Various Sections 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.*

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.*

3.13. Procedure where significant change in proposal

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

3.14. Commencement of local laws

- (1) *Unless it is made under section 3.17, a local law comes into operation on the 14th day after the day on which it is published in the Gazette or on such later day as may be specified in the local law.*
- (2) *A local law made under section 3.17 comes into operation on the day on which it is published in the Gazette or on such later day as may be specified in the local law.*

3.15. Local laws to be publicised

A local government is to take reasonable steps to ensure that the inhabitants of the district are informed of the purpose and effect of all of its local laws.

3.16. Periodic review of local laws

- (1) *Within a period of 15 years after the day on which a local law commenced or a determination in respect of the local law was last made under subsection (4), as the case requires, a local government must carry out a review of the local law to determine whether it considers that the local law should be repealed, be amended or remain unchanged.*
- (2) *The local government is to give local public notice stating that —*
 - (a) *the local government proposes to review the local law; and*
 - (b) *a copy of the local law may be inspected or obtained at any place specified in the notice; and*
 - (c) *submissions about the 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.*

[(2a) deleted]

- (3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*
- (4) *When its council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.*

** Absolute majority required.*

- (5) *If no determination is made under subsection (4) within the applicable 15-year period under subsection (1), the local law is repealed at the end of that period.*
- (6) *If a local law is repealed by subsection (5), the local government must, not later than 14 days after the end of the applicable 15-year period —*
- (a) give notice of the repeal 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 was made — the chief executive officer of that other department;*
 - and*
 - (b) publish notice of the repeal in the Gazette; and*
 - (c) give local public notice of the repeal.*
- (7) *If different provisions of a local law commenced on different days, the local law is taken, for the purposes of this section, to have commenced on the earliest of those days.*
- (8) *This section does not apply to a local law if all it does is amend the text of, or repeal, a local law.*

3.17. Governor may amend or repeal local laws

- (1) *The Governor may make local laws to amend the text of, or repeal, a local law.*
- (2) *Subsection (1) does not include the power to amend a local law to include in it any provision that bears no reasonable relationship to the local law as in force before the amendment.*
- (3) *The Minister is to give a local government notice in writing of any local law that the Governor makes to amend the text of, or repeal, any of the local government's local laws.*
- (4) *Section 5.94 applies as if a local law made under this section by the Governor were a local law made by the local government in accordance with section 3.12.*
- (5) *The reference in the Interpretation Act 1984 section 42(8)(b) to local laws includes local laws made under this section by the Governor."*

Risk Related

Under the BF Act, the Shire is required to adopt a BFB Local Law to ensure its brigades are properly established and brigade officers are properly appointed and empowered.

The Shire already has a local law, made under the former *Bush Fires Act 1937*. However, this local law is likely not fit for purpose. Existing brigades can continue to operate until a new local law is made.

The compliance risk is Insignificant due to the Shire having an existing local law.

The likelihood of occurrence is Possible presenting an overall risk rating of Low.

Workforce

The scope of this report is managed within current operational capacity.

VOTING REQUIREMENTS**Absolute Majority: Yes****RESOLUTION****080725****Moved: Cr Denese Smythe****Seconded: Cr Chris Gibbs****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.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright**Against: Nil*****CARRIED 5/0 BY ABSOLUTE MAJORITY***

Anneke Birleson

From: [REDACTED]
Sent: Wednesday, 2 April 2025 9:32 PM
To: Anneke Birleson
Cc: Lindon Mellor; Alina Behan; Troy Granville DFES; [REDACTED]
Subject: RE: Draft Shire of York BFB Local Law 2025
Attachments: Draft Shire of York BFB Local Law 2025.doc

Hi Anneke,

Thank you very much for sending that through and for taking the time to meet yesterday.

I have reviewed the marked up version of the draft Local Law and am satisfied that it has suitably addressed all of the concerns that I have raised on behalf of the BFAC. Thank you very much for your engagement through this process and hopefully there are no issues with getting this Local Law approved through the review process. Thanks again!

Kind Regards,

[REDACTED]
On Behalf of the CBFCO and the BFAC.

From: Anneke Birleson <[REDACTED]@york.wa.gov.au>
Sent: Wednesday, April 2, 2025 10:22 AM
To: [REDACTED]
Cc: Lindon Mellor [REDACTED]@york.wa.gov.au; Alina Behan [REDACTED]@york.wa.gov.au; Troy Granville DFES [REDACTED]@dfes.wa.gov.au
Subject: Draft Shire of York BFB Local Law 2025

Hi [REDACTED]

Thank you for taking the time to meet with us yesterday.

Please find attached completed marked up version of the draft Local Law. Please review and confirm if you (the BFCOs) happy with the changes.

Kind Regards

Anneke Birleson

Manager Governance & People



PO Box 22, York WA 6302
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D: [REDACTED]
W: 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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Government of **Western Australia**
Department of **Fire & Emergency Services**



Our Ref: D27965; 25/112644

Ms Alina Behan
Acting Chief Executive Officer
Shire of York
PO Box 22
YORK WA 6302

By email: records@york.wa.gov.au

Dear Ms Behan

SHIRE OF YORK BUSH FIRE BRIGADES LOCAL LAW 2025

I refer to the Shire's correspondence dated 6 May 2025 regarding their proposed *Bush Fire Brigades Local Law 2025* (**Proposed Local Law**) for review and direct response.

I acknowledge the FES Commissioner's previous recommendations in relation to the Shire's Bush Fire Brigades Local Law 2024, as well as the Shire's resolution in their ordinary council meeting of 22 April 2025 to re-commence the law-making process.

The Proposed Local Law reflects consideration of the Western Australian Local Government Association "model" local law and the FES Commissioner's previous recommendations. Therefore, I have no further feedback.

Yours sincerely

MELISSA PEXTON
ACTING COMMISSIONER

30 May 2025

SHIRE OF YORK

BUSH FIRE BRIGADES LOCAL LAW 2025

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

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PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

6.2 Equipment in brigade area

6.3 Funding from local government budget

6.4 Consideration in the local government budget

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**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

~~INSERT NAME OF LOCAL GOVERNMENT~~SHIRE OF YORK

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BUSH FIRE BRIGADES LOCAL LAW 2025

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the ~~insert name of local government~~Shire of York resolved on insert date to make the following local law.

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PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the ~~insert name of local government~~Shire of York Bush Fire Brigades Local Law 2025.

1.2 Definitions

- (1) In this local law unless the context otherwise requires –

“Act” means the *Bush Fires Act 1954*;

“brigade area” is defined in clause 2.2(1)(b);

“brigade member” means ~~any member referred to in clause 4.1a fire fighting member, associate member or a cadet member of a bush fire brigade;~~

“brigade officer” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“bush fire brigade” is defined in section 7 of the Act;

“Bush Fire Operating Procedures” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“CEO” means the ~~chief~~Chief executive-Executive officer-Officer of the ~~insert name of local government~~Shire of York;

“Council” means the Council of the local government;

“Department” means the Department of Fire and Emergency Services of Western Australia;

“district” means the district of the local government;

“fire fighting member” ~~means a registered operational member of a brigade and is defined in~~ clause 4.2;

“local government” means the ~~Shire of York~~*(insert name of local government)*;

“normal brigade activities” is defined by section 35A of the Act

“Regulations” means Regulations made under the Act; and

“Rules” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

(2) In this local law, unless the context otherwise requires, a reference to –

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant;
- (d) any additional Lieutenants;
- ~~(e) an Equipment Officer;~~
- ~~(f) a Secretary;~~
- ~~(g) a Treasurer; or~~
- ~~(h) a Secretary / Treasurer combined;~~

means a person holding that position in a bush fire brigade.

1.3 Repeal

The ~~By-Laws of the Shire of York relating to the establishment, maintenance and equipment of Bush Fire Brigades for the District of York, published in the Government Gazette on 21 March 1941~~ ~~Local Laws relating to~~ are repealed.

1.4 Application

This local law applies throughout the district.

1.5 Commencement

~~This local law comes into operation on the fourteenth (14th) day after the date of its publication in the Government Gazette.~~

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

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2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary; and
 - (v) any other position deemed necessary for the effective management of brigade activities.
 - (iv) an Equipment Officer;
 - (v) a Secretary; and
 - (vi) a Treasurer; or
 - (vii) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) An election is to be held at the first annual general meeting by the members of the bush fire brigade for appointments to the positions referred to in clause 2.2(1)(c) and every subsequent annual general meeting.
- (4)(6) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

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Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the first arriving bush fire control officer ~~most senior bushfire control officer~~ has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters. Any change over in control must be mutually agreed upon or be on the instruction of a more senior ranked bush fire control officer. A handover must be completed with any change in command.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –

“**commencement day**” means the day on which this local law comes into operation.

*Division 5 – Dissolution of bush fire brigade***2.6 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES*Division 1 – Local government responsibility***3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

*Division 2 – Chief Bush Fire Control Officer***3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting ~~during the month of March~~ prior to 7 October each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, at least one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate at least one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) ~~The Secretary~~ Each bush fire brigade is to forward a copy of the minutes of ~~the~~ its annual general meeting ~~of a bush fire brigade~~ to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to typically comprise of all local government appointed bush fire control officers, all bush fire brigade

~~Captains, at least one Elected member of Shire Council and any other member as the local government sees fit, include such number of nominees of the bush fire brigades as is determined by the local government.~~

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government ~~from the all~~ persons nominated by each bush fire brigade ~~a person~~ for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting members

- (1) Fire fighting members are those persons being at least ~~16~~ 18 years of age who undertake all normal bush fire brigade activities, ~~and have completed the required training qualifications as determined by the local government.~~
- (2) ~~A junior member who has reached 16 years of age and is under 18 years of age is eligible to be registered as a fire fighting or associate member if the brigade's Captain is satisfied that the prospective member is able to perform the requisite duties and if they have parental/guardian consent.~~

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4.3 Associate members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member

~~(1)~~ The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.

~~(2)~~ Life members are to have a minimum of ten (10) years of service.

~~(3)~~ No membership fees are to be payable by an honorary life member.

4.6 Notification of membership

No later than ~~31 May~~ 14 November in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances ~~and the provision of training~~; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

~~6.2 Equipment in brigade area~~

~~Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).~~

~~6.3.2~~ Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be

considered in the next following local government budget, ~~and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.~~

6.46.3 Consideration in the local government budget

~~In addition to funding made available through emergency services grants, the local government may approve or refuse an application for provide further funding depending upon the assessment of budget priorities for the year in question, in accordance with Part 6 of the *Local Government Act 1995*.~~

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FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
 - “**absolute majority**” means a majority of more than 50% of the number of:
 - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.
 - “**Committee**” means the Committee of the bush fire brigade;
 - “**local law**” means the ~~insert name of local government~~ Shire of York Bush Fire Brigades Local Law 2025; and
 - “**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- ~~(a)~~ the qualifications required;
- ~~(b)(a)~~ fees payable, if any;
- ~~(c)~~ ~~(b)~~ a requirement to serve a probationary period;

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~~(d)~~(c) procedures to be employed by the Committee prior to approval of an application for membership, and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership ~~is to be in writing and is to be submitted to the Secretary and in the ease of must –~~

- ~~(a) be in the form determined by the CEO;~~
- ~~(b) be signed by the applicant;~~
- ~~(c) provide the information required in the form; and~~
- ~~(d) be forwarded to the Committee.~~
- ~~(a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.~~
- ~~(b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.~~
- ~~(c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.~~

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES to be notified of registrations

If any application for membership is approved, the ~~Secretary~~Committee of the bush fire brigade is to supply registration details to the ~~Department Shire of York~~ within 14 days of a person being admitted to membership in the form required by the ~~Department Shire of York~~ from time to time.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the ~~Secretary~~Committee;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2)
- ~~(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.~~

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

- (+) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

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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.

2.11 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 dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties of Captain

- (1) Responsible for the leadership and management of the Brigade and its activities.
- (2) Act as a role model and mentor for members of the Brigade, acting with integrity and considering each member equally.
- (3) All decisions should be in the interest of the Brigade and its members.
- (4) Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management matters.

(+) Subject to subclauses (2) and (3) below, the Captain is to preside at all meetings.

- (6) The Captain may appoint another brigade officer to preside at a meeting.

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~~(2)(7)~~ In the absence of the Captain, the meeting may elect another person to preside at the meeting.

~~3.3 Duties of a Lieutenant~~

- ~~(1) Responsible for the operational management of the Brigade and its activities.~~
- ~~(2) The position reports to the Captain, providing both operational and administrative support in managing the Brigade.~~
- ~~(3) In the absence of the Brigade Captain, the Lieutenant assumes all powers, responsibilities and duties of that officer.~~
- ~~(4) The Brigade must rank all Lieutenants in seniority. This is to be determined by resolution at the Annual General Meeting.~~

~~3.3 Secretary~~

- ~~(1) The Secretary is to—~~
 - ~~(a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;~~
 - ~~(b) answer all correspondence or direct it appropriately, and keep a record of the same;~~
 - ~~(c) prepare and send out all necessary notices of meetings;~~
 - ~~(d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;~~
 - ~~(e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident;~~
 - ~~(f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership;~~
 - ~~(g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.~~
- ~~(2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.~~

~~3.4 Treasurer~~

~~The Treasurer is to—~~

- ~~(a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;~~
- ~~(b) pay accounts as authorized by the Committee;~~
- ~~(c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;~~
- ~~(d) be the custodian of all monies of the bush fire brigade; and~~
- ~~(e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.~~
- ~~(f) report on the financial position at meetings of the bush fire brigade or Committee.~~

~~3.5 Equipment Officer~~

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The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

3.6 — Storage of equipment

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.7 — Equipment Officer to report

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - ~~(b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;~~
 - ~~(c) to propose a motion for consideration at any meeting of the bush fire brigade;~~
 - ~~(d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;~~
 - ~~(e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;~~
 - ~~(f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;~~
 - ~~(g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and~~
 - ~~(h) to deal with membership applications, grievances, disputes and disciplinary matters.~~

4.2 Constitution of Committee

- ~~(1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade and all formally appointed bush fire control officers representing the brigade area.~~
- ~~(2) The brigade officers are to –~~
 - ~~(a) be elected at the annual general meeting of the bush fire brigade;~~
 - ~~(b) hold office until the next annual general meeting; and~~
 - ~~(c) be eligible for re-election at the next annual general meeting.~~
- ~~(3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.~~
- ~~(4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.~~

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 A meeting may be held –

- ~~(1) in person;~~
- ~~(2) via Microsoft Teams (or similar video conferencing solution); or~~
- ~~(3) via telephone or conference call.~~

5.2 Ordinary meetings

- (1) Ordinary meetings may be called at any time by ~~the Secretary~~ any member of the Committee by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –

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- (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the ~~Secretary~~-notice is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.32 Special meetings

- (1) The ~~Secretary-Committee~~ is to call a special meeting when five (5) or more brigade members request one in writing.
- (2) At least two (2) days notice of a special meeting is to be given by the ~~Secretary-Committee~~, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the ~~Secretary~~-notice is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.34 Annual ~~general-General meeting~~Meeting

- (1) At least 7 days notice of the annual general meeting is to be given by the ~~Secretary-Committee~~ to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
- (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - ~~(c) adopt the annual financial statements;~~
 - ~~(d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and~~
 - ~~(e)(c)~~ deal with any general business.
- (3) In a notice given under subclause (1), the ~~Secretary-Committee~~ is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.45 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) and five (5) additional-of members of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.56 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

~~5.67—Auditor~~

- ~~(1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.~~
- ~~(2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.~~

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PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or ~~Secretary~~ Lieutenant may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

~~7.1 Fees~~

- ~~(1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.~~
- ~~(2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.~~
- ~~(3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.~~

~~7.2 Funds~~

~~The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.~~

~~7.3 Financial year~~

~~The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.~~

~~7.4 Banking~~

- ~~(1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.~~
- ~~(2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).~~

7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post or electronic communication to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - ~~(b) unless otherwise specified, given to or by the Secretary;~~
 - ~~(b)~~ given by –
 - (i) personal delivery;
 - ~~(ii) electronic communication;~~
 - ~~(iii)~~ post; or
 - ~~(iv)~~ facsimile transmission;
 - ~~(c)~~ taken to have been received, as the case may be –
 - ~~(i) at the time of personal delivery;~~
 - ~~(ii) on the following day after sending an electronic communication;~~
 - ~~(iii) 2 business days after posting; or~~
 - ~~(iv) on the printing of the sender's transmission report.~~

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the ~~Secretary-Committee~~ or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the ~~Secretary-Committee~~ for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote -at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

“PROXY

~~[INSERT NAME]~~ **SHIRE OF YORK BUSH FIRE BRIGADE**
[INSERT BRIGDE NAME]

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
 TO BE HELD ON [DATE]**

I, _____,
 Being a brigade member appoint _____
 to be my proxy and vote on my behalf at the meeting of
 the bush fire brigade to be held on [insert date] and at any
 adjournment of it. The proxy shall vote as follows:

MOTION FOR AGAINST ABSTAIN

1.
2.

If there is no instruction to the proxy as to the way to vote,
 the proxy shall exercise her or his discretion as to how to
 vote or whether to vote at all. In respect of any vote taken
 at the meeting on a matter which does not appear on the
 agenda, the proxy shall exercise her or his discretion as to
 the way he or she casts the vote or whether it is cast at all.

Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and
 returned to the ~~Secretary~~ Committee of the bush fire
 brigade (or the presiding member) prior to the
 commencement of the meeting for which the proxy is
 valid.

Dated this day of 20~~0~~

APPENDIX 1

APPLICATION FOR MEMBERSHIP FIRE FIGHTING MEMBER

I make application to be a fire fighting member of the Bush Fire Brigade.

Applicant's Name _____

My private address is _____

My business address is _____

Usual Occupation _____

I can be contacted on:

Telephone No: (Home) (Work) Mobile _____

Fax No: (Home) (Work) _____

CB Radio Channel Call Sign _____

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable)

I hold a current driver's licence No _____ Classes _____

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings—

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the *[insert name of local government]* relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date _____

Applicant's signature _____

Please list here any fire fighting equipment owned by you.

1. _____
2. _____
3. _____

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed: _____

Brigade Captain

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APPENDIX H
APPLICATION FOR MEMBERSHIP—ASSOCIATE MEMBER

I make application to be an associate member of the _____ Bush Fire Brigade.

(a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type _____ available for such purpose.

MDL No: _____ Classes: _____

(b) I am prepared to offer my services in the following capacity:-

-(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name _____

My private address is _____

My business address is _____

I can be contacted on:

Telephone No: _____ (Home) _____ (Work) _____ Mobile _____

Fax No: _____ (Home) _____ (Work) _____

CB Radio: _____ Channel _____ Call Sign _____

I give these undertakings—

(1) —to promote the objects of the bush fire brigade as far as is in my power;

(2) —to be governed by the provisions of the *Bush Fires Act 1954* and any Regulations made under the Act and the local law and policies of the *insert name of local government* relevant to fire control and bush fire brigades;

(3) —to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon;

(4) —to comply with the Rules of the bush fire brigade.

Date _____

_____ Applicant's signature

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed: _____

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APPENDIX III
APPLICATION FOR MEMBERSHIP – CADET MEMBER

I make application to be a cadet member of the _____ Bush Fire Brigade.

Applicant's Name _____

My private address is _____

I can be contacted on:

Telephone No: _____ (Home) _____ (Work)

Fax No: _____ (Home) _____

CB Radio: _____ Channel _____ Call Sign _____

I declare that I am _____ years of age and in good health.

Date of Birth: _____

I give these undertakings—

- (1) _____ to promote the objects of the bush fire brigade as far as is in my power;
- (2) _____ to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the *insert name of local government* relevant to the activities of cadet members;
- (3) _____ to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) _____ to comply with the Rules of the bush fire brigade.

Date _____

Applicant's signature _____

PARENT / GUARDIAN CONSENT:

I _____ being the parent/guardian of the above applicant, consent to him/her being a cadet member of the _____ Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Signed _____

BUSH FIRE BRIGADE USE ONLY:

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Signed: _____

Brigade Captain

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SHIRE OF YORK

BUSH FIRE BRIGADES LOCAL LAW 2025

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

SHIRE OF YORK

BUSH FIRE BRIGADES LOCAL LAW 2025

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.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the Shire of York Bush Fire Brigades Local Law 2025.

1.2 Definitions

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means any member referred to in clause 4.1;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the Chief Executive Officer of the Shire of York;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**district**” means the district of the local government;

“**fire fighting member**” means a registered operational member of a brigade and is defined in clause 4.2;

“**local government**” means the Shire of York;

“**normal brigade activities**” is defined by section 35A of the Act

“**Regulations**” means Regulations made under the Act; and

“Rules” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;

means a person holding that position in a bush fire brigade.

1.3 Repeal

The By-Laws of the Shire of York relating to the establishment, maintenance and equipment of Bush Fire Brigades for the District of York, published in the Government Gazette on 21 March 1941 are repealed.

1.4 Application

This local law applies throughout the district.

1.5 Commencement

This local law comes into operation on the fourteenth (14th) day after the date of its publication in the *Government Gazette*.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
- (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **“brigade area”**); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary; and
 - (v) any other position deemed necessary for the effective management of brigade activities.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) An election is to be held at the first annual general meeting by the members of the bush fire brigade for appointments to the positions referred to in clause 2.2(1)(c) and every subsequent annual general meeting.
- (6) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the first arriving bush fire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters. Any change over in control must be mutually agreed upon or be on the instruction of a more senior ranked bush fire control officer. A handover must be completed with any change in command.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –
“commencement day” means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES***Division 1 – Local government responsibility*****3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2 – Chief Bush Fire Control Officer**3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades**3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting prior to 7 October each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, at least one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate at least one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) Each bush fire brigade is to forward a copy of the minutes of its annual general meeting to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee**3.10 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to typically comprise of all local government appointed bush fire control officers, all bush fire brigade Captains, at least one Elected member of Shire Council and any other member as the local government sees fit.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government all persons nominated by each bush fire brigade for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**4.1 Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;

- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting members

- (1) Fire fighting members are those persons being at least 18 years of age who undertake all normal bush fire brigade activities, and have completed the required training qualifications as determined by the local government.
- (2) A junior member who has reached 16 years of age and is under 18 years of age is eligible to be registered as a fire fighting or associate member if the brigade's Captain is satisfied that the prospective member is able to perform the requisite duties and if they have parental/guardian consent.

4.3 Associate members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) Life members are to have a minimum of ten (10) years of service.
- (3) No membership fees are to be payable by an honorary life member.

4.6 Notification of membership

No later than 14 November in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances and the provision of training; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget.

6.3 Consideration in the local government budget

In addition to funding made available through emergency services grants, the local government may provide further funding depending upon the assessment of budget priorities for the year in question, in accordance with Part 6 of the *Local Government Act 1995*.

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
 - “**absolute majority**” means a majority of more than 50% of the number of:
 - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.
 - “**Committee**” means the Committee of the bush fire brigade;
 - “**local law**” means the Shire of York Bush Fire Brigades Local Law 2025; and
 - “**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) a requirement to serve a probationary period;
- (c) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership must –

- (a) be in the form determined by the CEO;
- (b) be signed by the applicant;
- (c) provide the information required in the form; and
- (d) be forwarded to the Committee.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES to be notified of registrations

If any application for membership is approved, the Committee of the bush fire brigade is to supply registration details to the Shire of York within 14 days of a person being admitted to membership in the form required by the Shire of York from time to time.

2.7 Termination of membership

Membership of the bush fire brigade terminates if the member –

- (a) dies;
- (b) gives written notice of resignation to the Committee;
- (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
- (d) is dismissed by the Committee; or
- (e) ceases to be a member or is taken to have resigned under subclause (2)

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

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.

2.11 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 dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties of Captain

- (1) Responsible for the leadership and management of the Brigade and its activities.
- (2) Act as a role model and mentor for members of the Brigade, acting with integrity and considering each member equally.
- (3) All decisions should be in the interest of the Brigade and its members.
- (4) Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management matters.
- (5) Subject to subclauses (2) and (3) below, the Captain is to preside at all meetings.
- (6) The Captain may appoint another brigade officer to preside at a meeting.
- (7) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

3.3 Duties of a Lieutenant

- (1) Responsible for the operational management of the Brigade and its activities.
- (2) The position reports to the Captain, providing both operational and administrative support in managing the Brigade.
- (3) In the absence of the Brigade Captain, the Lieutenant assumes all powers, responsibilities and duties of that officer.
- (4) The Brigade must rank all Lieutenants in seniority. This is to be determined by resolution at the Annual General Meeting.

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (c) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (d) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (e) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (f) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, the Lieutenants of the bush fire brigade and all formally appointed bush fire control officers representing the brigade area.
- (2) The brigade officers are to -
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE**5.1 A meeting may be held –**

- (1) in person;
- (2) via Microsoft Teams (or similar video conferencing solution); or
- (3) via telephone or conference call.

5.2 Ordinary meetings

- (1) Ordinary meetings may be called at any time by any member of the Committee by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the notice is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.3 Special meetings

- (1) The Committee is to call a special meeting when five (5) or more brigade members request one in writing.
- (2) At least two (2) days notice of a special meeting is to be given by the Committee, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the notice is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.4 Annual General Meeting

- (1) At least 7 days notice of the annual general meeting is to be given by the Committee to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) deal with any general business.

- (3) In a notice given under subclause (1), the Committee is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.5 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) and five (5) additional members of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.6 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or a Lieutenant may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.2 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.

- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post or electronic communication to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - (b) given by –
 - (i) personal delivery;
 - (ii) electronic communication;
 - (iii) post; or
 - (iv) facsimile transmission;
 - (c) taken to have been received, as the case may be –
 - (i) at the time of personal delivery;
 - (ii) on the following day after sending an electronic communication;
 - (iii) 2 business days after posting; or
 - (iv) on the printing of the sender's transmission report.

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Committee or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Committee for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

“PROXY

**SHIRE OF YORK BUSH FIRE BRIGADE
[INSERT BRIGDE NAME]**

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]**

I, _____,
Being a brigade member appoint _____ to
be my proxy and vote on my behalf at the meeting of the
bush fire brigade to be held on [insert date] and at any
adjournment of it. The proxy shall vote as follows:

MOTION FOR AGAINST ABSTAIN

1.
2.

If there is no instruction to the proxy as to the way to vote,
the proxy shall exercise her or his discretion as to how to
vote or whether to vote at all. In respect of any vote taken
at the meeting on a matter which does not appear on the
agenda, the proxy shall exercise her or his discretion as to
the way he or she casts the vote or whether it is cast at all.

Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and
returned to the Committee of the bush fire brigade (or the
presiding member) prior to the commencement of the
meeting for which the proxy is valid.

Dated this day of 20

SY080-07/25 POLICY REVIEW - POLICY Q10 - PUBLIC QUESTION TIME

File Number: 4.9739

Author: Vanessa Green, Council & Executive Support Officer

Authoriser: Chris Linnell, Chief Executive Officer

Previously before Council: 21 October 2013 (051013)
17 September 2015
23 November 2015 (151115)
24 October 2016 (121016)
25 November 2019 (291119)

Disclosure of Interest: Nil

Appendices: 1. Policy G10 Review [↓](#)

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents a review of Policy G10 – Public Question Time.

BACKGROUND

Policy G10 – Public Question Time was adopted in October 2013 with reviews conducted in September 2015 (no evidence of changes), November 2015 (amendments made), October 2016 (no amendments made) and most recently in November 2019 (no amendments made).

COMMENTS AND DETAILS

Recent increased attendance at Public Question Time has identified the need for elements of the policy to be clarified ensuring that everyone attending Council and Committee Meetings to ask questions can be heard and is aware of the expectations regarding their questions.

A tracked changes copy of the reviewed policy is presented in Appendix 1.

The proposed changes relate to the written provision of questions being made earlier than the day of a meeting or being raised at a meeting. Where questions are asked at a meeting that have not been provided to the Administration in writing by 10am on the business day prior to the day of the meeting, they may be Taken on Notice. The question and response will then be published in the agenda and minutes for the next Ordinary meeting.

The change enables the Administration sufficient time to research the question(s) and provide an informed response, ensuring accuracy in all communications. It also provides sufficient time to clarify any matters regarding the question(s) with the querant prior to the Meeting.

The proposed changes also clarify that questions will be limited to two (2) questions per person. Where multiple questions are posed in a sentence or paragraph, these will be split into separate questions, with those not able to be asked at a meeting to be Taken on Notice with the question and response published in the agenda and minutes for the next Ordinary meeting.

The change ensures that as many people as possible have the opportunity to ask questions, rather than Public Question Time being monopolised by individuals with multiple questions.

The other changes relate to requirements in the *Local Government Act 1995* or *Local Government (Administration) Regulations 1996* and confirmation that details on Public Question Time and the public's other opportunities to address Council are available on the Shire's website.

OPTIONS

Council has the following options:

Option 1: Council could choose to adopt the changes proposed to Policy G10.

Option 2: Council could choose not to adopt the changes proposed to Policy G10.

Option 3: Council could choose to suggest other modifications to Policy G10 and identify what those modifications are.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Council Concept Forum 10 June 2025

Executive Leadership Team

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

Policy G10 was last reviewed in 2019. Policies should be reviewed at least every three (3) years to ensure compliance and relevance.

There will likely be a requirement to review Policy G10 again upon release of the Standardised Meeting Procedures outlined in the Local Government Act Reform. While timeframes are not known, further details are available on the Department of Local Government's website [Council and committee meetings | DLGSC](#).

Financial

Not applicable

Legal and Statutory

Section 2.7(2)(b) of the *Local Government Act 1995* is applicable to Council's role in relation 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."*

Section 5.24 of the *Local Government Act 1995* is applicable to Public Question Time and states:

5.24. Question time for public

- (1) *Time is to be allocated for questions to be raised by members of the public and responded to at —*
 - (a) *every ordinary meeting of a council; and*
 - (b) *such other meetings of councils or committees as may be prescribed.*
- (2) *Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.*

Regulations 5, 6 and 7 of the *Local Government (Administration) Regulations 1996* are applicable and state:

"5. Question time for public, meetings that require prescribed (Act s. 5.24)

For the purposes of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are —

- (a) *every special meeting of a council;*
- (b) *every meeting of a committee to which the local government has delegated a power or duty.*

6. Question time for public, minimum time for (Act s. 5.24(2))

- (1) *The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.*
- (2) *Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.*

Note for this regulation:

For the requirements for an electronic meeting held under regulation 14D, see regulation 14E(4).

7. Question time for public, procedure for (Act s. 5.24(2))

- (1) *Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) are to be determined —*
 - (a) *by the person presiding at the meeting; or*

- (b) *in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members, having regard to the requirements of subregulations (2), (3) and (5).*
- (2) *The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.*
- (3) *Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.*
- (4) *Nothing in subregulation (3) requires —*
- (a) *a council to answer a question that does not relate to a matter affecting the local government; or*
 - (b) *a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or*
 - (c) *a committee to answer a question that does not relate to a function of the committee.*
- (5) *If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, 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.*

Note for this regulation:

For the requirements for an electronic meeting held under regulation 14D, see regulation 14E(4)."

Risk Related

There is a moderate risk to Council if it does not regularly review its policies.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION

090725

Moved: Cr Denese Smythe

Seconded: Cr Chris Gibbs

That, with regard to Policy Review - Policy Q10 - Public Question Time, Council:

- 1. Adopts the review of Policy G10 – Public Question Time, as presented in Appendix 1.**
- 2. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Policy prior to publication.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

GOVERNANCE POLICIES

Public Question Time



Policy Number:	G10
Relevant Delegation:	Not Applicable
Adoption Details:	21 October 2013
Last Review Details:	25 November 2019 22 July 2025

POLICY STATEMENT:

1. "Public Question Time" will be limited to 15 minutes*. ~~The~~ However, Council may exercise ~~its~~ discretion to extend the time by resolution if required. If there are questions remaining unasked at the expiration of the time allotted, members of the public ~~will be asked~~ are to submit their questions in writing to the Chief Executive Officer who will provide a written reply with the response placed in the Agenda of the next Ordinary Meeting of the Council.
** A minimum of 15 minutes is provided by Regulation 6(1) of the Local Government (Administration) Regulations 1996 (S.5.24 of the Local Government Act 1995)*
2. Questions may be asked at ~~an~~ the Ordinary Council Meeting ~~and any Committee meeting~~ on any matter affecting ~~the~~ Council and the Shire's operations. ~~Questions asked at Committee meetings are to relate to the function of that Committee.~~ Questions submitted to Special Meetings ~~of the Council will be~~ are restricted to the subject matter of ~~the~~ ate meeting.
3. ~~During Public Question Time~~ each questioner ~~will be~~ is limited to two (2) questions. Statements or long preamble are not permitted. ~~Where multiple questions are formed into one sentence or paragraph these will be separated into the individual questions. Subject to 1.0 above, if questions remain unasked at the expiration of the time allotted, a written reply with the response will be placed in the Agenda of the next Ordinary Meeting of the Council.~~
4. People ~~wishing to ask questions will be encouraged to~~ are to put their questions in writing or in a prescribed form and submit them to the Chief Executive Officer prior to 10 am on the business day ~~of prior to the day of~~ the meeting. This allows for an informed response to be given at the meeting. ~~While~~ Oral questions are permitted at a meeting, these may be Taken on Notice and the response provided in the Agenda for the next Ordinary Meeting.
5. ~~During a meeting,~~ Ppriority will be given to questions ~~about~~ regarding matters on the agenda for the meeting and which are submitted in accordance with 4.0 above.
6. Every person who wishes to ask a question ~~must~~ are to identify themselves and register with an Council Officer immediately prior to the meeting. ~~Subject to 5.0 above questions will be taken in the order in which people register.~~
7. Questions containing offensive remarks, reference to the personal affairs or actions of Elected Members or staff, or which relate to confidential matters or legal action will not be accepted. Questions that the Presiding Member considers have been answered by earlier questions at the meeting or earlier meetings may not be accepted.
8. ~~On receipt of a question~~ The Presiding Member may answer the question or direct it to the Chief Executive Officer to answer. If the question is of a technical nature the Chief Executive Officer may direct ~~the question to~~ a senior technical officer ~~present~~ to answer the question. ~~If the question requires research it will be taken on notice.~~

9. There ~~will be~~ no debate on the answers provided to questions.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.
11. Public Question Time guidelines incorporating this policy ~~are being~~have been prepared and ~~will~~ include information on the other methods of enquiry ~~that are~~ available to members of the public to obtain information from the Shire. This information is available on the Shire's website Council Meetings » Shire of York.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Not applicable.

Responsible Officer: Chief Executive Officer

Contact Officer: ~~Chief Executive Officer~~Council & Executive Support Officer

Relevant Legislation: Local Government Act 1995 (Section 5.24)
Local Government (Administration) Regulations 1996 (Regulations 5, 6 and 7)

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Review History:

Date Review Adopted:	Resolution Number
Adopted – 21 October 2013	
Reviewed – 17 September 2015	
Reviewed – 23 November 2015	
Reviewed – 24 October 2016	
Reviewed - 25 November 2019	291119
<u>Reviewed – 22 July 2025</u>	
Former Policy No:	G2.6

SY081-07/25 DELEGATES TO THE 2025 WA LOCAL GOVERNMENT ASSOCIATION CONVENTION

The Chief Executive Officer advised Council of a mistake in the Recommendation. The proposed date for the September Ordinary Meeting should be Tuesday 30 September, not Tuesday 29 September as listed in the Agenda. This has been corrected in these Minutes.

File Number:	4.9680
Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	27 July 2021 (170721) 28 June 2022 (060622) 23 August 2022 (160822) 27 June 2023 (130623) 25 June 2024 (100624)
Disclosure of Interest:	Nil
Appendices:	Nil

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents Council with information regarding the 2025 WA Local Government Convention (the Convention) for determination of attendees and the appointment of voting delegates for the WALGA Annual General Meeting (AGM).

BACKGROUND

The Convention will be held from Monday 22 to Wednesday 24 September 2025 at the Perth Convention & Exhibition Centre. Themed *Lean into Legacy*, this year's Convention delves into how the decisions made today form the building blocks for tomorrow. More information on the Convention is available via the following link:

[Upcoming Events | WALGA](#)

The AGM will be held on the afternoon of Tuesday 23 September 2025 and is free to attend. All member Councils are entitled to be represented by two (2) voting delegates at the AGM. Voting delegates must be registered prior to the AGM and only registered or proxy registered delegates are entitled to exercise voting entitlements on behalf of member Councils.

COMMENTS AND DETAILS

The previous Conventions have been attended by Councillors Trent, Smythe and Wright.

Discussion at Council's July 2025 Concept Forum indicated that Councillors Trent, Smythe and, subject to availability, Gibbs would like to attend the Convention. In addition, senior staff will be attending the Convention.

In some local governments it is customary for the Shire President and Deputy President to be nominated as voting delegates. Other local governments choose to nominate their WALGA Zone delegates (which in the Shire's case is Councillors Trent and Smythe). Alternatively, Council may wish to appoint other delegates to vote on its behalf.

At its November 2024 Ordinary Meeting Council set its Ordinary Meeting Dates for 2025 with Tuesday 22 September 2025 allocated as the fourth Tuesday of the month. Council will need to set a different date, and provide local public notice of that date change, for its September 2025 Ordinary Meeting to enable attendance at the Convention. It is proposed that the September 2025 Ordinary Meeting be rescheduled to Tuesday 29 September

OPTIONS

Council has the following options:

Option 1: Council could choose not to approve attendance at the Convention.

Option 2: Council could choose to approve attendance at the Convention, specifying what costs will be paid for, and what costs will not be paid for, by the Shire and amend the date for its September 2025 Ordinary Meeting.

Option 2 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Council Concept Forum 8 July 2025

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
- E2 Councillors: Training and Continuing Professional Development
- E3 Councillors: Travel - Accommodation

Financial

The registration for a full delegate is \$1,250 and for WALGA Life Members (Cr Kevin Trent) it is complimentary. Single day delegate costs are \$625, although if only attending the AGM, this is free. Further costs are incurred for attendance at the Australian Local Government Women's Association (WA) AGM and Breakfast, Convention Breakfast and Gala Dinner. Accommodation costs are estimated at \$250-\$290 per night per room. Reimbursement of travel expenses to Perth and return to attend the Convention is also payable by the Shire.

The following expenses will not be covered by the Shire:

1. Mini bar expenses and alcohol
2. Entertainment costs not associated with those scheduled as part of the Convention
3. Attendance of the Elected Member's partner at events or Partner's Activities which are an additional cost

An allocation will be made in the 2025/26 budget at GL: 041102 – Conference and Training Expenses to cover the costs of attendance.

Legal and Statutory

Nil

Risk Related

If it is not represented at the AGM and Convention, Council risks not being fully informed on important issues affecting local government in Western Australia.

Workforce

Senior staff will also be attending the Convention.

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION**100725****Moved: Cr Denese Smythe****Seconded: Cr Peter Wright**

That, with regard to Delegates to the 2025 WA Local Government Association Convention, Council:

- 1. Authorises Cr Trent, Cr Smythe and Cr Gibbs to attend the 2025 WALGA Local Government Convention as Full or Day Delegates, noting Councillor Trent is a WALGA Life Member.**
- 2. Agrees to cover the following costs for each attendee:**
 - a. Full or Day Delegate registration fee (as applicable)**
 - b. Gala Function**
 - c. Australian Local Government Women's Association (WA) Breakfast (female Councillors only)**
 - d. Convention Breakfast**
 - e. Accommodation including breakfast at the hotel (where applicable)**
 - f. Travel expenses to Perth and return to attend the Convention**
- 3. Will not pay for the following:**
 - a. Alcohol and mini bar expenses**
 - b. Evening meals (not associated with the Convention Program)**
 - c. Partner Activities**
- 4. Appoints Councillor Kevin Trent and Councillor Denese Smythe as voting delegates for the Shire of York, with Councillor Chris Gibbs listed as the proxy voting delegate, at the WALGA Annual General Meeting, which is free to attend, to be held during the Convention.**
- 5. Amends the date for its September 2025 Ordinary Meeting to Tuesday 30 September 2025 and directs the Chief Executive Officer to provide local public notice of the date change.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

SY082-07/25 REPORT ON TRAINING UNDERTAKEN BY COUNCILLORS IN 2024/25

File Number:	4.7712
Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	25 August 2020 (100820) 24 August 2021 (070821) 26 July 2022 (060722) 25 July 2023 (050723) 23 July 2024 (060724)
Disclosure of Interest:	Nil
Appendices:	1. Report on Councillor Training ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the training and professional development undertaken by Councillors from 1 July 2024 to 30 June 2025.

BACKGROUND

With the introduction of provisions contained within the *Local Government Legislation Amendment Act 2019*, from July 2019 newly elected Councillors are required to complete five (5) mandatory modules of training within the first twelve (12) months of being elected to office and all local governments are to prepare a report for each financial year on the training completed by Councillors in that financial year, publishing a copy of the report on its website.

The Councillors elected at or since the October 2023 election are:

1. Cr Chris Gibbs (elected 9 April 2024 following the resignation of Blake Luxford, term ends 16 October 2027)
2. Cr Kevin Pyke (term ends 16 October 2027)
3. Cr Denese Smythe (term ends 16 October 2027)
4. James Adamini (resigned 19 November 2024, position is vacant in accordance with approval from the Electoral Commissioner – Resolutions 071224 and 140225)
5. Blake Luxford (resigned 1 April 2024)

COMMENTS AND DETAILS

Councillors Gibbs and Pyke are required to have completed the mandatory training by 8 April 2025 and 20 October 2024 respectively. Councillor Smythe is exempt from the requirement to complete the mandatory training as this was completed in September 2020.

Presented in Appendix 1 is the report on Councillor training and professional development completed in 2024/25. The Chief Executive Officer is required to publish the report on the Shire's website within one (1) month after the end of the financial year to which the report relates.

The report highlights that Councillors Gibbs and Pyke have completed all five (5) modules within the required timeframe.

In addition to the five (5) mandatory modules, other professional development opportunities were undertaken by Councillors throughout 2024/25. These included attendance at the WALGA Local Government Convention, webinars/courses and a strategic workshop. In addition, Councillor Smythe commenced the Diploma of Local Government (Elected Member) in November 2023, completing it in August 2024 and was presented with the Diploma certificate at the WALGA Convention in October 2024.

OPTIONS

Council has the following options:

Option 1: Council can choose to reject the report.

Option 2: Council can choose to accept the report.

Option 2 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Councillors

Executive Leadership Team

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

E2 Councillors - Training and Continuing Professional Development

Financial

In accordance with Policy E2 Councillors - Training and Continuing Professional Development and as part of the annual budget process, an allocation is made for professional development during the financial year. In the event training costs exceed the budget, these costs will be borne by the individual Councillor.

Legal and Statutory

Sections 5.126 and 5.127 of the *Local Government Act 1995* (the Act) are applicable and state:

“5.126. Training for council members

- (1) *Each council member must complete training in accordance with regulations.*
- (2) *Regulations may —*
 - (a) *prescribe a course of training; and*
 - (b) *prescribe the period within which training must be completed; and*
 - (c) *prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and*
 - (d) *provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$10,000 for the offence.*

5.127. Report on training

- (1) *A local government must prepare a report for each financial year on the training completed by council members in the financial year.*

- (2) *The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates."*

Regulations 35 and 36 of the *Local Government (Administration) Regulations 1996* (the Regulations) are applicable and state:

"35. Training for council members (Act s. 5.126(1))

- (1) *A council member completes training for the purposes of section 5.126(1) if the council member passes the course of training specified in subregulation (2) within the period specified in subregulation (3).*
- (2) *The course of training is the course titled Council Member Essentials that —*
- (a) consists of the following modules —*
 - (i) Understanding Local Government;*
 - (ii) Serving on Council;*
 - (iii) Meeting Procedures;*
 - (iv) Conflicts of Interest;*
 - (v) Understanding Financial Reports and Budgets;*
 - and*
 - (b) is provided by any of the following bodies —*
 - (i) North Metropolitan TAFE;*
 - (ii) South Metropolitan TAFE;*
 - (iii) WALGA.*
- (3) *The period within which the course of training must be passed is the period of 12 months beginning on the day on which the council member is elected.*

36. Exemption from Act s. 5.126(1) requirement

- (1) *A council member is exempt from the requirement in section 5.126(1) if —*
- (a) the council member passed any of the following courses within the period of 5 years ending immediately before the day on which the council member is elected —*
 - (i) the course of training specified in regulation 35(2);*
 - (ii) the course titled 52756WA — Diploma of Local Government (Elected Member);*
 - (iii) the course titled LGA50220 Diploma of Local Government - Elected Member;*
 - (iv) the course titled LGASS00007 Elected Member;*
 - or*
 - (b) the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.*
- (2) *A person who is a council member on the day on which the Local Government Regulations Amendment (Induction and Training) Regulations 2019 regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office."*

Risk Related

Council would be non-compliant with the Act and Regulations if the training and professional development of Councillors was not undertaken and reported upon. This report mitigates that risk.

Workforce

The scope of this report is managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

**RESOLUTION
110725**

Moved: Cr Chris Gibbs

Seconded: Cr Peter Wright

That, with regard to the Report on Training Undertaken by Councillors in 2024/25, Council:

- 1. Notes the report prepared on the training and professional development completed by Councillors in 2024/25, as presented in Appendix 1.**
- 2. Directs the Chief Executive Officer to publish the report on the local government's website prior to 31 July 2025, which is within one (1) month after the end of the financial year to which the report relates.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

REPORT ON COUNCILLOR TRAINING – 2024/25



In accordance with Section 5.127 – Report on Training of the *Local Government Act 1995*, the following training has been undertaken by the Shire of York Councillors during the last financial year.

Council Member Essentials Elected to Council: Cost:	Cr Trent 2021	Cr Warnick 2021	Cr Adamini^ 2023	Cr Gibbs 2024	Cr Pyke 2023	Cr Smythe 2023	Cr Wright 2021
Online Subscription \$6,000 per annum for unlimited users (Band 3)							
Understanding Local Government Provider: WALGA via e-learning	N/A	N/A	Not commenced	Previously Reported 2023/24	Completed 27/08/2024	N/A	Previously Reported 2021/22
Serving on Council Provider: WALGA via e-learning	N/A	N/A	Not commenced	Previously Reported 2023/24	Completed 06/08/2024	N/A	Previously Reported 2021/22
Meeting Procedures Provider: WALGA via e-learning	N/A	N/A	Not commenced	Previously Reported 2023/24	Completed 08/07/2024	N/A	Previously Reported 2021/22
Conflicts of Interest Provider: WALGA via e-learning	N/A	N/A	Not commenced	Previously Reported 2023/24	Completed 07/07/2024	N/A	Previously Reported 2021/22
Understanding Financial Reports & Budgets Provider: WALGA via e-learning	N/A	N/A	Not commenced	Previously Reported 2023/24	Completed 27/08/2024	N/A	Previously Reported 2021/22

In accordance with Section 5.126(1) of the *Local Government Act 1995* and Regulation 10 of the *Local Government (Administration) Regulations 1996*, newly elected or re-elected Councillors must complete the above five courses within twelve months of their election. Councillors who have completed any of the above courses within the period of five years ending immediately before the day on which they were elected/re-elected are exempt from the training course and need only to complete the online assessment.

Other Professional Development	Cr Trent	Cr Warnick	Cr Adamini^	Cr Gibbs	Cr Pyke	Cr Smythe	Cr Wright
WALGA Annual Conference	✓	N/A	N/A	N/A	N/A	✓	✓
Cyber Awareness Training	✓	✓	N/A	✓	✓	✓	✓
Dealing with Difficult People (online)	N/A	N/A	N/A	N/A	N/A	✓	N/A
Strategic Workshop	✓	✓	N/A	✓	✓	✓	✓
LGA50220 – Diploma of Local Government – Elected Member	N/A	N/A	N/A	N/A	N/A	✓	N/A

^Cr Adamini resigned from Council in November 2024

SY083-07/25 REPORT ON COUNCILLOR ATTENDANCE AT WALGA'S RENEWABLE ENERGY MINISTERIAL FORUM

File Number:	4.7712
Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	Not applicable
Disclosure of Interest:	Nil
Appendices:	1. Cr Trent's Report ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This item presents the Shire President's report on attendance at WALGA's Renewable Energy Ministerial Forum (the Forum) on Thursday 12 June 2025.

BACKGROUND

The Forum was held at the Perth Convention & Exhibition Centre and hosted by WALGA. The Forum included addresses from:

- Hon Amber-Jade Sanderson MLA, Minister for Energy and Decarbonisation; Manufacturing; Skills and TAFE; Pilbara
- Hon John Carey MLA, Minister for Planning and Lands; Housing and Works; Health Infrastructure

The Ministers addressed local governments on their plans for the renewable energy transition and the State Government's priorities.

This was followed by a roundtable discussion with Minister Sanderson and a workshop session conducted by PoweringWA, focussing on community benefits.

COMMENTS AND DETAILS

In accordance with Policy E2 – Councillors: Training and Continual Professional Development, within thirty (30) days of attending a professional development event of more than one (1) day duration, Councillors must submit an individual or combined report for inclusion on the next Council agenda.

Although the Forum was only held on one (1) day each, the report received from Cr Kevin Trent is presented in Appendix 1.

Cr Kevin Trent may wish to make further comment at the Meeting.

OPTIONS

Council has the following options:

Option 1: Council could choose to note the report provided by Cr Kevin Trent.

Option 2: Council could choose to reject the report provided by Cr Kevin Trent.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER**Consultative**

Cr Kevin Trent

StrategicCouncil 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
- E2 Councillors - Training and Continuing Professional Development
- E3 Councillors - Travel - Accommodation

Financial

The 2024/25 budget includes an allocation for Councillor training and professional development at GL: 041102. While registration to attend the Forum was free, costs for reimbursement of travel to attend the Forum was attributed to this GL.

Legal and Statutory

Nil

Risk Related

Nil

Workforce

The scope of this report is managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION**120725****Moved: Cr Peter Wright****Seconded: Cr Denese Smythe**

That, with regard to Report on Councillor Attendance at WALGA's Renewable Energy Ministerial Forum, Council:

- 1. Notes the report provided by Cr Kevin Trent, as presented in Appendix 1, on attendance at the Renewable Energy Ministerial Forum on Thursday 12 June 2025 in accordance with Policy E2 – Councillors: Training and Continual Professional Development.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

Report to Council

On Thursday 12 June I attended the Renewable Energy Forum along with Mayors, Shire Presidents and CEOs of Local Governments in WA.

The Object of the meeting, organised by WALGA, was to enable the Minister for Energy and Decarbonisation Amber Jade Sanderson MP and John Carey MP Minister for Planning to introduce a paper to engage with the community and obtain feed back on the impact of Renewable Energy Projects in the form of large scale collections of Solar Panels and Wind Turbines.

The Paper also introduced the process by which developers of the schemes will need to use to gain approval.

These large scale collections of Solar Panels and Wind Turbines will be required if the State is to generate sufficient electrical energy to replace the power generated by the coal fired power stations when they are closed down for decommissioning in 2030 as part of the Government's plan to decarbonise the South West Interconnected System.

Already land owners in Local Governments in the path of the major distribution power lines are being approached by companies wishing to establish a wind turbine farm or solar farm in order to be ready to feed into the SWIS and provide power to the system.

The Shires of West Arthur and Kojonup have voiced their concern at the processes and are seeking further information about what benefits can their residents gain from these installations, bearing in mind the disruption when it comes to transporting the towers and vanes into the sites and then disposing of the vanes once they reach the end of their life. In addition to this the question regarding the loss of valuable agricultural land.

Being as these establishments are going to be considered as large developments it is unlikely that Councils will play a role in the approval process.

I believe that this is an issue which the Shire of York needs to address.

The closing day for Submissions is the 4th of August 2025

Submissions are to be emailed to poweringwa@demirs.wa.gov.au

SY084-07/25 APPOINTMENT OF MEMBERS TO THE YORK HONOURS REFERENCE GROUP

File Number:	4.9680
Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. Nominations ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents nominations for the appointment of community members to the York Honours Reference Group (YHRG).

BACKGROUND

The YHRG consists of one (1) Councillor and up to six (6) community representatives. The community representatives are made up of one (1) representative from the York & Districts Community Bank Branch of Bendigo Bank, one (1) representative from the York & District Co-Operative Ltd and up to four (4) members of the community.

The purpose of the YHRG is to:

1. Determine what honours and awards are relevant and appropriate for the Shire of York and make recommendations to Council.
2. Develop the criteria relevant to various local community awards.
3. Provide advice and recommendations to Council on matters relating to community honours and awards and volunteer recognition. This may be at a local, regional, state and federal level.
4. Select the recipients of honours and awards in accordance with the designated criteria applicable to each and make recommendations to Council.

The YHRG's Terms of Reference state that where a person is appointed as a member of the YHRG, their membership continues until:

1. The person no longer holds office by virtue of which the person became a member.
2. The person resigns from membership.
3. The YHRG is disbanded.
4. Council removes the person from the YHRG by resolution of Council.

In a difference to other Committees and Working Groups, the YHRG is not disbanded following the biennial October Local Government Elections. This is because at that time the YHRG are considering the next Australia Day Honour Award recipients. Instead, the YHRG's membership is considered following the Australia Day event in an election year.

COMMENTS AND DETAILS

Officers sought nominations from community members for the YHRG in accordance with the YHRG Terms of Reference and Policy G9 - Reference or Working Groups by advertising on the Shire's website, noticeboards, via social media, e-newsletters and in the York & Districts Community Matters newspaper.

Nominations opened on Monday 12 May 2025 and closed on Tuesday 8 July 2025. Three (3) nominations were received from the following community members (listed in alphabetical order) for the four (4) available places:

1. Mike Bryant
2. Di Robertson-Smith
3. Margaret Wallace

The York & Districts Community Bank Branch of Bendigo Bank representative will remain, as will the York & District Co-Operative Ltd representative as both organisations are major sponsors of the Sports Star of the Year Awards and Australia Day breakfast respectively.

The YHRG's Terms of Reference allow for the appointment of additional Council delegates if there are not enough community member nominations. This ensures a quorum for meetings, given the tight schedule aligned with the close of Citizen of the Year and Sports Star of the Year nominations, Council's meeting schedule and Auspire's Award deadline.

Cr Denese Smythe (Chair), Cr Kevin Trent, and Cr Peter Wright were the most recent Council delegates to the YHRG. Councillors Trent and Wright were appointed in August 2024 due to a lack of community member nominations at that time. However, more nominations have been received in this latest round of advertising, although Council may still wish to appoint a second delegate to fill the one (1) community member vacancy.

Considering the tight meeting timeframe mentioned above, it is also necessary for Council's delegates to be assured of their membership on Council following the outcome of the October 2025 ordinary elections.

In accordance with the YHRG's Terms of Reference, in appointing the nominees, Council is to consider the following criteria:

1. *"Nominees are to be a resident within the Shire of York"*
2. *Nominees are to be committed to working as a team member for the effective operation of the Group*
3. *Nominees are to have knowledge of York and its community"*

Copies of the nominations received are presented in Appendix 1. Council may wish to go 'Behind Closed Doors' to discuss the nominations.

The YHRG will meet in early November 2025 to review the applications received for the Citizen of the Year and Sports Star of the Year Awards.

OPTIONS

Council has the following options:

- Option 1:** Council could choose to accept all nominations received for membership and appoint Councillor(s) as delegates to the YHRG.
- Option 2:** Council could choose to reject all nominations received for membership and not appoint a Councillor as its delegate to the YHRG.
- Option 3:** Council could choose to accept some of the nominations received and reject others for membership to the YHRG, request the Chief Executive Officer to undertake another advertising process to attract additional interest from the community and appoint a Councillor as its delegate to the YHRG.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER**Consultative**

YHRG

Advertising from Monday 12 May 2025 to Tuesday 8 July 2025

StrategicCouncil Plan 2025-2035

Pillar 1: Community and cultural vitality

A strong, inclusive community supporting all cultures and generations.

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G9 Reference or Working Groups

Financial

There are no financial implications to Council as the community member roles are voluntary hence payment for meeting attendance or expenses is not applicable.

Legal and Statutory

The YHRG is not a formally constituted Committee under Section 5.8 of the *Local Government Act 1995*.

Risk Related

Nil

Workforce

The scope of this report and administrative support for the YHRG can be managed within current operational capacity.

VOTING REQUIREMENTS**Absolute Majority: No****RESOLUTION****130725****Moved: Cr Peter Wright****Seconded: Cr Chris Gibbs****That, with regard to the Appointment of Members to the York Honours Reference Group, Council:**

- 1. Appoints Councillor Denese Smythe and Councillor Kevin Trent as delegates to the York Honours Reference Group.**
- 2. Appoints the following community members to the York Honours Reference Group:**
 - a. Mike Bryant**
 - b. Di Robertson-Smith**
 - c. Margaret Wallace**

<u>In Favour:</u>	Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright
<u>Against:</u>	Nil
<i>CARRIED 5/0</i>	

From: Mike Bryant

Sent: Friday, 20 June 2025 11:04 AM

Subject: Re: Call for community members - York Honours Reference Group

Hi Vanessa

I'm a resident of the Shire of York and have been for almost 10 years and in that comes with an understanding of how the Shire works and know a wide variety of residents.

I am interested in making the Shire a better place. I would like to see a greater promotion of these awards so more entries come in each year

Mike

From: Di RobertsonSmith

Sent: Tuesday, 17 June 2025 6:46 PM

Subject: Re: Nomination for York Honours Reference Group - Community Member

Thank you, Vanessa, for the clarification regarding the nomination for the York Honours Reference Group.

I understand and accept the terms of reference.

I would like to continue with my nomination as an individual nominee

Should you require further information do not hesitate to contact me

Di RobertsonSmith

On 17 Jun 2025, at 3:43 pm, Vanessa wrote:

Hi Di,

Thank you so much for your nomination which has been received.

I just want to clarify an important aspect regarding the appointment of community members. These members are appointed in their individual capacities, rather than as representatives of community groups or clubs. The exception to this, as outlined in the Terms of Reference, is the Bendigo Bank & Co-Op, which have appointed representatives due to their role as major sponsors of the Australia Day Breakfast. Therefore, if you were to be appointed, it would be in a personal capacity rather than as a representative of the CWA.

Additionally, the discussions and considerations regarding Australia Day award recipients within the Honours Group meetings are highly confidential. As such, it is not appropriate or permitted for Honours Group members to discuss the nominations received with anyone outside the Honours Group (ie other CWA members).

Please confirm if you are still willing to nominate for the Group under these understandings. We would love to have you on board.

Kind regards,
Vanessa

----- Forwarded message -----

Date: Sat Jun 14 11:24:48 AM AWST 2025

Subject: Nomination for York Honours Reference Group - Community Member

Please accept my nomination as a Community Member on the York Honours Reference Group.

My nomination is on behalf of the CWA York Branch.

As a 30 year resident of the York community, I have had the privilege to witness, and be the recipient of, the dedication and passion the people of York have for their town, and the willingness they have to contribute to the betterment of others.

I am a relatively new member of the CWA but in the past I have served for 10 years as the Chair of York and Districts Financial Services -Bendigo Bank, and on the committee of the York Festival. My husband and I, in partnership with family members, have also run a successful bed and breakfast (Lavender Hill, York) which is now our permanent family home.

I am semi-retired but still run my consultancy business from York. Robertson-Smith Consulting specialises in the development of leadership capabilities and the formation of high performance teams. I established the business in 1992 and now work almost exclusively in the Resources sector.

I have always had a love for York and the district and believe it is time to become more involved and to contribute to the community.

It would be an honour to represent the CWA on the York Honours Reference Group to assist with the determination of the criteria to select those who have contributed significantly to our community.

Should you require further information please do not hesitate to contact me on

Di Robertson-Smith

SHIRE OF YORK.

To

YORK HONOURS REFERENCE GROUP:-

MY NAME IS MARGARET HEATHER WALLACE.

I AM A RESIDENT OF YORK.

ADDRESS:-

PHONE:-

6302.

MY KNOWLEDGE OF YORK AND COMMUNITY GOES A LONG WAY AND I WOULD LIKE TO NOMINATE TO JOIN THE YORK HONOURS REFERENCE GROUP.

I HAVE ALWAYS BEEN COMMITTED TO HELPING OTHERS AND WORKING WITH TEAM MEMBERS.

I LOVE MY TOWN

THANK YOU

M.H. Wallace.

SY085-07/25 RESIGNATION OF CHIEF EXECUTIVE OFFICER AND APPOINTMENT OF TEMPORARY CHIEF EXECUTIVE OFFICER**Disclosure of Interest – Alina Behan – Financial – Resignation of Chief Executive Officer and Appointment of Temporary Chief Executive Officer**

Alina Behan read the Financial Declaration - ... With regard to Resignation of Chief Executive Officer and Appointment of Temporary Chief Executive Officer, the matter in Item SY085-07/25, I disclose that I have an association with the applicant (or person seeking a decision). The association is I am the person named as Temporary Chief Executive Officer. As a consequence, I will leave the meeting.

Alina Behan left the meeting at 5.26pm.

Disclosure of Interest – Chris Linnell – Impartial – Resignation of Chief Executive Officer and Appointment of Temporary Chief Executive Officer

Chris Linnell read the Impartiality Declaration - ... With regard to Resignation of Chief Executive Officer and Appointment of Temporary Chief Executive Officer, the matter in Item SY085-07/25, I disclose that I have an association with the applicant (or person seeking a decision). The association is I am the Chief Executive Officer resigning.

Disclosure of Interest – Lindon Mellor – Impartial – Resignation of Chief Executive Officer and Appointment of Temporary Chief Executive Officer

Lindon Mellor read the Impartiality Declaration - ... With regard to Resignation of Chief Executive Officer and Appointment of Temporary Chief Executive Officer, the matter in Item SY085-07/25, I disclose that I have an association with the applicant (or person seeking a decision). The association is I will be reporting to the Temporary Chief Executive Officer.

File Number: 4.9680

Author: Vanessa Green, Council & Executive Support Officer

Authoriser: Kevin Trent, Shire President

Previously before Council: Nil

Disclosure of Interest: The position of CEO is the Author's direct line manager

Appendices: 1. Letter of Resignation [↓](#)

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the resignation of the Chief Executive Officer (CEO) and a proposal to appoint a Temporary Chief Executive Officer during the recruitment process for a new CEO.

BACKGROUND

After almost six (6) years in the role, the CEO, Mr Chris Linnell, has submitted his resignation with his last day at the Shire of York being Friday 17 October 2025. A copy of the resignation letter is presented in Appendix 1. As the only employee of Council and in accordance with Section 5.36(1)(a) of the *Local Government Act 1995*, Council needs to accept the resignation and appoint a person to fulfill the role of Temporary CEO while the recruitment process is conducted.

COMMENTS AND DETAILS

The CEO's contract requires a notice period of three (3) months, which the period of notice provided covers. As Mr Linnell's last day with the Shire is the day prior to the local government ordinary elections, it is proposed the recruitment process commences following the swearing in of the new Council. This timing will also align with the cessation of the Caretaker Period, recently introduced as part of the Local Government Act Reforms. As the recruitment process could take approximately six (6) or more months, a Temporary CEO will be required to manage the Administration until such time as a new substantive CEO has commenced employment at the Shire.

It is recommended that Alina Behan, Executive Manager Corporate & Community Services (EMCCS) be appointed as Temporary CEO. This ensures the continuity and stability of operations, as Ms Behan has most recently been Acting CEO during Mr Linnell's period of long service leave. Aside from being suitably skilled and qualified for the role, appointing a Temporary CEO internally enables professional development opportunities for Officers, and saves the cost of conducting an expression of interest process for the recruitment of an external Temporary CEO.

Should the Officer's recommendation be approved, the recruitment process for the substantive CEO role will commence, in accordance with Schedule 2 of the *Local Government (Administration) Regulations 1996* (also [Policy G26 – Model Standards for CEO Recruitment, Performance and Termination](#)), in November 2025. The first part of that process involves the appointment of a Selection Panel and the development/adoption of Terms of Reference for that Selection Panel.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the resignation from Mr Chris Linnell as CEO of the Shire of York and endorse the recommended internal Temporary CEO arrangements.

Option 2: Council could choose to accept the resignation from Mr Chris Linnell as CEO of the Shire of York and propose alternative Temporary CEO arrangements.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Concept Forum 8 July 2025

Shire President

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G4 Appointment of Acting or Temporary CEO

G26 Model Standards for CEO Recruitment, Performance and Termination

Financial

The Shire of York is classified as a Band 3 Local Government Authority by the Salaries and Allowances Tribunal (SAT). The total remuneration package allowable for a CEO within Band 3 is \$182,109 to \$300,370 in accordance with the SAT Determination dated 4 April 2025, effective from 1 July 2025. In accordance with Policy G4, the Temporary CEO (if appointed internally) will be paid on higher duties equal to the CEO's current Total Reward Package. Therefore, there is likely to be little financial impact on the organisation.

If an external Temporary CEO is appointed there may be additional cost to the Shire because of what may be expected as a higher rate of pay, or a different method of payment (ie hourly rate vs salary).

Legal and Statutory

“5.36. Local government employees

- (1) *A local government is to employ —*
 - (a) *a person to be the CEO of the local government; and*
 - (b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*
- (2) *A person is not to be employed in the position of CEO unless the council —*
 - (a) *believes that the person is suitably qualified for the position; and*
 - (b) *is satisfied* with the provisions of the proposed employment contract.*

** Absolute majority required.*

- (3) *A person is not to be employed by a local government in any other position unless the CEO —*
 - (a) *believes that the person is suitably qualified for the position; and*
 - (b) *is satisfied with the proposed arrangements relating to the person's employment.*
- (4) *Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.*
- (5A) *Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.*
- (5) *For the avoidance of doubt, subsection (4) does not impose a requirement to advertise a position before the renewal of a contract referred to in section 5.39.”*

Section 5.39(1a)(a) of the Local Government Act 1995 is also applicable and states:

“5.39. Contracts for CEO and senior employees

- (1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*
- (1a) *Despite subsection (1) —*
 - (a) *an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and*
 - (b) *a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.*
- (2) *A contract under this section —*
 - (a) *in the case of an acting or temporary position, cannot be for a term exceeding one year;*
 - (b) *in every other case, cannot be for a term exceeding 5 years.*
- (3) *A contract under this section is of no effect unless —*
 - (a) *the expiry date is specified in the contract; and*
 - (b) *there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and*

- (c) *any other matter that has been prescribed as a matter to be included in the contract has been included.*
- (4) *A contract under this section is to be renewable and subject to subsection (5), may be varied.*
- (5) *A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.*
- (6) *Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.*
- (7) *A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.*
- (8) *A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO."*

The recruitment process for a new substantive CEO will need to be conducted in accordance with Schedule 2 of the *Local Government (Administration) Regulations 1996* (on which Policy G26 is modelled) which prescribes the process required for the recruitment of a CEO.

Risk Related

It is important Council makes a sound decision regarding the appointment of a Temporary CEO to avoid any reputational risk.

Workforce

The EMCCS is a designated senior employee who is well known to Councillors and staff and has successfully performed the role of Acting CEO on numerous occasions.

If Council supports the Officer's recommendation, an opportunity to back-fill the position of EMCCS will be advertised internally in the first instance allowing for future development opportunities, and externally if required.

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION 140725

Moved: Cr Denese Smythe

Seconded: Cr Chris Gibbs

That, with regard to Resignation of Chief Executive Officer and Appointment of Temporary Chief Executive Officer, Council:

- 1. Resolves to accept the resignation from Mr Chris Linnell as the Shire of York's Chief Executive Officer effective from Friday 17 October 2025, as presented in Appendix 1, and thanks Mr Linnell for his contribution and service to Council and the community of York.**
- 2. In accordance with Policy G4 – Appointment of Acting or Temporary Chief Executive Officer, appoints Ms Alina Behan as Temporary Chief Executive Officer from Saturday 18 October 2025 until a substantive Chief Executive Officer commences employment, with remuneration paid in accordance with Band 3 Salaries and Allowances Tribunal Determination dated 4 April 2025, effective from 1 July 2025 (pro rata).**
- 3. In accordance with Policy G4 – Appointment of Acting or Temporary Chief Executive Officer, believes that Ms Alina Behan is suitably qualified for the position.**

<u>In Favour:</u>	Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright
<u>Against:</u>	Nil
<i>CARRIED 5/0 BY ABSOLUTE MAJORITY</i>	

Alina Behan returned to the meeting at 5.29pm.

08 July 2025

Shire President and Councillors

Shire of York
1 Joaquina Street
York WA 6302

Dear President and Councillors,

After much consideration, I am writing to formally resign from my position as Chief Executive Officer of the Shire of York. My final day will be Friday, 17 October 2025.

It has been an extraordinary privilege to lead the organisation and serve the York community over the past six years. I am incredibly proud of what we have achieved together – from strengthening the organisation's governance and strategic direction to championing initiatives that reflect the values and aspirations of our community. It has been both a professionally rewarding and personally meaningful chapter of my career.

This decision has not been an easy one. York is a truly special place with a strong sense of identity, heritage and heart. I have been honoured to work alongside Councillors, staff and community members who care deeply about its future. I am especially grateful for the support of Council and the dedication of the Shire's staff, whose commitment and professionalism have made my role all the more fulfilling.

As I look toward the next chapter, I remain committed to supporting a smooth and respectful transition. I leave with deep gratitude and confidence that the Shire is well positioned for continued success.

Thank you again for the opportunity to serve this remarkable community.

Warm regards,

A handwritten signature in blue ink, appearing to read 'Chris Linnell', with a stylized, flowing script.

Chris Linnell
Chief Executive Officer
Shire of York

SY086-07/25 DEFERMENT OF FINANCIAL REPORT AND INVESTMENTS REPORT FOR JUNE 2025

File Number: 4.7714

Author: Alina Behan, Executive Manager Corporate & Community Services

Authoriser: Chris Linnell, 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

For Council to note the deferment of the Financial Report and Investments Report for June 2025.

BACKGROUND

Due to staffing constraints within the Finance Team there is a requirement to defer the presentation of the Financial Report and Investments Report for June 2025 to Council.

COMMENTS AND DETAILS

In accordance with Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* the Financial Report for the month of June 2025 will be presented to Council at its August 2025 Ordinary Meeting. This is within the legislative timeframe allowed.

The delay is due to the staffing constraints within the Finance Team due to recent staff changes and a focus on finalising the draft 2025/26 budget. This is expected to be resolved in time to enable the reports to be presented to Council at its August 2025 Ordinary Meeting

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER**Consultative**

Executive Leadership Team

Moore Australia

StrategicCouncil Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

Nil

Financial

Nil

Legal and Statutory

Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* is applicable and states:

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 that 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 month to which the statement relates; and*
- (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; 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 month to which the statement relates.*

(2) *Each statement of financial activity is to be accompanied by documents containing —*

- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
- (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 may be shown —*

- (a) *according to nature and type classification; or*
- (b) *by program; or*
- (c) *by business unit.*

(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 month to which the statement relates; 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.”*

Risk Related

Nil

Workforce

Nil

VOTING REQUIREMENTS**Absolute Majority: No****RESOLUTION****150725****Moved: Cr Denese Smythe****Seconded: Cr Chris Gibbs****That, with regard to Deferment of Financial Report and Investments Report for June 2025, Council:**

- 1. Notes the Financial Report and Investments Report for June 2025 will be presented to its August 2025 Ordinary Meeting.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright**Against: Nil*****CARRIED 5/0***

SY087-07/25 FINANCIAL REPORT - MAY 2025

An Addendum to this Item was released on 14 July 2025 and is presented in Appendix 6.

File Number:	4.7714
Author:	Denise Gobbart, Finance Management Support Susan Krouzecky, Finance Officer - Creditors
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	<ol style="list-style-type: none">1. Monthly Financial Statement - May 2025 ↓2. List of Creditor Payments - May 2025 ↓3. Business Credit Card Summary - April 2025 ↓4. Business Credit Card Summary - May 2025 ↓5. Purchasing Cards - May 2025 ↓6. Addendum released 14 July 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 31 May 2025 and includes the following:

1. Monthly Statements
2. List of Creditor Payments
3. Business Credit Card Summary – April & May 2025
4. List of Purchasing Card Transactions – Fuel Cards & Woolworths

The following information provides balances for key financial areas for the Shire of York's financial position as at 31 May 2025. The opening figures for this month's report have been updated to reflect the annual financial report.

List of Payments for May 2025

A list of accounts paid from the Municipal Fund and Trust Fund under the Chief Executive Officer's delegated authority for the month of May 2025 is presented to Council for noting.

Outstanding Rates and Services

The total outstanding rates balance at the end of May 2025 was \$2,361,488 compared to \$1,874,934 at the end of May 2024. Total outstanding rates are trending 20% higher than last year with no debt collection activity for two (2) years having a significant effect. There is an increase in the number of current debts (who have received the usual reminders sent by Administration), but this number should reduce when collection activity starts.

TABLE 1.

CURRENT YEAR	PROPERTIES	31/05/2025	%		PROPERTIES	31/05/2024	%
3 years and over	96	\$880,051	37%		83	\$731,743	39%
2 years and over	123	\$257,512	11%		106	\$204,747	11%
1 year and over	218	\$428,265	18%		175	\$319,927	17%
Total Aged		\$1,565,828	66%			\$1,256,417	67%
Current Rates	1034	\$795,660	34%		930	\$618,517	33%
Total Rates Outstanding		\$2,361,488				\$1,874,934	

Council has appointed an appropriately qualified and experienced debt collection contractor to assist in resolving both younger and older outstanding debts. Officers continue to administer payment arrangements outside of the ordinary payment options in line with the current Policy F1 - Revenue Collection.

Outstanding Sundry Debtors

The figure for total outstanding sundry debtors as at 31 May 2025 was \$684,592.15 compared to \$51,280.85 as at 30 May 2024. Sundry debtors aged debts are mostly made up of four (4) debtors who are being followed up for payment. Current debts for May include large capital road grants of \$540,258 which are expected to be resolved through payment in June. Aged debts are made up of a number of small debts with no single-issue dominating.

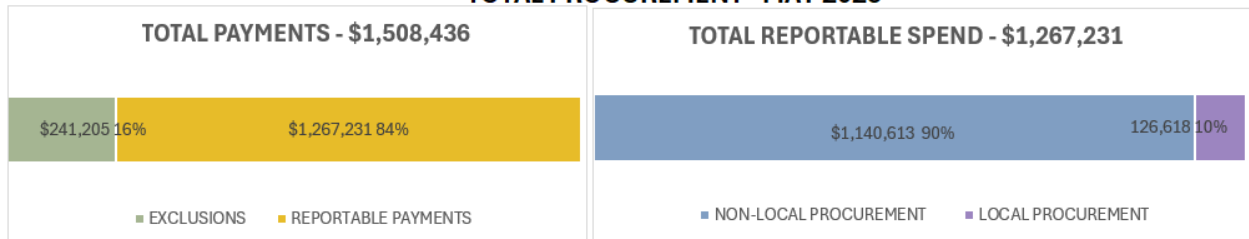
TABLE 2.

CURRENT YEAR	31/05/2025	%		31/05/2024	%
90 days and over	\$17,317	2%		\$6,125	12%
60 days and over	\$1,308	0%		\$0	0%
30 days and over	\$60,070	9%		\$37,673	71%
Current	\$610,060	89%		\$8,998	17%
Total Debtors Outstanding	\$688,755	100%		\$15,399	100%
Credits	-\$4,163			-\$1,515	
Total Including Credits	\$684,592			\$51,281	

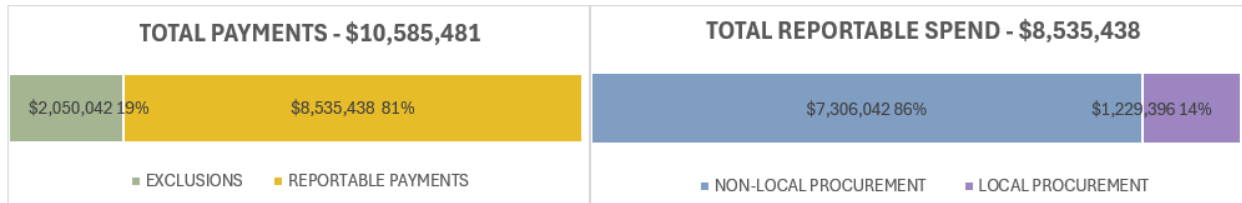
Local Procurement

To support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of May 2025, Officers report the following in relation to local procurement, noting that 10% of payments were made to local businesses by the end of May with the year-to-date (YTD) figure currently standing at 14%. This percentage is lower than earlier in the year due to the payment of major roads contracts to non-local suppliers.

TOTAL PROCUREMENT - MAY 2025



TOTAL PROCUREMENT - YEAR TO DATE 2024/25



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. Australian Taxation Office
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 figures reported are an estimate only and are subject to adjustments prior to 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

160725

Moved: Cr Denese Smythe

Seconded: Cr Chris Gibbs

That, with regards to the Financial Report - May 2025, Council:

- 1. Receives the Monthly Financial Report, as presented in Appendix 1 and the Addendum released 14 July 2025, as presented in Appendix 6.**
- 2. Receives the list of payments drawn from the Municipal and Trust accounts for the period ending 31 May 2025 as summarised below:**

May 2025

MUNICIPAL	AMOUNT (\$)
Electronic Funds Payments	1,406,608
Cheque Payments	0
Direct Debits	198,282
Sub-Total Municipal	1,604,890
Payroll – Net Salaries	456,884
TOTAL MUNICIPAL	2,061,774

TRUST

Electronic Funds Payments	459
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Cheque Payments	0
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Sub-Total Trust	459
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Licensing	96,388
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TOTAL TRUST	96,847
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TOTAL PAYMENTS MAY 2025	2,158,621
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In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

SHIRE OF YORK
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 May 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 31 MAY 2025

	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/b	Var.
Note						
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	8,121,167	8,121,167	8,046,068	(75,099)	(0.92%)	▼
Grants, subsidies and contributions	621,696	569,855	664,133	94,278	16.54%	▲
Fees and charges	1,944,156	1,755,578	1,919,397	163,819	9.33%	▲
Interest revenue	301,362	276,221	278,100	1,879	0.68%	▲
Other revenue	441,658	268,763	541,272	272,509	101.39%	▲
Profit on asset disposals	64,020	446,754	0	(446,754)	(100.00%)	▼
	11,494,059	11,438,338	11,448,970	10,632	0.09%	
Expenditure from operating activities						
Employee costs	(6,665,594)	(6,206,915)	(5,971,518)	235,397	3.79%	▲
Materials and contracts	(4,966,790)	(4,154,920)	(3,375,644)	779,276	18.76%	▲
Utility charges	(508,498)	(465,916)	(390,559)	75,357	16.17%	▲
Depreciation	(6,817,295)	(6,249,122)	(6,270,271)	(21,149)	(0.34%)	▼
Finance costs	(49,335)	(45,221)	(49,335)	(4,114)	(9.10%)	▼
Insurance	(324,955)	(324,946)	(433,762)	(108,816)	(33.49%)	▼
Other expenditure	(634,972)	(618,563)	(284,771)	333,792	53.96%	▲
Loss on asset disposals	(105,069)	(4,257)	(11,842)	(7,585)	(178.18%)	▼
	(20,072,508)	(18,069,860)	(16,787,702)	1,282,158	7.10%	
Non cash amounts excluded from operating activities	2(c) 6,858,344	5,806,625	6,282,113	475,488	8.19%	▲
Amount attributable to operating activities	(1,720,105)	(824,897)	943,381	1,768,278	214.36%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	4,094,336	3,753,134	1,723,460	(2,029,674)	(54.08%)	▼
Proceeds from disposal of assets	355,199	0	31,818	31,818	0.00%	▲
	4,449,535	3,753,134	1,755,278	(1,997,856)	(53.23%)	
Outflows from investing activities						
Payments for property, plant and equipment	(1,511,364)	(1,385,395)	(360,244)	1,025,151	74.00%	▲
Payments for construction of infrastructure	(4,225,475)	(3,873,342)	(2,395,744)	1,477,598	38.15%	▲
	(5,736,839)	(5,258,737)	(2,755,988)	2,502,749	47.59%	
Amount attributable to investing activities	(1,287,304)	(1,505,603)	(1,000,710)	504,893	33.53%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	94,196	0	0	0	0.00%	
	94,196	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(147,320)	(147,320)	(147,320)	0	0.00%	
Transfer to reserves	(434,954)	0	0	0	0.00%	
	(582,274)	(147,320)	(147,320)	0	0.00%	
Amount attributable to financing activities	(488,078)	(147,320)	(147,320)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,652,527	3,652,527	3,566,300	(86,227)	(2.36%)	▼
Amount attributable to operating activities	(1,720,105)	(824,897)	943,381	1,768,278	214.36%	▲
Amount attributable to investing activities	(1,287,304)	(1,505,603)	(1,000,710)	504,893	33.53%	▲
Amount attributable to financing activities	(488,078)	(147,320)	(147,320)	0	0.00%	
Surplus or deficit after imposition of general rates	157,040	1,174,707	3,361,651	2,186,944	186.17%	▲

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 31 MAY 2025

	Actual 30 June 2024	Actual as at 31 May 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	4,424,839	4,486,059
Trade and other receivables	1,675,962	3,151,016
Other financial assets	2,084,043	666,106
Inventories	52,481	(10,888)
TOTAL CURRENT ASSETS	8,237,325	8,292,293
NON-CURRENT ASSETS		
Trade and other receivables	219,021	219,021
Other financial assets	83,171	83,171
Property, plant and equipment	47,493,206	46,567,933
Infrastructure	138,257,476	135,650,558
Right-of-use assets	975,323	949,571
TOTAL NON-CURRENT ASSETS	187,028,197	183,470,254
TOTAL ASSETS	195,265,522	191,762,547
CURRENT LIABILITIES		
Trade and other payables	1,638,062	1,897,679
Other liabilities	232,933	232,933
Borrowings	147,320	0
Employee related provisions	769,684	769,684
TOTAL CURRENT LIABILITIES	2,787,999	2,900,296
NON-CURRENT LIABILITIES		
Borrowings	712,655	712,655
Employee related provisions	341,365	341,365
TOTAL NON-CURRENT LIABILITIES	1,054,020	1,054,020
TOTAL LIABILITIES	3,842,019	3,954,316
NET ASSETS	191,423,503	187,808,231
EQUITY		
Retained surplus	25,145,198	21,529,927
Reserve accounts	2,537,273	2,537,273
Revaluation surplus	163,741,032	163,741,031
TOTAL EQUITY	191,423,503	187,808,231

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 31 MAY 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 07 July 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 POLICIES

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
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Amended Budget Opening	Actual as at	Actual as at
Note	1 July 2024	30 June 2024	31 May 2025
	\$	\$	\$
Current assets			
Cash and cash equivalents	5,771,069	4,424,839	4,486,059
Trade and other receivables	1,722,299	1,675,962	3,151,016
Other financial assets		2,084,043	666,106
Inventories	52,481	52,481	(10,888)
	7,545,849	8,237,325	8,292,293
Less: current liabilities			
Trade and other payables	(863,213)	(1,638,062)	(1,897,679)
Other liabilities	(267,735)	(232,933)	(232,933)
Borrowings	(147,320)	(147,320)	0
Employee related provisions	(680,904)	(769,684)	(769,684)
Other provisions	(51,124)	0	0
	(2,010,296)	(2,787,999)	(2,900,296)
Net current assets	5,535,553	5,449,326	5,391,997
Less: Total adjustments to net current assets	2(b) (1,883,026)	(1,883,026)	(2,030,346)
Closing funding surplus / (deficit)	3,652,527	3,566,300	3,361,651

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(2,537,273)	(2,537,273)	(2,537,273)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	147,320	147,320	0
- Current portion of employee benefit provisions held in reserve	506,927	506,927	506,927
Total adjustments to net current assets	2(a) (1,883,026)	(1,883,026)	(2,030,346)

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates	YTD Budget Estimates	YTD Actual
	30 June 2025	31 May 2025	31 May 2025
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(64,020)	(446,754)	0
Add: Loss on asset disposals	105,069	4,257	11,842
Add: Depreciation	6,817,295	6,249,122	6,270,271
Total non-cash amounts excluded from operating activities	6,858,344	5,806,625	6,282,113

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.

AASB 101.10(e) **SHIRE OF YORK**
AASB 101.51 **NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**
AASB 101.112 **FOR THE PERIOD ENDED 31 MAY 2025**

FM Reg 34 (2)(b) **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 2024-25 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
General rates	(75,099)	(0.92%)	▼
Rates incentive discount incorrectly posted		Timing	
Grants, subsidies and contributions	94,278	16.54%	▲
The Waugal Rising Project funding \$60,000 incorrectly allocated		Timing	
WALGGC Local Roads \$10,000 & MRWA Direct Grant \$20,000 higher than expected		Permanent	
Fees and charges	163,819	9.33%	▲
Waste Management Levy - \$140,344 higher than budget		Permanent	
Charges Sale of Water - \$61,676 higher than budget		Permanent	
Other revenue	272,509	101.39%	▲
Containers for Change, DoT Commission, CRC Reimbursements higher than anticipated		Permanent	
ATO \$40,816 refund from prior years not anticipated		Permanent	
Profit on asset disposals	(446,754)	(100.00%)	▼
Sale of Plant Deferred until 25/26 financial year		Permanent	
Expenditure from operating activities			
Employee costs	235,397	3.79%	▲
Recreation & Work Supervision salaries lower than anticipated		Permanent	
Materials and contracts	779,276	18.76%	▲
Transport Mtc \$450,000 & Waste Management Facility Mtc \$286,000 under budget		Timing	
York CRC, DAIP Implementation, Area Promotion, Forrest Oval Convention Centre, Control Expenses - Sundry under budget		Timing	
Utility charges	75,357	16.17%	▲
Forrest Oval Convention Centre, Street Lighting, York Visitor Centre & Standpipe Water lower than anticipated		Permanent	
Toilets Avon Park, Forrest Oval Water higher than anticipated		Permanent	
Depreciation	(21,149)	(0.34%)	▼
Transport & Recreation & Culture lower than anticipated		Permanent	
Insurance	(108,816)	(33.49%)	▼
Building valuations higher, insurance exceeded budget		Permanent	
Other expenditure	333,792	53.96%	▲
Rate write offs lower than anticipated		Permanent	
Rates incentive discount incorrectly posted		Timing	
Festival & Events Funding Pool Lower than anticipated		Timing	
Loss on asset disposals	(7,585)	(178.18%)	▼
Sale of Plant Deferred until 25/26 financial year		Permanent	
Non cash amounts excluded from operating activities	475,488	8.19%	▲
Transport & Recreation & Culture lower than anticipated		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(2,029,674)	(54.08%)	▼
Timing Roads to Recovery, LRCIP & Recreation Grant Funding		Timing	
Proceeds from disposal of assets	31,818	0.00%	▲
Sale of Plant Deferred until 25/26 financial year		Permanent	
Outflows from investing activities			
Payments for property, plant and equipment	1,025,151	74.00%	▲
Orders issued for Grader & Truck \$593,845 - Delivery expected in 25/26		Timing	
Balance of Plant Replacement Program Deferred		Permanent	
Swimming Pool, Forrest Oval Rec Centre Buildings - Deferred 25/26		Permanent	
Payments for construction of infrastructure	1,477,598	38.15%	▲
Motorcross Track - carry over required		Timing	
Forrest Oval Infrastructure Complete - reallocation required		Timing	
Admin Carpark, CBD Upgrade, Heritage Trials - deferred 25/26		Permanent	
Blackspot projects - 1 complete, 1 carry over		Timing	

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 31 MAY 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.65 M	\$3.65 M	\$3.57 M	(\$0.09 M)
Closing	\$0.16 M	\$1.17 M	\$3.36 M	\$2.19 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$5.15 M	% of total
Unrestricted Cash	\$2.61 M	50.8%
Restricted Cash	\$2.54 M	49.2%
Refer to 3 - Cash and Financial Assets		

Payables		
	\$1.90 M	% Outstanding
Trade Payables	\$0.17 M	
0 to 30 Days		83.3%
Over 30 Days		16.7%
Over 90 Days		0.0%
Refer to 9 - Payables		

Receivables		
	\$1.38 M	% Collected
Rates Receivable	\$1.77 M	75.1%
Trade Receivable	\$1.38 M	% Outstanding
Over 30 Days		11.5%
Over 90 Days		2.5%
Refer to 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.72 M)	(\$0.82 M)	\$0.94 M	\$1.77 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$8.05 M	% Variance
YTD Budget	\$8.12 M	(0.9%)
Refer to 12 - Grants and Contributions		

Grants and Contributions		
YTD Actual	\$0.66 M	% Variance
YTD Budget	\$0.57 M	16.5%
Refer to 12 - Grants and Contributions		

Fees and Charges		
YTD Actual	\$1.92 M	% Variance
YTD Budget	\$1.76 M	9.3%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.29 M)	(\$1.51 M)	(\$1.00 M)	\$0.50 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.03 M	%
Amended Budget	\$0.36 M	(91.0%)
Refer to 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$2.40 M	% Spent
Amended Budget	\$4.23 M	(43.3%)
Refer to 5 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$1.72 M	% Received
Amended Budget	\$4.09 M	(57.9%)
Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.49 M)	(\$0.15 M)	(\$0.15 M)	\$0.00 M
Refer to Statement of Financial Activity			

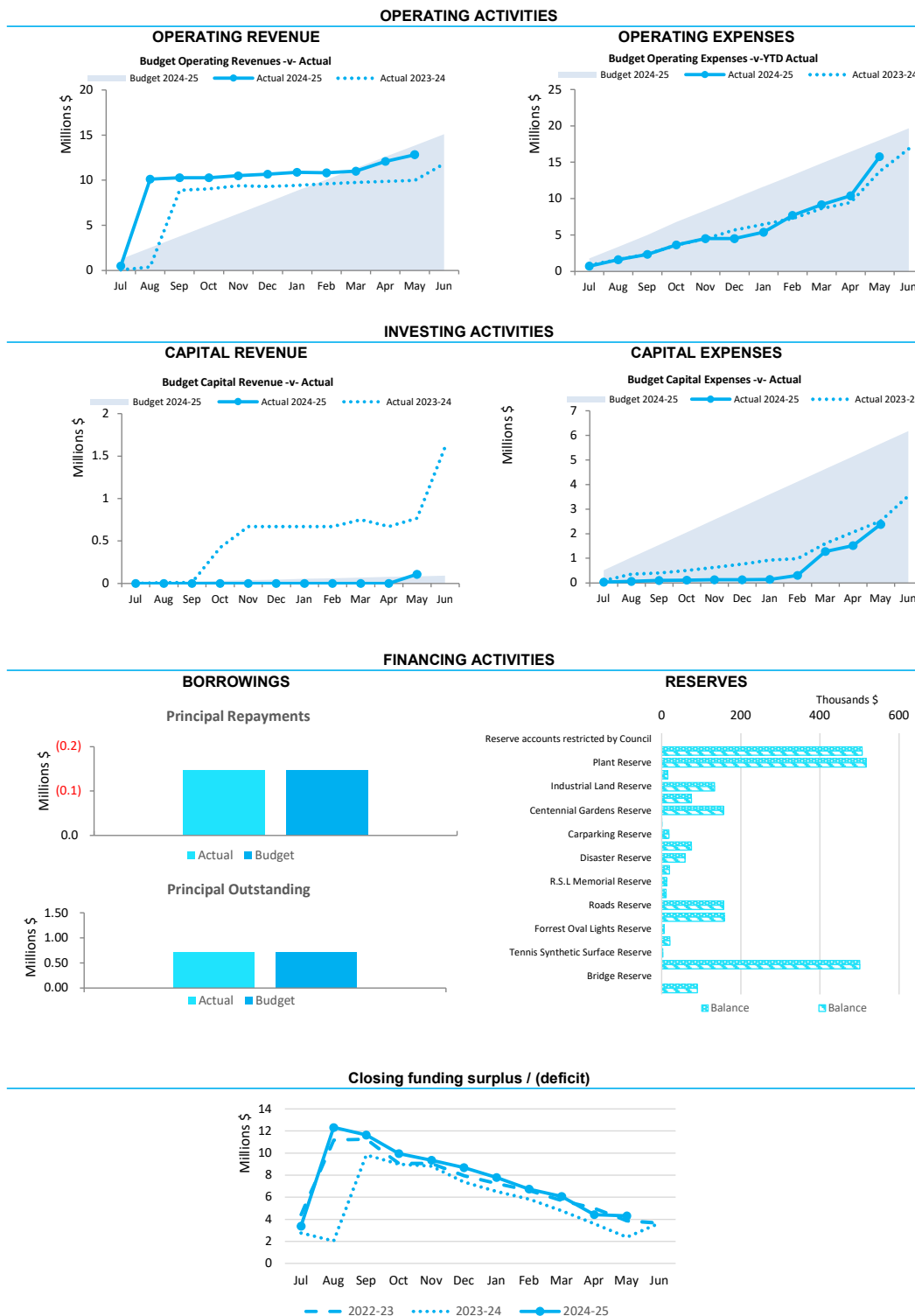
Borrowings	
Principal repayments	(\$0.15 M)
Interest expense	(\$0.05 M)
Principal due	\$0.71 M
Refer to 10 - Borrowings	

Reserves	
Reserves balance	\$2.54 M
Net Movement	\$0.00 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 31 MAY 2025

2 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 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	1,330	0	1,330	0		Nil	On Hand
Muni Bank	Cash and cash equivalents	1,135,866	0	1,135,866	0	Bendigo	Nil	Cheque Acc.
Westpac Flexi	Cash and cash equivalents	5,417	0	5,417	0	Westpac	Variable	N/A
AMP Municipal Notice	Cash and cash equivalents	318,985	0	318,985	0	AMP	Variable	N/A
AMP Term Deposit	Cash and cash equivalents	510,900	0	510,900	0	AMP	5.05%	14/07/2025
Trust Bank	Cash and cash equivalents	345,433	0	345,433	0	Bendigo	Nil	Cheque Acc.
Trust Bank	Cash and cash equivalents	0	0	0	58,422	Bendigo	Nil	Cheque Acc.
Trust Term Deposit T2-2509	Financial assets at amortised cost	37,711	0	37,711	0	Bendigo	4.40%	29/01/2026
Trust Term Deposit T40-2513	Financial assets at amortised cost	35,379	0	35,379	0	Bendigo	4.40%	29/01/2026
Trust Term Deposit T77-2514	Financial assets at amortised cost	68,064	0	68,064	0	Bendigo	4.40%	29/01/2026
Reserves Bank	Cash and cash equivalents	155,807	394,309	550,116	0	Bendigo	Variable	N/A
Reserves Term Deposits	Cash and cash equivalents	0	1,003,685	1,003,685	0	AMP	5.00%	10/06/2025
Reserves Term Deposits	Cash and cash equivalents	0	614,327	614,327	0	AMP	4.35%	22/07/2025
Reserves Term Deposits	Financial assets at amortised cost	0	524,952	524,952	0	Bendigo	4.40%	17/11/2025
Total		2,614,892	2,537,273	5,152,165	58,422			
Comprising								
Cash and cash equivalents		2,473,738	2,012,321	4,486,059	58,422			
Financial assets at amortised cost - Term Deposits		141,154	524,952	666,106	0			
		2,614,892	2,537,273	5,152,165	58,422			

KEY INFORMATION

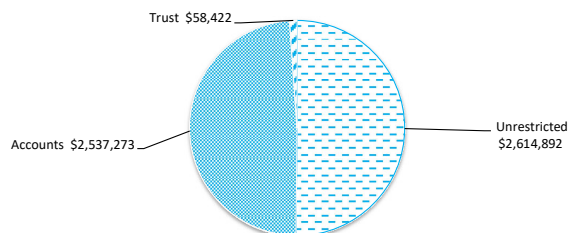
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 31 MAY 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Leave Reserve	506,927	0	(19,196)	487,731	506,927	0		506,927
Plant Reserve	516,688	0	0	516,688	516,688			516,688
Avon River Mtce Reserve	15,426	0	0	15,426	15,426			15,426
Industrial Land Reserve	134,010	0	0	134,010	134,010			134,010
Refuse Site Develop Reserve	75,519	0	0	75,519	75,519			75,519
Centennial Gardens Reserve	156,162	0	0	156,162	156,162			156,162
Pioneer Memorial Lodge Reserve	533	20,000	0	20,533	533			533
Carparking Reserve	18,623	0	0	18,623	18,623			18,623
Building Reserve	75,380	100,000	0	175,380	75,380			75,380
Disaster Reserve	59,281	0	0	59,281	59,281			59,281
Tied Grant Funds Reserve	19,557	0	0	19,557	19,557			19,557
R.S.L Memorial Reserve	12,600	0	0	12,600	12,600			12,600
Greenhills Townsite Development Reserve	11,221	0	0	11,221	11,221			11,221
Roads Reserve	156,884	0	0	156,884	156,884			156,884
Land & Infrastructure Reserve	158,104	0	0	158,104	158,104			158,104
Forrest Oval Lights Reserve	6,161	0	0	6,161	6,161			6,161
Bowls Synthetic Surface Reserve	20,444	0	0	20,444	20,445			20,445
Tennis Synthetic Surface Reserve	3,155	0	0	3,155	3,155			3,155
Recreation Reserve	500,598	0	(75,000)	425,598	500,597			500,597
Bridge Reserve	0	100,000	0	100,000	0			0
Swimming Pool Reserve	90,000	214,954	0	304,954	90,000			90,000
	2,537,273	434,954	(94,196)	2,878,031	2,537,273	0	0	2,537,273

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	31,500	28,875	0	(28,875)
Buildings - specialised	304,500	279,125	31,465	(247,660)
Furniture and equipment	152,000	139,326	125,404	(13,922)
Plant and equipment	1,023,364	938,069	203,375	(734,694)
Acquisition of property, plant and equipment	1,511,364	1,385,395	360,244	(1,025,151)
Infrastructure - Roads	3,664,275	3,358,916	2,242,998	(1,115,918)
Infrastructure - Drainage	51,200	46,926	46,330	(596)
Infrastructure - Bridges	0	0	265	265
Infrastructure - Other	510,000	467,500	106,151	(361,349)
Acquisition of infrastructure	4,225,475	3,873,342	2,395,744	(1,477,598)
Total of PPE and Infrastructure.	5,736,839	5,258,737	2,755,988	(2,502,749)
Total capital acquisitions	5,736,839	5,258,737	2,755,988	(2,502,749)
Capital Acquisitions Funded By:				
Capital grants and contributions	4,094,336	3,753,134	1,723,460	(2,029,674)
Other (disposals & C/Fwd)	355,199	0	31,818	31,818
Reserve accounts				
Recreation Reserve	75,000		0	0
Contribution - operations	1,212,304	1,505,603	1,000,710	(504,893)
Capital funding total	5,736,839	5,258,737	2,755,988	(2,502,749)

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.

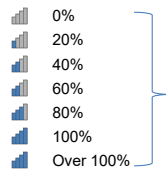
SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

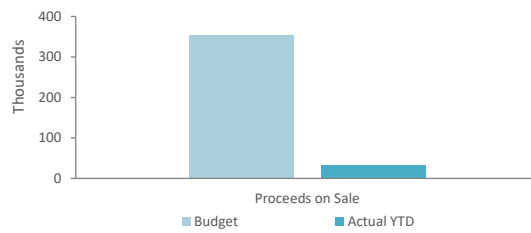
			Amended		Variance
Account Description			Budget	YTD Budget	(Under)/Over
					0
042339	ADMINISTRATION VEHICLES		52,000	47,663	47,663
043142	FURNITURE & EQUIPMENT ADMIN		152,000	139,326	13,922
043145	ADMINISTRATION CARPARK INFRASTRUCTURE		75,740	69,421	8,415
053035	RANGER VEHICLE PURCHASE CAPITAL		0	0	6,557
051339	RANGER VEHICLE FIRE CONTROL		52,000	47,663	47,663
068302	PML BUILDING CAPITAL		22,500	20,625	4,000
109383	CEMETERY INFRASTRUCTURE		0	0	18,016
109387	MOUNT BROWN LANDSCAPING		0	0	61
109389	CBD UPGRADE		180,000	165,000	27,254
112302	SWIMMING POOL CAPITAL (STAGE 1) - BUILDINGS		200,000	183,326	17,631
112308	INFRASTRUCTURE OTHER - SWIMMING POOL		0	0	4,312
113029	TOWN HALL BUILDING		0	0	1,671
113329	FORREST OVAL REC CENTRE BUILDINGS		65,000	59,587	0
113331	FORREST OVAL INFRASTRUCTURE		10,000	9,163	265
113335	HERITAGE TRAILS INFRASTRUCTURE		180,000	165,000	0
113346	MOTORCROSS TRACK INFRASTRUCTURE		140,000	128,337	56,243
122300	ROAD INFRASTRUCTURE PROJECTS		428,102	392,425	0
122400	ROADS TO RECOVERY PROJECTS		568,916	521,510	(37,272)
122401	REGIONAL ROAD GROUP PROJECTS		1,659,352	1,521,069	1,668,441
122402	MUNICIPAL ROAD CONSTRUCTION PROJECTS		75,000	68,750	9,075
122404	MUNICIPAL BRIDGE CONSTRUCTION PROJECTS		0	0	265
122407	BLACKSPOT PROJECTS		642,165	588,654	383,203
122409	LRCIP PROJECTS		215,000	197,087	211,136
122411	DRAINAGE CONSTRUCTION PROJECTS		51,200	46,926	46,330
127304	PLANT PURCHASES CAPITAL		815,364	747,417	196,818
133319	PLANT & EQUIP - VEHICLE (Y000)		52,000	47,663	0
143301	DEPOT PLANT CAPITAL PURCHASE		52,000	47,663	0
143304	DEPOT - BUILDINGS CAPITAL		17,000	15,587	8,163
146303	LAND PURCHASE AND DEVELOPMENT		31,500	28,875	0
Grand Total			5,736,839	5,258,737	2,755,988
					2,443,162

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Plant and equipment	396,248	355,199	64,020	(105,069)	0	0	0	0
	12011 - Roller Volvo - Y4894			0	0	43,660	31,818	0	(11,842)
		396,248	355,199	64,020	(105,069)	43,660	31,818	0	(11,842)

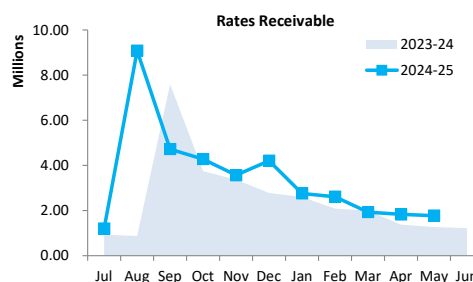


**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2024	31 May 2025
	\$	\$
Opening arrears previous year	1,057,710	1,170,219
Levied this year	8,100,167	8,046,068
Less - collections to date	(7,466,219)	(6,924,743)
Gross rates collectable	1,691,658	2,291,544
Allowance for impairment of rates receivable	(521,439)	(525,272)
Net rates collectable	1,170,219	1,766,272
% Collected	81.5%	75.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(4,163)	610,060	60,070	1,308	17,317	684,592
Percentage	(0.6%)	89.1%	8.8%	0.2%	2.5%	
Balance per trial balance						
Trade receivables						684,592
Other receivables						336,198
GST receivable						326,544
Receivables for employee related provisions						37,410
Total receivables general outstanding						1,384,744

Amounts shown above include GST (where applicable)

KEY INFORMATION

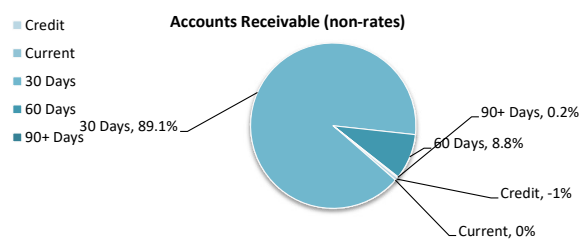
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 31 MAY 2025**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 May 2025
Other current assets	\$	\$	\$	\$
Financial assets at amortised cost	2,084,043	0	(1,417,937)	666,106
Inventory				
Fuel	52,481	138,945	(202,314)	(10,888)
Total other current assets	2,136,524	138,945	(1,620,251)	655,218
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 31 MAY 2025**

OPERATING ACTIVITIES

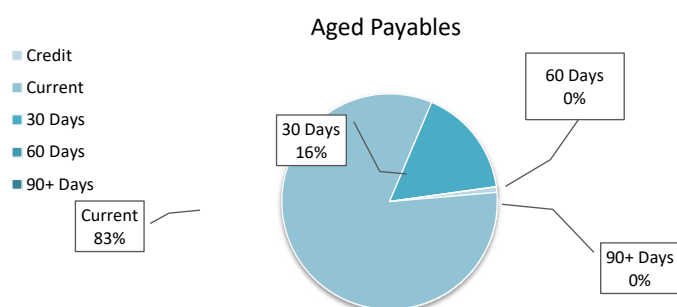
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(1,230)	119,507	23,683	0	0	141,960
Percentage	(0.9%)	84.2%	16.7%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						171,157
ATO liabilities						232,455
Other payables						230,950
Bonds & Deposits						1,257,424
Accrued interest on long term borrowings						5,693
Total payables general outstanding						1,897,679

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 31 MAY 2025

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Forrest Oval Stage 1	62	659,307	0	0	(77,596)	(77,596)	581,711	581,711	(40,333)	(40,333)
Forrest Oval Stage 2	63	78,390	0	0	(27,237)	(27,237)	51,153	51,153	(3,517)	(3,517)
Forrest Oval Stage 3	64	122,278	0	0	(42,487)	(42,487)	79,791	79,791	(5,485)	(5,485)
Total		859,975	0	0	(147,320)	(147,320)	712,655	712,655	(49,335)	(49,335)
Current borrowings		147,320					0			
Non-current borrowings		712,655					712,655			
		859,975					712,655			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

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. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

OPERATING ACTIVITIES

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		232,933	0	0	0	232,933
Total other liabilities		232,933	0	0	0	232,933
Employee Related Provisions						
Provision for annual leave		509,194	0	0	0	509,194
Provision for long service leave		216,390	0	0	0	216,390
Other employee leave provisions		44,100	0	0	0	44,100
Total Provisions		769,684	0	0	0	769,684
Total other current liabilities		1,002,617	0	0	0	1,002,617

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 31 MAY 2025

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2024	Liability	Liability	31 May 2025	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
GRANT FUNDS (UNTIED)	0	0	0	0	0	182,210	167,024	167,303
GRANT LOCAL ROAD (UNTIED)	0	0	0	0	0	131,459	120,494	130,862
AUSTRALIA DAY COUNCIL	0	0	0	0	0	15,000	13,750	15,000
LGGS GRANTS	0	0	0	0	0	46,990	43,065	51,208
OTHER GRANTS	0	0	0	0	0	8,500	7,788	0
GRANT RRG - DIRECT	0	0	0	0	0	237,537	217,734	237,537
GOVERNMENT GRANTS - WAUGAL RISING PROJ	0	0	0	0	0	0	0	60,720
GRANTS - TOURISM - NWV GRANT	0	0	0	0	0	0	0	1,117
OPERATING GRANTS - WASTE MANAGEMENT	0	0	0	0	0	0	0	386
	0	0	0	0	0	621,696	569,855	664,133
TOTALS	0	0	0	0	0	621,696	569,855	664,133

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD Revenue
	1 July 2024		(As revenue)	31 May 2025	31 May 2025	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
CEMETERY GRANT INCOME	0	0	0	0	0	9,000	8,250	0
RECREATION GRANTS - TAXABLE	0	0	0	0	0	135,000	123,750	0
ROAD TO RECOVERY GRANTS	0	0	0	0	0	701,427	642,972	0
GRANT - RRG - ROADS	224,431	0	0	224,431	34,801	2,206,370	2,022,504	1,584,603
GRANT GOVT-BLACK SPOT FUNDING	0	0	0	0	0	626,040	573,870	83,857
GRANT - RRSP - ROADS	0	0	0	0	0	34,801	31,900	0
GRANTS - LRCP	8,502	0	0	8,502	8,502	381,698	349,888	0
RECREATION CAPITAL GRANTS	0	0	0	0	0	0	0	55,000
	232,933	0	0	232,933	43,303	4,094,336	3,753,134	1,723,460
TOTALS	232,933	0	0	232,933	43,303	4,094,336	3,753,134	1,723,460

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 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 2024	Amount Received	Amount Paid	Closing Balance 31 May 2025
	\$	\$	\$	\$
Cash in Lieu - Public Open Space	58,422	0	0	58,422
	58,422	0	0	58,422

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

15 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption				17,459		17,459
Adjustment to opening balance after audit					(86,131)	(68,672)
122300 - York Tammin Road	020924	Capital expenses		125,000		56,328
122300 - Quellington Road	020924	Capital expenses		111,294		167,622
122401 - Quellington Road RRG	020924	Capital expenses		322,587		490,209
122407 - Spencers Brook Road Black Spot	020924	Capital expenses		16,125		506,334
125203 - RRG Grant Income	020924	Capital revenue			(322,587)	183,747
122400 - RTR Road Renewals	020924	Capital expenses			(132,511)	51,236
13350 - Building Reserve	020924	Capital expenses			(45,000)	6,236
127308 - Plant Reserve	020924	Capital expenses			(54,908)	(48,672)
122506 - Bridge Reserve	020924	Capital expenses			(20,000)	(68,672)
146171 HOUSING MAINTENANCE - OTHER RENTALS	070325	Operating expenses		8,000		(60,672)
042116 HOUSING MTCE - ROE STREET (EMCCS)	070325	Operating expenses		5,000		(55,672)
146277 OTHER LEASE INCOME - NON TAXABLE	070325	Operating revenue		4,701		(50,971)
113329 FORREST OVAL REC CENTRE BUILDINGS	070325	Operating expenses			(10,000)	(60,971)
143304 DEPOT - BUILDINGS CAPITAL	070325	Capital expenses			(17,000)	(77,971)
109389 CBD UPGRADE	070325	Capital expenses			(68,000)	(145,971)
113346 MOTORCROSS TRACK INFRASTRUCTURE	070325	Capital expenses			(10,000)	(155,971)
127304 PLANT PURCHASES CAPITAL	070325	Capital expenses		405,636		249,665
122300 ROAD INFRASTRUCTURE PROJECTS	070325	Capital expenses		15,000		264,665
122407 BLACKSPOT PROJECTS	070325	Capital expenses		106,760		371,425
122409 LRCIP PROJECTS	070325	Capital expenses			(15,000)	356,425
031118 RATES - SALARIES	070325	Operating expenses		0		356,425
042109 ADMINISTRATION - SALARIES	070325	Operating expenses		65,000		421,425
HOUSING MAINTENANCE - 75 OSNABURG RD (EMIDS)	070325	Operating expenses		5,000		426,425
042171 STAFF TRAINING/CONFERENCES	070325	Operating expenses		0		426,425
042191 RELOCATION EXPENSES	070325	Operating expenses		5,000		431,425
051107 FIRE BREAKS - SHIRE LAND	070325	Operating expenses		10,000		441,425
052172 SUNDRY EXPENDITURE - CATS	070325	Operating expenses			(1,000)	440,425
111103 SCOUT HALL	070325	Operating expenses		3,000		443,425
112150 SWIMMING POOL - SALARIES	070325	Operating expenses		1,179		444,603
113100 AVON PARK MAINTENANCE	070325	Operating expenses			(5,000)	439,603
113106 GWAMBY/AVON ASCENT MAINTENANCE	070325	Operating expenses			(5,000)	434,603
113116 MT BROWN PARK MAINTENANCE	070325	Operating expenses		8,000		442,603
113117 CANDICE BATEMAN PARK MAINTENANCE	070325	Operating expenses		13,500		456,103
113143 YRCC EXPENDITURE - GYM	070325	Operating expenses		1,000		457,103
113149 YRCC EXPENDITURE - TENNIS	070325	Operating expenses			(4,000)	453,103
113160 RECREATION - SALARIES	070325	Operating expenses		0		453,103
119122 ARTS AND CULTURAL HERITAGE PLANNING	070325	Operating expenses			(6,000)	447,103
125165 DEPOT MAINTENANCE	070325	Operating expenses			(20,000)	427,103
128103 HOWICK ST CAR PARK	070325	Operating expenses			(500)	426,603
132153 CHRISTMAS DECORATIONS/FESTIVITIES	070325	Operating expenses		18,500		445,103
133192 BUILDING CONTROL EXPENSES-OTHER	070325	Operating expenses		2,000		447,103
052285 SUNDRY INCOME TAX SUPPLY	070325	Operating revenue		700		447,803
113221 STADIUM HIRE CHARGES	070325	Operating revenue		4,000		451,803
113231 PAVILION - HIRE CHARGES	070325	Operating revenue		600		452,403
113233 FORREST OVAL PRECINCT HIRE CHARGES	070325	Operating revenue		4,500		456,903
113242 YRCC INCOME - HIRE	070325	Operating revenue		2,500		459,403
113243 YRCC INCOME - GYM	070325	Operating revenue		11,000		470,403
113249 YRCC INCOME (GREEN FEES) - TENNIS	070325	Operating revenue		1,400		471,803
127198 LOSS ON SALE OF ASSETS - WORKS PLANT	070325	Non cash item	(100,424)			371,379
031132 RATE DEBT RECOVERY COST	070325	Operating expenses			(8,000)	363,379
041103 ELECTION EXPENSES	070325	Operating expenses		25,000		388,379
041106 REFRESHMENTS & RECEPTIONS	070325	Operating expenses			(1,500)	386,879
041108 .PRINTING & STATIONERY	070325	Operating expenses		2,500		389,379
041111 SUBSCRIPTIONS	070325	Operating expenses			(3,600)	385,779
041114 OTHER-SUNDRY	070325	Operating expenses		1,000		386,779
041121 MAINTENANCE - CHAMBERS	070325	Operating expenses			(3,000)	383,779
041124 STRATEGIC PLANNING	070325	Operating expenses			(20,000)	363,779
042112 HOUSING MTCE - FORBES STREET (CEO)	070325	Operating expenses		3,000		366,779
042173 STAFF TELEPHONE EXPENSES	070325	Operating expenses		1,000		367,779
042183 OFFICE EXPENSE - PRINTING	070325	Operating expenses			(1,000)	366,779
042188 OFFICE EXP-COMPUTER EXPENSES	070325	Operating expenses			(7,000)	359,779
042189 OFFICE EXP-POSTAGE/FREIGHT	070325	Operating expenses			(6,000)	353,779
042193 AUDIT FEES	070325	Operating expenses			(6,750)	347,029
042202 ADMIN ENGINEERING CONTRACTS	070325	Operating expenses			(65,000)	282,029
077160 HEALTH CONTROL EXPENSES	070325	Operating expenses			(40,000)	242,029
077166 HEALTH PROMOTIONS	070325	Operating expenses		960		242,989
078113 ANALYTICAL EXPENSES	070325	Operating expenses			(1,000)	241,989
101106 WASTE MANAGEMENT FACILITY MTCE	070325	Operating expenses			(313,357)	(71,368)
105103 WEED / PEST CONTROL PROGRAMMES	070325	Operating expenses		5,000		(66,368)
106188 CONTROL EXPENSES-SUNDRY	070325	Operating expenses			(10,000)	(76,368)
106194 HERITAGE REVIEW GUIDELINES	070325	Operating expenses			(2,000)	(78,368)
109137 CEMETERY MAINTENANCE	070325	Operating expenses		15,000		(63,368)
111102 TOWN HALL	070325	Operating expenses			(20,000)	(83,368)
113148 YRCC EXPENDITURE - BOWLS	070325	Operating expenses		6,000		(77,368)
113166 OPERATIONAL & MARKETING PLAN - YRCC	070325	Operating expenses		4,000		(73,368)
115124 LIBRARY EQUIPMENT	070325	Operating expenses		7,000		(66,368)
125121 TRAFFIC SIGNS	070325	Operating expenses			(500)	(66,868)
125170 VERGE CLEARING	070325	Operating expenses			(106,760)	(173,628)
139142 STANDPIPES WATER/MAINTENANCE	070325	Operating expenses		2,000		(171,628)
014204 TYRES AND TUBES	070325	Operating expenses			(5,000)	(176,628)
125224 GRANTS - LRCIP	070325	Operating revenue		253,196		76,568
113167 SPORTING CLUB SPONSORSHIPS	070325	Operating expenses			(4,000)	72,568
138201 YORK CRC CHARGES OTHER TAX SUPPLY	070325	Operating revenue		150,000		222,568
138202 TELECENTRE REIMBURSEMENTS (EX GST)	070325	Operating revenue		60,000		282,568
143294 REIMBURSEMENT TAXABLE SUPPLY	070325	Operating revenue		2,000		284,568
145250 REIMBURSEMENTS-WORKERS COMP	070325	Operating revenue		1,179		285,747
27297 PROCEEDS SALE OF ASSETS - WORKS PLANT	070325	Capital revenue			(523,801)	(238,054)
127298 PROFIT SALE OF ASSETS - WORKS PLANT	070325	Non cash item	(423,377)			(661,431)
97 REALISATION OF SALE OF ASSETS - ROAD PLANT	070325	Non cash item	523,801			(137,630)
002012 LSL RESERVE ACCUM	070325	Capital revenue		19,196		(118,434)
068401 TRANSFER FROM RESERVE PML	070325	Capital expenses		40,000		(78,434)
127308 TRANSFER TO RESERVE - PLANT RESERVE	070325	Operating expenses		85,046		6,612
			0	1,977,517	(1,970,905)	6,612

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EFT33970	02/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		359.00
INV 118	17/04/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 118	17/04/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 118	17/04/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 118	17/04/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 118	17/04/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 118	17/04/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		20.50	
INV 118	17/04/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 120	01/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 120	01/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 120	01/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 120	01/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 120	01/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 120	01/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		20.50	
INV 120	01/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT33971	02/05/2025 AVON WASTE	SUPPLY SERVICE FOR GENERAL WASTE AND RECYCLING COLLECTION FROM 08/03/2025 TO 04/04/2025	1		40,691.35
INV 00068514	21/03/2025 AVON WASTE	SUPPLY SERVICE FOR GENERAL WASTE AND RECYCLING COLLECTION FROM 08/03/2025 TO 21/03/2025	1	26,757.13	
INV 00068792	04/04/2025 AVON WASTE	SUPPLY SERVICE FOR GENERAL WASTE AND RECYCLING FROM 22/3/2025 TO 04/04/2025	1	13,934.22	
EFT33972	02/05/2025 BLUE FORCE PTY LTD	BLUE FORCE PTY LTD TO SUPPLY 50 X KEY FOB TAGS WITH PROGRAMMING INCLUDED TO THE YRCC AS PER QUOTE # 43617	1		929.50
INV 228791	30/04/2025 BLUE FORCE PTY LTD	BLUE FORCE PTY LTD TO SUPPLY 50 X KEY FOB TAGS WITH PROGRAMMING INCLUDED TO THE YRCC AS PER QUOTE # 43617	1	929.50	
EFT33973	02/05/2025 BUNNINGS WAREHOUSE	SUPPLY FOR COLLECTION 2 X 200 OUTDOOR LIVING UMBRELLA AS PER QUOTE 322422672	1		201.12

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INV 2182/9989658	16/04/2025 BUNNINGS WAREHOUSE	SUPPLY FOR COLLECTION 2 X 200 OUTDOOR LIVING UMBRELLA AS PER QUOTE 322422672	1	201.12	
EFT33974	02/05/2025 BUSH CONTRACTING	FLOAT BOMAG ROLLER – Y830 – P179 FROM SHIRE OF YORK WORKS DEPOT TO WILBERFORCE RD – KARRABINE RD END – ON THE MORNING OF MONDAY 28.04.2025	1		396.00
INV INV-0538	28/04/2025 BUSH CONTRACTING	FLOAT BOMAG ROLLER – Y830 – P179 FROM SHIRE OF YORK WORKS DEPOT TO WILBERFORCE RD – KARRABINE RD END – ON THE MORNING OF MONDAY 28.04.2025	1	396.00	
EFT33975	02/05/2025 CABCHARGE PAYMENTS PTY LTD	CESO CAB FARES FOR LGCOG EAA FORUM - VANESSA GREEN	1		68.78
INV 25082057P250	14/04/2025 CABCHARGE PAYMENTS PTY LTD	CESO CAB FARES FOR LGCOG EAA FORUM - VANESSA GREEN	1	68.78	
EFT33976	02/05/2025 CAROL LITTLEFAIR	STAFF REIMBURSEMENT - REFRSHMENTS FOR CULTURAL BRUNING DAY 17/4/2025 - CAROL LITTLEFAIR	1		180.15
INV 22042025	22/04/2025 CAROL LITTLEFAIR	STAFF REIMBURSEMENT - REFRSHMENTS FOR CULTURAL BRUNING DAY 17/4/2025 - CAROL LITTLEFAIR	1	158.00	
INV 22042025	22/04/2025 CAROL LITTLEFAIR	STAFF REIMBURSEMENT - CULTURAL BURNING AWARD ENTRANCE FEE TO WODJA CENTRE AND PARKING - CAROL LITTLEFAIR	1	22.15	
EFT33977	02/05/2025 CATALYSE PTY LTD	DELIVERY OF COMMUNITY SCORECARD MARKYT 2024	1		24,448.91
INV INV-1448	22/04/2025 CATALYSE PTY LTD	DELIVERY OF COMMUNITY SCORECARD MARKYT 2024	1	24,448.91	
EFT33978	02/05/2025 CHRIS GIBBS	COUNCIL MEETINGS APRIL 2025 - ATTENDANCE FEE AND COMMUNICATION ALLOWANCE - CR C GIBBS	1		1,329.91
INV 01052025	01/05/2025 CHRIS GIBBS	COUNCIL MEETINGS APRIL 2025 - ATTENDANCE FEE AND COMMUNICATION ALLOWANCE - CR C GIBBS	1	1,329.91	
EFT33979	02/05/2025 CITY OF SWAN	SECONDMENT OF GRADUATE ENGINEER UNDER MOU AGREEMENT. MARCH TO JUNE 25 - TIM CUMMINGS	1		41,458.96
INV 61829	15/04/2025 CITY OF SWAN	SECONDMENT OF GRADUATE ENGINEER UNDER MOU AGREEMENT. MARCH TO JUNE 25 - TIM CUMMINGS	1	41,458.96	
EFT33980	02/05/2025 CORSIGN WA	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 2 X SNP-150 - ST NAME PLATE 150EXT GREEN ON WHITE CL400 REF D/SD "YORK RD" AS PER QUOTE 00094374	1		211.20

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INV 00093803	14/04/2025 CORSIGN WA	SUPPLY 1 X STREET NAME PLATE CAMERON ROAD SIGN AND 1 X EMERGENCY SHOWER AND EYEWASH SIGN	1	103.40	
INV 00094374	22/04/2025 CORSIGN WA	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 2 X SNP-150 - ST NAME PLATE 150EXT GREEN ON WHITE CL400 REF D/SD "YORK RD" AS PER QUOTE 00094374	1	107.80	
EFT33981	02/05/2025 COUNTRY WOMEN'S ASSOCIATION (CWA YORK BRANCH)	CWA - PURCHASE OF STOCK - LARGE TOTE BAGS FOR RESALE AT THE YORK RESIDENCY MUSEUM	1		54.00
INV 023	21/02/2025 COUNTRY WOMEN'S ASSOCIATION (CWA YORK BRANCH)	CWA - PURCHASE OF STOCK - LARGE TOTE BAGS FOR RESALE AT THE YORK RESIDENCY MUSEUM	1	54.00	
EFT33982	02/05/2025 CSSTECH	SMS SENDER ID \$25.00 PER MONTH FOR ONE YEAR - 28/04/2025	1		330.00
INV I0004361	28/04/2025 CSSTECH	SMS SENDER ID \$25.00 PER MONTH FOR ONE YEAR - 28/04/2025	1	330.00	
EFT33983	02/05/2025 DENESE EILEEN SMYTHE	COUNCIL MEETINGS APRIL 2025 - ATTENDANCE FEE AND COMMUNICATION ALLOWANCE - CR D SMYTHE	1		1,329.91
INV 01052025	01/05/2025 DENESE EILEEN SMYTHE	COUNCIL MEETINGS APRIL 2025 - ATTENDANCE FEE AND COMMUNICATION ALLOWANCE - CR D SMYTHE	1	1,329.91	
EFT33984	02/05/2025 DENIS CHARLES WARNICK	COUNCIL MEETINGS APRIL 2025 - DEPUTY PRESIDENT ATTENDANCE FEE, DEPUTY PRESIDENT ALLOWANCE & COMMUNICATION ALLOWANCE - CR D WARNICK	1		1,829.76
INV 01052025	01/05/2025 DENIS CHARLES WARNICK	COUNCIL MEETINGS APRIL 2025 - DEPUTY PRESIDENT ATTENDANCE FEE, DEPUTY PRESIDENT ALLOWANCE & COMMUNICATION ALLOWANCE - CR D WARNICK	1	1,829.76	
EFT33985	02/05/2025 DEPARTMENT OF WATER & ENVIRONMENT REGULATION	TRANSFER STATION LICENCE FEE AMENDMENT - L7002/1997/8	1		108.80
INV W-PAY-00011	10/04/2025 DEPARTMENT OF WATER & ENVIRONMENT REGULATION	TRANSFER STATION LICENCE FEE AMENDMENT - L7002/1997/8	1	108.80	
EFT33986	02/05/2025 FREESTYLE NOW	FREESTYLE NOW TO HOST SKATEPARK COACHING AND JAM SESSION WORKSHOP AT THE YORK SKATEPARK ON SUNDAY THE 13TH of APRIL 2025	1		1,661.00
INV 1181	29/04/2025 FREESTYLE NOW	FREESTYLE NOW TO HOST SKATEPARK COACHING AND JAM SESSION WORKSHOP AT THE YORK SKATEPARK ON SUNDAY THE 13TH of APRIL 2025	1	1,661.00	
EFT33987	02/05/2025 HOLCIM (AUSTRALIA) PTY LTD	SUPPLY FOR DELIVERY AS PER QUOTE 21587655 - 6X HEADWALL TO SUIT 375MM PIPE 2X HEADWALL TO SUIT 450MM PIPE - 1X FREIGHT AND CUSTOMER TO UNLOAD ONSITE	1		3,194.60

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INV 9409741697	09/04/2025 HOLCIM (AUSTRALIA) PTY LTD	SUPPLY FOR DELIVERY AS PER QUOTE 21587655 - 6X HEADWALL TO SUIT 375MM PIPE 2X HEADWALL TO SUIT 450MM PIPE - 1X FREIGHT AND CUSTOMER TO UNLOAD ONSITE	1	3,194.60	
EFT33988	02/05/2025 ILLION TENDERLINK	YORK-1126979 ONLINE TENDER FEE, TENDER 04-2024/25 CIVIL DESIGN AND SUPERINTENDENCY SERVICES YORK LIGHT INDUSTRIAL AREA	1		190.30
INV YORK-687817	17/04/2025 ILLION TENDERLINK	YORK-1126979 ONLINE TENDER FEE, TENDER 04-2024/25 CIVIL DESIGN AND SUPERINTENDENCY SERVICES YORK LIGHT INDUSTRIAL AREA	1	190.30	
EFT33989	02/05/2025 IONA SHEEHAN-LEE	STAFF REIMBURSEMENT - PARKING FOR MOORE TRAINING - IONA SHEEHAN-LEE	1		50.62
INV 17042025	04/04/2025 IONA SHEEHAN-LEE	STAFF REIMBURSEMENT - PARKING FOR MOORE TRAINING - IONA SHEEHAN-LEE	1	50.62	
EFT33990	02/05/2025 KEEFRAME CREATIVE PTY LTD	VIDEOGRAPHY SERVICES TO RECORD CULTURAL BURNING EVENT ON THURSDAY 17 APRIL 2025 - 50% PART PAYMENT	1		1,793.00
INV INV-432	17/04/2025 KEEFRAME CREATIVE PTY LTD	VIDEOGRAPHY SERVICES TO RECORD CULTURAL BURNING EVENT ON THURSDAY 17 APRIL 2025 - 50% PART PAYMENT	1	1,793.00	
EFT33991	02/05/2025 KEVIN PYKE	COUNCIL MEETINGS APRIL 2025 - ATTENDANCE FEE AND COMMUNICATION ALLOWANCE - CR K PIKE	1		1,329.91
INV 01052025	01/05/2025 KEVIN PYKE	COUNCIL MEETINGS APRIL 2025 - ATTENDANCE FEE AND COMMUNICATION ALLOWANCE - CR K PIKE	1	1,329.91	
EFT33992	02/05/2025 KEVIN RICHARD TRENT	COUNCIL MEETINGS APRIL 2025 - PRESIDENT ATTENDANCE FEE, PRESIDENT ALLOWANCE & COMMUNICATION ALLOWANCE - CR K TRENT	1		3,976.97
INV 01052025	01/05/2025 KEVIN RICHARD TRENT	COUNCIL MEETINGS APRIL 2025 - PRESIDENT ATTENDANCE FEE, PRESIDENT ALLOWANCE & COMMUNICATION ALLOWANCE - CR K TRENT	1	3,976.97	
EFT33993	02/05/2025 LALIDA UDOMSAK	STAFF REIMBURSEMENT - UNIFORM REIMBURSEMENT - LALIDA UDOMSAK	1		190.24
INV 11042025	05/04/2025 LALIDA UDOMSAK	STAFF REIMBURSEMENT - UNIFORM REIMBURSEMENT - LALIDA UDOMSAK	1	190.24	
EFT33994	02/05/2025 LNLC PTY LTD T/A KELYN TRAINING SERVICES	BASIC WORKSITE TRAFFIC MANAGEMENT (BWTM) AND TRAFFIC CONTROLLER (TC) - 3 DAYS (003) COURSE - SEAN O'DONNELL	1		620.00
INV 34260	23/04/2025 LNLC PTY LTD T/A KELYN TRAINING SERVICES	BASIC WORKSITE TRAFFIC MANAGEMENT (BWTM) AND TRAFFIC CONTROLLER (TC) - 3 DAYS (003) COURSE - SEAN O'DONNELL	1	620.00	
EFT33995	02/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		120.00
INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 118	17/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT33996	02/05/2025 MORRIS PEST & WEED CONTROL	YORK TOWN HALL - VTI & EXTERNAL SPIDER SPRAY	1		7,077.56
INV INV-3886	09/04/2025 MORRIS PEST & WEED CONTROL		1	7,077.56	
EFT33997	02/05/2025 NETLINK GROUP PTY LTD	MITEL PHONE SERVICES AND REMOTE ACCESS VIA FOCUS - SHELLEY HALL - 16/04/2025	1		407.00
INV 72350	16/04/2025 NETLINK GROUP PTY LTD		1	407.00	

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EFT33998	02/05/2025 OCTAGON LIFTS PTY LTD T/A OCTAGON-BKG LIFTS	CARRY OUT ANNUAL SERVICE TO LIFT AT TOWN HALL	1		875.84
INV 70386	04/04/2025 OCTAGON LIFTS PTY LTD T/A OCTAGON-BKG LIFTS	CARRY OUT ANNUAL SERVICE TO LIFT AT TOWN HALL	1	875.84	
EFT33999	02/05/2025 PETER ALLAN WRIGHT	COUNCIL MEETINGS APRIL 2025 - ATTENDANCE FEE AND COMMUNICATION ALLOWANCE - CR P WRIGHT	1		1,329.91
INV 01052025	01/05/2025 PETER ALLAN WRIGHT	COUNCIL MEETINGS APRIL 2025 - ATTENDANCE FEE AND COMMUNICATION ALLOWANCE - CR P WRIGHT	1	1,329.91	
EFT34000	02/05/2025 PHILIP KENNETH EMBERSON T/A KEN DESIGNS	SUPPLY AND DELIVERY OF YORK TOWN HALL TEA TOWELS AND CALICO BAGS	1		440.00
INV 14	23/04/2025 PHILIP KENNETH EMBERSON T/A KEN DESIGNS	SUPPLY AND DELIVERY OF YORK TOWN HALL TEA TOWELS AND CALICO BAGS	1	440.00	
EFT34001	02/05/2025 PHILLIP JOHN BATEMAN	PHILIP BATEMAN – FOR ELDERS CONSULTATION FEE HALF DAY AT SWALSC RATES FOR CULTURAL BURN ON WONGBOREL/MT BROWN THURSDAY 17 APRIL 2025	1		308.51
INV 66	22/04/2025 PHILLIP JOHN BATEMAN	PHILIP BATEMAN – FOR ELDERS CONSULTATION FEE HALF DAY AT SWALSC RATES FOR CULTURAL BURN ON WONGBOREL/MT BROWN THURSDAY 17 APRIL 2025	1	308.51	
EFT34002	02/05/2025 ROUS ELECTRICAL	DIAGNOSE AND REPAIR 2 X RETIC SPLITTERS AT HOCKEY FIELD	1		951.50
INV 00004205	16/04/2025 ROUS ELECTRICAL	DIAGNOSE AND REPAIR 2 X RETIC SPLITTERS AT HOCKEY FIELD	1	951.50	
EFT34003	02/05/2025 SANITY MUSIC STORES	PURCHASE OF 4 X DVD'S - GLORIA, HER MAJESTY MRS BROWN, RED ONE AND THE ROAD TO PATAGONIA FOR THE LIBRARY	1		115.91
INV 110729	13/04/2025 SANITY MUSIC STORES	PURCHASE OF 4 X DVD'S - GLORIA, HER MAJESTY MRS BROWN, RED ONE AND THE ROAD TO PATAGONIA FOR THE LIBRARY	1	115.91	
EFT34004	02/05/2025 SCAVENGER SUPPLIES AND FIRE SAFETY	20 X 4AA ELED RED HERCULITE TOUCHES WITH BATTERIES AND 20 X EASI ON/OFF TORCH HOLDERS TO SUIT UWK TORCHES - BOTH MODELS	1		1,559.80
INV INV-22251	28/04/2025 SCAVENGER SUPPLIES AND FIRE SAFETY	20 X 4AA ELED RED HERCULITE TOUCHES WITH BATTERIES AND 20 X EASI ON/OFF TORCH HOLDERS TO SUIT UWK TORCHES - BOTH MODELS	1	1,559.80	
EFT34005	02/05/2025 SHANTI SINNATAMBY	STAFF REIMBURSEMENT - PRE-EMPLOYMENT MEDICAL AND POLICE CLEARANCE - SHANI SINNATAMBY	1		269.00

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INV 120	01/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 120	01/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT34007	02/05/2025 STEPHEN PHILLIP DORAN	STEPHEN DORAN FROM EDGYX TO HOST A 1 DAY AI PROGRAM AT THE YORK CRC ON WEDNESDAY 16TH APRIL 2025 START TIME 9:00AM AND FINISH AT 3:30PM	1		1,350.00
INV 922	16/04/2025 STEPHEN PHILLIP DORAN	STEPHEN DORAN FROM EDGYX TO HOST A 1 DAY AI PROGRAM AT THE YORK CRC ON WEDNESDAY 16TH APRIL 2025 START TIME 9:00AM AND FINISH AT 3:30PM	1	1,350.00	
EFT34008	02/05/2025 TALIS CONSULTANTS	PROVIDE PROJECT MANAGEMENT SUPPORT SERVICES TO ASSIST WITH THE 2024/25 ROAD CONSTRUCTION PROGRAM AN AVERAGE OF 12 HOURS PER WEEK FOR 20 WEEKS	1		11,654.50
INV 34185	31/03/2025 TALIS CONSULTANTS	PROVIDE PROJECT MANAGEMENT SUPPORT SERVICES TO ASSIST WITH THE 2024/25 ROAD CONSTRUCTION PROGRAM AN AVERAGE OF 12 HOURS PER WEEK FOR 20 WEEKS	1	11,654.50	
EFT34009	02/05/2025 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA PLANNING SHOWCASE - 9 OCTOBER 2024 AT PERTH CONVENTION CENTRE (JACK NUNN, SHELLEY HALL & SHARLA SIMUNOV)	1		255.00
INV PSC24-11	13/08/2024 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA PLANNING SHOWCASE - 9 OCTOBER 2024 AT PERTH CONVENTION CENTRE (JACK NUNN, SHELLEY HALL & SHARLA SIMUNOV)	1	255.00	
EFT34010	02/05/2025 WHEATBELT NATURAL RESOURCE MANAGEMENT	WHEATBELT NRM CORELLA PROJECT PAYMENT YEAR 2 QUARTER 3&4	1		2,750.00
INV 00301706	11/04/2025 WHEATBELT NATURAL RESOURCE MANAGEMENT	WHEATBELT NRM CORELLA PROJECT PAYMENT YEAR 2 QUARTER 3&4	1	2,750.00	
EFT34011	02/05/2025 YORK BOWLING CLUB INC	PROVISION OF WAGES CONTRIBUTION AS PER COUNCIL RESOLUTION #160624/2 -APRIL 2025	1		7,000.00
INV INV-0068	17/04/2025 YORK BOWLING CLUB INC	PROVISION OF WAGES CONTRIBUTION AS PER COUNCIL RESOLUTION #160624/2 -APRIL 2025	1	7,000.00	
EFT34012	02/05/2025 YORK BRANCH THE WILDFLOWER SOCIETY OF WA	PURCHASE OF STOCK - YORK WILDFLOWER SOCIETY CALICO BAGS - FOR RESALE	1		80.00
INV 09042025	09/04/2025 YORK BRANCH THE WILDFLOWER SOCIETY OF WA	PURCHASE OF STOCK - YORK WILDFLOWER SOCIETY CALICO BAGS - FOR RESALE	1	80.00	

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EFT34013	02/05/2025 YORK NEWSAGENCY	YORK NEWSAGENCY OFFICE STATIONERY & SUPPLIES (ADMIN) - FEB & MARCH 2025	1		192.00
INV 72590	28/02/2025 YORK NEWSAGENCY	YORK NEWSAGENCY OFFICE STATIONERY & SUPPLIES (ADMIN) - 10/02/25 AND 25/02/25	1	84.15	
INV 72590	28/02/2025 YORK NEWSAGENCY	AUDIO CABLE FOR YORK CRC 21/02/2025	1	11.00	
INV 72798	21/03/2025 YORK NEWSAGENCY	YORK NEWSAGENCY OFFICE STATIONERY & SUPPLIES (ADMIN) - 14/03/2025 PURCHASE 5	1	29.00	
INV 72708	21/03/2025 YORK NEWSAGENCY	X BAGS FOR CITIZENSHIP CEREMONY	1	25.00	
INV 72708	21/03/2025 YORK NEWSAGENCY	YORK NEWSAGENCY PURCHASE OF FAREWELL CARD & GIFTS DEPOT 18/03/2025 YORK	1	22.90	
INV 72708	21/03/2025 YORK NEWSAGENCY	NEWSAGENCY STATIONERY CRC ADD MACHINE ROLLS - 20/03/25	1	19.95	
EFT34014	09/05/2025 3 MONKEYS AUDIOVISUAL PTY LTD	UPGRADE TO CHAMBERS AV FOR PUBLIC GALLERY OVERFLOW	1		6,550.28
INV 24424	17/04/2025 3 MONKEYS AUDIOVISUAL PTY LTD	UPGRADE TO CHAMBERS AV FOR PUBLIC GALLERY OVERFLOW	1	6,550.28	
EFT34016	09/05/2025 ARTEIL WA PTY LTD	2 X OFFICE CHAIRS FOR THE LIBRARY ADMINISTRATION	1		761.20
INV 00091823	16/04/2025 ARTEIL WA PTY LTD	2 X OFFICE CHAIRS FOR THE LIBRARY ADMINISTRATION	1	761.20	
EFT34017	09/05/2025 AVON VALLEY TYRE SERVICE	SUPPLY AND FIT 4 X TYRES ON JOHN DEERE GRADER (P413)	1		8,712.00
INV IV0000000877	02/05/2025 AVON VALLEY TYRE SERVICE	SUPPLY AND FIT 4 X TYRES ON JOHN DEERE GRADER (P413)	1	8,712.00	
EFT34018	09/05/2025 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL 24/25 - DEPOT 29/03/2025 - 27/04/2025 & SUPPLY R400C OXYGEN MEDICAL C SIZE - SWIMMING POOL	1		40.73
INV 5006627109	28/04/2025 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL 24/25 - DEPOT 29/03/2025 - 27/04/2025 & SUPPLY R400C OXYGEN MEDICAL C SIZE - SWIMMING POOL	1	40.73	
EFT34020	09/05/2025 CALTEX AUSTRALIA PTY LTD	CALTEX FUEL CARDS - APRIL 2025	1		1,635.55
INV 141718338-9	30/04/2025 CALTEX AUSTRALIA PTY LTD	CALTEX FUEL CARDS - APRIL 2025	1	1,635.55	
EFT34021	09/05/2025 CENTRAL REGIONAL TAFE - NORTHAM	MICROCHIP IMPLANTATION FOR DOGS AND CATS SKILL SET - RANGER ANGELA PICHOTA	1		747.92
INV I0031325	17/04/2025 CENTRAL REGIONAL TAFE - NORTHAM	MICROCHIP IMPLANTATION FOR DOGS AND CATS SKILL SET - RANGER ANGELA PICHOTA	1	747.92	
EFT34022	09/05/2025 CONCEPT MEDIA PTY LTD	ADVERTISING THE ACCESS AND INCLUSION EXPO AND FORUM IN THE HAVE A GO NEWSPAPER APRIL EDITION - 70MM X 2 COLUMN AVON VALLEY FEATURE	1		249.02

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INV 63451	11/04/2025 CONCEPT MEDIA PTY LTD	ADVERTISING THE ACCESS AND INCLUSION EXPO AND FORUM IN THE HAVE A GO NEWSPAPERAPRIL EDITION - 70MM X 2 COLUMN AVON VALLEY FEATURE	1	249.02	
EFT34023	09/05/2025 DARRYS PLUMBING AND GAS	SUPPLY AND INSTALL A NEW 80L HOT WATER SYSTEM AT THE SHIRE OF YORK DEPOT AS PER CONVERSATION	1		5,697.99
INV IV02523	11/04/2025 DARRYS PLUMBING AND GAS	AVON PARK TOILETS CLEARED BLOCKAGE AND REPLACE TAP HANDLE	1	154.00	
INV IV02531	14/04/2025 DARRYS PLUMBING AND GAS	SUPPLY AND FIT 1 X WATER HEATER PUMP AT 1/40 MACARTNERY STREET	1	715.00	
INV IV02530	14/04/2025 DARRYS PLUMBING AND GAS	SUPPLY AND FIT 1 X TOILET SYSTEM AT 5/40 MACARTNEY ST	1	440.00	
INV IV02562	29/04/2025 DARRYS PLUMBING AND GAS	SUPPLY AND REPLACE APRICUS SOLAR HOT WATER SYSTEM CIRCULATION PUMP	1	750.00	
INV IV02563	29/04/2025 DARRYS PLUMBING AND GAS	SUPPLY AND INSTALLATION OF WATER SUPPLY HOSE TAP TO CATTERY AT THE YORK DEPOT	1	1,089.00	
INV IV02565	29/04/2025 DARRYS PLUMBING AND GAS	TOWN HALL TOILETS - SUPPLY AND REPLACEMENT OF TOILET CISTERN	1	400.00	
INV IV02564	29/04/2025 DARRYS PLUMBING AND GAS	COMPELTE THE PLUMBING WORKS FOR THE INSTALL OF THE NEW PUMP AT PEACE PARK - ROUS ELECTRICAL SUPPLYING THE PUMP	1	499.99	
INV IV02578	02/05/2025 DARRYS PLUMBING AND GAS	SUPPLY AND INSTALL A NEW 80L HOT WATER SYSTEM AT THE SHIRE OF YORK DEPOT AS PER CONVERSATION	1	1,650.00	
EFT34024	09/05/2025 FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	SUPPLY FOR DELIVERY 4,000L OF DISTILLATE TO THE SHIRE OF YORK DEPOT ON 02.05.2025	1		6,674.44
INV 59102286	02/05/2025 FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	SUPPLY FOR DELIVERY 4,000L OF DISTILLATE TO THE SHIRE OF YORK DEPOT ON 02.05.2025	1	6,674.44	
EFT34025	09/05/2025 FUNNY FARM FLOWERS	SUPPLY WREATHS FOR ANZAC DAY SERVICES	1		330.00
INV 89	25/04/2025 FUNNY FARM FLOWERS	SUPPLY WREATHS FOR ANZAC DAY SERVICES	1	330.00	
EFT34026	09/05/2025 KEVIN RICHARD TRENT	COUNCILLOR REIMBUSEMENT - MILAGE ON TRAVEL FOR WALGA CONFERENCE 28/03/2025, ABORIGINAL ENGAGEMENT FOUM 02/04/2025 & MEET AND GREET CANDIDATES FOR FEDERAL ELECTION 14/04/2025	1		454.10
INV 16042025	16/04/2025 KEVIN RICHARD TRENT	COUNCILLOR REIMBUSEMENT - MILAGE ON TRAVEL FOR WALGA CONFERENCE 28/03/2025, ABORIGINAL ENGAGEMENT FOUM 02/04/2025 & MEET AND GREET CANDIDATES FOR FEDERAL ELECTION 14/04/2025	1	454.10	
EFT34027	09/05/2025 MAL AUTOMOTIVES	SUPPLY AND FIT 4 X BRIDGESTONE DUELER INCLUDING BALANCE AND WHEEL ALIGNMENT	1		1,539.00

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INV 31953	29/04/2025 MAL AUTOMOTIVES	SUPPLY AND FIT 4 X BRIDGESTONE DUELER INCLUDING BALANCE AND WHEEL ALIGNMENT	1	1,539.00	
EFT34028	09/05/2025 MINT COLLABORATIVE	DELIVERY OF FINAL REPORT AND PRESENTATION INCLUDING SURVEY AND PROGRAM ANALYSIS FOR STAFF CULTURAL PROGRAM	1		8,046.50
INV INV-20250429	29/04/2025 MINT COLLABORATIVE	DELIVERY OF FINAL REPORT AND PRESENTATION INCLUDING SURVEY AND PROGRAM ANALYSIS FOR STAFF CULTURAL PROGRAM	1	8,046.50	
EFT34029	09/05/2025 NICOLA GORS	STAFF REIMBURSEMENT - WALGA RATES IN LOCAL GOVERNMENT ACCOMMODATION - NIKKI GORS	1		468.00
INV 10042025	30/04/2025 NICOLA GORS	STAFF REIMBURSEMENT - WALGA RATES IN LOCAL GOVERNMENT ACCOMMODATION - NIKKI GORS	1	468.00	
EFT34030	09/05/2025 PHILIP SWAIN	PROVISION OF ENVIRONMENTAL HEALTH SERVICES FOR THE PERIOD APRIL 2025	1		12,038.50
INV 250402	30/04/2025 PHILIP SWAIN	PROVISION OF ENVIRONMENTAL HEALTH SERVICES FOR THE PERIOD APRIL 2025	1	12,038.50	
EFT34031	09/05/2025 REBECCA MAY REID	STAFF UNIFORM REIMBURSEMENT - REBECCA REID - 08/05/2025	1		139.96
INV 08052025	08/05/2025 REBECCA MAY REID	STAFF UNIFORM REIMBURSEMENT - REBECCA REID - 08/05/2025	1	139.96	
EFT34032	09/05/2025 RK MEDIA T/A LEONARDS ADVERTISING	2X LINE ADVERTISEMENTS IN THE WEST AUSTRALIAN NEWSPAPER ON SAT 26 APRIL AND WED 30 APRIL 2025.	1		1,388.53
INV 71543	30/04/2025 RK MEDIA T/A LEONARDS ADVERTISING	2X LINE ADVERTISEMENTS IN THE WEST AUSTRALIAN NEWSPAPER ON SAT 26 APRIL AND WED 30 APRIL 2025.	1	1,388.53	
EFT34033	09/05/2025 ROUS ELECTRICAL	PROVIDE SWITCHBOARD UPGRADE AND INSTALLATION AND PURCHASE OF A SUITABLE GENERATOR FOR THE FORREST OVAL SITE.	1		330.00
INV 00004209	23/04/2025 ROUS ELECTRICAL	PROVIDE SWITCHBOARD UPGRADE AND INSTALLATION AND PURCHASE OF A SUITABLE GENERATOR FOR THE FORREST OVAL SITE.	1	330.00	
EFT34034	09/05/2025 SHIRE OF GOOMALLING	AVON VALLEY ALLIANCE - 1/5 SHARE OF COST FOR ADDITIONAL SUBSCRIBE FEATURE ON THE AVON VALLEY TOURISM WEBSITE	1		17.60
INV 17374	08/04/2025 SHIRE OF GOOMALLING	AVON VALLEY ALLIANCE - 1/5 SHARE OF COST FOR ADDITIONAL SUBSCRIBE FEATURE ON THE AVON VALLEY TOURISM WEBSITE	1	17.60	
EFT34035	09/05/2025 SHIRE OF NORTHAM	OLD QUARRY ROAD TIPPING FEES APRIL 2025	1		22,309.12
INV 32015	02/05/2025 SHIRE OF NORTHAM	OLD QUARRY ROAD TIPPING FEES APRIL 2025	1	22,309.12	

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EFT34036	09/05/2025 SMITHS SHELL SERVICE	1 X GAS QUICK SWAP - DEPOT	1		38.00
INV 18288465	03/04/2025 SMITHS SHELL SERVICE	1 X GAS QUICK SWAP - DEPOT	1	38.00	
EFT34037	09/05/2025 STATEWIDE TRAFFIC SERVICES	SUPPLY 2X DAYS OF TRAFFIC MANAGEMENT AND TRAFFIC CONTROL FOR WORKS ON MOKINE RD - WEDNESDAY 09.04.2025 AND THURSDAY 10.04.2025 AS PER QUOTE	1		4,321.22
INV 00000949	17/04/2025 STATEWIDE TRAFFIC SERVICES	SUPPLY 2X DAYS OF TRAFFIC MANAGEMENT AND TRAFFIC CONTROL FOR WORKS ON MOKINE RD - WEDNESDAY 09.04.2025 AND THURSDAY 10.04.2025 AS PER QUOTE	1	4,321.22	
EFT34038	09/05/2025 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY AND INSTALL 2 X GLOBE - H11 12V PHILLIPS +30 AND 2 X GLOBE - HB3 12V PHILLIPS +30 AS PER QUOTE QU-0269	1		184.91
INV INV-4041	02/05/2025 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY AND INSTALL 2 X GLOBE - H11 12V PHILLIPS +30 AND 2 X GLOBE - HB3 12V PHILLIPS +30 AS PER QUOTE QU-0269	1	184.91	
EFT34039	09/05/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE SHIRE OF YORK WORKS DEPOT - WES 19/03/25, CORSIGN 14/04/25 & CJD EQUIPMENT 14/04/245	1		146.92
INV 0585-S337610	20/04/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE SHIRE OF YORK WORKS DEPOT - WES 19/03/25, CORSIGN 14/04/25 & CJD EQUIPMENT 14/04/245	1	146.92	
EFT34040	09/05/2025 TOURISM COUNCIL WESTERN AUSTRALIA	2025 PERTH AIRPORT WA TOURISM CONFERENCE TICKET - MEMBER RATE - REBECCA ATKINSON	1		695.00
INV I-00013918	07/05/2025 TOURISM COUNCIL WESTERN AUSTRALIA	2025 PERTH AIRPORT WA TOURISM CONFERENCE TICKET - MEMBER RATE - REBECCA ATKINSON	1	695.00	
EFT34041	09/05/2025 WCP CIVIL PTY LTD	PROGRESS CLAIM NUMBER 2 ROAD CONSTRUCTION WORKS CONTRACT SP2 QUELLINGTON ROAD (SLK 10.05 TO SLK 11.80)	1		832,092.09
INV 33076	31/03/2025 WCP CIVIL PTY LTD	PROGRESS CLAIM NUMBER 2 - ROAD CONSTRUCTION WORKS CONTRACT SP1 YORK TAMMIN ROAD (SLK 18.10 TO SLK 21.50)	1	308,038.47	
INV 33077	31/03/2025 WCP CIVIL PTY LTD	PROGRESS CLAIM NUMBER 2 ROAD CONSTRUCTION WORKS CONTRACT SP2 QUELLINGTON ROAD (SLK 10.05 TO SLK 11.80)	1	524,053.62	
EFT34042	09/05/2025 WHEATBELT ARTS & EVENTS	BALLARDONG FIRST 2024 COMMUNITY GRANT FUNDING [COUNCIL RESOLUTION 141224] ACQUITTAL	1		440.00
INV 00000140	01/02/2025 WHEATBELT ARTS & EVENTS	BALLARDONG FIRST 2024 COMMUNITY GRANT FUNDING [COUNCIL RESOLUTION 141224] ACQUITTAL	1	440.00	

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EFT34043	09/05/2025 WHEATBELT BUSINESS NETWORK	2 X TABLE TICKETS @ \$195.00 EA (INC GST) FOR WHEATBELT FUTURES FORUM 02025 - 02/05/2025 - SAM GOOD AND REBECCA ATKINSON	1		390.00
INV INV3677	11/04/2025 WHEATBELT BUSINESS NETWORK	2 X TABLE TICKETS @ \$195.00 EA (INC GST) FOR WHEATBELT FUTURES FORUM 02025 - 02/05/2025 - SAM GOOD AND REBECCA ATKINSON	1	390.00	
EFT34044	09/05/2025 YORK & DISTRICT CO-OPERATIVE LTD	IGA PURCHASES FOR APRIL 2025 FOR THE SHIRE OF YORK - WORKS DEPOT	1		445.41
INV 000064120734	30/04/2025 YORK & DISTRICT CO-OPERATIVE LTD	IGA PURCHASES FOR APRIL 2025 FOR THE SHIRE OF YORK - WORKS DEPOT	1	428.46	
INV 000064120721	30/04/2025 YORK & DISTRICT CO-OPERATIVE LTD	SUPPLY OF MISCELLANEOUS ITEMS/REFRESHMENTS FOR YORK RESIDENCY MUSEUM - APRIL 2025	1	16.95	
EFT34045	16/05/2025 BUILDING AND ENERGY	BSL COLLECTION FOR APRIL 2025	2		433.95
INV T6	06/05/2025 BUILDING AND ENERGY	BSL COLLECTION FOR APRIL 2025	2	433.95	
EFT34046	16/05/2025 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR APRIL 2025	2		25.00
INV T6	06/05/2025 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR APRIL 2025	2	25.00	
EFT34047	22/05/2025 AUSTRALIAN TAXATION OFFICE	ATO BUSINESS ACTIVITY STATEMENT FOR APRIL 2025 - GST COLLECTED, GST PAID, PAYG, FUEL CREDIT, UNRECOGNISED INCOME FROM PREVIOUS YEARS AND INTEREST	1		142,597.00
INV BAS APRIL 202	21/05/2025 AUSTRALIAN TAXATION OFFICE	ATO BUSINESS ACTIVITY STATEMENT FOR APRIL 2025 - GST COLLECTED, GST PAID, PAYG, FUEL CREDIT, UNRECOGNISED INCOME FROM PREVIOUS YEARS AND INTEREST	1	142,597.00	
EFT34048	27/05/2025 ABI PARKER	STAFF REIMBURSEMENT - POLICE CLEARANCE - ABI PARKER	1		63.80
INV 15052025	15/05/2025 ABI PARKER	STAFF REIMBURSEMENT - POLICE CLEARANCE - ABI PARKER	1	63.80	
EFT34049	27/05/2025 ALLAN JOHN BRADY	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - ALLAN BRADY	1		498.92
INV 13052025	13/05/2025 ALLAN JOHN BRADY	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - ALLAN BRADY	1	498.92	
EFT34050	27/05/2025 ALLISON MARGARET ABRA	STAFF REIMBURSEMENT - PRE-EMPLOYMENT MEDICAL - ALLISON ABRA	1		220.00
INV 20052025	20/05/2025 ALLISON MARGARET ABRA	STAFF REIMBURSEMENT - POLICE CLEARANCE - ALLISON ABRA	1	90.00	
INV 21052025	21/05/2025 ALLISON MARGARET ABRA	STAFF REIMBURSEMENT - PRE-EMPLOYMENT MEDICAL - ALLISON ABRA	1	130.00	
EFT34051	27/05/2025 ANDREW J WEATHERBURN T/A AUSCOINSWEST	PURCHASE OF SOUVENIR COINS & ALBUMS PLUS FREIGHT FOR RESALE	1		728.75

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INV 3755	22/04/2025 ANDREW J WEATHERBURN T/A AUSCOINWEST	PURCHASE OF SOUVENIR COINS & ALBUMS PLUS FREIGHT FOR RESALE	1	728.75	
EFT34052	27/05/2025 ANNIE QUINN MEDLEY	STAFF REIMBURSEMENT - PARKING FOR DPLH CONFERENCE 12 & 13 MAY 2025 - ANNIE Q MEDLEY	1		28.00
INV 15052025	15/05/2025 ANNIE QUINN MEDLEY	STAFF REIMBURSEMENT - PARKING FOR DPLH CONFERENCE 12 & 13 MAY 2025 - ANNIE Q MEDLEY	1	28.00	
EFT34053	27/05/2025 ASH & RAIN PTY LTD THE JAHAYA REIGN FAMILY TRUST (IMPRINT PLASTIC)	LAMINATE BADGE - MAGNET X 6 - PAULA ARMSTRONG - EXECUTIVE SUPPORT & SAFETY OFFICER, SHANTI SINNATAMBY - ADMINISTRATION OFFICER, KYLIE WILLIAMS - ACTING MANAGER PROJECTS & ASSETS, SEAN O'DONNELL - PROJECTS TECHNICAL OFFICER, REBECCA REID - DEVELOPMENT SERVICES OFFICER, MEGHNA DALWADI - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER AND 5 X MAGNETIC BACKS	1		129.80
INV INV-4568	17/04/2025 ASH & RAIN PTY LTD THE JAHAYA REIGN FAMILY TRUST (IMPRINT PLASTIC)	LAMINATE BADGE - MAGNET X 6 - PAULA ARMSTRONG - EXECUTIVE SUPPORT & SAFETY OFFICER, SHANTI SINNATAMBY - ADMINISTRATION OFFICER, KYLIE WILLIAMS - ACTING MANAGER PROJECTS & ASSETS, SEAN O'DONNELL - PROJECTS TECHNICAL OFFICER, REBECCA REID - DEVELOPMENT SERVICES OFFICER, MEGHNA DALWADI - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER AND 5 X MAGNETIC BACKS	1	129.80	
EFT34054	27/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		179.50
INV 121	15/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 121	15/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 121	15/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 121	15/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 121	15/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 121	15/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		20.50	
INV 121	15/05/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT34055	27/05/2025 AVON VALLEY TYRE SERVICE	REPAIR AND/OR PATCH TYRE ON Y770 (P136)	1		49.50
INV IV0000000890	07/05/2025 AVON VALLEY TYRE SERVICE	REPAIR AND/OR PATCH TYRE ON Y770 (P136)	1	49.50	
EFT34056	27/05/2025 AVON WASTE	PROVISION AND RENTAL OF 30M3 HOOK BIN FOR MATTRESS RECEIVAL AT THE YORK WASTE TRANSFER STATION FOR THREE MONTHS AT \$132/MONTH	1		396.00
INV 00069306	30/04/2025 AVON WASTE	PROVISION AND RENTAL OF 30M3 HOOK BIN FOR MATTRESS RECEIVAL AT THE YORK WASTE TRANSFER STATION FOR THREE MONTHS AT \$132/MONTH	1	396.00	

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EFT34057	27/05/2025 BELLISSIMO YORK	CATERING FOR APRIL COUNCIL MEETING	1		460.00
INV 00000286	12/05/2025 BELLISSIMO YORK	CATERING FOR STAFF WORKSHOP	1	220.00	
INV 00000286	12/05/2025 BELLISSIMO YORK	CATERING FOR APRIL COUNCIL MEETING	1	240.00	
EFT34058	27/05/2025 BENT NAIL BUILDING & MAINTENANCE	COLLECT & DISPOSE APPROXIMATELY 10M2 OF ILLEGALLY DUMPED ASBESTOS AT TWO SITES ON LOTTS ROAD, COLD HARBOUR	1		592.90
INV BN2515A	07/05/2025 BENT NAIL BUILDING & MAINTENANCE	COLLECT & DISPOSE APPROXIMATELY 10M2 OF ILLEGALLY DUMPED ASBESTOS AT TWO SITES ON LOTTS ROAD, COLD HARBOUR	1	592.90	
EFT34059	27/05/2025 BILL MARWICK	SUPPLY OF HISTORICAL BOOKS - THE MARWICKS OF YORK BY BILL AND MARY MARWICK - FOR RESALE	1		108.00
INV 17032025	17/03/2025 BILL MARWICK	SUPPLY OF HISTORICAL BOOKS - THE MARWICKS OF YORK BY BILL AND MARY MARWICK - FOR RESALE	1	108.00	
EFT34060	27/05/2025 BOYLE FARMS T/A THE MAYWOOD TRUST	INSURANCE CLAIM FOR 2 X TYRES (11R22.5" DOUBLE COIN DRIVE TYRES) DAMAGED IN FIRE	1		1,000.00
INV 2025007	30/04/2025 BOYLE FARMS T/A THE MAYWOOD TRUST	INSURANCE CLAIM FOR 2 X TYRES (11R22.5" DOUBLE COIN DRIVE TYRES) DAMAGED IN FIRE	1	1,000.00	
EFT34061	27/05/2025 CENTRAL DISTRICTS AIRCONDITIONING (CDA)	CARRY OUT FURTHER REPAIRS TO AIR CONDITIONER YRCC	1		636.00
INV 00022974	24/03/2025 CENTRAL DISTRICTS AIRCONDITIONING (CDA)		1	300.00	
INV 00022974	24/03/2025 CENTRAL DISTRICTS AIRCONDITIONING (CDA)		1	336.00	
EFT34062	27/05/2025 CINDY REA KEEBLE	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - CINDY KEEBLE	1		197.00
INV 13052025	13/05/2025 CINDY REA KEEBLE	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - CINDY KEEBLE	1	197.00	
EFT34063	27/05/2025 CREDIT MANAGEMENT AUSTRALIA POST	AUSTRALIA POST MONTHLY POSTAGE CHARGES - APRIL 2025	1		395.78
INV 1013981482	03/05/2025 CREDIT MANAGEMENT AUSTRALIA POST	AUSTRALIA POST MONTHLY POSTAGE CHARGES - APRIL 2025	1	395.78	
EFT34064	27/05/2025 DARRYS PLUMBING AND GAS	PUMP OUT & SERVICE - GREASE ARRESTOR AT YRCC - EVERY 3 MONTHS - 2024/2025	1		505.00
INV IV02580	05/05/2025 DARRYS PLUMBING AND GAS	PUMP OUT & SERVICE - GREASE ARRESTOR AT YRCC - EVERY 3 MONTHS - 2024/2025	1	385.00	
INV IV02659	15/05/2025 DARRYS PLUMBING AND GAS	CALL OUT TO PEACE PARK FOR URGENT CONSULTATION ON 11.05.2025 FOR WATER METER	1	120.00	
EFT34065	27/05/2025 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANT SERVICES FOR APRIL 2025	1		309.27

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INV URP-4648	03/05/2025 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANT SERVICES FOR APRIL 2025	1	309.27	
EFT34066	27/05/2025 FOCUS NETWORKS	AGREEMENT MONTHLY SAAS (SOFTWARE AS A SERVICE) - MAY 2025	1		8,405.72
INV SAAS-14805	08/05/2025 FOCUS NETWORKS	AGREEMENT MONTHLY SAAS (SOFTWARE AS A SERVICE) - MAY 2025	1	8,405.72	
EFT34067	27/05/2025 FORPARK AUSTRALIA	PLEASE SUPPLY ONE SWING AWAY ROPE BASKET AND ROPES	1		5,186.50
INV INV102477	10/04/2025 FORPARK AUSTRALIA	PLEASE SUPPLY ONE SWING AWAY ROPE BASKET AND ROPES	1	5,186.50	
EFT34068	27/05/2025 INDUSTRIAL AUTOMATION	SUPPLY ONLY ACTUATOR VALVE AS PER QUOTE FOR GWAMBEGINE STANDPIPE	1		550.00
INV SINV-15898	08/05/2025 INDUSTRIAL AUTOMATION	SUPPLY ONLY ACTUATOR VALVE AS PER QUOTE FOR GWAMBEGINE STANDPIPE	1	550.00	
EFT34069	27/05/2025 JASON SIGNMAKERS	SUPPLY OF SIGNS AND HARDWARE AS PER QUOTE 54780. DESIGN PROOFS TO BE SUPPLIED PRIOR TO MANUFACTURE	1		1,398.51
INV 46586	08/05/2025 JASON SIGNMAKERS	SUPPLY OF SIGNS AND HARDWARE AS PER QUOTE 54780. DESIGN PROOFS TO BE SUPPLIED PRIOR TO MANUFACTURE	1	1,398.51	
EFT34070	27/05/2025 JUSTIN MARTIN LEE	AUDIT AND RISK COMMITTEE ATTENDANCE FEE MEETING 06/05/2025	1		172.00
INV 09052025	09/05/2025 JUSTIN MARTIN LEE	AUDIT AND RISK COMMITTEE ATTENDANCE FEE MEETING 06/05/2025	1	172.00	
EFT34071	27/05/2025 KLEENWEST DISTRIBUTORS	SUPPLY TOILET ROLLS, HAND TOWLS CHUX, NUTRA KLEEN, GEAM KLEEN AND NITRILE BLUE GLOVES TO SHIRE PUBLIC TOILETS AND ADMINISTRATION BUILDINGS	1		1,245.86
INV 00108059	30/04/2025 KLEENWEST DISTRIBUTORS	SUPPLY TOILET ROLLS, HAND TOWLS CHUX, NUTRA KLEEN, GEAM KLEEN AND NITRILE BLUE GLOVES TO SHIRE PUBLIC TOILETS AND ADMINISTRATION BUILDINGS	1	1,245.86	
EFT34072	27/05/2025 KLK FARMS PTY LTD T/A JONLORRIE FARMS	SUPPLY 3500M3 OF GRAVEL FOR ROAD CONSTRUCTION - YORK-TAMMIN ROAD	1		13,475.00
INV INV-0224	09/05/2025 KLK FARMS PTY LTD T/A JONLORRIE FARMS	SUPPLY 3500M3 OF GRAVEL FOR ROAD CONSTRUCTION - YORK-TAMMIN ROAD	1	13,475.00	
EFT34073	27/05/2025 LASER CORPS	50% DEPOSIT YORKIDS EVENT 2025 - MOBILE LASER COMBAT ADVENTURE ON 01/06/2024 AND 02/06/2024 FROM 11AM TO 4PM EACH DAY - LASER TAG, PLAY ARENA AND SUPERVISORS - PEACE PARK QUOTE 250501	1		2,100.00
INV 250513	14/05/2025 LASER CORPS	50% DEPOSIT YORKIDS EVENT 2025 - MOBILE LASER COMBAT ADVENTURE ON 01/06/2024 AND 02/06/2024 FROM 11AM TO 4PM EACH DAY - LASER TAG, PLAY ARENA AND SUPERVISORS - PEACE PARK QUOTE 250501	1	2,100.00	
EFT34074	27/05/2025 LAURA APPLETON	STAFF REIMBURSEMENT - PENS AND SEALABLE BAGS - LAURA APPLETON	1		25.96
INV 12052025	12/05/2025 LAURA APPLETON	STAFF REIMBURSEMENT - PENS AND SEALABLE BAGS - LAURA APPLETON	1	25.96	

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EFT34075	27/05/2025 LNLCT PTY LTD T/A KELYN TRAINING SERVICES	BASIC WORKSITE TRAFFIC MANAGEMENT (BWTM) AND TRAFFIC CONTROLLER (TC) - 3 DAYS (003) COURSE - FOR TIM CUMMINGS	1		450.00
INV 34302	08/05/2025 LNLCT PTY LTD T/A KELYN TRAINING SERVICES	BASIC WORKSITE TRAFFIC MANAGEMENT (BWTM) AND TRAFFIC CONTROLLER (TC) - 3 DAYS (003) COURSE - FOR TIM CUMMINGS	1	450.00	
EFT34076	27/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		60.00
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT34077	27/05/2025 MEGHNA BHAVANKUMAR DALWADI	STAFF REIMBURSEMENT - POLICE CLEARANCE AND PRE-EMPLOYMENT MEDICAL - MEGHNA DALWADI	1		261.80
INV 15052025	15/05/2025 MEGHNA BHAVANKUMAR DALWADI	STAFF REIMBURSEMENT - POLICE CLEARANCE AND PRE-EMPLOYMENT MEDICAL - MEGHNA DALWADI	1	261.80	
EFT34078	27/05/2025 MORRIS PEST & WEED CONTROL	TERMITE TREATMENT OF SIX (6) BRIDGES IDENTIFIED DURING TERMITE INSPECTIONS AS PER QUOTE SUBMITTED BY MORRIS PEST ON 01/05/2025 IN LINE WITH PRICE SCHEDULES FROM RFP RESPONSE RECEIVED 26/03/2025.	1		1,815.00
INV INV-3900	14/05/2025 MORRIS PEST & WEED CONTROL	TERMITE TREATMENT OF SIX (6) BRIDGES IDENTIFIED DURING TERMITE INSPECTIONS AS PER QUOTE SUBMITTED BY MORRIS PEST ON 01/05/2025 IN LINE WITH PRICE SCHEDULES FROM RFP RESPONSE RECEIVED 26/03/2025.	1	1,815.00	
EFT34079	27/05/2025 NICHOLAS CURTIS - (YORK HOSES AND HYDRAULICS)	REPLACE HOSE IN JOHN DEERE GRADER (P143)	1		551.42

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INV INV-0193	13/05/2025 NICHOLAS CURTIS - (YORK HOSES AND HYDRAULICS)	REPLACE HOSE IN JOHN DEERE GRADER (P143)	1	551.42	
EFT34080	27/05/2025 NICOLA GORS	STAFF REIMBURSEMENT - ACCOMMODATION FOR IT VISION END OF YEAR RATES AND BILL ON 20/05-21/05/2025 - NIKKI GORS	1		417.78
INV 22052025	22/05/2025 NICOLA GORS	STAFF REIMBURSEMENT - ACCOMMODATION FOR IT VISION END OF YEAR RATES AND BILL ON 20/05-21/05/2025 - NIKKI GORS	1	394.00	
INV 23052025	23/05/2025 NICOLA GORS	STAFF REIMBURSEMENT - UBER FARE TO AND FROM TRAINING COURSE 21 & 22 MAY 2025	1	23.78	
EFT34081	27/05/2025 NICOLE PARKER	STAFF REIMBURSEMENT UNIFORM ALLOWANCE AND WWC CHECK - NICOLE PARKER	1		337.00
INV 13052025	13/05/2025 NICOLE PARKER	STAFF REIMBURSEMENT UNIFORM ALLOWANCE AND WWC CHECK - NICOLE PARKER	1	337.00	
EFT34082	27/05/2025 NORM REYNOLDS ELECTRICAL & FURNITURE	SUPPLY FOR COLLECTION 1 X THESO TMW 250 WAG MIRCOWAVE AS PER QUOTE 0448 - DEPOT	1		235.00
INV 52010019220	06/05/2025 NORM REYNOLDS ELECTRICAL & FURNITURE	SUPPLY FOR COLLECTION 1 X THESO TMW 250 WAG MIRCOWAVE AS PER QUOTE 0448 - DEPOT	1	235.00	
EFT34083	27/05/2025 NUTRIEN AG SOLUTIONS	SUPPLY 20 X RAINBIRD SPINKLERS - 12 SUPPLIED	1		1,199.75
INV 912610918	07/05/2025 NUTRIEN AG SOLUTIONS	SUPPLY 20 X RAINBIRD SPINKLERS - 12 SUPPLIED	1	1,199.75	
EFT34084	27/05/2025 RAYMOND PAUL BARRON T/AS BASICS APPROVAL SERVICES	PROVISION OF BUILDING SURVEYOR SERVICES FOR LOT 74 (87) GEORGINA STREET YORK	1		990.00
INV 02024795	13/05/2025 RAYMOND PAUL BARRON T/AS BASICS APPROVAL SERVICES	PROVISION OF BUILDING SURVEYOR SERVICES FOR LOT 74 (87) GEORGINA STREET YORK	1	330.00	
INV 02024796	13/05/2025 RAYMOND PAUL BARRON T/AS BASICS APPROVAL SERVICES	PROVISION OF BUILDING SURVEYOR SERVICES FOR LOT 23 (10) CARDWELL ROAD YORK	1	330.00	
INV 02024797	13/05/2025 RAYMOND PAUL BARRON T/AS BASICS APPROVAL SERVICES	PROVISION OF BUILDING SURVEYOR SERVICES FOR LOT 102 (19) LANGFORD ROAD YORK	1	330.00	
EFT34085	27/05/2025 REBECCA LEE-ANNE ATKINSON	STAFF REIMBURSEMENT UNIFORM ALLOWANCE - REBECCA ATKINSON	1		500.00
INV 09052025	09/05/2025 REBECCA LEE-ANNE ATKINSON	STAFF REIMBURSEMENT UNIFORM ALLOWANCE - REBECCA ATKINSON	1	500.00	
EFT34086	27/05/2025 RIVER CONSERVATION SOCIETY INC	REFUND OF DUPLICATE PAYMENT OF INVOICE 12363	1		113.30

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INV 20052025	20/05/2025 RIVER CONSERVATION SOCIETY INC	REFUND OF DUPLICATE PAYMENT OF INVOICE 12363	1	113.30	
EFT34087	27/05/2025 RYAN MASTERS	SUPPLY AND DELIVER LEGO PLAY TABLES, RACERS AND MOSAIC ACTIVITIES	1		3,800.00
INV Q182025	15/05/2025 RYAN MASTERS	SUPPLY AND DELIVER LEGO PLAY TABLES, RACERS AND MOSAIC ACTIVITIES	1	3,800.00	
EFT34088	27/05/2025 SANOKIL	SUPPLY SANITARY WASTE DISPOSAL BINS FOR SHIRE BUILDING	1		625.90
INV 20177369	01/05/2025 SANOKIL	SUPPLY SANITARY WASTE DISPOSAL BINS FOR SHIRE BUILDING	1	336.60	
INV 20177369	01/05/2025 SANOKIL	SUPPLY SANITARY AND NAPPY BINS FOR YRCC - MAY 2025	1	289.30	
EFT34089	27/05/2025 SEEK LIMITED	ADVERT CUSTOMER SERVICE OFFICER CRC CASUAL POOL	1		423.50
INV 701164013	28/04/2025 SEEK LIMITED	ADVERT CUSTOMER SERVICE OFFICER CRC CASUAL POOL	1	423.50	
EFT34090	27/05/2025 SHARLA SIMUNOV	STAFF REIMBURSEMENT - POLICE CLEARANCE - SHARLA SIMUNOV	1		63.80
INV 21052025	21/05/2025 SHARLA SIMUNOV	STAFF REIMBURSEMENT - POLICE CLEARANCE - SHARLA SIMUNOV	1	63.80	
EFT34091	27/05/2025 SHELLEY HALL	STAFF REIMBURSEMENT UNIFORM ALLOWANCE - SHELLEY HALL	1		421.05
INV 13052025	13/05/2025 SHELLEY HALL	STAFF REIMBURSEMENT UNIFORM ALLOWANCE - SHELLEY HALL	1	421.05	
EFT34092	27/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		155.00
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		20.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 121	15/05/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT34093	27/05/2025 SHONA ZULSDORF	AUDIT AND RISK COMMITTEE ATTENDANCE FEE 6/5/25 SHONA ZULSDORF	1		172.00
INV 09052025	09/05/2025 SHONA ZULSDORF	AUDIT AND RISK COMMITTEE ATTENDANCE FEE 6/5/25 SHONA ZULSDORF	1	172.00	
EFT34094	27/05/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE SHIRE OF YORK WORKS DEPOT - JASON SIGNMAKERS WELSHPOOL AND INDUSTRIAL JOONDALUP 08/05/2025	1		197.56
INV 0588-S337610	11/05/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE SHIRE OF YORK WORKS DEPOT - JASON SIGNMAKERS WELSHPOOL AND INDUSTRIAL JOONDALUP 08/05/2025	1	197.56	
EFT34095	27/05/2025 TOMAS BRADLEY WREN	LOLA BLADES FOR ENTERTAINMENT FOR THE ACCESS AND INCLUSION EXPO AND FORUM 16 MAY 2025	1		550.00
INV INV#155	13/05/2025 TOMAS BRADLEY WREN	LOLA BLADES FOR ENTERTAINMENT FOR THE ACCESS AND INCLUSION EXPO AND FORUM 16 MAY 2025	1	550.00	
EFT34096	27/05/2025 TREE TECH AUSTRALIA	REMOVE 3X TREES MARKED WITH PINK TAPE ON GOLDFIELDS ROAD. MULCHING ALL THAT IS POSSIBLE AND LEAVING LOGS IN FARMERS PADDOCK.	1		6,593.50
INV INV-0361	09/05/2025 TREE TECH AUSTRALIA	CONDUCT STUMP GRINDING ON CENTENNIAL DRIVE OUTSIDE OF YORK UNITING CHURCH	1	753.50	

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INV INV-0365	13/05/2025 TREE TECH AUSTRALIA	PRUNE TO SPECIFICATIONS OF WP TREE PRUNING FOR SEVERAL TREES AT THE END OF BRUNSWICK RD	1	968.00	
INV INV-0364	13/05/2025 TREE TECH AUSTRALIA	REMOVE 3X TREES MARKED WITH PINK TAPE ON GOLDFIELDS ROAD. MULCHING ALL THAT IS POSSIBLE AND LEAVING LOGS IN FARMERS Paddock.	1	4,872.00	
EFT34097	27/05/2025 VOCUS PTY LTD	MONTHLY LANDLINE PHONE SERVICE - 1/05/2025 - 01/06/2025	1		1,040.19
INV P1296999	01/05/2025 VOCUS PTY LTD	VOCUS PTY LTD - MONTHLY INTERNET SERVICE - 1/5/2025 - 31/05/2025	1	385.00	
INV 81021-020525	02/05/2025 VOCUS PTY LTD	MONTHLY LANDLINE PHONE SERVICE - 1/05/2025 - 01/06/2025	1	655.19	
EFT34098	27/05/2025 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT ADMINISTRATION BUILDING - 01/05/2025 - 31/05/2025	1		78.45
INV 4796171	04/05/2025 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT ADMINISTRATION BUILDING - 01/05/2025 - 31/05/2025	1	78.45	
EFT34099	27/05/2025 WINC AUSTRALIA PTY LIMITED	OFFICE STATIONERY SUPPLIES ADMINISTRATION BUILDING WINC 14/05/2025	1		342.31
INV 9047905967	14/05/2025 WINC AUSTRALIA PTY LIMITED		1	342.31	
EFT34100	27/05/2025 WOOLWORTHS GROUP LIMITED	PURCHASE OF NEW RELEASES BOOKS AND FOR THE LIBRARY	1		310.00
INV TI-018B2-1790	03/05/2025 WOOLWORTHS GROUP LIMITED	PURCHASE OF NEW RELEASES BOOKS AND FOR THE LIBRARY	1	236.00	
INV TI-018B2-1790	04/05/2025 WOOLWORTHS GROUP LIMITED	PURCHASE OF NEW RELEASES FOR THE LIBRARY	1	74.00	
EFT34101	27/05/2025 YORK BUSINESS ASSOCIATION INC	YORKIDS EVENT 2025 - STAR WARS PERSONNEL APPEARANCE - YORK TOWN HALL AND PEACE PARK - SATURDAY 31/05/2025 AND SUNDAY 01/06/2025 4 X HOURS EACH DAY	1		1,000.00
INV YORKIDS 2025	14/05/2025 YORK BUSINESS ASSOCIATION INC	YORKIDS EVENT 2025 - STAR WARS PERSONNEL APPEARANCE - YORK TOWN HALL AND PEACE PARK - SATURDAY 31/05/2025 AND SUNDAY 01/06/2025 4 X HOURS EACH DAY	1	1,000.00	
EFT34102	27/05/2025 YORK FRIENDSHIP CLUB INC	SUPPLY AND DELIVER 2X BAGS OF RAGS TO THE SHIRE OF YORK WORKS DEPOT	1		30.00
INV 61	17/02/2025 YORK FRIENDSHIP CLUB INC	SUPPLY AND DELIVER 2X BAGS OF RAGS TO THE SHIRE OF YORK WORKS DEPOT	1	30.00	
EFT34103	27/05/2025 YORK GENERAL PRACTICE EXCEED MEDICAL SERVICES PTY LTD	PRE EMPLOYMENT MEDICAL - ISOBEL (ISI) CAMERON	1		148.50
INV 18990	17/04/2025 YORK GENERAL PRACTICE EXCEED MEDICAL SERVICES PTY LTD	PRE EMPLOYMENT MEDICAL - ISOBEL (ISI) CAMERON	1	148.50	
EFT34104	27/05/2025 YORK VOLUNTEER FIRE & EMERGENCY SERVICES WESTERN AUSTRALIA	VENUE HIRE OF DFES MEETING ROOM ON 11/12/24	1		150.00

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INV 61224	14/12/2024 YORK VOLUNTEER FIRE & EMERGENCY SERVICES WESTERN AUSTRALIA	VENUE HIRE OF DFES MEETING ROOM ON 11/12/24	1	150.00	
EFT34105	29/05/2025 3 MONKEYS AUDIOVISUAL PTY LTD	LABOUR TO TROUBLESHOOT ISSUES WITH AV/VC FOR CHAMBERS PUBLIC GALLERY	1		396.00
INV 24441	28/04/2025 3 MONKEYS AUDIOVISUAL PTY LTD	LABOUR TO TROUBLESHOOT ISSUES WITH AV/VC FOR CHAMBERS PUBLIC GALLERY	1	396.00	
EFT34106	29/05/2025 A LADY AND HER BRUSH FACE PAINTING	YORKIDS EVENT 2025 - A LADY AND HER BRUSH - FACE PAINTING SERVICES	1		1,000.00
INV 150	02/06/2025 A LADY AND HER BRUSH FACE PAINTING	YORKIDS EVENT 2025 - A LADY AND HER BRUSH - FACE PAINTING SERVICES	1	1,000.00	
EFT34107	29/05/2025 AUDIKA AUSTRALIA PTY LTD	WCWA FULL AUDIO ASSESSMENT - MICHAEL GLEDHILL	1		204.05
INV SOI003010504	31/03/2025 AUDIKA AUSTRALIA PTY LTD	WCWA FULL AUDIO ASSESSMENT - MICHAEL GLEDHILL	1	204.05	
EFT34108	29/05/2025 AVON VALLEY AG	PURCHASE OF 9 STAINLESS STEEL SELF WATERING BOWLS FOR THE POUND	1		693.00
INV YI41597	13/05/2025 AVON VALLEY AG	PURCHASE OF 9 STAINLESS STEEL SELF WATERING BOWLS FOR THE POUND	1	693.00	
EFT34109	29/05/2025 AVON WASTE	PROVIDE GENERAL WASTE SERVICES FROM 07/04/2025 - 18/04/2025	1		27,627.75
INV 00069073	18/04/2025 AVON WASTE	PROVIDE GENERAL WASTE SERVICES FROM 07/04/2025 - 18/04/2025	1	27,627.75	
EFT34110	29/05/2025 BLING DESIGN	YORKIDS EVENT 2025 - GRAPHIC DESIGN FEES FOR PROGRAM READY FOR PRINTING	1		600.00
INV 2046	26/05/2025 BLING DESIGN	YORKIDS EVENT 2025 - GRAPHIC DESIGN FEES FOR PROGRAM READY FOR PRINTING	1	600.00	
EFT34111	29/05/2025 CATHERINE NICOLA MINCHERTON (THE GOOD LIFE STORE)	YORKIDS EVENT 2025 - LIGHTNING CAT - FIRE TWIRLING HALF HOUR PERFORMANCE	1		300.00
INV INV-1035	21/05/2025 CATHERINE NICOLA MINCHERTON (THE GOOD LIFE STORE)	YORKIDS EVENT 2025 - LIGHTNING CAT - FIRE TWIRLING HALF HOUR PERFORMANCE	1	300.00	
EFT34112	29/05/2025 CRITTERS UP CLOSE	YORKIDS EVENT 2025 - CRITTERS UP CLOSE - WILDLIFE GAZEBO DISPLAY - SATURDAY 31/05/2025 AND SUNDAY 01/06/2025	1		3,000.00
INV INV-0932	14/05/2025 CRITTERS UP CLOSE	YORKIDS EVENT 2025 - CRITTERS UP CLOSE - WILDLIFE GAZEBO DISPLAY - SATURDAY 31/05/2025 AND SUNDAY 01/06/2025	1	3,000.00	
EFT34113	29/05/2025 DENNIS FREDERICK KICKETT	ELDERS CONSULTATION FEE FOR PRESENTATION ABOUT CULTURAL BURNING PROJECT DURING RECONCILIATION WEEK	1		608.50
INV 4	23/05/2025 DENNIS FREDERICK KICKETT	ELDERS CONSULTATION FEE FOR PRESENTATION ABOUT CULTURAL BURNING PROJECT DURING RECONCILIATION WEEK	1	308.50	
INV 3	23/05/2025 DENNIS FREDERICK KICKETT	WELCOME TO COUNTRY SPEAKERS FEE FOR RECONCILIATION WEEK EVENT	1	300.00	

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EFT34114	29/05/2025 ECHO NEWSPAPER	ADVERTISING IN THE ECHO NEWSPAPER FOR ACCESS AND INCLUSION EXPO AND FORUM APRIL 2025 95MM X 111MM ADVERTISEMENT	1		495.00
INV 00040218	25/04/2025 ECHO NEWSPAPER	ADVERTISING IN THE ECHO NEWSPAPER FOR ACCESS AND INCLUSION EXPO AND FORUM APRIL 2025 95MM X 111MM ADVERTISEMENT	1	495.00	
EFT34115	29/05/2025 GARETH MALCOLM MCKEAN	MASTER OF CEREMONIES FOR THE ACCESS & INCLUSION EXPO AND FORUM	1		1,500.00
INV 1041-033	14/05/2025 GARETH MALCOLM MCKEAN	MASTER OF CEREMONIES FOR THE ACCESS & INCLUSION EXPO AND FORUM	1	1,500.00	
EFT34116	29/05/2025 INFLATABLE ENTERTAINMENT PERTH PTY LTD	YORKIDS EVENT 2025 - INFLATABLE ENTERTAINMENT PERTH/THE WHITE CASTLE CO - SOFT PLAY DELUXE D.	1		1,190.00
INV W2434	22/05/2025 INFLATABLE ENTERTAINMENT PERTH PTY LTD	YORKIDS EVENT 2025 - INFLATABLE ENTERTAINMENT PERTH/THE WHITE CASTLE CO - SOFT PLAY DELUXE D.	1	990.00	
INV W2435	22/05/2025 INFLATABLE ENTERTAINMENT PERTH PTY LTD	YORKIDS EVENT 2025 - INFLATABLE ENTERTAINMENT PERTH/THE WHITE CASTLE CO - SOFT PLAY DELUXE D. PACKAGE - \$200 BOND	1	200.00	
EFT34117	29/05/2025 ISOBEL ELLEN CAMERON	STAFF REIMBURSEMENT UNIFORM ALLOWANCE - ISOBEL CAMERON	1		105.26
INV 12052025	12/05/2025 ISOBEL ELLEN CAMERON	STAFF REIMBURSEMENT UNIFORM ALLOWANCE - ISOBEL CAMERON	1	105.26	
EFT34118	29/05/2025 LASER CORPS	YORKIDS EVENT 2025 - MOBILE LASER COMBAT ADVENTURE ON 01/06/2024 AND 02/06/2024	1		2,190.00
INV 250513	14/05/2025 LASER CORPS	YORKIDS EVENT 2025 - MOBILE LASER COMBAT ADVENTURE ON 01/06/2024 AND 02/06/2024	1	2,190.00	
EFT34119	29/05/2025 LLOYD FAMILY TRUST - AVON ARC TEST & TAG	TEST AND TAG FIRE EXTINGUISHERS, FIRE HOSE REELS AND OTHER RELATED FIRE EQUIPMENT- DEPOT	1		1,230.00
INV 4028	16/05/2025 LLOYD FAMILY TRUST - AVON ARC TEST & TAG		1	1,230.00	
EFT34120	29/05/2025 MAL AUTOMOTIVES	REPAIRS TO MALEBELLING 4.4B PLANT CODE 126	1		2,263.80
INV 31822	24/03/2025 MAL AUTOMOTIVES	REPAIRS TO MALEBELLING 4.4B PLANT CODE 126	1	1,337.00	
INV 32035	19/05/2025 MAL AUTOMOTIVES	SUPPLY AND FIT 1 X NEW AIR CLEANER HOUSING W/ FILTER AND MANUFACTURE PROTECTIVE PLATE	1	926.80	
EFT34121	29/05/2025 MATTHEW MCPHARLIN	BARBIE Q ENTERTAINMENT FOR THE ACCESS AND INCLUSION EXPO AND FORUM 16 MAY 2025	1		715.00

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INV 000356	17/05/2025 MATTHEW MCPHARLIN	BARBIE Q ENTERTAINMENT FOR THE ACCESS AND INCLUSION EXPO AND FORUM 16 MAY 2025	1	715.00	
EFT34122	29/05/2025 MORRIS PEST & WEED CONTROL	INSPECTION OF TERMITES ON SELECTED BRIDGES AS IDENTIFIED IN RFP DATED 01/04/2025	1		5,104.00
INV INV-3888	01/05/2025 MORRIS PEST & WEED CONTROL	INSPECTION OF TERMITES ON SELECTED BRIDGES AS IDENTIFIED IN RFP DATED 01/04/2025	1	5,104.00	
EFT34123	29/05/2025 NICOLA GORS	STAFF REIMBURSEMENT - TRAVEL TO AND FROM TRAINING COURSE RATES BILL EOY - NIKKI GORS	1		23.78
INV 23052025	23/05/2025 NICOLA GORS	STAFF REIMBURSEMENT - TRAVEL TO AND FROM TRAINING COURSE RATES BILL EOY - NIKKI GORS	1	23.78	
EFT34124	29/05/2025 NICOLE PATRICIA LA MOTTE T/A GAME TRUCK AND XTREME BOUNCE PARTY HIRE	YORKIDS 2025 - XTREME BOUNCE PARTY HIRE - 2 X DAYS - MEGA NINJA RUN OBSTACLE COURSE, MECHANICAL BUCKING BULL, PEDAL KIDS' KARTS, MINI TRACKLESS TRAIN & CARRIAGES - SATURDAY 31/05/2025 AND SUNDAY 01/06/2025 - REF: XT11232	1		5,780.00
INV XT11232	16/05/2025 NICOLE PATRICIA LA MOTTE T/A GAME TRUCK AND XTREME BOUNCE PARTY HIRE	YORKIDS 2025 - XTREME BOUNCE PARTY HIRE - 2 X DAYS - MEGA NINJA RUN OBSTACLE COURSE, MECHANICAL BUCKING BULL, PEDAL KIDS' KARTS, MINI TRACKLESS TRAIN & CARRIAGES - SATURDAY 31/05/2025 AND SUNDAY 01/06/2025 - REF: XT11232	1	4,400.00	
INV XT11249	24/05/2025 NICOLE PATRICIA LA MOTTE T/A GAME TRUCK AND XTREME BOUNCE PARTY HIRE	YORKIDS 2025 - GAME TRAILER (XTREME BOUNCE PARTY HIRE) - 2 X DAYS - GAME TRAILER SET UP AT AVON PARK	1	1,380.00	
EFT34125	29/05/2025 NIGEL JAMES SPENCER T/A INCREDIBLE CREATURES MOBILE FARM	YORKIDS EVENT 2025 - INCREDIBLE CREATURES MOBILE FARM - SATURDAY 31/05/2025 AT AVON PARK 11AM TO 4PM	1		950.00
INV 28	31/05/2025 NIGEL JAMES SPENCER T/A INCREDIBLE CREATURES MOBILE FARM	YORKIDS EVENT 2025 - INCREDIBLE CREATURES MOBILE FARM - SATURDAY 31/05/2025 AT AVON PARK 11AM TO 4PM	1	950.00	
EFT34126	29/05/2025 NORTHAM FLORIST	SUPPLY AND DELIVER A NATIVE BOUQUET TO LEEANNE BATES AS A GET-WELL GIFT AS PER OUR POLICIES	1		100.00
INV 30160	22/05/2025 NORTHAM FLORIST	SUPPLY AND DELIVER OF A NATIVE BOUQUET TO LEEANNE BATES AS A GET-WELL GIFT AS PER OUR POLICIES	1	100.00	
EFT34127	29/05/2025 OARS ACROSS THE WATERS PTY LTD	DELIVERY OF ON-SITE EAP SERVICES FOR URGENT SITUATION ON SITE 30/04/2025 AND ONE ON ONES 01/05/2025 INCLUDING TRAVEL	1		7,452.42

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INV 9111	01/05/2025 OARS ACROSS THE WATERS PTY LTD	DELIVERY OF ON-SITE EAP SERVICES FOR URGENT SITUATION ON SITE 30/04/2025 AND ONE ON ONES 01/05/2025 INCLUDING TRAVEL	1	7,452.42	
EFT34128	29/05/2025 PATCHWORK ON AVON	YORKIDS EVENT 2025 - PATCHWORK ON AVON - MACRAME ACTIVITIES AT PATCHWORK ON AVON PREMISES	1		550.00
INV #POA003	21/05/2025 PATCHWORK ON AVON	YORKIDS EVENT 2025 - PATCHWORK ON AVON - MACRAME ACTIVITIES AT PATCHWORK ON AVON PREMISES	1	550.00	
EFT34129	29/05/2025 PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TRANSWA TICKET SALES AND COMMISSION - AUGUST 2024, FEBRUARY 2025 & APRIL 2025	1		540.00
INV 3999340	31/08/2024 PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TRANSWA TICKET SALES AND COMMISSION - AUGUST 2024 - \$367.05 - COMMISSION (\$26.34)	1	290.06	
INV 3999340	28/02/2025 PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TRANSWA TICKET SALES AND COMMISSION - FEBRUARY 2025 \$154.15 -COMMISSION (\$37.76)	1	116.39	
INV 3999340	30/04/2025 PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TRANSWA TICKET SALES AND COMMISSION - APRIL 2025 - \$173.35 - COMMISSION (\$39.80)	1	133.55	
EFT34130	29/05/2025 RICOH AUSTRALIA PTY LTD	SUPPLY 2 X PRINTER CARTRIGES FOR DOT PRINTER	1		382.80
INV 15378119	24/04/2025 RICOH AUSTRALIA PTY LTD	SUPPLY 2 X PRINTER CARTRIGES FOR DOT PRINTER	1	382.80	
EFT34131	29/05/2025 ROUS ELECTRICAL	REPLACE LIGHT FITTING IN AVON PARK NEXT TO CENTRAL BBQ	1		1,628.00
INV 00004228	12/05/2025 ROUS ELECTRICAL	INSPECT AND REPAIR STANDPIPE ACCUATOR VALVE	1	495.00	
INV 00004229	12/05/2025 ROUS ELECTRICAL	REPLACE LIGHT FITTING IN AVON PARK NEXT TO CENTRAL BBQ	1	968.00	
INV 00004236	20/05/2025 ROUS ELECTRICAL	DIAGNOISE RETIC AT THE RESIDENCY MUSEUM REMOVE AND REPLACE RETIC CONTROLLER	1	165.00	
EFT34132	29/05/2025 SHIRE OF BEVERLEY	RECOUP OF THE LOCAL GOVERNMENT COMMUNITY EMERGENCY SERVICES MANAGER - 01/01/2025 - 31/03/2025	1		6,984.46
INV 11045	07/05/2025 SHIRE OF BEVERLEY	RECOUP OF THE LOCAL GOVERNMENT COMMUNITY EMERGENCY SERVICES MANAGER - 01/01/2025 - 31/03/2025	1	6,984.46	
EFT34133	29/05/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE SHIRE OF YORK WORKS DEPOT - DISTRIBUTION PERTH 16/04/25 & CORSIGNS - 22/04/25	1		143.15
INV 0586-5337610	27/04/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE SHIRE OF YORK WORKS DEPOT - DISTRIBUTION PERTH 16/04/25 & CORSIGNS - 22/04/25	1	102.92	

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INV 0586-S337610	27/04/2025 TEAM GLOBAL EXPRESS PTY LTD	COURIER FEES FOR ENVIRONMENTAL HEALTH SAMPLING - EUROFINS WELSHPOOL - 22/04/2025	1	40.23	
EFT34134	29/05/2025 TERESA O'BRIEN (FUNDANGOS)	YORKIDS EVENT 2025 - TERESA O'BRIEN (FUNDANGOS FACEPAINTING) - FACE PAINTING SERVICES	1		1,100.00
INV 748	28/05/2025 TERESA O'BRIEN (FUNDANGOS)	YORKIDS EVENT 2025 - TERESA O'BRIEN (FUNDANGOS FACEPAINTING) - FACE PAINTING SERVICES	1	1,100.00	
EFT34135	29/05/2025 THE GOOD LIFE STORE	DOOR PRIZES FOR ACCESS & INCLUSION EXPO AND FORUM 16 MAY 2025	1		230.43
INV INV-1034	15/05/2025 THE GOOD LIFE STORE	DOOR PRIZES FOR ACCESS & INCLUSION EXPO AND FORUM 16 MAY 2025	1	230.43	
EFT34136	29/05/2025 THE TRUSTEE FOR REBUS RESTROOMS UNIT TRUST TA REBUS RESTROOMS	YORK ORV AREA TOILET SUPPLY AND INSTALLATION WORKS AWARDED BY RFQ15-2425. CONDITIONS AS SPECIFIED IN CONTRACT.	1		44,000.01
INV 0040	09/05/2025 THE TRUSTEE FOR REBUS RESTROOMS UNIT TRUST TA REBUS RESTROOMS	YORK ORV AREA TOILET SUPPLY AND INSTALLATION WORKS AWARDED BY RFQ15-2425. CONDITIONS AS SPECIFIED IN CONTRACT.	1	44,000.01	
EFT34137	29/05/2025 THE TRUSTEE FOR THE RAPTOR TRUST T/A WESTERN AUSTRALIAN BIRDS OF PREY CENTRE	YORKIDS EVENT 2025 - WESTERN AUSTRALIA BIRDS OF PREY CENTRE - 01/06/2025 11AM TO 4PM - RAPTOR DISPLAY - REF: INV-0574	1		950.00
INV INV-0574	05/05/2025 THE TRUSTEE FOR THE RAPTOR TRUST T/A WESTERN AUSTRALIAN BIRDS OF PREY CENTRE	YORKIDS EVENT 2025 - WESTERN AUSTRALIA BIRDS OF PREY CENTRE - 01/06/2025 11AM TO 4PM - RAPTOR DISPLAY - REF: INV-0574	1	950.00	
EFT34138	29/05/2025 WINC AUSTRALIA PTY LIMITED	OFFICE STATIONERY SUPPLIES FOR ADMINISTRATION BUILDING - WINC 29/04/2025	1		108.57
INV 9047792988	29/04/2025 WINC AUSTRALIA PTY LIMITED	OFFICE STATIONERY SUPPLIES FOR ADMINISTRATION BUILDING - WINC 29/04/2025	1	108.57	
EFT34139	29/05/2025 YORK & DISTRICT CO-OPERATIVE LTD	CONSUMABLES FOR YORK COMMUNITY RESOURCE CENTRE - APRIL 2025	1		766.17
INV 000064120592	03/04/2025 YORK & DISTRICT CO-OPERATIVE LTD	PURCHASE OF SPRING WATER AND SPARKING WATER FOR EXECUTIVES AND COUNCIL	1	53.40	
INV 000064120592	30/04/2025 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (ADMIN) - APRIL 2025	1	281.51	
INV 000064120592	30/04/2025 YORK & DISTRICT CO-OPERATIVE LTD	SUPPLY OF MISCELLANEOUS ITEMS FOR YORK VISITOR CENTRE - APRIL 2025	1	40.00	
INV 000064120733	30/04/2025 YORK & DISTRICT CO-OPERATIVE LTD	CONSUMABLES FOR YORK COMMUNITY RESOURCE CENTRE - APRIL 2025	1	381.26	
INV 000064120592	30/04/2025 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (ADMIN) - APRIL 2025 ADJ	1	10.00	
EFT34140	29/05/2025 YORK CROQUET CLUB	YORKIDS EVENT 2025 - YORK CROQUET CLUB INC. - CONTRIBUTION FOR YORKIDS PROGRAM ACTIVITY	1		100.00
INV 2025-6	21/05/2025 YORK CROQUET CLUB	YORKIDS EVENT 2025 - YORK CROQUET CLUB INC. - CONTRIBUTION FOR YORKIDS PROGRAM ACTIVITY	1	100.00	

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EFT34141	29/05/2025 YORK ELECTRICAL SERVICE	SERVICE ICE MACHINE IN YRCC CHANGE ROOM	1		151.25
INV INV-0124	13/05/2025 YORK ELECTRICAL SERVICE	SERVICE ICE MACHINE IN YRCC CHANGE ROOM	1	151.25	
DD17860.1	01/05/2025 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRUBITIONS FOR PAYROLL ENDING 29042025	1		34,284.60
INV SUPERANNUA	01/05/2025 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRUBITIONS FOR PAYROLL ENDING 29042025	1	34,284.60	
DD17914.1	15/05/2025 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING 13/05/2025	1		33,807.29
INV SUPERANNUA	15/05/2025 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING 13/05/2025	1	33,807.29	
DD17938.1	29/05/2025 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTION FOR PAYROLL ENDING 27/05/2025	1		33,070.12
INV SUPERANNUA	29/05/2025 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTION FOR PAYROLL ENDING 27/05/2025	1	33,070.12	
DD17940.1	01/05/2025 YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK CHARGES BENDIGO BANK - 01/05/2025	1		185.53
INV 01052025	01/05/2025 YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK CHARGES BENDIGO BANK - 01/05/2025	1	185.53	
DD17941.1	05/05/2025 COMMONWEALTH BANK - CLIENT SUPPORT	BANK CHARGES COMMONWEALTH MERCHANT EFTPOS 05/05/2025 FOR MUNI, MUSEUM AND TRUST	1		580.60
INV 05052025	05/05/2025 COMMONWEALTH BANK - CLIENT SUPPORT	BANK CHARGES COMMONWEALTH MERCHANT EFTPOS 05/05/2025 FOR MUNI, MUSEUM AND TRUST	1	580.60	
DD17942.1	10/05/2025 SYNERGY	ELECTRICITY CHARGES SUPPLY AND USAGE - 12/03/2025 - 08/04/2025 YRCC	1		3,678.14
INV 435029400	10/04/2025 SYNERGY	ELECTRICITY CHARGES SUPPLY AND USAGE - 12/03/2025 - 08/04/2025 YRCC	1	3,678.14	
DD17942.2	05/05/2025 SYNERGY	ELECTRICITY CHARGES SUPPLY AND USAGE - 12/03/2025 - 08/04/2025 - ADMIN BUILDING, TOWN HALL AND VISITORS CENTRE	1		2,128.80
INV 335462800	10/04/2025 SYNERGY	ELECTRICITY CHARGES SUPPLY AND USAGE - 12/03/2025 - 08/04/2025 - ADMIN BUILDING, TOWN HALL AND VISITORS CENTRE	1	2,128.80	
DD17943.1	07/05/2025 NODE1 INTERNET	NBN INTERNET FOR 2 DINSDALE ST, YORK - 01/05/2025 - 31/05/2025	1		1,616.70

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INV 6253217	01/05/2025 NODE1 INTERNET	N1 BUSINESS FIBRE NETWORKS - 01/05/2025 - 31/05/20 - ADMINISTRATION, MUSEUM, DEPOT & 30/1P ADDRESS	1	1,547.70	
INV 625317	01/05/2025 NODE1 INTERNET	NBN INTERNET FOR 2 DINDALE ST, YORK - 01/05/2025 - 31/05/2025	1	69.00	
DD17944.1	12/05/2025 BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NBN INTERNET FOR CRC & YRCC - 06/05/2025 - 05/06/2025	1		193.00
INV 6273295	06/05/2025 BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NBN INTERNET FOR THE YRCC - 06/05/2025 - 05/06/2025	1	84.00	
INV 627395	06/05/2025 BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NBN INTERNET FOR THE CRC - 06/05/2025 - 05/06/2025	1	109.00	
DD17973.1	01/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK FEES BENDIGO BANK 01/05/2025 - BPAY MONTHLY FEE	1		127.82
INV 01052025	01/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK FEES BENDIGO BANK 01/05/2025 - BPAY MONTHLY FEE	1	127.82	
DD17974.1	02/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES BENDIGO BANK 02/05/2025 - DIRECT DEBIT DE FEES - 203610	1		6.60
INV 02052025	02/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES BENDIGO BANK 02/05/2025 - DIRECT DEBIT DE FEES - 203610	1	6.60	
DD17975.1	08/05/2025 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 63 PRINCIPAL AND INTEREST PAYMENT - STAGE 3 OF FORREST OVAL REDEVELOPMENT	1		7,688.57
INV 63	08/05/2025 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 63 PRINCIPAL AND INTEREST PAYMENT - STAGE 3 OF FORREST OVAL REDEVELOPMENT	1	7,688.57	
DD17976.1	08/05/2025 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 64 PRINCIPAL AND INTEREST PAYMENT - BOWLS, TENNIS AND NETBALL LIGHTS	1		11,993.09
INV 64	08/05/2025 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 64 PRINCIPAL AND INTEREST PAYMENT - BOWLS, TENNIS AND NETBALL LIGHTS	1	11,993.09	
DD17977.1	12/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES 203610 - 12/05/2025	1		4.65
INV 12052025	12/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES 203610 - 12/05/2025	1	4.65	
DD17978.1	13/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY CHARGES 18/02/25 - 17/04/2025 - DEPOT	1		1,307.87

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INV 254322430	22/04/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY CHARGES 18/02/25 - 17/04/2025 - DEPOT	1	1,307.87	
DD17979.1	14/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	CREDIT CARD PAYMENT M202 EMIDS - APRIL 2025 - DOT VEHICLE REGISTRATION	1		27.25
INV 13074174/M2	30/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	CREDIT CARD PAYMENT M202 EMIDS - APRIL 2025 - DOT VEHICLE REGISTRATION	1	27.25	
DD17980.1	15/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES-203610 - 15/05/2025	1		11.40
INV 15052025	15/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES-203610 - 15/05/2025	1	11.40	
DD17981.1	19/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY 22/02/25 TO 28/04/25 FOR SECURITY LIGHTING STEPEHN STREET AND CANDICE BATEMAN PARK	1		491.22
INV 02052025	19/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY 22/02/25 TO 28/04/25 FOR SECURITY LIGHTING STEPEHN STREET AND CANDICE BATEMAN PARK	1	491.22	
DD17982.1	23/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES-203610 - 23/05/2025	1		0.15
INV 23052025	23/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES-203610 - 23/05/2025	1	0.15	
DD17983.1	26/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY FROM 01/03/25 TO 02/05/25 FOR CEMETERY, STAFF HOUSING DINSDALE AND MUSEUM 26/05/2025	1		766.49
INV 26052025	26/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY FROM 01/03/25 TO 02/05/25 FOR CEMETERY, STAFF HOUSING DINSDALE AND MUSEUM 26/05/2025	1	766.49	
DD17984.1	28/05/2025 EXETEL PTY LTD	NBN INTERNET 100/40 ADMINISTRATION BUILDING 1 JOAQUINA STREET - 01/06/2025 - 30/06/2025	1		105.00
INV EINV147545	14/05/2025 EXETEL PTY LTD	NBN INTERNET 100/40 ADMINISTRATION BUILDING 1 JOAQUINA STREET - 01/06/2025 - 30/06/2025	1	105.00	
DD17985.1	29/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES-203610 - 29/05/2025	1		11.55
INV 29052025	29/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES-203610 - 29/05/2025	1	11.55	

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DD17986.1	30/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES-203610 - 30/05/2025	1		5.55
INV 30052025	30/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES-203610 - 30/05/2025	1	5.55	
DD17987.1	09/05/2025 WATER CORPORATION OF WA	WATER CORP - 38 FRASER STREET - 04/02/25 - 31/03/2025 FINAL ACCOUNT JACK NUNN	1		4.00
INV 9007884268	02/04/2025 WATER CORPORATION OF WA	WATER CORP - 38 FRASER STREET - 04/02/25 - 31/03/2025 FINAL ACCOUNT JACK NUNN	1	4.00	
DD17988.1	14/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	CREDIT CARD PAYMENT EMCCS - APRIL 2025 - CANVA SUBSCRIPTION AND MONTHLY FEE	1		374.48
INV 13074174/M2	30/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	CREDIT CARD PAYMENT EMCCS - APRIL 2025 - CANVA SUBSCRIPTION AND MONTHLY FEE	1	374.48	
DD17989.1	14/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY 19/02/25 - 22/04/2025 - CRC 84 AVON	1		1,041.88
INV 435837760	23/04/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY 19/02/25 - 22/04/2025 - CRC 84 AVON	1	1,041.88	
DD17990.1	20/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY 25/02/25 TO 28/04/2025 - ULSTER DAM, MT BAKEWELL REPEATER, POWER WATCH AND CENTENERY GARDENS RETIC	1		1,517.08
INV 30042025	29/04/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY 25/02/25 TO 28/04/2025 - ULSTER DAM, MT BAKEWELL REPEATER, POWER WATCH AND CENTENERY GARDENS RETIC	1	1,517.08	
DD17991.1	01/05/2025 EXETEL PTY LTD	NBN INTERNET 100/40 - 1 JOAQUINA STREET YORK - 1/5/2025 - 31/5/2025	1		105.00
INV E77462129	14/04/2025 EXETEL PTY LTD	NBN INTERNET 100/40 - 1 JOAQUINA STREET YORK - 1/5/2025 - 31/5/2025	1	105.00	
DD17993.1	30/05/2025 TELSTRA	TELSTRA MOBILE PHONE AND INTERNET SERVICE CHARGES FROM 11/05/25 TO 10/06/25 AND CALL TO 10/05/25	1		1,392.07
INV 3334864703	11/05/2025 TELSTRA	TELSTRA MOBILE PHONE AND INTERNET SERVICE CHARGES FROM 11/05/25 TO 10/06/25 AND CALL 10/05/25	1	1,392.07	
DD17994.1	16/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY CHARGES FROM 25/02/25 TO 06/04/25 STAFF HOUSING 17 FORBES	1		79.47
INV 333626240	28/04/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY CHARGES FROM 25/02/25 TO 06/04/25 STAFF HOUSING 17 FORBES	1	79.47	
DD17995.1	20/05/2025 TELSTRA	TELSTRA DIRECTORY CHARGES AND VOICE RENTAL SWIMMING POOL, ADMINISTRATION BUILDING AND TOWN HALL LIFT FROM 25//02/25 TO 24/05/25	1		1,381.65

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INV 9434282000	02/05/2025 TELSTRA	TELSTRA DIRECTORY CHARGES AND VOICE RENTAL SWIMMING POOL, ADMINISTRATION BUILDING AND TOWN HALL LIFT FROM 25//02/25 TO 24/05/25	1	1,381.65	
DD17996.1	21/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY FROM 22/02/25 TO 28/04/25 - WAR MEMORIAL RAILWAY STREET	1		126.79
INV 640233070	01/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY FROM 22/02/25 TO 28/04/25 - WAR MEMORIAL RAILWAY STREET	1	126.79	
DD17997.1	21/05/2025 SYNERGY	ELECTRICITY CHARGES SUPPLY AND SERVICE FROM 22/02/25 TO 28/04/25 FORREST OVAL BORE LT 55 FORREST STREET	1		133.41
INV 512901920	01/05/2025 SYNERGY	ELECTRICITY CHARGES SUPPLY AND SERVICE FROM 22/02/25 TO 28/04/25 FORREST OVAL BORE LT 55 FORREST STREET	1	133.41	
DD17998.1	22/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY FROM 27/02.25 TO 01/05/2025 - AVON PARK RETIC PUMP LT 9 POOL STREET	1		138.17
INV 584238150	02/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY FROM 27/02.25 TO 01/05/2025 - AVON PARK RETIC PUMP LT 9 POOL STREET	1	138.17	
DD17999.1	22/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY FROM 27/02/25 TO 01/05/2025 - AVON PARK LOWE STREET	1		483.23
INV 522515390	02/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY FROM 27/02/25 TO 01/05/2025 - AVON PARK LOWE STREET	1	483.23	
DD18000.1	25/05/2025 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 62 PRINCIPAL AND INTEREST PAYMENT - FORREST OVAL REDEVELOPMENT - STAGE 1	1		58,964.58
INV 62	25/05/2025 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 62 PRINCIPAL AND INTEREST PAYMENT - FORREST OVAL REDEVELOPMENT - STAGE 1	1	58,964.58	
DD18001.1	27/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES-203610 27/05/2025	1		8.55
INV 27052025	27/05/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES DIRECT DEBIT DE FEES-203610 27/05/2025	1	8.55	
DD18002.1	30/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY FROM 01/04/2025 TO - 1/05/2025 -SWIMMING POOL	1		353.43
INV 108761310	30/05/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY FROM 01/04/2025 TO - 1/05/2025 -SWIMMING POOL	1	353.43	

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DD18010.4	10/05/2025 DEPARTMENT OF THE ATTORNEY GENERAL (FINES ENFORCEMENT)	FINES AND ENFORCEMENT LODGEMENT FEE FOR REGISTERING UNPAID INFRINGEMENT 0343318715	1		86.00
INV 33369643	09/09/2024 DEPARTMENT OF THE ATTORNEY GENERAL (FINES ENFORCEMENT)	FINES AND ENFORCEMENT LODGEMENT FEE FOR REGISTERING UNPAID INFRINGEMENT 0343318715	1	86.00	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	1,604,962.27
2	TRUST FUND BANK	458.95
TOTAL		1,605,421.22



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BUSINESS CREDIT CARD SUMMARY
APRIL 2025*BUSINESS CARD 1 (M202) – EXECUTIVE MANAGER INFRASTRUCTURE AND DEVELOPMENT SERVICES*

<u>TOTAL PURCHASES APRIL 2025</u>		<u>\$27.25</u>
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11.04.2025	SHIRE OF YORK TRUST – DEPARTMENT OF TRANSPORT REGISTRATION FOR 1 MONTH AND 16 DAYS PLANT# 181 PLATE Y299	\$23.25
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29.04.2025	MONTHLY CREDIT CARD FEE - BENDIGO BANK	\$4.00
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BUSINESS CARD 2 (M203) – ACTING EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES

<u>TOTAL PURCHASES APRIL 2025</u>		<u>\$413.00</u>
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09.04.2025	CANVA SUBSCRIPTION 3 X STAFF MEMBERS	\$405.00
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29.04.2025	MONTHLY CREDIT CARD FEE – BENDIGO BANK	\$8.00
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BUSINESS CREDIT CARD SUMMARY
MAY 2025***BUSINESS CARD 1 (M202) – EXECUTIVE MANAGER INFRASTRUCTURE AND DEVELOPMENT SERVICES***

TOTAL PURCHASES MAY 2025	\$572.00
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10.05.2025	SHIRE OF YORK TRUST – DEPARTMENT OF TRANSPORT REGISTRATION FOR 12 MONTHS P181 REG Y299 JOHN DEER TRACTOR	\$83.80
10.05.2025	SHIRE OF YORK TRUST – DEPARTMENT OF TRANSPORT REGISTRATION FOR 26 DAYS P182 REG Y8789	\$43.15
17.05.2025	SHIRE OF YORK TRUST – DEPARTMENT OF TRANSPORT REGISTRATION ADJUSTMENT P186 REG 1IPC746 – NEW ROLLER	\$189.50
24.05.2025	M.A.L. AUTOMOTIVES – DEPARTMENT OF TRANSPORT ANNUAL INSPECTION TOYOTA COASTER P145 REG 1CAE874	\$251.55
30.05.2025	MONTHLY CREDIT CARD FEE - BENDIGO BANK	\$4.00

BUSINESS CARD 2 (M203) – ACTING EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES

TOTAL PURCHASES MAY 2025	\$3,959.96
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08.05.2025	HOTEL BOOKING.COM – ACCOMMODATION FOR 2025 TOURISM CONFERENCE – REBECCA ATKINSON	\$1,196.00
23.05.2025	SURVEY MONKEY SUBSCRIPTION COMMUNITY SURVEY	\$468.00
23.05.2025	QUEST INALLOO ACCOMMODATION FOR TRELIS TRAINING DEPARTMENT OF TRANSPORT – ABI PARKER	\$946.22
23.05.2025	QUEST INALLOO ACCOMMODATION FOR TRELIS TRAINING DEPARTMENT OF TRANSPORT – SHANTI SINNATAMBY	\$946.22
23.05.2025	SURVEY MONKEY ANNUAL SUBSCRIPTION	\$384.00
23.05.2025	SURVEY MONEY INTERNATIONAL TRANSACTION FEE	\$11.52
30.05.2025	MONTHLY CREDIT CARD FEE – BENDIGO BANK	\$8.00

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**MONTHLY LIST OF CALTEX FUEL CARD TRANSACTIONS
MAY REPORT 2025**

DATE	SUPPLIER	REGO	MODEL	ODOMETER	AMOUNT (\$)
2/05/2025	PUMA ENERGY YORK ROADHOUSE	Y8804	MAZDA 3 TOURING SEDAN	18000	75.89
3/05/2025	PUMA ENERGY YORK ROADHOUSE	1IBY541	SUBARU OUTBACK WAGON	41258	60.01
5/05/2025	BP COLLINS RD	1HSA231	MAZDA CX5 SEDAN WAGON	61293	1.44
5/05/2025	BP COLLINS RD	1HSA231	MAZDA CX5 SEDAN WAGON	61293	90.14
6/05/2025	PUMA ENERGY YORK ROADHOUSE	1HMZ024	MAZDA CX5 SEDAN WAGON	86381	123.33
7/05/2025	PUMA ENERGY YORK ROADHOUSE	Y8804	MAZDA 3 TOURING SEDAN	18590	63.09
8/05/2025	PUMA ENERGY YORK ROADHOUSE	1ICQ468	MAZDA CX-8 SPORT AUTO	47512	92.05
13/05/2025	BP THE LAKES 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	48200	1.36
13/05/2025	BP THE LAKES 1903	1ICQ469	MAZDA CX-8 SPORT AUTO	48200	85.60
13/05/2025	PUMA ENERGY YORK ROADHOUSE	1HSA231	MAZDA CX5 SEDAN WAGON	61598	84.87
15/05/2025	PUMA ENERGY YORK ROADHOUSE	1IBY541	SUBARU OUTBACK WAGON	43177	54.02
15/05/2025	PUMA ENERGY YORK ROADHOUSE	Y8804	MAZDA 3 TOURING SEDAN	19176	79.86
16/05/2025	PUMA ENERGY YORK ROADHOUSE	1HMZ024	MAZDA CX5 SEDAN WAGON	86922	111.13
18/05/2025	S24 SAWYERS VALLEY	1ICQ468	MAZDA CX-8 SPORT AUTO	48972	101.01
22/05/2025	PUMA ENERGY YORK ROADHOUSE	Y8804	MAZDA 3 TOURING SEDAN	19667	68.78
23/05/2025	PUMA ENERGY YORK ROADHOUSE	1HMZ024	MAZDA CX5 SEDAN WAGON	87473	114.15
24/05/2025	PUMA ENERGY YORK ROADHOUSE	1ICQ468	MAZDA CX-8 SPORT AUTO	49735	97.05
				TOTAL	1303.78



**MONTHLY LIST OF WOOLWORTHS CARD TRANSACTIONS
MAY REPORT 2025**

DATE	INVOICE NUMBER	BRANCH	PURCHASE	GST (\$)	AMOUNT (\$)
3/05/2025	TI-01882-179036	MIDLAND	BIG W - BOOKS FOR LIBRARY	21.45	236.00
4/05/2025	TI-01882-179037	KARRINYUP	BIG W - BOOKS FOR LIBRARY	6.73	74.00
5/05/2025	TXN10000013218792	MIDLAND	BIG W - RETURN OF BOOKS	-2.73	-30.00
25/06/2025	TI-01882-179039	MIDLAND	BIG W - BOOKS FOR LIBRARY	12.73	140.00
26/05/2025	TI-01882-17903A	KARRINYUP	BIG W - BOOKS FOR LIBRARY	12.36	136.00
				TOTAL	556.00

Ordinary Council Meeting

22 July 2025

ADDENDUM

SY087-07/25 – FINANCIAL REPORT – MAY 2025

Following the release of the July 2025 Council Agenda, it has been identified that a term deposit had been repaid to the Municipal fund, this has impacted on the Financial Report – May 2025.

Summary

To reflect the reduction in the investment portfolio it has reduced both Cash and Cash equivalents and Trade and other payables in the Statement of Financial Position. These are reflected in:

- Note 3 Cash & Financial Assets at Amortised Cost - Unrestricted cash has been reduced by the \$510,900 term deposit that had been repaid 17 April 2025
- Note 9 Payables – Bonds & Deposits

When making the above changes, it was also identified that the Trust Bank cash was overstated by \$58,422 as the formula was incorrectly reporting. This adjustment also impacts the above notes.

The changes are also reflected in Note 2 Net Current Assets Information showing both the decrease in Current Assets and Current Liabilities.

The reserve term deposit maturing 22 July 2025 was understated by \$300, this has been adjusted against the reserve bank which now shows unrestricted cash of \$156,107. Interest on reserves has been processed in June 2025, until then the interest reports as unrestricted reserve cash.

Bonds & Deposits are currently held in the Trust fund and should be held as a Municipal fund liability, once these are reviewed the funds will be transferred to Municipal funds in line with current accounting standards.

Financial Breakdown

The impact of the changes has reduced the following:

- Current Assets – Cash and cash equivalents \$569,022
- Current Liabilities – Trade and Other payables \$569,022

Given the above changes there is a nil impact on the Closing funding surplus.

As the Agenda has been distributed there is a requirement to update the Recommendation to Council. The new Recommendation is as follows:

RECOMMENDATION

That, with regards to the Financial Report - May 2025, Council:

1. **Receives the Monthly Financial Report, as presented in Appendix 1 and the Addendum released 14 July 2025 presented in Appendix 6.**
2. **Receives the list of payments drawn from the Municipal and Trust accounts for the period ending 31 May 2025 as summarised below:**

Ordinary Council Meeting

22 July 2025

May 2025

MUNICIPAL	AMOUNT (\$)
Electronic Funds Payments	1,406,608
Cheque Payments	0
Direct Debits	198,282
Sub-Total Municipal	1,604,890
Payroll – Net Salaries	456,884
TOTAL MUNICIPAL	2,061,774
 TRUST	
Electronic Funds Payments	459
Cheque Payments	0
Sub-Total Trust	459
Licensing	96,388
TOTAL TRUST	96,847
 TOTAL PAYMENTS MAY 2025	2,158,621

SHIRE OF YORK
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 May 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 31 MAY 2025

	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/b	Var.
Note						
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	8,121,167	8,121,167	8,046,068	(75,099)	(0.92%)	▼
Grants, subsidies and contributions	621,696	569,855	664,133	94,278	16.54%	▲
Fees and charges	1,944,156	1,755,578	1,919,397	163,819	9.33%	▲
Interest revenue	301,362	276,221	278,100	1,879	0.68%	▲
Other revenue	441,658	268,763	541,272	272,509	101.39%	▲
Profit on asset disposals	64,020	446,754	0	(446,754)	(100.00%)	▼
	11,494,059	11,438,338	11,448,970	10,632	0.09%	
Expenditure from operating activities						
Employee costs	(6,665,594)	(6,206,915)	(5,971,518)	235,397	3.79%	▲
Materials and contracts	(4,966,790)	(4,154,920)	(3,375,644)	779,276	18.76%	▲
Utility charges	(508,498)	(465,916)	(390,559)	75,357	16.17%	▲
Depreciation	(6,817,295)	(6,249,122)	(6,270,271)	(21,149)	(0.34%)	▼
Finance costs	(49,335)	(45,221)	(49,335)	(4,114)	(9.10%)	▼
Insurance	(324,955)	(324,946)	(433,762)	(108,816)	(33.49%)	▼
Other expenditure	(634,972)	(618,563)	(284,771)	333,792	53.96%	▲
Loss on asset disposals	(105,069)	(4,257)	(11,842)	(7,585)	(178.18%)	▼
	(20,072,508)	(18,069,860)	(16,787,702)	1,282,158	7.10%	
Non cash amounts excluded from operating activities	2(c) 6,858,344	5,806,625	6,282,113	475,488	8.19%	▲
Amount attributable to operating activities	(1,720,105)	(824,897)	943,381	1,768,278	214.36%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	4,094,336	3,753,134	1,723,460	(2,029,674)	(54.08%)	▼
Proceeds from disposal of assets	355,199	0	31,818	31,818	0.00%	▲
	4,449,535	3,753,134	1,755,278	(1,997,856)	(53.23%)	
Outflows from investing activities						
Payments for property, plant and equipment	(1,511,364)	(1,385,395)	(360,244)	1,025,151	74.00%	▲
Payments for construction of infrastructure	(4,225,475)	(3,873,342)	(2,395,744)	1,477,598	38.15%	▲
	(5,736,839)	(5,258,737)	(2,755,988)	2,502,749	47.59%	
Amount attributable to investing activities	(1,287,304)	(1,505,603)	(1,000,710)	504,893	33.53%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	94,196	0	0	0	0.00%	
	94,196	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(147,320)	(147,320)	(147,320)	0	0.00%	
Transfer to reserves	(434,954)	0	0	0	0.00%	
	(582,274)	(147,320)	(147,320)	0	0.00%	
Amount attributable to financing activities	(488,078)	(147,320)	(147,320)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,652,527	3,652,527	3,566,300	(86,227)	(2.36%)	▼
Amount attributable to operating activities	(1,720,105)	(824,897)	943,381	1,768,278	214.36%	▲
Amount attributable to investing activities	(1,287,304)	(1,505,603)	(1,000,710)	504,893	33.53%	▲
Amount attributable to financing activities	(488,078)	(147,320)	(147,320)	0	0.00%	
Surplus or deficit after imposition of general rates	157,040	1,174,707	3,361,651	2,186,944	186.17%	▲

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 31 MAY 2025

	Actual 30 June 2024	Actual as at 31 May 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	4,424,839	3,917,037
Trade and other receivables	1,675,962	3,151,016
Other financial assets	2,084,043	666,106
Inventories	52,481	(10,888)
TOTAL CURRENT ASSETS	8,237,325	7,723,271
NON-CURRENT ASSETS		
Trade and other receivables	219,021	219,021
Other financial assets	83,171	83,171
Property, plant and equipment	47,493,206	46,567,933
Infrastructure	138,257,476	135,650,558
Right-of-use assets	975,323	949,571
TOTAL NON-CURRENT ASSETS	187,028,197	183,470,254
TOTAL ASSETS	195,265,522	191,193,525
CURRENT LIABILITIES		
Trade and other payables	1,638,062	1,328,657
Other liabilities	232,933	232,933
Borrowings	147,320	0
Employee related provisions	769,684	769,684
TOTAL CURRENT LIABILITIES	2,787,999	2,331,274
NON-CURRENT LIABILITIES		
Borrowings	712,655	712,655
Employee related provisions	341,365	341,365
TOTAL NON-CURRENT LIABILITIES	1,054,020	1,054,020
TOTAL LIABILITIES	3,842,019	3,385,294
NET ASSETS	191,423,503	187,808,231
EQUITY		
Retained surplus	25,145,198	21,529,927
Reserve accounts	2,537,273	2,537,273
Revaluation surplus	163,741,032	163,741,031
TOTAL EQUITY	191,423,503	187,808,231

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 31 MAY 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 07 July 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 POLICIES

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
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Amended Budget Opening	Actual as at	Actual as at
Note	1 July 2024	30 June 2024	31 May 2025
	\$	\$	\$
Current assets			
Cash and cash equivalents	5,771,069	4,424,839	3,917,037
Trade and other receivables	1,722,299	1,675,962	3,151,016
Other financial assets		2,084,043	666,106
Inventories	52,481	52,481	(10,888)
	7,545,849	8,237,325	7,723,271
Less: current liabilities			
Trade and other payables	(863,213)	(1,638,062)	(1,328,657)
Other liabilities	(267,735)	(232,933)	(232,933)
Borrowings	(147,320)	(147,320)	0
Employee related provisions	(680,904)	(769,684)	(769,684)
Other provisions	(51,124)	0	0
	(2,010,296)	(2,787,999)	(2,331,274)
Net current assets	5,535,553	5,449,326	5,391,997
Less: Total adjustments to net current assets	2(b) (1,883,026)	(1,883,026)	(2,030,346)
Closing funding surplus / (deficit)	3,652,527	3,566,300	3,361,651

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(2,537,273)	(2,537,273)	(2,537,273)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	147,320	147,320	0
- Current portion of employee benefit provisions held in reserve	506,927	506,927	506,927
Total adjustments to net current assets	2(a) (1,883,026)	(1,883,026)	(2,030,346)

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates	YTD Budget Estimates	YTD Actual
	30 June 2025	31 May 2025	31 May 2025
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(64,020)	(446,754)	0
Add: Loss on asset disposals	105,069	4,257	11,842
Add: Depreciation	6,817,295	6,249,122	6,270,271
Total non-cash amounts excluded from operating activities	6,858,344	5,806,625	6,282,113

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.

AASB 101.10(e) **SHIRE OF YORK**
AASB 101.51 **NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**
AASB 101.112 **FOR THE PERIOD ENDED 31 MAY 2025**

FM Reg 34 (2)(b) 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 2024-25 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
General rates	(75,099)	(0.92%)	▼
Rates incentive discount incorrectly posted		Timing	
Grants, subsidies and contributions	94,278	16.54%	▲
The Waugal Rising Project funding \$60,000 incorrectly allocated		Timing	
WALGGC Local Roads \$10,000 & MRWA Direct Grant \$20,000 higher than expected		Permanent	
Fees and charges	163,819	9.33%	▲
Waste Management Levy - \$140,344 higher than budget		Permanent	
Charges Sale of Water - \$61,676 higher than budget		Permanent	
Other revenue	272,509	101.39%	▲
Containers for Change, DoT Commission, CRC Reimbursements higher than anticipated		Permanent	
ATO \$40,816 refund from prior years not anticipated		Permanent	
Profit on asset disposals	(446,754)	(100.00%)	▼
Sale of Plant Deferred until 25/26 financial year		Permanent	
Expenditure from operating activities			
Employee costs	235,397	3.79%	▲
Recreation & Work Supervision salaries lower than anticipated		Permanent	
Materials and contracts	779,276	18.76%	▲
Transport Mtc \$450,000 & Waste Management Facility Mtc \$286,000 under budget		Timing	
York CRC, DAIP Implementation, Area Promotion, Forrest Oval Convention Centre, Control Expenses - Sundry under budget		Timing	
Utility charges	75,357	16.17%	▲
Forrest Oval Convention Centre, Street Lighting, York Visitor Centre & Standpipe Water lower than anticipated		Permanent	
Toilets Avon Park, Forrest Oval Water higher than anticipated		Permanent	
Depreciation	(21,149)	(0.34%)	▼
Transport & Recreation & Culture lower than anticipated		Permanent	
Insurance	(108,816)	(33.49%)	▼
Building valuations higher, insurance exceeded budget		Permanent	
Other expenditure	333,792	53.96%	▲
Rate write offs lower than anticipated		Permanent	
Rates incentive discount incorrectly posted		Timing	
Festival & Events Funding Pool Lower than anticipated		Timing	
Loss on asset disposals	(7,585)	(178.18%)	▼
Sale of Plant Deferred until 25/26 financial year		Permanent	
Non cash amounts excluded from operating activities	475,488	8.19%	▲
Transport & Recreation & Culture lower than anticipated		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(2,029,674)	(54.08%)	▼
Timing Roads to Recovery, LRCIP & Recreation Grant Funding		Timing	
Proceeds from disposal of assets	31,818	0.00%	▲
Sale of Plant Deferred until 25/26 financial year		Permanent	
Outflows from investing activities			
Payments for property, plant and equipment	1,025,151	74.00%	▲
Orders issued for Grader & Truck \$593,845 - Delivery expected in 25/26		Timing	
Balance of Plant Replacement Program Deferred		Permanent	
Swimming Pool, Forrest Oval Rec Centre Buildings - Deferred 25/26		Permanent	
Payments for construction of infrastructure	1,477,598	38.15%	▲
Motorcross Track - carry over required		Timing	
Forrest Oval Infrastructure Complete - reallocation required		Timing	
Admin Carpark, CBD Upgrade, Heritage Trials - deferred 25/26		Permanent	
Blackspot projects - 1 complete, 1 carry over		Timing	

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 31 MAY 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.65 M	\$3.65 M	\$3.57 M	(\$0.09 M)
Closing	\$0.16 M	\$1.17 M	\$3.36 M	\$2.19 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$4.58 M	% of total
Unrestricted Cash	\$2.05 M	44.6%
Restricted Cash	\$2.54 M	55.4%
Refer to 3 - Cash and Financial Assets		

Payables		
	\$1.33 M	% Outstanding
Trade Payables	\$0.17 M	
0 to 30 Days		83.3%
Over 30 Days		16.7%
Over 90 Days		0.0%
Refer to 9 - Payables		

Receivables		
	\$1.38 M	% Collected
Rates Receivable	\$1.77 M	75.1%
Trade Receivable	\$1.38 M	% Outstanding
Over 30 Days		11.5%
Over 90 Days		2.5%
Refer to 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.72 M)	(\$0.82 M)	\$0.94 M	\$1.77 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$8.05 M	% Variance
YTD Budget	\$8.12 M	(0.9%)
Refer to 12 - Grants and Contributions		

Grants and Contributions		
YTD Actual	\$0.66 M	% Variance
YTD Budget	\$0.57 M	16.5%
Refer to 12 - Grants and Contributions		

Fees and Charges		
YTD Actual	\$1.92 M	% Variance
YTD Budget	\$1.76 M	9.3%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.29 M)	(\$1.51 M)	(\$1.00 M)	\$0.50 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.03 M	%
Amended Budget	\$0.36 M	(91.0%)
Refer to 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$2.40 M	% Spent
Amended Budget	\$4.23 M	(43.3%)
Refer to 5 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$1.72 M	% Received
Amended Budget	\$4.09 M	(57.9%)
Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.49 M)	(\$0.15 M)	(\$0.15 M)	\$0.00 M
Refer to Statement of Financial Activity			

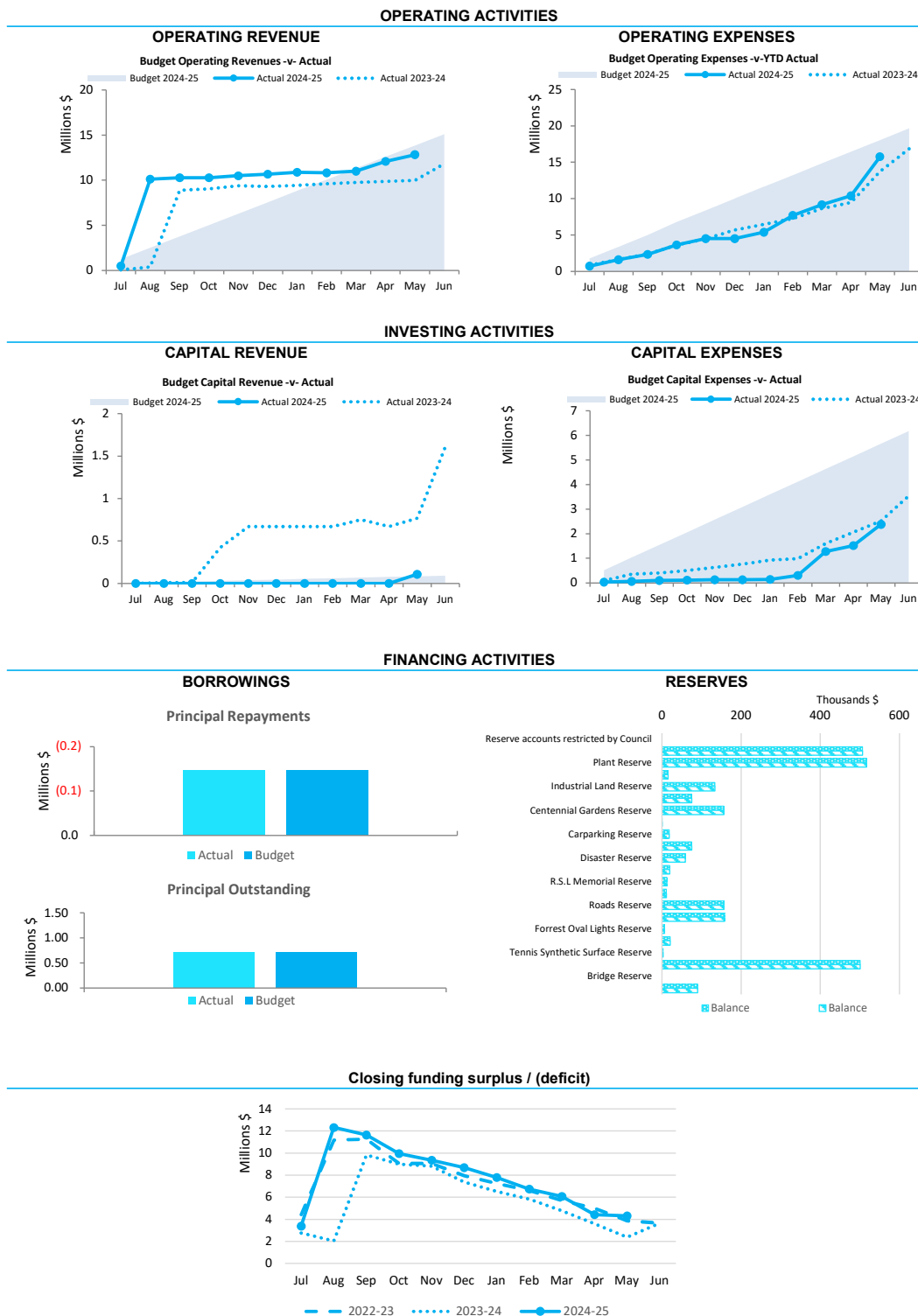
Borrowings	
Principal repayments	(\$0.15 M)
Interest expense	(\$0.05 M)
Principal due	\$0.71 M
Refer to 10 - Borrowings	

Reserves	
Reserves balance	\$2.54 M
Net Movement	\$0.00 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 31 MAY 2025

2 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 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	1,330	0	1,330	0		Nil	On Hand
Muni Bank	Cash and cash equivalents	1,135,866	0	1,135,866	0	Bendigo	Nil	Cheque Acc.
Westpac Flexi	Cash and cash equivalents	5,417	0	5,417	0	Westpac	Variable	N/A
AMP Municipal Notice	Cash and cash equivalents	318,985	0	318,985	0	AMP	Variable	N/A
Trust Bank	Cash and cash equivalents	287,011	0	287,011	0	Bendigo	Nil	Cheque Acc.
Trust Bank	Cash and cash equivalents	0	0	0	58,422	Bendigo	Nil	Cheque Acc.
Trust Term Deposit T2-2509	Financial assets at amortised cost	37,711	0	37,711	0	Bendigo	4.40%	29/01/2026
Trust Term Deposit T40-2513	Financial assets at amortised cost	35,379	0	35,379	0	Bendigo	4.40%	29/01/2026
Trust Term Deposit T77-2514	Financial assets at amortised cost	68,064	0	68,064	0	Bendigo	4.40%	29/01/2026
Reserves Bank	Cash and cash equivalents	156,107	394,009	550,116	0	Bendigo	Variable	N/A
Reserves Term Deposits	Cash and cash equivalents	0	1,003,685	1,003,685	0	AMP	5.00%	10/06/2025
Reserves Term Deposits	Cash and cash equivalents	0	614,627	614,627	0	AMP	4.35%	22/07/2025
Reserves Term Deposits	Financial assets at amortised cost	0	524,952	524,952	0	Bendigo	4.40%	17/11/2025
Total		2,045,870	2,537,273	4,583,143	58,422			
Comprising								
Cash and cash equivalents		1,904,716	2,012,321	3,917,037	58,422			
Financial assets at amortised cost - Term Deposits		141,154	524,952	666,106	0			
		2,045,870	2,537,273	4,583,143	58,422			

KEY INFORMATION

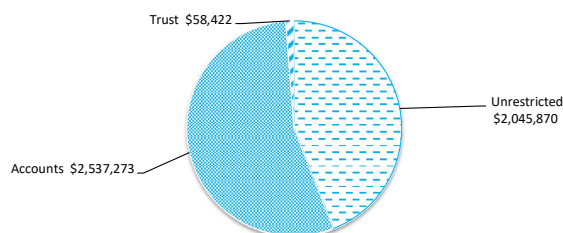
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 31 MAY 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Leave Reserve	506,927	0	(19,196)	487,731	506,927	0		506,927
Plant Reserve	516,688	0	0	516,688	516,688			516,688
Avon River Mtce Reserve	15,426	0	0	15,426	15,426			15,426
Industrial Land Reserve	134,010	0	0	134,010	134,010			134,010
Refuse Site Develop Reserve	75,519	0	0	75,519	75,519			75,519
Centennial Gardens Reserve	156,162	0	0	156,162	156,162			156,162
Pioneer Memorial Lodge Reserve	533	20,000	0	20,533	533			533
Carparking Reserve	18,623	0	0	18,623	18,623			18,623
Building Reserve	75,380	100,000	0	175,380	75,380			75,380
Disaster Reserve	59,281	0	0	59,281	59,281			59,281
Tied Grant Funds Reserve	19,557	0	0	19,557	19,557			19,557
R.S.L Memorial Reserve	12,600	0	0	12,600	12,600			12,600
Greenhills Townsite Development Reserve	11,221	0	0	11,221	11,221			11,221
Roads Reserve	156,884	0	0	156,884	156,884			156,884
Land & Infrastructure Reserve	158,104	0	0	158,104	158,104			158,104
Forrest Oval Lights Reserve	6,161	0	0	6,161	6,161			6,161
Bowls Synthetic Surface Reserve	20,444	0	0	20,444	20,445			20,445
Tennis Synthetic Surface Reserve	3,155	0	0	3,155	3,155			3,155
Recreation Reserve	500,598	0	(75,000)	425,598	500,597			500,597
Bridge Reserve	0	100,000	0	100,000	0			0
Swimming Pool Reserve	90,000	214,954	0	304,954	90,000			90,000
	2,537,273	434,954	(94,196)	2,878,031	2,537,273	0	0	2,537,273

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	31,500	28,875	0	(28,875)
Buildings - specialised	304,500	279,125	31,465	(247,660)
Furniture and equipment	152,000	139,326	125,404	(13,922)
Plant and equipment	1,023,364	938,069	203,375	(734,694)
Acquisition of property, plant and equipment	1,511,364	1,385,395	360,244	(1,025,151)
Infrastructure - Roads	3,664,275	3,358,916	2,242,998	(1,115,918)
Infrastructure - Drainage	51,200	46,926	46,330	(596)
Infrastructure - Bridges	0	0	265	265
Infrastructure - Other	510,000	467,500	106,151	(361,349)
Acquisition of infrastructure	4,225,475	3,873,342	2,395,744	(1,477,598)
Total of PPE and Infrastructure.	5,736,839	5,258,737	2,755,988	(2,502,749)
Total capital acquisitions	5,736,839	5,258,737	2,755,988	(2,502,749)
Capital Acquisitions Funded By:				
Capital grants and contributions	4,094,336	3,753,134	1,723,460	(2,029,674)
Other (disposals & C/Fwd)	355,199	0	31,818	31,818
Reserve accounts				
Recreation Reserve	75,000		0	0
Contribution - operations	1,212,304	1,505,603	1,000,710	(504,893)
Capital funding total	5,736,839	5,258,737	2,755,988	(2,502,749)

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.

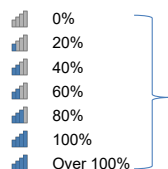
SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

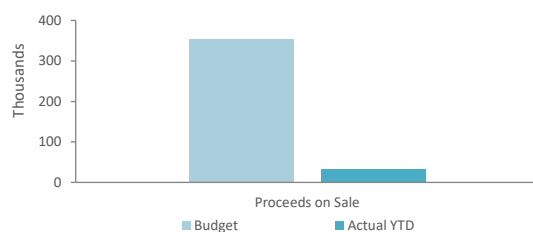
		Amended		Variance
Account Description		Budget	YTD Budget	(Under)/Over
				0
042339	ADMINISTRATION VEHICLES	52,000	47,663	47,663
043142	FURNITURE & EQUIPMENT ADMIN	152,000	139,326	13,922
043145	ADMINISTRATION CARPARK INFRASTRUCTURE	75,740	69,421	8,415
053035	RANGER VEHICLE PURCHASE CAPITAL	0	0	6,557
051339	RANGER VEHICLE FIRE CONTROL	52,000	47,663	47,663
068302	PML BUILDING CAPITAL	22,500	20,625	4,000
109383	CEMETERY INFRASTRUCTURE	0	0	18,016
109387	MOUNT BROWN LANDSCAPING	0	0	61
109389	CBD UPGRADE	180,000	165,000	27,254
112302	SWIMMING POOL CAPITAL (STAGE 1) - BUILDINGS	200,000	183,326	17,631
112308	INFRASTRUCTURE OTHER - SWIMMING POOL	0	0	4,312
113029	TOWN HALL BUILDING	0	0	1,671
113329	FORREST OVAL REC CENTRE BUILDINGS	65,000	59,587	0
113331	FORREST OVAL INFRASTRUCTURE	10,000	9,163	265
113335	HERITAGE TRAILS INFRASTRUCTURE	180,000	165,000	0
113346	MOTORCROSS TRACK INFRASTRUCTURE	140,000	128,337	56,243
122300	ROAD INFRASTRUCTURE PROJECTS	428,102	392,425	0
122400	ROADS TO RECOVERY PROJECTS	568,916	521,510	(37,272)
122401	REGIONAL ROAD GROUP PROJECTS	1,659,352	1,521,069	1,668,441
122402	MUNICIPAL ROAD CONSTRUCTION PROJECTS	75,000	68,750	9,075
122404	MUNICIPAL BRIDGE CONSTRUCTION PROJECTS	0	0	265
122407	BLACKSPOT PROJECTS	642,165	588,654	383,203
122409	LRCIP PROJECTS	215,000	197,087	211,136
122411	DRAINAGE CONSTRUCTION PROJECTS	51,200	46,926	46,330
127304	PLANT PURCHASES CAPITAL	815,364	747,417	196,818
133319	PLANT & EQUIP - VEHICLE (Y000)	52,000	47,663	0
143301	DEPOT PLANT CAPITAL PURCHASE	52,000	47,663	0
143304	DEPOT - BUILDINGS CAPITAL	17,000	15,587	8,163
146303	LAND PURCHASE AND DEVELOPMENT	31,500	28,875	0
Grand Total		5,736,839	5,258,737	2,755,988
				2,443,162

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Plant and equipment	396,248	355,199	64,020	(105,069)	0	0	0	0
	12011 - Roller Volvo - Y4894			0	0	43,660	31,818	0	(11,842)
		396,248	355,199	64,020	(105,069)	43,660	31,818	0	(11,842)

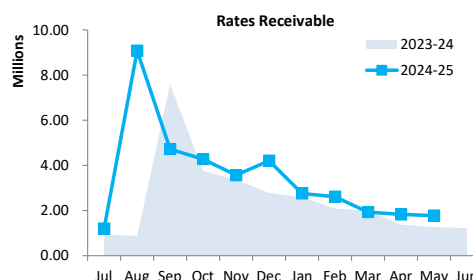


SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2024	31 May 2025
	\$	\$
Opening arrears previous year	1,057,710	1,170,219
Levied this year	8,100,167	8,046,068
Less - collections to date	(7,466,219)	(6,924,743)
Gross rates collectable	1,691,658	2,291,544
Allowance for impairment of rates receivable	(521,439)	(525,272)
Net rates collectable	1,170,219	1,766,272
% Collected	81.5%	75.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(4,163)	610,060	60,070	1,308	17,317	684,592
Percentage	(0.6%)	89.1%	8.8%	0.2%	2.5%	
Balance per trial balance						
Trade receivables						684,592
Other receivables						336,198
GST receivable						326,544
Receivables for employee related provisions						37,410
Total receivables general outstanding						1,384,744

Amounts shown above include GST (where applicable)

KEY INFORMATION

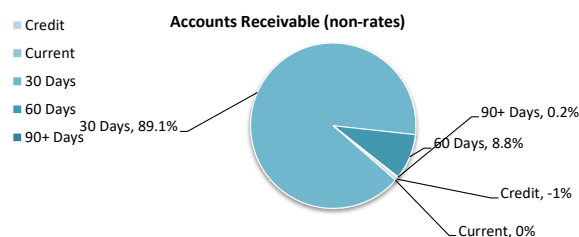
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 31 MAY 2025**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 May 2025
Other current assets	\$	\$	\$	\$
Financial assets at amortised cost	2,084,043	0	(1,417,937)	666,106
Inventory				
Fuel	52,481	138,945	(202,314)	(10,888)
Total other current assets	2,136,524	138,945	(1,620,251)	655,218
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 31 MAY 2025**

OPERATING ACTIVITIES

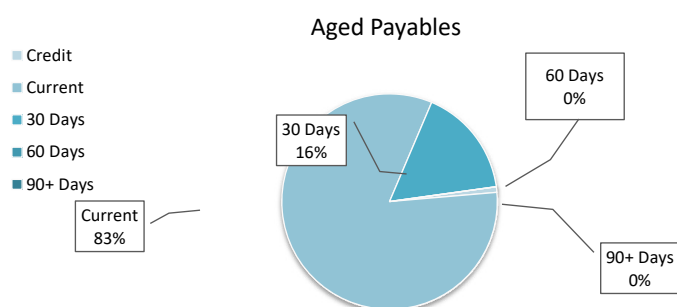
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(1,230)	119,507	23,683	0	0	141,960
Percentage	(0.9%)	84.2%	16.7%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						171,157
ATO liabilities						232,455
Other payables						230,950
Bonds & Deposits						688,402
Accrued interest on long term borrowings						5,693
Total payables general outstanding						1,328,657

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 31 MAY 2025

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Forrest Oval Stage 1	62	659,307	0	0	(77,596)	(77,596)	581,711	581,711	(40,333)	(40,333)
Forrest Oval Stage 2	63	78,390	0	0	(27,237)	(27,237)	51,153	51,153	(3,517)	(3,517)
Forrest Oval Stage 3	64	122,278	0	0	(42,487)	(42,487)	79,791	79,791	(5,485)	(5,485)
Total		859,975	0	0	(147,320)	(147,320)	712,655	712,655	(49,335)	(49,335)
Current borrowings		147,320					0			
Non-current borrowings		712,655					712,655			
		859,975					712,655			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

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. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

OPERATING ACTIVITIES

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		232,933	0	0	0	232,933
Total other liabilities		232,933	0	0	0	232,933
Employee Related Provisions						
Provision for annual leave		509,194	0	0	0	509,194
Provision for long service leave		216,390	0	0	0	216,390
Other employee leave provisions		44,100	0	0	0	44,100
Total Provisions		769,684	0	0	0	769,684
Total other current liabilities		1,002,617	0	0	0	1,002,617

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 31 MAY 2025

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2024	Liability	Liability	31 May 2025	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
GRANT FUNDS (UNTIED)	0	0	0	0	0	182,210	167,024	167,303
GRANT LOCAL ROAD (UNTIED)	0	0	0	0	0	131,459	120,494	130,862
AUSTRALIA DAY COUNCIL	0	0	0	0	0	15,000	13,750	15,000
LGGS GRANTS	0	0	0	0	0	46,990	43,065	51,208
OTHER GRANTS	0	0	0	0	0	8,500	7,788	0
GRANT RRG - DIRECT	0	0	0	0	0	237,537	217,734	237,537
GOVERNMENT GRANTS - WAUGAL RISING PROJ	0	0	0	0	0	0	0	60,720
GRANTS - TOURISM - NWV GRANT	0	0	0	0	0	0	0	1,117
OPERATING GRANTS - WASTE MANAGEMENT	0	0	0	0	0	0	0	386
	0	0	0	0	0	621,696	569,855	664,133
TOTALS	0	0	0	0	0	621,696	569,855	664,133

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD Revenue
	1 July 2024		(As revenue)	31 May 2025	31 May 2025	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
CEMETERY GRANT INCOME	0	0	0	0	0	9,000	8,250	0
RECREATION GRANTS - TAXABLE	0	0	0	0	0	135,000	123,750	0
ROAD TO RECOVERY GRANTS	0	0	0	0	0	701,427	642,972	0
GRANT - RRG - ROADS	224,431	0	0	224,431	34,801	2,206,370	2,022,504	1,584,603
GRANT GOVT-BLACK SPOT FUNDING	0	0	0	0	0	626,040	573,870	83,857
GRANT - RRSP - ROADS	0	0	0	0	0	34,801	31,900	0
GRANTS - LRCP	8,502	0	0	8,502	8,502	381,698	349,888	0
RECREATION CAPITAL GRANTS	0	0	0	0	0	0	0	55,000
	232,933	0	0	232,933	43,303	4,094,336	3,753,134	1,723,460
TOTALS	232,933	0	0	232,933	43,303	4,094,336	3,753,134	1,723,460

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 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 2024	Amount Received	Amount Paid	Closing Balance 31 May 2025
	\$	\$	\$	\$
Cash in Lieu - Public Open Space	58,422	0	0	58,422
	58,422	0	0	58,422

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

15 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption				17,459		17,459
Adjustment to opening balance after audit					(86,131)	(68,672)
122300 - York Tammin Road	020924	Capital expenses		125,000		56,328
122300 - Quellington Road	020924	Capital expenses		111,294		167,622
122401 - Quellington Road RRG	020924	Capital expenses		322,587		490,209
122407 - Spencers Brook Road Black Spot	020924	Capital expenses		16,125		506,334
125203 - RRG Grant Income	020924	Capital revenue			(322,587)	183,747
122400 - RTR Road Renewals	020924	Capital expenses			(132,511)	51,236
13350 - Building Reserve	020924	Capital expenses			(45,000)	6,236
127308 - Plant Reserve	020924	Capital expenses			(54,908)	(48,672)
122506 - Bridge Reserve	020924	Capital expenses			(20,000)	(68,672)
146171 HOUSING MAINTENANCE - OTHER RENTALS	070325	Operating expenses		8,000		(60,672)
042116 HOUSING MTCE - ROE STREET (EMCCS)	070325	Operating expenses		5,000		(55,672)
146277 OTHER LEASE INCOME - NON TAXABLE	070325	Operating revenue		4,701		(50,971)
113329 FORREST OVAL REC CENTRE BUILDINGS	070325	Operating expenses			(10,000)	(60,971)
143304 DEPOT - BUILDINGS CAPITAL	070325	Capital expenses			(17,000)	(77,971)
109389 CBD UPGRADE	070325	Capital expenses			(68,000)	(145,971)
113346 MOTORCROSS TRACK INFRASTRUCTURE	070325	Capital expenses			(10,000)	(155,971)
127304 PLANT PURCHASES CAPITAL	070325	Capital expenses		405,636		249,665
122300 ROAD INFRASTRUCTURE PROJECTS	070325	Capital expenses		15,000		264,665
122407 BLACKSPOT PROJECTS	070325	Capital expenses		106,760		371,425
122409 LRCIP PROJECTS	070325	Capital expenses			(15,000)	356,425
031118 RATES - SALARIES	070325	Operating expenses		0		356,425
042109 ADMINISTRATION - SALARIES	070325	Operating expenses		65,000		421,425
HOUSING MAINTENANCE - 75 OSNABURG RD (EMIDS)	070325	Operating expenses		5,000		426,425
042171 STAFF TRAINING/CONFERENCES	070325	Operating expenses		0		426,425
042191 RELOCATION EXPENSES	070325	Operating expenses		5,000		431,425
051107 FIRE BREAKS - SHIRE LAND	070325	Operating expenses		10,000		441,425
052172 SUNDRY EXPENDITURE - CATS	070325	Operating expenses			(1,000)	440,425
111103 SCOUT HALL	070325	Operating expenses		3,000		443,425
112150 SWIMMING POOL - SALARIES	070325	Operating expenses		1,179		444,603
113100 AVON PARK MAINTENANCE	070325	Operating expenses			(5,000)	439,603
113106 GWAMBY/AVON ASCENT MAINTENANCE	070325	Operating expenses			(5,000)	434,603
113116 MT BROWN PARK MAINTENANCE	070325	Operating expenses		8,000		442,603
113117 CANDICE BATEMAN PARK MAINTENANCE	070325	Operating expenses		13,500		456,103
113143 YRCC EXPENDITURE - GYM	070325	Operating expenses		1,000		457,103
113149 YRCC EXPENDITURE - TENNIS	070325	Operating expenses			(4,000)	453,103
113160 RECREATION - SALARIES	070325	Operating expenses		0		453,103
119122 ARTS AND CULTURAL HERITAGE PLANNING	070325	Operating expenses			(6,000)	447,103
125165 DEPOT MAINTENANCE	070325	Operating expenses			(20,000)	427,103
128103 HOWICK ST CAR PARK	070325	Operating expenses			(500)	426,603
132153 CHRISTMAS DECORATIONS/FESTIVITIES	070325	Operating expenses		18,500		445,103
133192 BUILDING CONTROL EXPENSES-OTHER	070325	Operating expenses		2,000		447,103
052285 SUNDRY INCOME TAX SUPPLY	070325	Operating revenue		700		447,803
113221 STADIUM HIRE CHARGES	070325	Operating revenue		4,000		451,803
113231 PAVILION - HIRE CHARGES	070325	Operating revenue		600		452,403
113233 FORREST OVAL PRECINCT HIRE CHARGES	070325	Operating revenue		4,500		456,903
113242 YRCC INCOME - HIRE	070325	Operating revenue		2,500		459,403
113243 YRCC INCOME - GYM	070325	Operating revenue		11,000		470,403
113249 YRCC INCOME (GREEN FEES) - TENNIS	070325	Operating revenue		1,400		471,803
127198 LOSS ON SALE OF ASSETS - WORKS PLANT	070325	Non cash item	(100,424)			371,379
031132 RATE DEBT RECOVERY COST	070325	Operating expenses			(8,000)	363,379
041103 ELECTION EXPENSES	070325	Operating expenses		25,000		388,379
041106 REFRESHMENTS & RECEPTIONS	070325	Operating expenses			(1,500)	386,879
041108 .PRINTING & STATIONERY	070325	Operating expenses		2,500		389,379
041111 SUBSCRIPTIONS	070325	Operating expenses			(3,600)	385,779
041114 OTHER-SUNDRY	070325	Operating expenses		1,000		386,779
041121 MAINTENANCE - CHAMBERS	070325	Operating expenses			(3,000)	383,779
041124 STRATEGIC PLANNING	070325	Operating expenses			(20,000)	363,779
042112 HOUSING MTCE - FORBES STREET (CEO)	070325	Operating expenses		3,000		366,779
042173 STAFF TELEPHONE EXPENSES	070325	Operating expenses		1,000		367,779
042183 OFFICE EXPENSE - PRINTING	070325	Operating expenses			(1,000)	366,779
042188 OFFICE EXP-COMPUTER EXPENSES	070325	Operating expenses			(7,000)	359,779
042189 OFFICE EXP-POSTAGE/FREIGHT	070325	Operating expenses			(6,000)	353,779
042193 AUDIT FEES	070325	Operating expenses			(6,750)	347,029
042202 ADMIN ENGINEERING CONTRACTS	070325	Operating expenses			(65,000)	282,029
077160 HEALTH CONTROL EXPENSES	070325	Operating expenses			(40,000)	242,029
077166 HEALTH PROMOTIONS	070325	Operating expenses		960		242,989
078113 ANALYTICAL EXPENSES	070325	Operating expenses			(1,000)	241,989
101106 WASTE MANAGEMENT FACILITY MTCE	070325	Operating expenses			(313,357)	(71,368)
105103 WEED / PEST CONTROL PROGRAMMES	070325	Operating expenses		5,000		(66,368)
106188 CONTROL EXPENSES-SUNDRY	070325	Operating expenses			(10,000)	(76,368)
106194 HERITAGE REVIEW GUIDELINES	070325	Operating expenses			(2,000)	(78,368)
109137 CEMETERY MAINTENANCE	070325	Operating expenses		15,000		(63,368)
111102 TOWN HALL	070325	Operating expenses			(20,000)	(83,368)
113148 YRCC EXPENDITURE - BOWLS	070325	Operating expenses		6,000		(77,368)
113166 OPERATIONAL & MARKETING PLAN - YRCC	070325	Operating expenses		4,000		(73,368)
115124 LIBRARY EQUIPMENT	070325	Operating expenses		7,000		(66,368)
125121 TRAFFIC SIGNS	070325	Operating expenses			(500)	(66,868)
125170 VERGE CLEARING	070325	Operating expenses			(106,760)	(173,628)
139142 STANDPIPES WATER/MAINTENANCE	070325	Operating expenses		2,000		(171,628)
014204 TYRES AND TUBES	070325	Operating expenses			(5,000)	(176,628)
125224 GRANTS - LRCIP	070325	Operating revenue		253,196		76,568
113167 SPORTING CLUB SPONSORSHIPS	070325	Operating expenses			(4,000)	72,568
138201 YORK CRC CHARGES OTHER TAX SUPPLY	070325	Operating revenue		150,000		222,568
138202 TELECENTRE REIMBURSEMENTS (EX GST)	070325	Operating revenue		60,000		282,568
143294 REIMBURSEMENT TAXABLE SUPPLY	070325	Operating revenue		2,000		284,568
145250 REIMBURSEMENTS-WORKERS COMP	070325	Operating revenue		1,179		285,747
27297 PROCEEDS SALE OF ASSETS - WORKS PLANT	070325	Capital revenue			(523,801)	(238,054)
127298 PROFIT SALE OF ASSETS - WORKS PLANT	070325	Non cash item	(423,377)			(661,431)
97 REALISATION OF SALE OF ASSETS - ROAD PLANT	070325	Non cash item	523,801			(137,630)
002012 LSL RESERVE ACCUM	070325	Capital revenue		19,196		(118,434)
068401 TRANSFER FROM RESERVE PML	070325	Capital expenses		40,000		(78,434)
127308 TRANSFER TO RESERVE - PLANT RESERVE	070325	Operating expenses		85,046		6,612
			0	1,977,517	(1,970,905)	6,612

SY088-07/25 INVESTMENTS - MAY 2025

An Addendum to this Item was released on 14 July 2025 and is presented in Appendix 2.

File Number:	4.7714
Author:	Denise Gobbart, Finance Management Support
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. Investment Register - May 2025 ↓ 2. Addendum released 14 July 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

In May 2025, the municipal AMP Banking at Call has been cashed in and funds totalling \$29,726.93 transferred to the Municipal account. The AMP Banking Notice has also been cashed in and funds will be received into the Municipal account in June 2025.

A review of the investment register has occurred, identifying some incorrect records. The records that have been amended relate to:

1. Trust Bendigo Term Deposits incorrectly recorded – incorrect interest rates and interest earnings
2. Reserve Bendigo Term Deposit had not been recorded; the reserve account figure had been duplicated
3. Summary tables have also been adjusted to reflect the investments and interest earnings.

Further details of the Shire's current term deposits and bank balances are presented in Appendix 1.

OPTIONS

Council has the following options:

Option 1: Council can choose not to receive and note the Shire of York Investment Portfolio.

Option 2: Council can choose to receive and note the Shire of York Investment Portfolio, as presented in Appendix 1.

Option 2 is the recommended option.

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.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION

170725

Moved: Cr Denese Smythe

Seconded: Cr Chris Gibbs

That, with regard to Investments - May 2025, Council:

- 1. Receives and notes the Shire of York Investment Portfolio, as presented in Appendix 1 and the Addendum released 14 July 2025, as presented in Appendix 2.**
- 2. Notes that administrative procedures will be amended to require the provision of supporting information at renewal or repayment of investments.**

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0



SHIRE OF YORK INVESTMENT PORTFOLIO
31 May 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										
	AMP Banking	BBB	Monday, 14 April 2025	Monday, 14 July 2025	91	510,900.44	10%	5.05%	517,332.89	6,432.45
MUNICIPAL - Interest Bearing NCDs/TDs						510,900.44	10%	5.05%	517,332.89	6,432.45
MUNICIPAL - Other funds										
Flex-i	Municipal Account 118630623	BBB+				1,135,866.40	22%	0.00%	1,135,866.40	0.00
	Westpac	AA-				5,416.71	0%	1.05%	5,416.71	0.00
	AMP Banking At call	BBB				0.00	0%		0.00	0.00
	AMP Banking Notice	BBB				318,984.95	6%		318,984.95	0.00
MUNICIPAL - Other						1,460,268.06	28%		1,460,268.06	0.00
RESERVE - Interest Bearing NCDs/TDs										
	AMP Banking	BBB	Thursday, 12 December 2024	Tuesday, 10 June 2025	180	1,003,684.94	19%	5.00%	1,028,433.34	24,748.40
	AMP Banking	BBB	Wednesday, 23 April 2025	Tuesday, 22 July 2025	90	614,627.30	12%	4.35%	621,219.81	6,592.51
	Bendigo Bank	BBB+	Monday, 17 February 2025	Monday, 17 November 2025	273	524,951.57	10%	4.40%	542,227.51	17,275.94
RESERVE - Interest Bearing NCDs/TDs						2,143,263.81	42%	4.68%	2,191,880.66	48,616.85
RESERVE - Other funds										
	Reserve Acct 119521748	BBB+				550,116.01	11%	0.00%	550,116.01	0.00
RESERVE - Other						550,116.01	11%		550,116.01	0.00
TRUST - Interest Bearing NCDs/TDs										
T2/SUBDIVISIONS	Bendigo Bank	BBB+	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	37,710.74	0.73%	4.40%	39,370.01	1,659.27
T40 I/SECTIONS 2513	Bendigo Bank	BBB+	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	35,378.81	0.69%	4.40%	36,935.48	1,556.67
T77 C/OVERS 2514	Bendigo Bank	BBB+	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	68,063.59	1.32%	4.40%	71,058.39	2,994.80
TRUST - Interest Bearing NCDs/TDs						141,153.14	3%	4.40%	147,363.88	6,210.74

TRUST - Other funds						
	Trust Acct 118630649	BBB+	345,433.73	7%	0.00%	345,433.73 0.00
TRUST - Other			345,433.73	7%		345,433.73 0.00
TOTALS			5,151,135	100%	4.71%	5,212,395 61,260
Reconciliation						
by rating		Value of Investments/Bank accounts				
AA-		5,416.71	0%			
BBB+		2,697,520.85	52%			
BBB		2,448,197.63	48%			
TOTAL		5,151,135.19	100%			
Summary of Amounts						
TD's by bank			Bank Accounts - Bendigo Bank			
Bendigo Bank	666,104.71	24%	Municipal	1,135,866.40		
AMP Banking	2,129,212.68	76%	Reserve	550,116.01		
National Australia Ban	0.00	0%	Trust	345,433.73		
Westpac	0.00	0%	AMP At call	0.00		
			AMP Notice	318,984.95		
			Wespac Flex-i	5,416.71		
2,795,317.39			31-May-25		\$	2,355,817.80
			Total Cash			
			5,151,135.19			
Interest Earnings			Total Cash by Fund			
Fund	Adopted Budget	Year to Date Actual	Fund			
Municipal	\$ 59,000.00	\$ 56,818.00	Municipal	1,971,168.50		
Reserve	\$ 100,000.00	\$ 54,347.00	Reserve	2,693,379.82		
Trust	\$ -	\$ -	Trust	486,586.87		
Total	\$ 159,000.00	\$ 111,165.00	Total	5,151,135.19		

Ordinary Council Meeting

22 July 2025

ADDENDUM

SY088-07/25 – INVESTMENTS – MAY 2025

Following the release of the July 2025 Council Agenda, it has been identified that a term deposit had been repaid to the Municipal fund.

Summary

When the Investment Portfolio was prepared for 31 May 2025, all investments were validated against supporting information, except for the AMP term deposit 547557959 for \$510,900.44. The supporting documentation for this investment was unavailable.

Further investigation has found that AMP term deposit 547557959 was repaid to the Bendigo Municipal fund on 17 April 2025.

Administrative procedures will be amended to ensure that the supporting information for each investment is saved at the time of renewal or repayment. This is to include the accounting treatment to record interest earnings at the time of the event.

Financial Breakdown

A total of \$517,332.89 was repaid to Municipal fund on 17 April 2025, this amount is summarised as:

- \$510,900.44 – original principal
- \$6,432.45 – interest earnings

As the Agenda has been distributed there is a requirement to update the Recommendation to Council. The new Recommendation is as follows:

RECOMMENDATION

That, with regard to Investments - May 2025, Council:

- 1. Receives and notes the Shire of York Investment Portfolio, as presented in Appendix 1 and the Addendum released 14 July 2025, as presented in Appendix 2.**
- 2. Notes that administrative procedures will be amended to require the provision of supporting information at renewal or repayment of investments.**



SHIRE OF YORK INVESTMENT PORTFOLIO
31 May 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										
	AMP Banking	BBB	Monday, 14 April 2025	Monday, 14 July 2025	91	0.00	0%	0.00%	0.00	0.00
MUNICIPAL - Interest Bearing NCDs/TDs		\$517,332.89 Repaid to Bendigo Bank Municipal Fund 17 April 2025				0.00	0%	0.00%	0.00	0.00
MUNICIPAL - Other funds										
Flex-i	Municipal Account 118630623	BBB+				1,135,866.40	24%	0.00%	1,135,866.40	0.00
	Westpac	AA-				5,416.71	0%	1.05%	5,416.71	0.00
	AMP Banking At call	BBB				0.00	0%		0.00	0.00
	AMP Banking Notice	BBB				318,984.95	7%		318,984.95	0.00
MUNICIPAL - Other						1,460,268.06	31%		1,460,268.06	0.00
RESERVE - Interest Bearing NCDs/TDs										
	AMP Banking	BBB	Thursday, 12 December 2024	Tuesday, 10 June 2025	180	1,003,684.94	22%	5.00%	1,028,433.34	24,748.40
	AMP Banking	BBB	Wednesday, 23 April 2025	Tuesday, 22 July 2025	90	614,627.30	13%	4.35%	621,219.81	6,592.51
	Bendigo Bank	BBB+	Monday, 17 February 2025	Monday, 17 November 2025	273	524,951.57	11%	4.40%	542,227.51	17,275.94
RESERVE - Interest Bearing NCDs/TDs						2,143,263.81	46%	4.68%	2,191,880.66	48,616.85
RESERVE - Other funds										
	Reserve Acct 119521748	BBB+				550,116.01	12%	0.00%	550,116.01	0.00
RESERVE - Other						550,116.01	12%		550,116.01	0.00
TRUST - Interest Bearing NCDs/TDs										
T2/SUBDIVISIONS	Bendigo Bank	BBB+	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	37,710.74	0.81%	4.40%	39,370.01	1,659.27
T40 I/SECTIONS 2513	Bendigo Bank	BBB+	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	35,378.81	0.76%	4.40%	36,935.48	1,556.67
T77 C/OVERS 2514	Bendigo Bank	BBB+	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	68,063.59	1.47%	4.40%	71,058.39	2,994.80
TRUST - Interest Bearing NCDs/TDs						141,153.14	3%	4.40%	147,363.88	6,210.74

TRUST - Other funds								
	Trust Acct 118630649	BBB+		345,433.73	7%	0.00%	345,433.73	0.00
TRUST - Other				345,433.73	7%		345,433.73	0.00
TOTALS				4,640,235	100%	3.03%	4,695,062	54,828
Reconciliation								
by rating		Value of Investments/Bank accounts		Summary of Amounts				
				TD's by bank			Bank Accounts - Bendigo Bank	
AA-	5,416.71	0%		Bendigo Bank	666,104.71	29%	Municipal	1,135,866.40
BBB+	2,697,520.85	58%		AMP Banking	1,618,312.24	71%	Reserve	550,116.01
BBB	1,937,297.19	42%		National Australia Ban	0.00	0%	Trust	345,433.73
				Westpac	0.00	0%	AMP At call	0.00
							AMP Notice	318,984.95
							Wespac Flex-i	5,416.71
TOTAL		4,640,234.75	100%	2,284,416.95 100%			31-May-25	\$ 2,355,817.80
				Total Cash 4,640,234.75				
				Interest Earnings			Total Cash by Fund	
				Fund	Adopted Budget	Year to Date Actual	Fund	
				Municipal	\$ 59,000.00	\$ 56,818.00	Municipal	1,460,268.06
				Reserve	\$ 100,000.00	\$ 54,347.00	Reserve	2,693,379.82
				Trust	\$ -	\$ -	Trust	486,586.87
				Total	\$ 159,000.00	\$ 111,165.00	Total	4,640,234.75

SY089-07/25 OUTSTANDING RATES AND CHARGES - PAYMENT AGREEMENTS

File Number:	4.7709
Author:	Nikki Gors, Rates/Debtors Officer
Authoriser:	Denise Gobbart, Finance Management Support
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. Payment Arrangements - July 2025 - Confidential

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report provides Council with details of payment arrangement applications the Shire has received that do not qualify under Delegation 1.1.21 – Agreement as to Payment of Rates and Service Charges.

BACKGROUND

Policy F1 - Revenue Collection Policy and Delegation 1.1.21 - Agreement as to Payment of Rates and Service Charges authorises the Chief Executive Officer to accept payment arrangements for outstanding rates and charges where there are no arrears, and the balance will be paid in full by 30 June of the relevant financial year. Any applications outside this scope are to be presented to Council for determination. Any application for a payment arrangement relating to sundry debtor charges must be referred to Council as there is no current delegation.

COMMENTS AND DETAILS

The Shire has received nineteen (19) applications for June 2025 as a result of debt collection activity which do not qualify under Delegation 1.1.21 and therefore require Council's consideration.

The applicants state they are unable to make payment in full due to their individual financial circumstances. Applicants indicate a preference for a variety of payment frequencies and amounts that suit their individual financial circumstances. Applicants whose repayments will not clear the debt by 30 June 2026 were contacted to determine if they could increase their repayment amounts to ensure payment by 30 June 2026. Two (2) ratepayers opted to increase repayment amounts. The remainder were not in a financial position to increase payments.

Confidential Appendix 1 details the current debts and a brief reason why the debtors cannot meet the standard payment options. The table also provides an Officer's recommendation for each application.

Applications are assessed on a case-by-case basis, taking into consideration people's circumstances, in accordance with Principle (c) of Policy F1.

Any application approved is subject to the condition where any default may result in debt recovery action being taken without further notice.

OPTIONS

Council has the following options:

Option 1: Council could choose to approve the applications for a payment arrangement as presented in confidential Appendix 1.

Option 2: Council could choose to reject the applications for a payment arrangement.

Option 1 is the recommended option, noting that Officers have worked with the applicants regarding their current financial circumstances and ability to pay. One of the principles of Policy F1 is that people's circumstances are considered. Default by the applicants on payments made under the arrangement may result in debt recovery action.

IMPLICATIONS TO CONSIDER

Consultative

Individual ratepayers

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

F1 Revenue Collection Policy

F10 Financial Hardship – Rates & Charges

Delegation 1.1.21 - Agreement as to Payment of Rates and Service Charges

Financial

The total debt associated with the proposed payment arrangements relating to rates and charges as at 24 June 2025 is \$103,730.57.

This represents approximately 4.37% of the total outstanding rates and charges as at 30 June 2025.

Legal and Statutory

Section 6.49 of the *Local Government Act 1995* is applicable and states:

“6.49. Agreement as to payment of rates and service charges

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.”

Risk Related

The Financial Impact risk is Insignificant.

The Likelihood of recurrence is Possible.

The overall risk rating is Low.

The risk can be considered acceptable as there is a policy in place to control and manage the risk. Should debtors default on the arrangement, debt recovery action can be taken to recover the due amounts.

The financial risk reduces as the debt is paid.

Workforce

The scope of this report will have a minor impact on the workforce relating to ongoing monitoring of payments.

VOTING REQUIREMENTS**Absolute Majority: No****MOTION****RESOLUTION****180725****Moved: Cr Denese Smythe****Seconded: Cr Chris Gibbs**

That Council closes the meeting to the public in accordance with Section 5.23(2)(b) and e(iii) of the *Local Government Act 1995* at 5.37pm to discuss confidential Appendix 1.

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0**MOTION****RESOLUTION****190725****Moved: Cr Peter Wright****Seconded: Cr Chris Gibbs**

That Council reopens the meeting to the public at 5.41pm.

In Favour: Crs Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

One (1) member of the public returned to the Gallery.

RESOLUTION**200725****Moved: Cr Denese Smythe****Seconded: Cr Chris Gibbs**

That, with regard to the 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 Kevin Trent, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 5/0

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 NOTICE OF MOTION - STREET RENAMING

File Number: 4.9680

Previously before Council: November 2022 Concept Forum

Disclosure of Interest: Nil

Appendices:

1. Original Renaming Request [↓](#)
2. Landgate's Policy [↓](#)

I, Councillor Kevin Trent, give notice that at the next Ordinary Meeting of Council to be held on 22 July 2025, I intend to move the following motion:

That the York Shire Council initiate action to have the name of the road known as Suburban Road, south of Balladong Road renamed McNamara Road in recognition of Frank McNamara for his work as a beekeeper and his actions taken in attempting to save the life of the only living survivor of the Amana aircraft crash on 26 June 1950.

RATIONALE

On 26 June 1950 the Australian National Airways plane Amana crashed west of York.

All twenty-nine (29) occupants on the plane were killed. One (1) passenger survived the crash but died six (6) days later in hospital as a result of the burns received.

Frank McNamara (62) a beekeeper and Geoff Inkpen (25) a local farmer heard the sounds of a plane in trouble and on seeing the flash went to investigate. They applied first aid to the survivor and assisted guiding rescuers to the scene of the crash.

Frank lived in a home in the vicinity of the southern section of Suburban Road, now closed where it joins Panmure Road, forming a cul-de-sac.

With the passing of the 75th anniversary of the crash, community interest has been aroused on the part Frank played in rescuing the survivor of the crash.

Hence my motion supporting the renaming of this section of road McNamara Close.

I commend this Notice of Motion to Council.

OFFICER'S COMMENT

Background

Suburban Road is a long-standing and historically significant road in York, dating back over a century and lined with several heritage properties. It was once part of the gazetted York–Merredin Road (Route M41) until 1991, when it was reclassified as a local road under Shire control. The McNamara family operated a major beekeeping business from Suburban Road in the 1930s, including a honey packing shed and associated facilities. Although the southern section has retained the name 'Suburban Road' throughout its history, the road does change name at its northern end to 'Newcastle Street' beyond Pool Street, which may already cause some confusion.

The current proposal is a revised version of a request previously raised by Cr Trent in 2022 (presented in Appendix 1). At that time, the Shire submitted a preliminary enquiry to Landgate regarding the potential renaming of a portion of Suburban Road in honour of the McNamara family. Landgate's response (as presented at Council's November 2022 Concept Forum) indicated that Landgate would be unable to support the request for the following reasons:

1. Road names must be enduring and should not be changed unless addressing confusion, safety, or duplication issues.
2. The justification provided at the time appeared to relate to the commercial operations of the McNamara family, which does not meet the criteria for commemorative naming.
3. The request referenced multiple individuals (“Bill and Frank McNamara and their successors”), which is inconsistent with policy. Commemorative naming may only recognise one (1) deceased person.
4. The potential risks to navigation and emergency response where renaming is not strongly justified or widely consulted.
5. Duplication of naming across WA is discouraged.

No Council resolution was made at the time to progress the renaming. The matter has now been reintroduced as a Notice of Motion, focusing solely on Frank McNamara as an individual and citing his actions in response to the Amana crash.

Comments and Details

Landgate’s *Policies and Standards for Geographical Naming in WA*, presented in Appendix 2, outlines that road name changes are discouraged unless:

1. There is a demonstrated public benefit, such as resolving confusion, safety concerns, or significant community demand.
2. The proposal follows commemorative naming protocols, including:
 - a. Honouring one (1) deceased individual only.
 - b. Demonstrated significant contribution to the local community.
 - c. Demonstrated local support and community consultation.
 - d. Avoidance of duplication within the region.
 - e. Not politically or commercially motivated.
 - f. The individual has a direct and enduring association with the area being named.

Under Section 1.5.3 of the Policy, the road suffix used (e.g. “Road”, “Close”, or “Lane”) must reflect the physical function and layout of the road. Should the section proposed for renaming be short or operate more like a cul-de-sac or residential street, a suffix like “Close” may be required. This would form part of Landgate’s assessment and could result in a different name than originally proposed.

The current proposal faces the following considerations:

1. Multiple name changes already exist on Suburban Road

Suburban Road already changes name at its northern end, becoming Newcastle Street beyond Pool Street. Introducing a second name change at the southern end (i.e., McNamara Road) may contribute to confusion for navigation, emergency services, and residents.
2. Duplication of Road Names

A preliminary check indicates the existence of:

 - a. McNamara Road in Wundowie (within a neighbouring regional area).
 - b. McNamara Road in Buniche (Regional).
 - c. McNamara Drive in Thornlie (Perth metro).

While these are not in immediate proximity to York, Landgate’s policy discourages duplicate or similar names across WA due to emergency service response implications. Section 1.6 of the policy specifically states that “duplication of names, regardless of the type of feature or location, will generally not be approved”.

3. Lack of Community Consultation

As of the time of writing, no recent formal community consultation has been undertaken by the Shire. The only feedback received relates to the Notice of Motion. Community engagement is a critical requirement of Landgate's process and is expected to include direct contact with affected property owners and a broader gauge of public sentiment. Any community opposition, especially from directly affected landowners, may affect the likelihood of Landgate support.

If Council choose to proceed, it will require substantial Officer's time and cost to conduct consultation, prepare a formal submission, liaise with Landgate, and coordinate mapping/address changes. Renaming would require coordination with emergency services, Australia Post, mapping services, and would require updates to street signage.

While Council may resolve to pursue the renaming, final approval rests with Landgate under the Geographic Names Committee and is subject to its policy compliance assessment which, based on the details provided in the Notice of Motion, would likely be rejected again.

Should Council wish to formally recognise Frank McNamara, there may be more appropriate commemorative options available. These could include interpretive heritage signage, a plaque near the original site of the honey works or in another manner. It is recommended that such recognition be considered through the development of a Recognition Policy to ensure consistency, transparency, and alignment with broader community values. The proposed Policy could be considered by the York Honours Reference Group in accordance with its Terms of Reference.

In summary, the proposal was not favourably considered in the previous advice received from Landgate in 2022 regarding the proposed renaming of Suburban Road (south of Balladong Road) as Suburban Road already changes name at its northern end. There has been no recent formal community consultation regarding the proposed renaming, existing roads named "McNamara Road" and "McNamara Drive" exist in WA and Landgate's naming policy discourages renaming unless there is strong community justification and support.

Options

Council has the following options:

- Option 1:** Council could choose to support the Notice of Motion to initiate a formal renaming process. This will require resourcing an application to Landgate, preparing historical evidence, conducting community consultation, and addressing potential conflicts with existing road names. Approval is not guaranteed and may be refused by Landgate if policy compliance is not demonstrated.
- Option 2:** Council could choose not to support the Notice of Motion and determine that the proposal does not meet the threshold for road renaming at this time, particularly in the absence of community support and compliance with Landgate's policy.
- Option 3:** Council could choose to defer the Notice of Motion and direct the Chief Executive Officer to undertake community consultation or prepare a more detailed assessment of the proposal's compliance before making a decision. Progressing this approach would require a formal project including research, direct mail to affected residents, collation of feedback, and preparation of submission materials for Landgate, which may take several months.

Option 2 is the recommended option.

Workforce

Officer's time to undertake the significant amount of work required to fulfil the Notice of Motion would direct activities away from already identified and planned operations. As the likely outcome of that work has a low chance of success it is considered that Officer's time is better directed to delivering on current planned operations.

Alternatively, if Council were to endorse the Notice of Motion there would be a delay in the timeframe for delivery of those already identified and planned operations.

**RESOLUTION
210725****Moved: Cr Peter Wright****Seconded: Cr Kevin Trent****That, with regard to, Notice of Motion – Street Renaming, Council:**

1. **Directs the Chief Executive Officer to initiate action to have the name of the road known as Suburban Road, south of Balladong Road renamed McNamara Road in recognition of Frank McNamara for his work as a beekeeper and his actions taken in attempting to save the life of the only living survivor of the Amana aircraft crash on 26 June 1950.**

In Favour: Crs Kevin Trent, Chris Gibbs and Peter Wright**Against: Crs Kevin Pyke and Denese Smythe*****CARRIED 3/2***

DOCUMENT (Inbound) Summary Query - Partial Road Renaming Request - Suburban Road, York Information Comments/Notes					DETAILS Status Completed Deadline 27/09/2022 Priority Medium Received 13/09/2022 01:29:49 PM Type Email-Correspondence Ref IN22/6BA9B533 On Hold No																														
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Dear Sharla

Thank you for your email.

Regrettably Landgate is unable to support the renaming of a road name as proposed. Section 2.4 Naming amendments of the Policy clear states that names are intended to be enduring and the request fails to provide any justification of issues being experienced by the current residents to warrant any change. We note that current online maps and in car navigation systems etc may not be updated and pose a potential risk when renaming are undertaken that are not in the interest of providing improvement/clarity to existing names.

Should the Shire consider applying the name to a future new road please note compliance with the Commemorative Naming section of the Policy is required. We note that the request is to honour "Bill and Frank McNamara and their successors" would not be approved. Road names can only be named to commemorate one person and based Section 1.4.2 of the Policy. The request appears to be solely based on the commercial business interests of the apiarists and as such would not be considered. The applicant would be required to provide details of community involvement with the Shire of York.

<https://www0.landgate.wa.gov.au/business-and-government/land-data/names-data/toolkit-for-local-government>

Please also use the above link to check any proposed names that may fail due to duplication.

Regards

Glenn Christie | Consultant Geographic Names and Address

t +61 [REDACTED]

w landgate.wa.gov.au

From: Sharla Simunov

Sent: Tuesday, 13 September 2022 10:03 AM

To: GeographicNames

Subject: Query - Partial Road Renaming Request - Suburban Road, York

Dear Sir/Madam,

The Shire of York has received a request to rename a section of Suburban Road in York (map attached highlighting area).

The proposal is to rename a portion of the road to McNamara Close to acknowledge the services to the apiarist industry conducted on 33 Suburban Road, York since 1910 by Bill & Frank McNamara and their successors (the submission is also attached to this email).

Can you please provide some feedback on this request if possible?

The Shire is aware that any change to an existing approved name is discouraged. Can you also advise what the 'service charge' would be if there was enough community support to change the name and it was compliant with the relevant naming policies and standards?

Thank you for your time & I look forward to hearing from you.

Kind Regards,

Sharla Simunov
Planner



P.O. Box 22 York WA 6302

T: (08) 9641 0500

W: 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.

Disclaimer

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PRINTED COPY

The CEO

Shire of York

1 Joaquina St

YORK WA 6302

Dear Sir

Request that Consideration be given to Rename portion of a Street.

I have been approached by Mrs Ellen McNamarra with the suggestion that the portion of Suburban Road, south of Balladong Road to its terminus to be renamed McNamarra Close to acknowledge the services to the apiarist industry conducted on the property since 1910 by Bill and Frank McNamarra and their successors.

Starting with one hive in 1910 Bill and Frank built their business on a block in Suburban Road. The business grew to the extent that they had over 1,500 hives in 1930, to become the biggest industry of its kind in the State, producing honey both for local consumption and also export overseas. Their honey is available in jars in shops in York today.

Samples of their honey were sent to London and they were acknowledged with a bronze medal as a permanent memento for their exhibit in the British Empire Exhibition in 1925.

The business has been carried on by their children, producing honey in the business on the site in Suburban Road.

The Minister for Civil Aviation commended Frank McNamarra and his sons for searching for and locating the wreckage of the Skymaster aircraft AMANA which crashed on the night of June 2, 1950 on the Berrybrow Estate. The commendation thanked Frank McNamarra and his sons for the part played in the search and locating the wreckage of the plane. Frank's sound organisation of limited resources and unrelenting efforts under extremely difficult conditions were primarily responsible for considerably reducing the time in which help was available to those in need.

"It is most regrettable that your care and attention to Mr E. Forward, the sole survivor, was not rewarded by his recovery".

One of Council's staff, Ms Lindy Dewar has provided me with a copy of cuttings from news papers which recorded events in the early days of the business. They are now back in her possession.

Having been a member of the Geographic Names Committee of the former Department of Lands and Surveys I am aware that the Committee do not generally name features after persons who are still alive, rather recognising persons who have passed away. I believe that renaming this portion of Suburban Road McNamarra Close is a fitting tribute to Frank and Bill McNamarra.

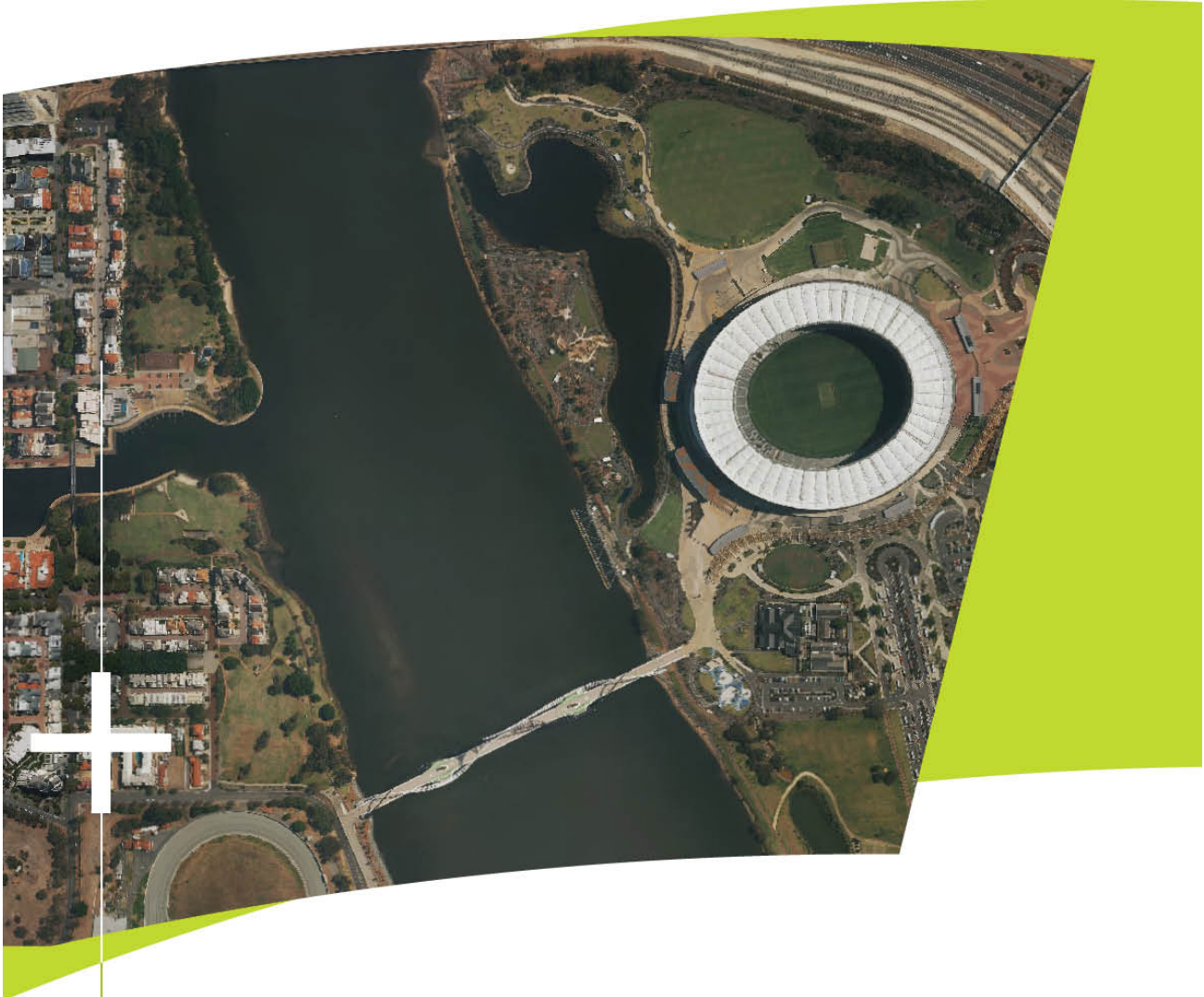
Thank you for considering this suggestion.

Yours sincerely



Kevin Trent





Policies and Standards for Geographical Naming in Western Australia

Version 03:2017

landgate.wa.gov.au

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Section 1: General naming policies and standards

Background

For Western Australia, features on the surface of the earth, man-made or built structures and political/administrative boundaries are considered collectively according to their form (feature class), for example. roads, localities, river, desert, forest, lake etc. Within this policy, these are referred to collectively as geographic features.

The *Policies and Standards for Geographical Naming in Western Australia* includes a number of fundamental requirements for the naming of roads, administrative boundaries, cultural and topographical features. They include legislative considerations, external policies and cultural factors to ensure a sound toponymic heritage for future generations of Western Australians.

The benefits of naming

Geographic nomenclature or toponyms are usually the first point of reference used when referring to a spatial location and are a fundamental component of culture. They are indispensable when used as public and personal references for location description and identification for example defence, emergency service responders and postal services, addresses, navigation.

Benefits of recording and preserving geographic names are associated with the past, present and future of a community. They form an integral part of personal identity by defining where people were born, live, have lived and from where their ancestors have come from. Such names are key elements of maps and charts and their practical benefits include the intelligence relating to the location of a place.

Why is there a need for these policies and standards?

In order to comply with relevant legislation and to provide an open and transparent naming process, policies and standards are required. This document has been developed to provide a basis on which the assignment of names to places, features, administrative boundaries and roads can be undertaken. They serve the long-term interests of the community by identifying, protecting and reflecting our culture, heritage and landscape, and apply to all nomenclature within Western Australia.

The benefits of a consistent writing system (or orthography) of geographic naming is important to a wide range of local, national and international communities who engage in:

- communications such as postal and news services
- emergency service response and natural disaster relief
- environmental management
- map and atlas production
- navigation and tourism
- property determinations and cadastre
- road maintenance and development
- statistic and census information
- trade and commerce
- urban and regional planning
- vegetation and mineral mapping.

How do these policies and standards work?

In Western Australia the practice of officially naming features, localities and roads is covered under Section 26 and 26A of the *Land Administration Act 1997*. The legislation is supported by policies and processes which provide the necessary information for any person or group interested in the naming and the determination of extents for roads, topographical features, points of interest, administrative boundaries and localities.

The use of these standards and policies is mandatory and they have been developed through consultation with local government, government departments, emergency service responders, public service providers and the wider community.

The information in this document has been divided into the following sections

Section 1: General naming policies and standards

Section 2: Roads

Section 3: Topographic features

Section 4: Localities

Section 5: Local parks and recreational reserves

Section 6: Administrative boundaries

Section 7: Appropriate use of Aboriginal and dual naming

Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee

Section 9: A guide to consultation

Section 1 includes general information about the naming processes and details the principles and standards which apply to all naming, renaming or changing the position or boundary of a feature, locality or road. The information in Section 1: General Naming Policies and Standards must be used in combination with the various policies and procedures as outlined in the other sections of this document.

Legislation and standards

Land Administration Act 1997

These policies and standards are provided for under the *Land Administration Act 1997, Part 2 – General administration, Division 3 – General; 26. Constitution, etc. of land districts and townships; 26A Names of roads and areas in new subdivisions.*

Land Information Authority Regulations 2007

These policies and standards are also provided for under the *Land Information Authority Regulations 2007; 3 – Information prescribed as fundamental land information*

Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing

All Western Australian rural and urban address allocations are recorded by Landgate in accordance with AS/NZS 4819:2011. This Standard was prepared by the Street Address Working Group of the Intergovernmental Committee on Surveying and Mapping (ICSM).

Names covered by other legislation or regulations

The naming of local government authorities and wards - *Local Government Act 1995*.

The naming of Electoral Districts - *Electoral Act 1907*.

Requesting and processing submissions

Any person, community group, organisation, government department or local authority can request a new name or an amendment to an existing name or boundary by contacting Geographic Names within Landgate in the first instance.

Consultation with the relevant local authority is required in each case. To expedite the process, such requests should be put to the relevant local authority for their comment and/or endorsement prior to the submission being sent to Landgate for consideration.

Further information on the process of submitting naming requests can be found in Appendix 1A of this section.

Members of the public

Members of the public are welcome to participate in the naming process. They may do so by submitting such proposals to the relevant local government or other government authority responsible for the feature, locality or road they are interested in naming/renaming or adjusting the position/boundaries of.

Further specific details of the naming proposal procedures, and the information that should be provided in such submissions, are outlined in the relevant sections of this document.

Stakeholders

Stakeholders such as emergency service responders and other service providers may request a naming action in three ways:

- propose a name or boundary for a feature, locality or road to the responsible local government or other government authority
- alert the responsible local government or other government authority and Landgate to an issue with an existing name or boundary for a feature, locality or road and request that the matter be investigated
- assist Landgate in providing advice in the determination of whether a naming request conforms to these policies.

Local Governments and other government authorities

Local Government and government departments/authorities responsible for the administering of land within Western Australia are required to make submissions to Landgate for any naming proposals for place names, features, administrative boundaries, localities or roads within their jurisdiction.

Cooperation between agencies

Geographic information and the systems which use such data are ever present and of constant interest to the general public, developers, surveyors, state and commonwealth government agencies, and of particular importance to emergency service responders.

All such agencies and groups are encouraged to collaborate on naming issues when necessary. This is particularly important when naming issues extend across local government boundaries or are of great significance to the wider community.

Minister responsible for the *Land Administration Act 1997*

The Minister for Lands (the Minister) is responsible for the *Land Administration Act 1997*. Through delegated authority, the Minister enables Landgate to review submissions and identify, capture and maintain new place names, features, administrative boundaries, localities and roads within Western Australia and formally approve these actions on the Minister's behalf.

The Minister appoints the Geographic Names Committee (GNC) to provide expert advice on submissions considered to be controversial, of state significance or those seeking special consideration due to their non-compliance with the naming policies. Further information on the role of the Minister, Landgate and the GNC can be found in Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee.

Western Australian Gazetteer

Landgate is responsible for maintaining the State's Gazetteer and nomenclature database which is known as GEONOMA. This information system contains official, recorded, historical and administrative names and geographical coordinates of places, localities, features, points of interest, public and private roads for all of Western Australia and its territories. Information (attributes) considered to be essential to these names such as the official spelling of the name, feature type, classification, derivation, map number, coordinates and if known, any alternative and historical names is also recorded.

GEONOMA is recognised by the Western Australian government as the primary source of truth and the official register for all approved names for topographic features, administrative boundaries and roads, including their positions and extents. Names added to or amended within GEONOMA are automatically propagated to features in other linked government systems.

Use of official names

Names that have been formally approved by the executive officer, chairman of the GNC or the Minister are deemed to be 'official' or 'approved' names. Such names are recorded within the State Gazetteer as approved and these names must be used for all official maps and spatial data products within Western Australia.

Gazetteer of Australia

The Gazetteer of Australia is a composite database which contains recorded geographical names within Australia. This database is maintained in cooperation with ICSM and the Permanent Committee on Place Names (PCPN). The information within this gazetteer is provided by the jurisdictions. The copyright for the information resides with the relevant state, territory or Australian jurisdiction that remains the official custodians of this information. Further information about the Australian Gazetteer can be obtained from Geoscience Australia

Policies

1.1 Purpose of the geographic naming policies

The following policies must be used in conjunction with the relevant policies outlined in the other relevant sections of this document. They have been established to ensure that no confusion, errors or discrimination may be caused by the naming, renaming or boundary change process.

1.1.1 Retrospective application of policies

These policies are not intended to be applied retrospectively except in those instances where the application of these are considered to be in the public's best interest for the provision of essential and emergency service responders.

They do, however, set new, and reinforce existing, policies and standards for geographic naming in Western Australia. The intent of this document is to ensure that past issues and problems resulting from little or no regulation of the naming process are not repeated.

1.1.2 In the public interest and safety

Any new, or change to existing, names for topographic features, administrative boundaries or roads shall not risk public and operational safety, interfere with emergency service responders, or cause confusion for transport, utility, communication and mail services. Any submissions to change existing names will only be considered when the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

1.1.3 Names on private land

Any topographic feature, locality or administrative boundary within a private property, retirement village, mining town or any other non-public area shall be named in accordance with these policies and standards.

It is recommended that all roads on private land are named in accordance with these policies however those that are used for addressing or accessing services must adhere to these policies for reasons of public safety.

1.1.4 Unnecessary name changes

Any change to an existing approved name is discouraged. As all official names are meant to be enduring, any proposals to change the name of a feature, administrative boundary or road must include evidence of a compelling reason for such a change, for example the proposal is deemed to be in the public interest for safety reasons.

The changing of a name merely to correct or re-establish historical usage shall not be considered in itself a reason to change a name.

Evidence of community consultation and feedback from all relevant agencies and jurisdictions must be included with the submission. All such requests will be required to be presented to Landgate for consideration.

If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved but it shall incur a service charge.

1.2 Language and spelling

1.2.1 Australian English

Names in Western Australia shall only be adopted in a single language form, although it is acknowledged that other forms may be pre-existing and in use. All new submissions will require a single language form only and shall only be written in standard Australian English*.

A name derived from languages other than Australian English should be written according to the considered opinion of linguistic specialists and be acceptable to the appropriate language communities concerned.

1.2.2 Recognition and use of Aboriginal names

The use of Aboriginal names and words for naming features, administrative boundaries and roads are a way of recognising the different enduring cultural and language groups. Names originating from an Australian Aboriginal language local to the area of the topographical feature, locality or road, must be written in a standard recognised format and their use is subject to agreement from the relevant Aboriginal communities

Named features may remain in their traditional language without translation of the generic descriptor. A descriptive term may be added to indicate the true nature of the feature.

Dual naming

In Western Australia, the use of dual naming is supported as a means of giving concurrent and shared recognition of two cultures. Dual names shall always consist of two distinct name parts; usually one part of Australian English and the other of Aboriginal Australian language origin. Dual names may not be applied to most administrative boundaries, infrastructure or constructed features such as roads, bridges or communication towers. They may be applied to natural topographic features, bounded areas such as state forests, national parks and crown land reserves.

Further information regarding the use of Aboriginal languages and the dual naming policy can be found in Section 7: Appropriate use of Aboriginal and dual naming.

Consultation

Consultation with the relevant Aboriginal communities should be undertaken prior to any public consultation on the proposed name(s). In instances when there is more than one relevant Aboriginal group, consultation with all parties must be undertaken. Further information regarding an Aboriginal consultation process is included in Section 7: Appropriate use of Aboriginal and dual naming.

1.2.3 Pronunciation and use

Names should be easy to pronounce, spell and write. They shall not exceed more than three (3) words including the generic for a topographical feature; three (3) words including the road type for roads; and one (1) word for localities. Names used for roads and localities should be short. All name submissions should include pronunciation.

An exception to this policy is in the use of Aboriginal words. It is accepted that whilst the traditional names may appear to be complex at first, they will over time become familiar and easier to use within the community.

* (Australian English is a variety of the English language and was recognised as being different from British English by 1820.)

1.2.4 Spelling of geographic names

Spelling of names should conform to Australian English where possible. When determining the spelling of names, it is recognised that spelling rules that apply to other words in the English language may not apply. Although these standard spellings generally conform to rules of Australian English, they may reflect historical spellings or forms commonly used, or preferred, by the community and may therefore include what appear to be grammatically incorrect, misspelled, improperly combined, or clipped words.

1.2.5 Uniformity of spelling

Names of the same origin applying to various service facilities in a community shall conform in spelling with the official name of the community. Associated features with the same specific shall also agree in form and spelling.

Associated names, such as Balgowlah and Balgowlah Heights, or names deriving from the same source such as McLaren Flat and McLaren Vale, should have the same spelling, rather than for example Girraween and Girrawheen.

1.2.6 Discriminatory, derogatory and inappropriate names

Discriminatory or derogatory names are those perceived, at a given point in time, to be offensive, demeaning, or harmful to the reputation of individuals, or to social, ethnic, religious, or other groups. It is recognised that the perception of discriminatory or derogatory may vary through time and from place to place. In response to requests from the public, and on a case by case basis, Landgate will investigate the appropriate status of any existing names deemed to be discriminatory or derogatory.

All new names submitted for official use shall be recognisable words or acceptable combinations of words which must be euphonious, in good taste and are found in present-day local usage. Exceptions to this occur when a name is shown to be offensive or derogatory to a particular group, gender or religion. In such instances, Landgate will not approve the use of these names for official purposes.

Names that are composed from unnatural or inappropriate combinations of words, including combinations of words of different languages and fusions of forename and surname elements shall not be accepted.

Any request to change a currently used name on the grounds that the name is derogatory or patently offensive shall be forwarded to Landgate in the form of an official application and must include the reasons why the present name should not remain in use.

In considering a change proposal, careful consideration will be given to all relevant factors, including the extent and distribution of usage, historical context, user perceptions and intent, and lexical meanings.

1.2.7 Names in general use

Preference shall be given to the names with extensive usage on official maps, to names in government records and names which have been proven to be of direct historical and/or local significance. Where long-established forms on maps and in records conflict with extensive, preferred local usage, the matter shall be referred to Landgate for resolution.

Names which have geographical significance or are names of early explorers, discoverers, settlers, naturalists, surveyors etc are generally acceptable. They will be deemed appropriate where they are relevant to the history of Western Australia, its discovery by Europeans and the location in which they are to be applied.

The changing of long established place names shall not be accepted. Consideration may be given where it is necessary to avoid ambiguity or duplication.

1.2.8 Alternate or alternative names

An alternate or alternative name is any current or historical name or spelling for a topographic name other than its official name.

The use of such names shall not be allowed for official purposes and will be resolved by establishing one official name as outlined in these policies.

1.2.9 Dissemination of sensitive or secured names

There may be some instances where the details and location of a topographical feature name may need to be held back from appearing in the public domain. In these instances, Landgate will decide if it is in the state's interest to have the details of such names suppressed from public access. Examples of such instances may include the location of Aboriginal heritage sites where there may be state or national security implications or where Landgate has identified other reasons such as public safety concerns.

These names and their locations will still be registered within the State's Gazetteer, but they will be assigned the name type of 'sensitive/secured' name and will only be released to individuals, agencies or groups who make a written formal request to Landgate justifying access to such information.

1.3 Characteristics of geographic names

Geographic names (toponyms) originated in, and continue to be, influenced by spoken language; therefore, consideration must be given to this when adopting them into a written form. Often emphasis is placed on the written forms of names, including matters of spelling, capitalisation, word form, and writing marks, when these may have very little to do with the way names are to be spoken.

1.3.1 Specifics and generics

A geographical name usually includes both a specific (also known as a proper name) and a generic (an entire group or class) element. For example, Cannington (Canning – town), Israelite Bay or Lake Argyle. The generic part tells the kind of place, feature, or area to which the name refers, and the specific part uniquely identifies the particular place, feature, or area.

The specific part may consist of one or more words such as Meharry, 80 Mile and Nallah Nallah. The generic part of the name is usually a single topographic term such as brook, hill, bay, peak, or lake. If a watercourse is smaller than named 'rivers' nearby, the use of another term, such as 'brook', 'creek', or 'stream' would be more appropriate.

The binomial (two-part) form is strong, and in written usage often leads to combining words in the specific part of the name, such as Arnold Park Brook and Cairnhill Park. The names of some features can be long, especially if that specific part is a prepositional phrase: Archipelago of the Recherche, Diamond of the Desert Spring, Champ de Mars and St Alouarn Island Nature Reserve.

Some names have rare generic forms; for example, Shinbone Alley (valley), Imorogu Tabletop (hill), Devils Elbow (place name), and Rundle Patch (reef). New names shall contain the generic term appropriate to the nature of the feature. The generic term shall be recorded in English, or in an Aboriginal language appropriate to the area in which the feature is located.

In English, the generic normally follows the specific. However, 'lake', 'mount', 'cape', and 'point' may either precede or follow. 'Mount' generally precedes a personal name, as in Mount Meharry and Mount Augustus. All generics shall be recorded in full, for example, Mount not MT or Mt and Point not PT or Pt.

Occasionally a name of Aboriginal origin, when fused with the specific, has a generic term that is similar in meaning to the French or English generic of the toponym. Examples are Badjirrajirra Creek, Whingawarrena Hill and Mount Gnurdungning. Whilst names such as these are quite acceptable the use of a generic term with an Aboriginal name is not mandatory.

1.3.2 Names starting with 'The'

A definite article is a part of speech which is used in front of a noun. They are sometimes used in reference to certain types of topographic locations. 'The' is the only definite article used in Australian English. Some examples where one-word names required a capitalised article include, The Arrows, The Causeway, The Deadwater and De Grey.

New road and locality names shall not include the definite article 'The', for example, The Avenue, The Esplanade or The Strand.

The use or retention of the definite article 'The' will only be considered in exceptional circumstances and then only where necessary to give emphasis to a unique or outstanding topographical feature.

1.3.3 Use of prepositions

Prepositions shall not be used when naming topographical features, administrative boundaries or roads. Common prepositions include, 'about', 'above', 'between', 'inside', 'near', 'of', 'onto', etc.

1.3.4 Name extensions, destinations, suffixes or prefixes

The use of name extensions, qualifying terminology, cardinal indicators, prefixes or suffixes (for example, Upper, New, North, South, Park, Grove, Heights, Waters etc.) shall not be permitted for new road and locality names.

Suffixes for roads, localities and topographic feature names shall not be used, for example, Babakin North West Road, Dead Horse Hill West Road, Wyening West Road. The use of directional or other similar devices as suffixes to uniquely define a name can lead to confusion and unnecessary duplication and therefore will not be approved for use.

New destination-to-destination names, for example, Midland-Perth Road, shall not be permitted.

Pre-existing road names that include a hyphen in the official name shall remain and be shown with the hyphen in all usage, for example, Miling-Moorra Road.

The use or retention of name extensions, cardinal indicators, prefixes or suffixes will only be considered in exceptional circumstances and then only where necessary to give emphasis to a unique or outstanding topographical feature.

1.3.5 Use of the words 'city', 'town' or 'shire'

The use of the words 'city', 'town' or 'shire' shall not be approved as part of a road, administrative boundary, locality or topographic feature, alone or in combination with other words unless assigned under the *Local Government Act 1995* or the *Land Administration Act 1997*.

1.3.6 Accepted use of capitalisation

Capitalisation is writing a word with its first letter as a capital letter (upper-case) and the remaining letters in lower case. Words considered to be a part of a proper topographic name shall be capitalised, including all the adjectives, common nouns, and the definite article.

Examples include:

Aurillia Creek Racecourse Branch
Big Ti Tree Creek
De La Poer Range Nature Reserve

Exceptions to the rule of capitalisation include articles and prepositions within multiple word names. When the generic part of a name is purposely omitted, the definite article preceding the specific name shall not be capitalised.

Archipelago of the Recherche
King of the West Lake
Pass of the Abencerrages

Proper names of topographic entities such as regions, political divisions, populated places, localities, and physical features shall be capitalised in both the singular and plural.

Beaufort Plains (Homestead)
Badgingarra Ward, Dandaragan (local government ward boundary)
Samson Brook Catchment Area

1.3.7 Possessive apostrophe

When naming roads, administrative boundaries or topographical features the possessive apostrophe shall not be used. The use of such an apostrophe in the English language denotes ownership, possession, or reflects association or affiliation to something.

In all cases of topographic features, localities and roads which have been named in the past containing an element that has historically been written with a final –'s or –s', the apostrophe is to be removed completely, for example St Georges Terrace, Gentles Corner, Keanes Point.

An apostrophe forming part of a name may be included, for example O'Connor, A'Dale, D'Orlando.

1.3.8 Use of hyphens and the word 'and'

The use of hyphens to connect parts of names shall not be used. However, hyphens used in administrative names, for example, City of Kalgoorlie-Boulder, Shire of Augusta Margaret River, may be used.

In all cases of topographic features and roads which have been named in the past containing an element that has historically been written with a hyphen, the hyphen as part of the name shall be retained, for example, Bee-Eater Creek, Baulu-Wah Community, Minilya-Exmouth Road.

The word 'and' is not to be used

1.3.9 Diacritical marks

Diacritical marks, also known as diacritics, are not used in Australian English names. In the case of names derived from languages other than English, any diacritical marks shall not be carried over to the English form, for example, Géographe Bay becomes Geographe Bay and Cape Péron is Cape Peron.

1.3.10 Punctuation

The following types of punctuation as used in Australian English, shall not be included as part of a geographic name: period (full stop), comma, colon, semi-colon, quotation marks, exclamation mark, question mark, ellipsis, hyphen, dash, apostrophe and parenthesis.

1.3.11 Symbols and logo grams

Symbols or logograms are used in written language to represent an entire word or unit of speech. Examples in English include numerals and symbols such as &, @, ☺, ♪, ☼ or © # and %.

When naming roads, administrative boundaries or topographical features symbols or logograms shall not be used.

1.3.12 Numbers in names

Numbers or roman numerals included as all or part of a road, administrative boundary or topographical feature name shall be written in full, for example, One Arm Point and not 1 Arm Point, Seventh Avenue and not 7th Avenue or VII Avenue.

1.4 Commemorative names

In the past, many topographical features and places in Western Australia were often named after living persons, an event or another place. It was common practice to bestow the names of benefactors, members of the Royal Family, international and national figures, crews of vessels, members of expeditions, survey assistants, and family members left at home, many of whom had no connection with the feature that was named after them. This practice is no longer supported.

A commemorative name applied to a locality shall only use the surname of a person posthumously.

A commemorative name applied to a road should use the surname of a person posthumously; although it is preferable that only the surname is used, consideration may be given to using the first name. For example, Alma Road in Donnybrook was approved to commemorate Alma Williams where the surname was deemed non-compliant due to overuse and duplication in the area.

Where the first name is not suitable, consideration may be given to applying both the first name and surname to the road. For example, Barry Marshall Parade was approved to commemorate Barry Marshall where both the first name and surname were deemed non-compliant due to overuse and duplication in the area of similar sounding names.

A commemorative name applied to local parks and recreational reserves may use the first name and surname of a person; although, it is preferred that only the surname is used.

1.4.1 New commemorative naming proposals

Landgate recognises the significance of historic commemorative naming and encourages the continued recognition of outstanding achievements, contributions to the community and significant events.

The following policies shall apply to all commemorative naming proposals:

- all commemorative name proposals shall meet the same criteria required of any other name proposal
- all commemorative naming proposals must include evidence of support by the wider community and reach beyond a single local government, person or special interest group
- a commemorative name shall not be used to commemorate victims of, or mark the location of, accidents or tragedies
- prior or current ownership of land does not confer the right or entitlement to apply a commemorative name
- the use of unofficial commemorative names in publications, or in landscape dedications or markers, is no assurance that they will be adopted into official names records
- a commemorative name shall not be considered for adoption if a well-established and acceptable name already exists for the feature.

1.4.2 Use of personal names

Landgate will not accept a commemorative naming proposal of a person whilst they are still alive for a road or locality.

Requests to approve names that commemorate, or that may be construed to commemorate, living persons will also not be accepted.

The approval of a name to commemorate an individual will only be considered;

- posthumously
- permission of the immediate family must be obtained. Where the person has been deceased for more than 10 years and contact with the immediate family could not be established appropriate consultation must be carried out
- based on a demonstrated record of achievement

- having had a direct and long-term association with the location and made a significant contribution to the area
- the proposal commemorating an individual with an outstanding national or international reputation has had a direct association with the area in which it is to be located
- such application is in the public interest
- there is evidence of broad community support for the proposal.

The following will not be considered as appropriate grounds for a commemorative naming request:

- current or past ownership of the land is not considered sufficient grounds
- precedence of existing names
- past or ongoing public service within all levels of government
- names will not be supported after a person who has sponsored the development of the area, or was a commercial developer.

Use of nicknames, epithets or informal names

The use of nicknames or other informal names may also be used but only in combination with the surname, for example, Snow Bennett Park. The approval of such names will be at the GNC's discretion as the preference is for only the surname to be used. The use of elongated names such as Harold 'Snow' Bennett Park will not be considered.

Alternate commemorative naming options

If a local government or community group wishes to commemorate a living person, they should consider an alternative option. Section 5: Local parks and recreational reserves, may meet their needs for commemorative naming of living people.

The local government may prefer to commemoratively name buildings and/or other community infrastructure after living people. It is however requested that the normal naming policies and standards should still be applied to avoid duplications and any possible confusion with other such facilities.

1.4.3 Honouring living people by the Minister

In rare circumstances the Minister at his or her discretion may approve a commemorative name of a living person for a road or locality, where they have attained exceptional achievements at state, national or international level, requiring special recognition.

The Minister will not approve a name:

- that could be considered offensive
- exposes the State Government to legal risk or widespread public criticism
- is connected to a religious group, political group or commercial enterprise where they are likely to cause public divisiveness.

1.4.4 Use of initials

The initials of a given name shall not be used in any instances. For example, a feature named Smith Park is easier to identify than one named J.K. Smith Park as it could be incorrectly referred to as JK Park, K Park, Smith Park by the public.

1.4.5 Titles, honorifics and post nominals

A title is added to the beginning of someone's name to signify respect (such as the honorific of Sir, Madam etc), an official position or a professional or academic qualification.

Some titles are also hereditary. Post nominals are the letters or abbreviations often seen after someone's name signifying that the individual holds a position, office or honour.

When naming a topographic feature, administrative boundary or road after a person who has earned the honour of a title or postnominal, these shall not form part of the official name. For example, the use of Doctor, Professor, or General is not permitted as part of a name. Similarly, military, service and academic post nominals (for example QC, JP, MBE, AC) are not permitted as part of a name either.

When submitting a naming request for a person who has a relevant title, honorific or post nominal, information pertaining to the origin of the name must be submitted with the naming application and contain all relevant references to the titles or honour/s the person may hold.

1.4.6 Use of animal names

The use of animal names shall only be approved in certain circumstances. Animal names and breed names of significance to the area or state will be considered where supported by appropriate evidence.

The use of pet names will not be supported.

1.4.7 Commemorating events

When submitting a request to commemorate an event, at least five years must have elapsed since the event occurred. A commemorative name shall not be used to mark the location of accidents or tragedies.

1.4.8 Use of the word 'Bicentennial'

Requests to use 'Bicentennial' as an official name, or as part of a name, previously required the written approval from the relevant Federal Minister responsible for the *Australian Bicentennial Authority Act 1980 (Commonwealth)*. This responsibility has been removed as a result of the act being repealed by the *Statute Stocktake Bill 1999 (Commonwealth)*, however each application requesting the use of this word will be reviewed on a case by case basis to ensure it is being used decorously and in context.

1.4.9 Use of the word 'Royal'

In the past, the use of 'Royal' was only able to be used as an official name, or as part of a name, if such a proposal had been granted a Royal Charter as permitted by the sovereign on the advice of the Privy Council which advises the head of state (Commonwealth) on state, historic and other matters which fall outside the jurisdictions of Ministerial portfolios.

The administration of the use of the word 'Royal' is now overseen by the Constitutional Settlement Division of the Cabinet Office (UK) and no longer denotes the existence of a Royal Charter.

Examples of its use are Royal Perth Hospital, Royal Geographical Society and the Royal Western Australian Historical Society.

1.4.10 Abbreviations

Abbreviations shall not be accepted for any official topographical features, administrative boundaries, localities or road name nomenclature in Western Australia. The use of Mount and Point in a name shall not be abbreviated to 'Mt' or 'Pt', they are to be used in full.

The only exception to this policy is in the use of the honorific Saint which is able to be shortened to the internationally recognised abbreviation of 'St'.

For the purpose of consistency, names which begin with Mc, Mac, M' or O' must not have a space included between the Mc, Mac, M' or O' and the rest of the name.

1.4.11 Defence words and acronyms

Commonwealth legislation, *Defence (prohibited words and letters) Regulations 1957*, controls the use of any word, words or groups of letters pertaining to the Naval, Military or Air Forces or a service or body of persons associated with the defence of the Commonwealth.

Any applications seeking the consent to use such words shall be made in writing to the Minister of Defence and must state the grounds upon which the application is being made. The Minister may then either give consent for or refuse the application.

All applications for the use of such a word, words or groups of letters must still be made as a part of a normal naming application to Landgate and they will only be considered if the proposed names meet all the other required naming policies.

Examples of prohibited word/s and letters are (but not limited to):

- Australian Air Force
- Australian Air Force Reserve – AAFR
- Australian Army
- Australian Defence Force – ADF
- Australian Navy
- Defence Force
- Her Majesty's Australian Ship – HMAS
- Royal Australian Air Force – RAAF
- Royal Australian Navy – RAN.

1.4.12 Protection of the word Anzac

The word Anzac is a proper noun and as such the first letter is upper case and the rest of the word is lower case. ANZAC should be used where the Australian and New Zealand Army Corps as an army formation or battle grouping is being referred to, for example 'the landing of the ANZAC' or 'the ANZAC forces'. Legislation in Australia, New Zealand and the United Kingdom has been enacted to protect the word 'Anzac'.

In Australia, the Protection of Word 'Anzac' Regulations *were made in 1921 under the War Precautions Act Repeal Act 1920 to protect the word 'Anzac', and any word which resembles it, from inappropriate use.*

Under the Regulations no person may use the word 'Anzac', or any word resembling it, in connection with:

'any trade, business, calling or profession or in connexion with any entertainment or any lottery or art union or as the name or part of the name of any private residence, boat, vehicle or charitable or other institution, or any building in connexion therewith.'
(Regulation 2 (1))

without the authority of the Federal Minister for Veterans' Affairs.

Uses which are allowed under the regulations

While most uses of the word 'Anzac' require the authority of the Minister for Veterans' Affairs, there are a couple of uses that are excluded from this requirement under the Regulations.

These are:

- the naming of a street, road or park in which, or in the immediate vicinity of which, there is situated a public memorial relating to the war which commenced on the fourth day of August, 1914, or the war which commenced on the third day of September, 1939; (*Regulation 3 (2a)*); and
- the naming or re-naming of a street, road or park the name of which at the commencement of this regulation contained the word 'Anzac' or any word resembling the word 'Anzac'. (*Regulation 3 (2b)*).

Applications for obtaining consent for the use of the word Anzac where it does not comply with the uses as outlined above will require the Minister for Veterans Affairs' consent. Please contact the relevant Minister for advice where required.

Naming applications for use of the word 'Anzac' in any topographic road, locality or feature, name must be made as a part of the normal process to Landgate. Where the proposed name meets all other naming policies Landgate will provide guidance to the applicant in obtaining prior permission from the Minister for Veterans Affairs.

1.5 Naming places of state significance

The Minister at their discretion may name a place of state significance as identified by the state government.

Where a local government, or member of the public may have identified a place of state significance requiring naming, or a place that is of significance to the state, they should liaise with their local Member of Parliament before requesting Landgate to review the proposed name for suitability.

The Premier and Ministers may also refer to the Minister for Lands a name or place of state significance.

The Minister on behalf of the state government may at their discretion approve the name.

Landgate will record names of state significance that have been identified on behalf of, and endorsed by the state government for future use.

1.6 Government, residential and commercial names and facilities

1.6.1 Nomenclature governed by other statutory authorities

The names of local governments, and other legal entities as created by, or resulting from, legislation by the appropriate government shall be accepted by Landgate.

Such naming should adhere to the spelling and language form of names specifically legislated by commonwealth or state governments. Commonwealth and state government departments and agencies with statutory authority to establish such named features should consult with Landgate when considering names for new municipalities and similar legal land divisions.

Names for facilities established by postal authorities, railway companies, and major public utilities should be in keeping with the Landgate naming policies and standards. Names established for land divisions by federal, provincial, and territorial departments should also comply with Landgate naming policies and standards and shall also be accepted.

Uses which are allowed under the regulations

Where a feature is within an area in the state of Western Australia that falls under the control of the Commonwealth it shall be officially named by Landgate.

Before Landgate assigns a name to a feature under commonwealth control, it shall consult with the relevant commonwealth authority and all relevant naming policies must apply.

Under section 52(ii) of the Australian Constitution the Commonwealth is granted exclusive power over places it controls, for example airports, post offices and defence establishments. Although the Commonwealth has control, it does not have the legislative power to assign or alter official names.

1.6.2 Naming of government facilities

Some names are governed by other agencies, authorities or commonwealth, state, territory or local governments. It is expected that the required naming policies will be applied to avoid unnecessary duplications and any possible confusion.

Landgate is to be notified of such naming actions so that the information is included in the State's Gazetteer and made available for use by the community, essential and emergency service responders.

1.6.3 Naming buildings, infrastructure and facilities

The naming of buildings, infrastructure and facilities of significance to the community provides an opportunity to honour individuals and groups who deserve recognition in a visible and enduring way. They also present an opportunity to emphasise important landmarks, topographical features or historical events and should not be given lightly.

It is important that any new name for a building, infrastructure or facility does not conflict with existing names.

Suitable names for such features should be assessed against the following criteria:

- whether the name has geographical, historical, cultural or local significance
- if a living person is nominated, they must have contributed time, money or services to the community that were not part of their work, for at least 10 years
- named after people who have been recognised in their field of expertise at a state, national or higher level, for at least 10 years
- names shall not include persons who have been convicted of criminal offences
- family names that have already been used are not to be considered even though it refers to a different family. Consideration may be given to using the person's full name for example Joe Smith Library
- buildings, infrastructure and facilities named after a person may include an appended functional title where this would serve to clarify the location of the building or assist in identification.

Corporate names should be avoided for permanent recognition.

1.6.4 Business and commercial names

Approval shall not be given to the naming of roads, administrative boundaries or topographic features after commercial businesses, trade names and not-for-profit organisations. This policy is to ensure that no commercial advantage or disadvantage arises from such naming proposals.

Exceptions allowed due to historical context

Exceptions may apply where the business or organisation has had a proven historic association with the area in which the proposal is located. This association with the area must be proven to have existed over a substantial period of time and is held in strong regard by the community. In such instances, all applications must outline the reasons for proposing the name and provide evidence of the business or organisation's association with the area.

The formal approval of such names will be at the GNC's discretion.

1.6.5 Use of 'Limited' or 'Proprietary' in a name

The use of the words 'Limited' or 'Proprietary', or their abbreviations, either in combination with other words or alone shall not be permitted.

1.6.6 Estate, promotional, neighbourhood and regional names

Estate, subdivisional or promotional (vanity) names of a subdivision or development used for the marketing of real estate shall not be accepted as a substitute for an official locality name. Such names undermine the correct use of property street addressing and create potential for confusion to emergency service responders and future residents. They shall not have any official recognition within Western Australia.

Such names shall only be used by developers in marketing documents in the early stages of a development and must be used in conjunction with the official locality name. They cannot be used without the official locality name being used (for example, Ranford Estate, Canning Vale or Brighton Estate, Butler) when advertising houses or land for sale and in general correspondence.

When such names are selected for use, they should conform to general naming policies and standards, such as avoiding duplication and only using a locality name as an estate name when the estate is actually situated within the locality of that name.

Landgate is to be informed of all such names so that they can be recorded for information purposes to assist with emergency service response coordination.

The names of existing infrastructure such as shopping precincts, schools and other facilities shall not be considered as suitable names for a locality unless they conform to the general naming policies and standards.

1.7 Name assignment, duplication and extents

1.7.1 Names associated to a place

Names submitted for features and administrative boundaries should be relevant to the local area. Infrastructure features should where possible use the name of the locality it is situated within. If a historic 'theme' is chosen for road names, that theme must relate to the area in which the roads are to be located.

When a feature, administrative boundary or road is of greater than local significance, the name should be relevant to the wider community.

Examples of where a feature, administrative boundary or road is considered to be of greater than local significance include:

- it is located in two or more local government areas
- it is located in a significant tourist precinct
- it is proposed to be created as part of a state or federal government project
- it is a major waterway
- it is a major undersea or shoreline feature
- it has major cultural, natural or recreational landscape features
- it is linked to a significant Aboriginal feature, story or landscape.

1.7.2 Ensuring names are not duplicated

Names proposed for unnamed topographic features and administrative boundaries shall not be duplicated. Duplicated names are considered to be two or more names which are within the same locality, within close proximity and those which are identical or have similar spelling or pronunciation. Duplicated names may lead to confusion for the public and to emergency service responders.

Where established names are duplicated or are similar in sound or spelling (homonymous), and are likely to cause confusion, consultation with the relevant government agency, local government and, if required, the wider community shall be undertaken to achieve a differentiation between them.

Consideration of proposed duplicated names

This policy does not preclude the use of duplicated names with a different generic and when Landgate is satisfied that the duplication will not cause confusion. Such features shall be situated within reasonable proximity to the associated source, for example Beedelup Falls is situated on Beedelup Brook within Beedelup National Park.

Close proximity to existing names

Close proximity for duplication is considered to be the following:

- metropolitan and urban area, within 10km (a metropolitan area which consists of a city and its surrounding localities, for example regional urban areas such as the Cities of Albany, Bunbury, Busselton, Greater Geraldton and Kalgoorlie-Boulder. For the purpose of this policy the Perth metropolitan area extends (and includes) north from the City of Wanneroo, east to the City of Swan, City of Kalamunda, Shire of Mundaring, City of Armadale and south to the City of Mandurah.
- rural or remote area within 50km (a rural or remote area is an area located outside of cities and major towns).

Topographical feature names near state boundaries

If a topographical feature is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories according to the distances prescribed above.

Locality names are to be unique within Australia. When considering assignment of locality names, applicants should refer to Section 4: Localities.

Locality names

There shall be no duplication of locality names within the state or nationally. Duplicated names are considered to be any existing locality or administrative boundary name which is spelt exactly or is considered to have a similar spelling or pronunciation.

1.7.3 Assigning extents to a feature, administrative boundary or road

When a proposal to name a feature, administrative boundary or road is being considered, the application must include maps or diagrams clearly defining the area and/or extent to which the name will apply.

At a minimum, a proposal for a feature (excluding a waterway) must include the centroid coordinates, an administrative boundary must include the full polygon extent and its relationship to the existing cadastre and a road or waterway must include the full start and end points of its linear extent, for example the name of a road should apply from one end of the road to the other - to the points where the road finishes or intersects with other roads and the names of waterways should apply from the beginning of the watercourse to its confluence with another waterway or body.

1.7.4 Features which cross state and territory borders

In accordance with national naming policies, the name for any feature that crosses a state/territory boundary must be the same on both sides of that boundary. The selection of a name for such a feature shall be by agreement between Landgate and the Northern Territory and/or South Australian governments.

The primary responsibility for obtaining consensus should rest with the authority in the state or territory in which the feature was first named or that which has the largest extent within its boundaries.

1.7.5 Coastal and maritime features

Coastal waters and high water features

The naming of features which are exposed at low tide, those permanently above sea level (high water features) and seabed features which are situated within Western Australia's coastal waters, is the responsibility of the relevant statutory authority or agency.

In general terms, Landgate has the jurisdiction to name features in all areas which are three nautical miles seaward off the coast.

Undersea features and maritime names

When assigning or altering the name of an undersea or prominent coastal feature, Landgate shall consult with the Australian Hydrographic Service (AHS) which is responsible for the management of undersea features and maritime names.

The AHS's responsibilities encompass all aspects of researching, processing and management of:

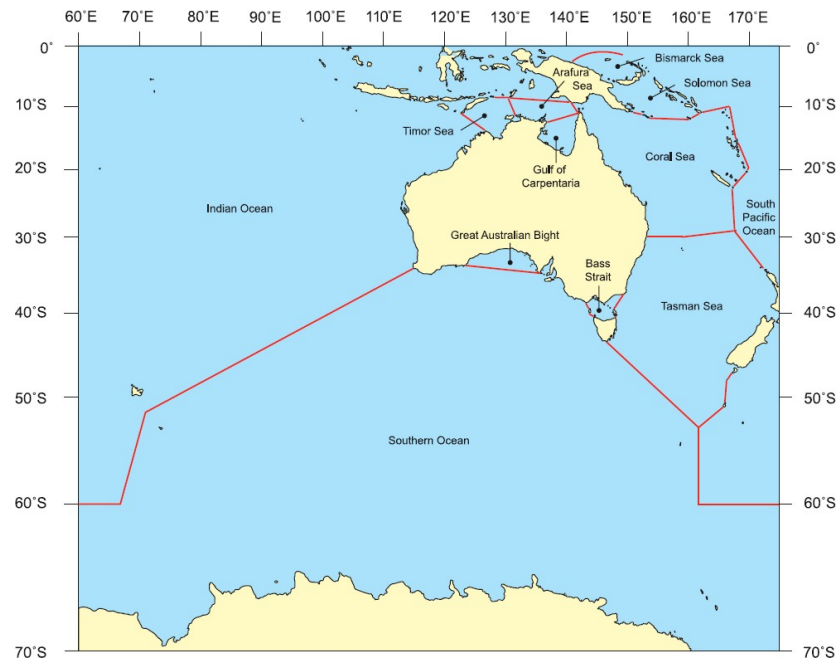
- undersea feature names external to the coastal waters of Australia
- the limits and names of oceans and seas adjacent
- names of maritime and navigational features, and coastal, hydrographic and oceanographic features not managed by commonwealth and state place names bodies.

The AHS maintains the Maritime Gazetteer of Australia which comprises of names shown on Australian nautical paper charts. This gazetteer can be accessed at <http://www.hydro.gov.au/>.

Limits of oceans and seas

The AHS has the responsibility for maintaining and administering the limits of oceans and seas adjacent to Australia, the external territories and the Australian Antarctic Territory.

The limits are published in the International Hydrographic Organization (IHO) publication S-23 'Limits of Oceans and Seas'. S-23 is used as a technical reference document and has been determined solely for hydrographic purposes and is not to be interpreted as having any legal or political associations.



Source: *Limits of Oceans and Seas fact sheet – Australian Hydrographic Service*

1.8 Community consultation and lodging objections

1.8.1 Consulting with the community

Any proposal requesting the renaming of an approved name or any new naming proposal considered to be of significance to the immediate or extended community must include evidence of consultation with the community. Local governments must ensure that the level and form of consultation undertaken reflects the significance of the naming proposal.

This policy does not apply to the naming of new roads within subdivisions where there are currently no residents, businesses or ratepayers who will be directly affected. With the use of Aboriginal names, Section 7: Appropriate use of Aboriginal and dual naming applies.

The immediate community is defined as including residents, ratepayers and businesses within the immediate area who are directly affected by the submission.

The extended community includes residents, ratepayers and businesses surrounding the area directly affected by the proposal, any visitor groups to the area, and government or non-government organisations with an interest in the area.

Where there is a risk to public safety, Landgate may endorse naming proposals in the absence of community support if it is deemed that the proposal will reduce the risk to safety. Formal approval of the Minister will then be sought.

This further information regarding community consultation requirements and procedures can be found within Section 9: A Guide to Consultation.

1.8.2 Lodging and considering objections

An objection is a way for members of the community to inform the proposer of a naming application that one or more person disagrees with a naming or renaming proposal.

Lodging objections

Any person or organisation may lodge objections to a naming, renaming or boundary change proposal during the public consultation period administered by the relevant local government. Objections must be lodged directly with the local government within the allocated time for feedback.

Considering objections

Any objections received during the public consultation period must be given consideration by the local government. All objections must be included in an assessment report, stating the objection and indicating relevance to the guidelines and council's consideration/response to said objection. Consideration need only be given to those objections that relate to concerns of non-conformance to the naming. Further information to assist with public consultation and administering objections is available in Section 9: A Guide to Consultation.

1.9 Referenced documents

The following are referred to within this document:

- AS 1742.6-2004 Manual of uniform traffic control devices – Tourist and service signs
- AS/NZS 4819:2011 Rural and urban addressing
- *Australian Bicentennial Authority Act, 1980 (Commonwealth)*
- *Commonwealth of Australia Constitution Act (The Constitution), 1900*
- *Defence (prohibited words and letters) Regulations, 1957 (Commonwealth)*
- *Electoral Act 1907*
- Guidelines for the Consistent Use of Place Names, ICSM, April 2012 (includes Guidelines for the Use of Aboriginal and Torres Strait Islander Place Names, and Dual Naming Depiction Guidelines)
- *Land Administration Act 1997*
- *Land Information Act 2007*
- *Land Information Authority Regulations 2007*
- *Local Government Act 1995*
- *Protection of Word 'Anzac' Regulations, Statutory Rules 1921 No. 2 as amended made under the War Precautions Act Repeal Act 1920*
- *Section 52(ii) of the Australian Constitution*
- Undersea Features Names and Maritime Place Names fact sheet – Australian Hydrographic Office.

1.10 Definitions, terminology and acronyms – Sections 1-9

AAD	Australian Antarctic Division.
Abbreviation	A shortened form of a word or phrase. Usually consists of a letter or group of letters taken from the word or phrase. For example, the word abbreviation can itself be represented by abbr., abbrev. or abbrev.
Access point	The position along the road where the public may access an address site.
Acronym	A word formed from the initial letters or groups of letters of words in a set phrase or series of words, as ANZAC for the Australian and New Zealand Army Corps.
Address site	A site for which an address is being assigned.
AHS	Australian Hydrographic Service.
Alternative name	A name that is an alternative to another name for the same feature.
ANPS	Australian National Placenames Survey.
Apostrophe	' is used as a substitute for a missing letter or letters in a word (cannot = can't), to show the possessive case (Jane's room) and in the plural of letters, some numbers and abbreviations.
Approval	A written report enabling the adoption of road, administrative boundary or feature names on behalf of the Minister for Lands via delegated authority.
ASEPSW	Asia South East, Pacific South West Division, one of 23 linguistic/geographical divisions within UNGEGN.
Binomial	Consisting of or relating to two names or terms.
CNGA	Committee for Geographical Names in Australasia.
Colon	: is used to direct attention to matter (such as a list, an explanation, a quotation, or amplification) that follows.
Comma	, is used to indicate the separation of elements within the grammatical structure of a sentence.
Dash	– is used to indicate a break in the thought or structure of a sentence.
Definite Article	'The' is the only definite article used in English. It is used to restrict the meaning of a noun to make it refer to something that is known by both the speaker or writer and the listener or reader.
Dual name	A name that consists of two names that must be used together, usually one Aboriginal and one European.
Endonym	Name of a geographical feature in an official or well-established language occurring in that area where the feature is located.
Established Name	A geographic name that has appeared consistently in written usage and (or) has been expressed consistently in verbal usage, and that is supported by historical and (or) current written materials and (or) in folklore.
Euphonious	An agreeableness in sounds, pleasant to the ear, harmonious.
Exonym	Name used in a specific language for a geographical feature situated outside the area where that language is spoken, and differing in its form from the name used in an official or well-established language of that area where the geographical feature is located.
Formed	In relation to a road, means that it is physically constructed or prepared for passage by vehicles or pedestrians.
Gazetteer	A geographical dictionary or directory which contains important reference information about geographical features, localities and roads. Can contain information such as the location of places, dimensions of physical features, origins and derivations.
GBRMPA	Great Barrier Reef Marine Park Authority.
Generic	Relating to or descriptive of an entire group or class, general.

Geographic	Something of or relating to geography; concerning the topography of a specific region.
Geographic Feature	Natural or man-made feature on the earth. There are two types; natural geographic features and man-made geographic features.
Geographic Name	A name applied to a geographic feature; is the proper name, specific term, or expression by which a particular geographic entity is, or was, known; any relatively permanent part of the natural or manmade landscape or seascape that has a recognisable identity within a particular cultural context; may refer to any place, feature, or area on the Earth's surface, or to a related group of similar places, features, or areas.
GEONOMA	A technical database maintained by Landgate which contains the official Western Australian gazetteer and other pertinent geographical names information.
GNC	Geographic Names Committee
Guideline(s)	Information provided to assist in understanding a principle, policy, or procedure.
Historical Name	A geographic name given and used during the early history of a place or feature; the name may be either obsolete or in current use.
Historic	= 100 years
Homonymous	Having the same or corresponding sound or name.
Honorific	A title, phrase or grammatical form conveying respect.
Hyphen	- is used between parts of a word. It can be used to split a word by syllables to fit on a line of text.
ICSM	Intergovernmental Committee on Surveying and Mapping.
LGA	Local government authority.
Local Government	The third tier of government administered by states and territories. They may be referred to as shires, towns or cities.
Local Usage	A geographic name commonly and currently used for an entity, whether in verbal and (or) written form, by persons having frequent enough contact with the entity to use the name on a frequent basis.
Locality	A geographical area defining a neighbourhood or community of interest. Localities are usually rural in character though the name is interchangeable with suburb which is used to describe more urban areas.
Logogram	Is a conventional abbreviated symbol for a frequently recurring word or phrase, for example &, @, \$ or ©.
MRWA	Main Roads Western Australia
Official Name	A geographic name, and its written form and application, approved or recognized as official by the Geographic Names Committee for use throughout Western Australia. An official name is established either by policy or decision of the secretariat and/or the Geographic Names Committee.
Orthography	Specifies or defines the set of symbols (script) used in a language, and the rules about how to write these symbols. It generally refers to spelling but this is considered only part of orthography, with other elements including hyphenation, capitalization, word breaks, emphasis, and punctuation.
Parenthesis	() is used to amplify or explain a word, phrase, or sentence inserted in a passage.
PCPN	Permanent Committee on Place Names
Period or Full Stop	. is used to mark the end of a sentence.
Placename	Same as geographic name.
Policy	A statement of regulation(s) relating to particular toponymic circumstances; used to guide and determine present and future decisions.

Posthumous Preposition	Published or awarded after a person's death. Usually indicates the temporal, spatial or logical relationship of its object to the rest of the sentence as in the following examples; the book is on the table; the book is beneath the table. The most common prepositions are 'about' 'above' 'across' 'after' 'against' 'along' 'among' 'around' 'at' 'before' 'behind' 'below' 'beneath' 'beside' 'between' 'beyond' 'but' 'by' 'despite' 'down' 'during' 'except' 'for' 'from' 'in' 'inside' 'into' 'like' 'near' 'of' 'off' 'on' 'onto' 'out' 'outside' 'over' 'past' 'since' 'through' 'throughout' 'till' 'to' 'toward' 'under' 'underneath' 'until' 'up' 'upon' 'with' 'within' and 'without'.
Principle	An accepted or professed rule of action or conduct that applies to all toponymic conditions that fall under its scope; used to guide and determine present and future decisions.
Procedure(s)	A set of instructions outlining steps to accomplish a particular goal, such as submitting name proposals to the Geographic Names Committee; an act or a manner of proceeding in any action or process; conduct.
Quotation Marks	' ' are used chiefly to indicate the beginning and the end of a quotation in which the exact phraseology of another person, or of a text, is directly cited.
Reserve Register	A register of road name prefixes reserved by a local government for its specific future use. They are recorded within the State's Gazetteer with the feature class of RVRD.
Road	For the purpose of this document, roads are all open ways for the passage of vehicles and people and they may or may not be formed or constructed. They also include private roads that are open to public use and the delivery of services.
SCAR	Scientific Committee on Antarctic Research.
SCUFN	Sub-Committee on Undersea Feature Names.
Secretariat	An office (team) responsible for the administrative affairs of a legislative body, committee or organisation.
Semicolon	; is used to connect independent clauses indicating a closer relationship between the clauses than a period, or full stop, does.
Sequential	In a logical order, not necessarily uniformly.
Shall	Indicates that a statement is mandatory.
Should	Indicates a recommendation which may indicate a highly desirable outcome that is not mandatory only because of exceptional cases.
Specific	Explicitly set forth, definite.
State Road	A road managed by Main Roads Western Australia.
Suburb	A geographical area defining a neighbourhood or community of interest. A suburb is urban in character though the name is interchangeable with Locality which is usually used to describe a rural area.
Symbol	Is a character mark, for example ☺, ☹, ☹ or #.
Topographic	A detailed, precise description of a place or region; a graphic representation of the surface features of a place or region on a map, indicating their relative positions and elevations.
Topography	The science or practice of describing a particular place, city, town, tract of land; the accurate and detailed delineation and description of any earth feature or cultural place.
Toponymy	The scientific study of place names (toponyms), their origins, meanings, use and typology.
Unnamed Feature	A geographic entity that is not known to have had a verbal or written name.
Unofficial Name	A geographic name not formally recognised as official.

Variant Name	A name or spelling, once or currently used to refer to a particular geographic entity, other than the official name.
Verbal Name	A name used by people when referring to a place, feature, or area in their own language as commonly spoken every day.
Written Name	A geographic name in handwritten or printed form; for example, handwritten letters, diaries, and logs or names printed in newspapers or on maps or recorded in official, digital records.

1.11 Updating these policies and procedures

With constant improvements and changes in the spatial information sector, it may be necessary to occasionally update these policies to ensure up-to-date standards are reflected.

Minor Policy updates should be endorsed by the GNC. Major Policy updates shall be endorsed by the GNC and approved by the Minister.

The current Policy will be published on the Landgate webpage.

1.11.1 Update register

Version	Date	Section	Amendment
Draft	01/09/2015	Whole Document	
Draft	20/10/2015	Whole Document	Editing
Update 0.1	14/6/2017	Foreword, Sections 1, 2 & 5	Updates to Policy endorsed by GNC; <ul style="list-style-type: none"> Reserve Name Register Commemorative Naming State Significant Names Naming of Parks and Reserves (minor edit)
Update 0.1	26/06/2017	Whole Document	Minor edits, updated to comply with Landgate Style Guide
Update 0.2	5/03/2020	Sections 1.4 & 2.3 Whole Document	Updates to Policy endorsed by GNC Editing to Australian/New Zealand Standard title
Update 0.3	11/11/2020	Forward, Section 7 and 9	Removed Forward Section 7 – Removed and replaced with Aboriginal and Dual Naming Policy Section 9 – Removed Consulting with Aboriginal Groups Appendix 3A – Missions – text updated Appendix 7B – removed reference to Section 9

Section 2: Roads

Introduction

For the purposes of these policies, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, roads, streets, highways, fire tracks, bike paths and walking tracks.

Using this section of the policy

Within Western Australia road naming is standardised to facilitate the application of correct address information and to ensure that a consistent approach is undertaken to benefit emergency service responders, transport and service delivery. If established policies for road naming were not applied, the provisions of emergency service responders, utilities and postal deliveries would be compromised.

In Western Australia the following shall be applied:

- all roads shall be named, including private roads which are open to public access or for the delivery of services. This includes but is not limited to:
 - major state roads, highways, motorways and freeways
 - roads within complexes such as universities, hospitals and retirement villages
 - roads within conservation reserves, state forests, water reserves and any other government administered land
 - pedestrian-only roads such as paths, trails, malls or steps
- all road naming proposals shall be submitted to Landgate for approval.

Any proposal to name, rename or extend a road shall clearly indicate the full extent of the road to which the name will apply. The extent of a road is considered to be its start and end points. This includes bends, divided carriageway sections and curves which are included between these two points.

A road name shall not be applied in a way that is ambiguous or could cause confusion for road users. The road name should be applied to a single, unobscured and unobstructed roadway that leads from point A to point B, in a clear and logical manner.

Roads are not suitable for dual naming and approval will not be given to such proposals.

Who can officially name roads?

Under the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially naming and unnamings roads in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of road names.

Which roads can be named?

All roads, whether they are public or private, shall be named and formally approved by Landgate.

Therefore, any land course navigable by vehicle or foot and of interest to local governments, public groups, emergency service response and public service providers must be officially named according to the policies and procedures outlined in this document.

Note: driveways that give access to five or fewer address sites do not need to be named if the properties are adequately addressed on the main road that provides access. Driveways on private land or common property should not be named, unless it can be shown there is a risk to public safety or the name is causing confusion in the delivery of goods and services.

Public roads

A public road is any road that is opened, dedicated or declared to be a public road, whether under the *Land Administration Act 1977, Part 2 – General administration, Division 3 - General* or any other Act.

As a prerequisite to lodgement, all survey documents creating, extending or showing abutments to roads must show the correct approved road names. If no approved name exists, the new road names must be formally approved by Landgate before the survey can be lodged. To help expedite this process, the developer or their agent should be prompt in lodging a concept plan and a proposal for road names with the relevant local government. Local governments shall then propose the names to Landgate for approval.

Private roads and rights-of-way

A private road is any road that is not a public road which is open to public access or for use by other services. Private roads and rights-of-way must be clearly identified and uniquely named to facilitate the application of standardised addressing to all land parcels in Western Australia.

The delivery of emergency and other services to residents and businesses are often impeded when private road names are not officially recorded. To minimise confusion, standardise address allocations and support emergency service responders, all road naming policies and addressing standards must be applied.

Private roads include but are not limited to:

- some roads or driveways to battle-axe blocks
- roads indicated on community subdivision plans
- roads in various cluster developments
- roads on private property, for example, roads in caravan parks
- other forms of 'rights of way'.

Naming a road on private land does not mean that Landgate, the secretariat, the GNC or the Minister is accepting responsibility for that road other than of ensuring its name meets the required naming policies for Western Australia.

Reserved road names

Local governments may no longer request that eligible road names be reserved for future use within their boundaries. Prior existing reserved road names will automatically lapse five years from original approval, with the Reserve Register to contain no local government requested names from 1 January 2022.

Local governments are encouraged to maintain their own reserve register, using the Landgate on-line form to check for suitability.

Road naming policies

Local governments and other authorities are to ensure that all naming submissions conform to the policies outlined in Section 1, as well as all the policies outlined in this Section.

2.1 Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing

Except where provisions are already made in these policies, the naming of any road must conform to the provisions of [AS/NZS 4819:2011 Rural and urban addressing](#). The Standard outlines how to derive datum points and how address numbers are assigned.

2.1.1 Road extents

Any proposal to name or rename a road needs to clearly indicate the extent to which the name will apply. The extent of a road is considered to be its start and end points, and the course (including bends, divided carriageway sections and curves) of the road between these two points.

Contiguous navigable roads

A named road shall include only one navigable section. If a road design has become obstructed, due to construction of other roads or features, and is separated to become two unconnected navigable sections of road then these road extents must be assigned separate unique road names. This is particularly important when emergency service responders cannot navigate the entire course of the road from one end to the other.

Common separations may include unbridged streams, pedestrian segments, railings etc.

The above does not apply when the separate sections are either of the following:

- two sides of the same road separated by a median strip; or
- part of a classified highway that is split by a section that is assigned a local name where it passes through a town or city.

2.1.2 Laneways and short roads

The increase in urban density in new developments and urban redevelopment has resulted in many narrow short lanes and rights-of-way requiring names. Laneways shall be named if a name is required for addressing purposes or has been created as a public road by survey.

The naming of such roads is supported with a preference for use of the road type LANE and short names consisting of no more than six letters. The leg of a battle-axe lot shall not be considered a laneway.

Roads which are regarded as short, for example a small cul-de-sac or private road with five or less address sites, that are not proposed to be lengthened or will not have additional address sites needed in the future, may not need a separate name. Any address numbers required may be assigned on to the road on which it connects.

2.1.3 Naming malls and pedestrian access ways

Malls and pedestrian access ways shall be named according to the current road naming policies and standards. The names shall be recorded as private road names and may be used for the allocation of street addresses if required.

If a mall or public access way is created as an official reserve and a name is required for the actual reserved area, then the name shall be recorded separately as a road name and as a topographic feature name (reserve).

2.2 Components of a road name

All road name submissions must conform to the policies as outlined in Section 1.

2.2.1 Name element requirements

Every road name should consist of a single name element followed by a road type, for example Smith Road, Jones Street etc. not Black Swan Drive, John Smith Avenue.

A single length of road shall have only one name.

Road names without a type shall not be used, for example Broadway, Causeway, The Avenue, The Boulevard, The Esplanade, The Mews, The Strand etc.

2.2.2 Road types

All road names shall include a road type.

The road type must be selected from the list as shown in Australian/New Zealand Standards AS/NZS 4819:2011 Rural and urban addressing – Appendix A, Road Types – Australia. A copy of this road types list has been provided in this document in Appendix 2A: Road types suitable for use in Australia.

The road type shall be chosen to convey the function and characteristics of the road as described in the 'description' field of the road type list. Road types may be chosen with the final configuration in mind, for example a road that is first constructed as a cul-de-sac may be given an open-ended street type if it can be confirmed that the road structure will be modified and eventually become a through road.

Road types shall not be used to distinguish different roads of the same or similar sounding names, for example Reed Street, Reed Crescent and Reed Way. Such roads shall be considered as duplicates and are not acceptable.

This also applies to similar sounding names such as Read Street, Rede Crescent and Reid Way.

Other road types suitable for use in Western Australia

In addition to the road types listed in Appendix 2A, there are exceptions where the use of an alternate road prefix or suffix may be requested.

The word 'Jalan' is used as a prefix on roads situated on the Cocos (Keeling) Islands and Christmas Island. The word 'Jalan' is a Malay word for road or street, for example, Jalan Guru and Jalan Perak.

Aboriginal words used to describe paths or tracks may also be used. For example, the word 'Banan' is used exclusively within the Kimberley area as a road type, for example Berewereng Banan and Templetonia Banan.

2.2.3 Unacceptable names

The official naming parameters as detailed in Section 1: Policies and Standards must be applied for all road naming submissions.

As outlined in Section 1: Policy 3.1, names starting with 'the definite article 'THE' shall not be approved for use as a road name, for example The Boardwalk, The Esplanade, The Strand are no longer acceptable road names.

The use of road types as part of a road name shall not be used for example Swan View Road, Southern Crest Road, Beachview Drive, Lakeview Avenue, View Street or Boulevard Way.

As outlined in Section 1: Policy 1.3.4, the use of prefixes and suffixes is not supported. The only exception that may be considered by Landgate is when the name is derived from a local feature of historical significance such as 'Lake Clifton Drive' or 'Mount Meharry Way'.

Destination-to-destination names, for example Harvey-Quindanning Road, are not acceptable, see Section 1: Policy 1.3.4. Where previous naming actions have allowed the use of a hyphen as part of the name, there shall be no space between the names and the hyphen, for example Quairading-York Road is acceptable, Quairading – York Road is not.

The use of numerals in a road name may cause confusion between the name of the road and an address number. Therefore it is not acceptable for a road name to include numbers/numerics, either in full alphabetised or numeric format for example neither Eight, Eighth, 8 or 8th, see Section 1: Policy 1.3.12

2.3 Name duplication

All road name submissions must conform to all the mandatory policies outlined in Section 1: Policy 1.6.

2.3.1 Existing duplicated or similar sounding names

Road names submitted for approval shall not be, regardless of road type:

- homonymous, for example similar in spelling to an existing road name
- similar in sound to an existing road name
- in the same locality as an existing road name
- in an adjoining locality
- in the same Australia Post postcode delivery area
- less than 10km from the existing duplication in the metropolitan area
- less than 50km from an existing duplication in rural areas.

These exclusions shall also apply to similar sounding or written names, and to those within similar sounding localities even if they are more than 10km away, for example Forrestfield / Forrestdale, Woodbridge / Woodridge, Fremantle / East Fremantle etc.

Road name duplication should be avoided in adjoining local governments.

2.4 Naming amendments

Road names are intended to be enduring. The renaming of any road is discouraged unless there are good reasons for a change of name.

Reasons that may be considered in support of a name change are:

- redesign of a road layout
- changed traffic flow
- mail delivery problems
- the misspelling of a name in the original application
- name duplication issues
- property street addressing issues.

Renaming shall be necessary when a road is made into a cul-de-sac, resulting in two or more separated sections of road. Such separations can cause difficulties for emergency service responders and the delivery of other services to the area. The renaming of a portion of separated road may also be used to solve address numbering problems.

Where a change to the name of a road is proposed, the new name selected shall conform to all the necessary naming policies and standards.

For regional roads the change of name must have broad community support, and for local roads, there must be majority support from the affected land owners and residents.

The requirements of emergency service responders for clear, unambiguous road naming shall also be a consideration.

Proposals normally require the support of local government, but the Minister is the final authority in all such matters.

Submissions for road name changes deemed to be non-essential or unnecessary shall incur a service charge.

2.5 Naming roundabouts and rotaries

Roundabouts and rotaries are circular intersections in which traffic travels clockwise around a central island. They are constructed to control traffic, to minimise delay by being able to accommodate large volumes of traffic movements, and to provide adequate sight distances. The primary difference between the two is that rotaries have a significantly larger diameter than roundabouts.

All entrances and exits to roundabouts and rotaries must be clearly named and labelled with adequate signage.

2.5.1 Roundabouts

Roundabouts are circular intersections with specific design and traffic control features. These features include yield control of all entering traffic, channelised approaches, and geometric curvature and features to induce desirable vehicle speeds. They may also include more extensive pedestrian and bicycle features.

Roundabouts shall not have names or address ranges.

2.5.2 Rotaries

Rotaries are characterised by a large diameter (a minimum of 40m). Unlike most roundabouts, lane changes may be required within a rotary for some movements.

Rotaries may be named however all such naming requests shall adhere to the following:

- the naming of state road rotaries shall be undertaken through consultation with MRWA
- local government is to be consulted for the naming of rotaries which are under their control
- rotary names shall be unique and not duplicated anywhere within Western Australia
- rotary names should be short and preferably of local Aboriginal origin
- rotary names shall not be named the same as any of their intersecting roads.

Rotaries shall not have address ranges.

2.6 State roads

Main Roads Western Australia (MRWA) is responsible for the management of all freeways, highways and main roads in Western Australia, which are collectively referred to as state roads. Management includes all ramps and rotaries associated with state roads. A list of state roads is available on the MRWA website (www.mainroads.wa.gov.au).

The naming of major state roads shall conform to these naming policies and standards and shall be referred to the Minister for approval. The process for the selection of names shall include consultation with relevant state and local government agencies and should include consultation with the wider community.

The Minister for Transport has determined that, for all new major roads funded by the state government, MRWA shall consult with government before any action is initiated to identify a suitable name. Advice will then be provided on whether the government is to choose a name, or if MRWA should undertake community consultation or some other action to identify a suitable name or shortlist of names, for consideration by government. MRWA must advise Landgate of the government's chosen or endorsed name.

The official naming parameters as detailed in Section 1: Policies and Standards must be applied for all such naming actions.

2.7 Government managed land

All roads administered by other government agencies and authorities other than local governments, must adhere to all of the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies responsible for the management of roads or tracks on land administered by them, shall liaise with Landgate to develop practices and processes for their naming.

Because of the varied nature of roads that fall under the jurisdiction of different state government departments and authorities, Landgate prefers to establish individual naming policies and practices for each department or authority as required.

If a unique set of naming policies and practices has not been established for a relevant government department or authority, then the general Landgate policies shall apply.

2.8 Private, residential and commercial developments

The intention of this subsection is to outline the process for naming or renaming roads created as part of a private, residential or commercial subdivision.

It should be noted that whilst the selection of new road names within new subdivisions is usually the developer/landowner's role, endorsement from the relevant local government(s) is necessary prior to any submissions being made to Landgate.

The developer and the local government(s) should work collaboratively to develop compliant road names for the subdivision.

2.8.1 Roads on private property

Private roads include (but are not limited to) any formed roads and tracks within a commercial logging site, caravan park, retirement village or closed-gate community. If the intention is for these private roads to be used for property street addressing, way finding purposes or for general public access, they must be named in accordance to these policies.

All private roads should be named and submitted for approval, especially if the road gives access to one or more properties that cannot be assigned an alternative unambiguous urban or rural address.

The irregular and ungoverned naming of roads within complexes can lead to confusion and interruption to the efficient delivery of emergency and other essential services. The official approval of road names within such complexes ensures that the details are accessible to the wider community and are included on the majority of relevant organisational and public mapping products.

2.8.2 Compliance

All roads within private, residential or commercial subdivision must be named in accordance with Section 1: General policies and standards.

When plans of subdivision are lodged for registration with Landgate, an audit of the road names will be undertaken. If it can be shown that the road names on a lodged plan have not been officially approved, this will result in delays affecting the approval of lodged surveys and consequently the issuing of certificates of title.

Owners of private land and complexes should liaise with the relevant local government when developing roads on the site. Owners must ensure that road names conform to the Policies and Standards for Geographical naming in Western Australia.

2.9 Tourist drives / routes

To assist the promotion of Western Australia's diverse range of landscapes, scenery and other 'special places' to overseas and eastern states visitors, state tourist and local scenic drives may be determined and named.

2.9.1 State tourist drives

A state tourist drive shall be a quality route which is considered to be of state-wide significance. It should portray and link some of the state's unique natural features or exceptional scenic areas. It must provide a meaningful route for tourists to experience something 'special' and enhance a visitor's tour of the state.

It shall be a requirement that the standard of routes recognised as state tourist drives be kept at a high level. If this criterion is not adhered to, then the value of such routes will be undermined and the value of such an initiative will be diminished.

A route simply linking features such as national parks, state forests, lookouts or other built or natural features is not sufficient to justify a designation as a state tourist drive. They can be used to enhance such a route, but cannot be the sole purpose for it. Similarly, a route that links together a township's normal features and facilities would also not constitute justification for a state Tourist Drive.

2.9.2 Local scenic drives

If a route which does not meet the assessment criteria for a state tourist drive has been recognised as having a reasonable tourism value, then it may be recognised as a local scenic drive.

If the route does not have any tourism merit and may have a negative or misleading impact on tourists and visitors to an area, then no approval for such a route shall be given.

2.9.3 General assessment criteria

Tourism value shall be assessed by the following:

- the tourist drive/route must have significant tourism interest and shall offer an array of significant scenic or natural features which should be of greater interest than the general topography or sights as seen on a regular through route
- the theme and name of the route must reflect its unique characteristics and not conflict with its natural or physical surroundings or any other official feature, road or route within the state or nationally
- routes with generic names like 'Marine Tourist Drive', 'Heritage Tourist Drive' or 'Wildflower Tourist Drive' shall not be approved as they are not unique to a specific location within the state
- the tourist drive/route should not rely on attractions which are strictly seasonal or are not a permanent feature of the route, such as wildflowers
- the proposed tourist drive/route shall be endorsed by the relevant local government(s), local Visitor Centre(s), WA Tourism Commission and a majority of the local community and businesses
- be as safe as possible for motorists who may be unfamiliar with the local area
- only include sealed maintained roads and avoid any hazardous alignments or grades, or single lane roads which may not be suitable for the volume of tourist traffic that may be attracted to the route
- not follow main arterial roads such as major local government roads and national or state highways except where necessary for short distances (no more than 5kms) to maintain the continuity of the tourist drive/route
- not be located in built up areas or town centres
- avoid intersections or sections of road which may at times be relatively congested with heavy haulage or other non-tourist traffic
- be capable of leading motorists back to the main through route from which they deviated with adequate signage to assist them with continuing their journey.

Tourist information on the general area, including brochures, maps and guides should be made available from tourist centres and other outlets along the route. The route will also need to be marked on maps in roadside information bays wherever they exist.

2.9.4 Submission process to recognise tourist route

Applications for a route to be recognised as a state tourist drive shall be submitted to Landgate.

The application must:

- be supported with a formal resolution from the relevant local government(s)
- indicate that the proposed route is supported by the WA Tourism Commission, Regional Travel Association, local visitor centre, as well as the local community and businesses
- identify the jurisdiction(s) responsible for the erection and ongoing maintenance of direction and other related signs along the route, including the cost of removing the signs if the route fails to meet the criteria for a state tourist drive at some point in the future
- clearly describe the route on a large scale map
- describe the unique natural features or scenic attributes which exist along the route;
- list all significant natural and built attractions along the route with a brief description of each
- include a one or two word name for the route which will be suffixed with the words 'Tourist Drive'
- include a description of how the state tourist drive will be promoted and what marketing collateral will be produced.

2.9.5 Review of current state tourist drives and routes

State tourist drives/routes will be subject to review on a regular basis to ensure that the quality of the route has not diminished or been compromised over time. If a state tourist drive/route loses that special quality it had when first assessed and recognised then the route shall be deleted.

2.9.6 Identification of state scenic drives, tourist drives and routes

Local government is responsible for the establishment and maintenance of such drives and routes including the cost of road signage and its maintenance. The signage of state tourist drives is governed by Australian Standard AS1742. Part 6: Manual of uniform traffic control devices – Tourist and service signs.

Local governments will be required to obtain approval from Main Roads WA (MRWA) for the erection of any route signs which occur on highways and roads under its control.

Supplementary or any other associated Tourist Attraction and Tourist Service signs will be subject to the established approval and funding guidelines available from MRWA and respective local governments.

Road name submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each road name proposal shall include the following information:

- the reason for the proposal or name change
- origin of each road name and its source
- a location by local government, locality and estate name if known
- identification on a map clearly indicating extent and precise start and end points
- photographs or sketches

- any other supporting information such as historic articles, reference materials, publications etc
- where applicable, evidence of landowner, family or community support
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community
- if the application is for a renaming, evidence of consultation from the affected residents and property owners is required.

Please refer to Landgate's [help guide](#) on Landgate's website for assistance specific to road naming submissions.

Incomplete applications will not be progressed until all the necessary information has been provided.

Section 3: Topographic features

Introduction

For the purposes of these policies, a topographic feature is considered to be a unique geographical place or attribute on the surface of the earth that is easily distinguished within the landscape. Examples include a mountain, watercourse, bay, valley etc.

Using this section of the policy

The naming of topographical features provides instantly recognisable labels to identify geographic entities. As with all naming processes, the duplication of names within an area often causes confusion and misunderstandings even though such duplications have been common within a local government area, the state or nationally in the past.

For Western Australia, features on the surface of the earth are considered collectively according to their form (feature class), for example river, desert, forest, lake etc. These are referred to as geographic or topographic features. The term topographic features for the purposes of this policy will refer to natural features only. The use of the term geographic features will refer to all natural, political and cultural entities.

This section outlines how features can be named, renamed or have their boundaries and spatial reference points determined or realigned.

Who can officially name topographic features?

As per the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially naming and un-naming all topographic features in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of topographic feature names.

Which features can be named?

All topographic features may be named and formally approved by Landgate. Therefore, any land feature of interest to local governments, public groups, emergency service responders and public service providers should be officially named according to the policies and procedures outlined in this document.

Topographic feature naming policies

Local governments and other authorities are to ensure that all naming submissions conform to the policies outlined in Section 1: General Policies and standards, as well as all the procedures outlined in this section.

3.1 Components of a topographic feature name

All topographic feature name submissions must conform to the policies as outlined in Section 1: General policies and standards.

3.1.1 Name element requirements

A topographic feature name shall usually consist of a single name element (specific) followed by a feature class (generic), for example Nangetty Hills and not Hills Nangetty. However for topographic features, some may include the feature class (generic) before or after the name, for example lake, mount, cape and point. Each of these may either precede or follow the name. Further information regarding their appropriate use can be found in Section 1: Policy 1.3.1 of the Policies and Standards for Geographical Naming in Western Australia

In instances where the name is of Aboriginal origin, the use of a generic term with an Aboriginal name is not mandatory. Further information regarding the appropriate use of Aboriginal names and terms can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

3.1.2 Feature classes (generics)

All topographic names shall include as part of that name a feature class or generic.

The feature class must be selected from the official list of feature classes used within Western Australia as shown in this document as Appendix 3A: Topographic feature classes suitable for use in Western Australia. The correct use of feature classes alleviates any possible confusion as to which feature the name is being applied to.

Exceptions to this only occur with the use of Aboriginal names or words which already include details of the feature class within the name.

3.1.3 Unacceptable names

The official naming parameters as detailed in Section 1: General policies and standards must be applied for all topographic feature naming submissions.

The use of road types as part of a feature name shall not be used, for example Street Brook or Road Hill.

The use of cardinal indicators and suffixes/prefixes which are not topographic feature specific (Mount, Lake, etc.) are not supported. Where possible unique names should be applied and the use of these terms may only be considered by Landgate when the name is derived from a historical reference indicating that the name in this form has been in use for some extended period of time.

The use of numbers in a topographic feature name may only be used as words (eight, eighth) or as numbers, such as 8 (for example 8th, 3rd, 2nd are not allowed), and only if the proposed name is derived from a historical reference indicating that the name in this form has been in use for some extended period of time. In all other cases it is not acceptable for a topographic feature name to include numbers/numerics, either in full alphabetised or numeric format, for example Section 1: Policy 1.3.12

3.1.4 Recommended sources for new or changes to names

The following sources are recommended when seeking a new topographic feature name or amending an existing one:

- names from Aboriginal languages formerly identified with the general area
- descriptive names appropriate to the features
- names of pioneers who were relevant to the area

- names of persons who died during war service
- names associated with historical events connected with the area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

3.2 Name duplication

Names proposed for unnamed topographic features shall not be duplicated. Duplicated names are considered to be two or more names which are identical or have similar spelling or pronunciation.

There shall be no topographic feature name duplication within a local government. All topographic feature name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

3.2.1 Existing duplicated or similar sounding names

Where established names are duplicated or are similar in sound or spelling (homonymous), and are likely to cause confusion, consultation with the relevant local government and community shall be undertaken to achieve a differentiation between them.

This policy does not preclude the use of duplicated names with a different generic and when Landgate is satisfied that the duplication will not cause confusion. Such features shall be situated within reasonable proximity to the associated source, for example Beedelup Falls is situated on Beedelup Brook within Beedelup National Park.

3.3 Assigning named extents

All topographic feature naming submissions must clearly define the area or extent to which the name shall apply. Any decisions on a naming submission shall specify the limits of the feature to which the name officially applies.

Point features

Point topographic features are those which are too small to represent as lines or polygons on maps and may include pools, peaks, etc. and are associated with a single location in space.

Coordinates for the feature must be included within a naming submission.

Linear features

Linear topographic features are those features which have length and are able to be represented as a line, but do not have an area. Therefore these are represented by a line or set of lines (a string) on a map. They include such feature classes as watercourses, ridges, breakaways, etc.

Coordinates for the start, mid and end point of the feature to be named must be provided. Full extents clearly indicating the start and finish points of the linear feature must be included within a naming submission. The midpoint may not be strictly the mathematical midpoint, but a representative point of the feature near its middle.

Coordinates for linear features should use a high level of precision, commensurate with features' small width, not great length, to ensure that the coordinate locations are centred on, not merely near, the feature.

Area features

Area features are defined as a topographic feature which may be represented by a defined area on a map. They include such feature classes as bays, lakes, mountain ranges etc.

Area features are most commonly captured as 'polygons' as this is the most common way of describing topographical features. Coordinates for the midpoint of the area (polygon) and a set of coordinates for its boundary must be included within a naming submission.

3.4 Naming amendments

Official topographic feature names are expected to be enduring. Landgate discourages any changes to official names without good reason, however each such proposal will be considered on an individual basis, and the merits of each case will be carefully evaluated.

Reasons that may be considered in support of a name change are:

- changes made to bring official usage into agreement with well-established local usage
- proposals to eliminate naming issues such as derogatory names, duplication or those previously approved on the basis of incorrect information
- proposals previously made at the request of persons or organisations (public or private) for commemorative or other reasons important to the proposer.

Where a change to the name of a topographic feature is proposed, the new name selected shall conform to all the necessary naming policies and standards.

The requirements of emergency service responders for clear, unambiguous topographic feature naming shall also be a consideration.

Proposals normally require the support of local government, but the Minister is the final authority in all such matters.

Submissions for topographic feature name changes deemed to be non-essential or unnecessary shall incur a service charge.

3.5 Topographical feature names crossing or near state boundaries

If a topographic feature is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories.

If a topographical feature crosses a state or territory border, the process for the selection of a suitable name shall include consultation with relevant state and applicable local government agencies and may require consultation with the wider community.

3.6 Government managed land

All topographic features situated on land administered by other government agencies and authorities other than local governments, must be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of topographical features within these areas.

Because of the varied nature of topographic features that fall under the jurisdiction of different state government departments and authorities, Landgate prefers to establish individual naming policies and practices for each department or authority as required.

If a unique set of naming policies and practices has not been established for a relevant government department or authority, then the general Landgate policies shall apply.

3.7 Private, residential and commercial developments

The intention of this subsection is to outline the process for naming or renaming topographic features situated within a private, residential or commercial subdivision.

All topographic features situated within private, residential or commercial development areas must be named in accordance with the relevant Landgate naming policies.

The land owner/developer and the local government(s) should work collaboratively to develop compliant names for the topographic features within these areas.

3.7.1 Features on private property

All topographic features which are located on private property but accessed by the local or wider community, or are visited/used for recreational activities, should be submitted for approval.

The irregular and ungoverned naming of topographic features can lead to confusion and interruption to the efficient delivery of emergency service responders. The official approval of such topographic feature names ensures that the details are accessible to the wider community and are included on the majority of relevant organisational and public mapping products.

3.7.2 Compliance

All topographic features within private, residential or commercial subdivision must be named in accordance with Section 1: General policies and standards.

3.8 Topographic features of greater than local significance

A topographic feature is considered to be of greater than local significance when it is:

- located in two or more local government areas
- located in a significant tourist precinct
- proposed to be created as part of a state or federal government project
- a major waterway
- a major undersea or shoreline feature
- a major cultural, natural or recreational landscape feature
- linked to a significant Aboriginal feature, story or landscape.

Name submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each topographic feature name proposal shall include the following information:

- The location of the topographic feature including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates
- The 1:250 000 and 1:50 000 mapsheet names and numbers the feature(s) are situated on
- Evidence that there is no existing Aboriginal name for the feature
- If the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community
- Submission of the completed worksheet which is located in this document as Appendix 3B to clearly indicate which policies in Sections 1 and 3 the proposal conforms to
- Supporting information as to why Landgate should consider naming or changing the topographic feature name(s) (if relevant, why the current name is considered to be less appropriate than the new proposed name)
- The proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- A current map or plan correctly marked with clearly defined topographic feature extents and name(s)
- Where applicable, evidence of landowner, family or community support
- If the application is for a renaming, evidence of consultation from the immediate and/or wider community is required.

Landgate has provided a checklist at Appendix 3B to assist with submission of topographic feature naming requests. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 4: Localities

Introduction

For the purposes of these policies, a locality is a uniquely and clearly defined administrative geographical area which may also be commonly referred to as a 'suburb' in an urban area. Every locality has officially approved boundaries and are a mandatory component of an address.

Estate names, neighbourhood names, generalised place names will not be considered as official locality names. These names will not be formally approved and have not been allocated officially defined boundaries. Such names are used for marketing purposes and to distinguish smaller areas within an official locality for this purpose only. For this reason, such names cannot be used for addressing purposes.

Using this section of the policy

The naming of localities enables the delivery of essential and emergency service responders to all addressable land parcels within Western Australia. As with all naming processes, the duplication of names within the state (or nationally) often causes confusion and misunderstandings. Therefore, the names and future boundaries of new localities within Western Australia will follow these policies to ensure their uniqueness and their historical link to the state.

This section outlines how localities can be named, renamed or have their boundaries determined or realigned.

Who can officially name localities?

As per the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially naming and un-naming all locality and other administrative boundaries in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of locality names and boundaries.

Locality naming policies

Local governments and other authorities are to ensure that all naming submissions conform to the policies outlined in Section 1: General policies and standards, as well as all the procedures outlined in this section.

Selection of a locality name must take into consideration the impact the name will have on the wider community. The selection shall recognise that locality names may bear specific provenance to the history, geography or junction of another state or territory. Investigation into this level of association must be included as part of any assessment in determining the assignment of a new locality name.

4.1 Components of a locality name

All locality name submissions must conform to the policies as outlined in Section 1.

4.1.1 Name element requirements

A locality name shall consist of a single name element (specific) and shall not include a second word to form a double-barrelled name.

4.1.2 Unacceptable names

The official naming parameters as detailed in Section 1: General policies and standards must be applied for all locality naming submissions.

There shall be only one official name for a locality; dual or alternative names shall not be assigned.

The use of road types as part of a locality name shall not be used, for example Glendalough Street.

No locality name shall be preceded or followed by a feature class (generic) or a cardinal indicator. The use of such is not considered an appropriate means to create a unique name. For example, East Bullsbrook, Wanneroo Brook, Mount Northam and Swan Valley North are not acceptable. Further information regarding their appropriate use can be found in Section 1: Policy 1.3.1.

The use of numerals in a locality name may cause confusion between the name of the locality and an address number. Therefore it is not acceptable for a locality name to include numbers/numerics, either in full alphabetised or numeric format, for example neither Eight, Eighth, 8 or 8th, see Section 1: Policy 1.3.12

Locality names which are not directly related to the area in which they are to be located will not be accepted.

4.1.3 Recommended sources for new or changes to names

Locality names are expected to be enduring and changes to names will only occur if there is a proven risk to life if the current name is retained.

The following sources are recommended when seeking a new locality name:

- names from Aboriginal languages formerly identified with the general area
- descriptive names appropriate to the features
- names of pioneers who were relevant to the area
- names of persons who died during war service
- names associated with historical events connected with the area
- flora or fauna native to the area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

Locality naming proposals will not succeed if:

- the proposal seeks to adopt a developer's estate/promotional name coined to endorse a development

- the proposal seeks to adopt the names used for existing infrastructure, for example schools, shopping precincts, hospitals etc
- the proposed name has no relationship to the area or is a made up name
- the proposed name is duplicated or similar in spelling or sound to an existing locality name within Australia
- petitions presented in support only represent one point-of-view
- the proposal is not supported by local government
- no broad-based community survey has been undertaken
- the proposal does not have strong local community support
- the proposal is to rename all or part of a locality after urban development occurs.

Use of Aboriginal names

In instances where the name is of Aboriginal origin, all submission must conform to the information regarding the appropriate use of names and terms which can be found in Section 7: Use of Aboriginal names and dual naming.

Any locality name derived from an Aboriginal source must be local to the area and shall be endorsed by the recognised local community. Evidence of this endorsement must be included with the naming proposal.

4.1.4 Boundary delineation

The submission for the creation of new or modification of existing locality boundaries shall only be reviewed if the following has been taken into consideration:

- all boundaries shall be clearly defined, contiguous and must not overlap another locality boundary
- boundaries shall align with road centrelines (major highways, divided carriageways and railways), cadastral information or obvious topographical features such as rivers, shorelines, creeks
- locality boundaries for corner blocks shall be the same as those for neighbouring properties accessed from the same road
- if a property is situated on a corner and the block is subdivided with one or more of the new properties accessed from a road generally defined as being addressed to a different locality, the locality boundary shall be changed to incorporate the new subdivided properties
- if a natural feature such as a waterway is to be used as the boundary for a locality, the boundary should be applied to the centreline of such a feature
- a locality shall not be defined as an island within another locality. For instance, all localities should have boundaries that run alongside two or more other localities or one other locality and a state or sea boundary
- a locality boundary should not separate any areas which are considered to be of community interest
- boundaries shall not bisect single lots or land parcels. Exceptions that may be considered by Landgate for endorsement may include large areas such as forest, lakes or national parks.

4.2 Name duplication

Names proposed for new localities shall not be duplicated or sound similar to names used within the state or nationally.

For example Girraween (NT), Girraween (NSW), Girraween (Qld) or Girrawheen (WA) or Mount Alford (Qld) and Mount Alfred (Vic). Duplicated names are considered to be any existing locality or administrative boundary name which is spelt exactly the same or is considered to have a similar spelling or pronunciation.

There is a national requirement that consultation with all other states and territories must be undertaken for all locality name proposals to ensure that the proposed name is not recorded on any reserved names list for future use within those jurisdictions. Landgate will provide assistance with such consultation on request from the local government proposing the name.

All locality name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

4.2.1 Existing duplicated or similar sounding names

Whilst these policies are not expected to enact changes to precedents where established locality names are duplicated or are similar in sound or spelling (homonymous), if such names are found to have caused, or are likely to cause a risk to life and confusion in the delivery of essential services, consultation with the relevant local government and the affected community should be undertaken to have a unique and compliant name approved.

If no agreement can be met between the relevant local government and the community in the application of a new unique locality name for an area, and the Minister agrees such a change is in the community's best interests, a formal name change may still be endorsed by the Minister.

4.3 Assigning named extents

All locality naming submissions must clearly define the area to which the name shall apply. Any decisions on a naming submission shall specify the limits of the area to which the name officially applies.

4.3.1 Locality sizes

A locality will be defined for the purposes of assisting delivery of emergency service responders or postal services. Therefore, a locality cannot be so small that it makes it difficult to distinguish from the surrounding area nor can it be so large that it confuses members of the public about where the boundaries are situated. All submissions must be able to demonstrate that proposed boundaries for a locality will make sense to local residents and businesses as well as visitors.

The requirements as to the size and number of available lots required for urban and rural localities are:

- localities within metropolitan and urban areas shall be a minimum size of 100ha, with the minimum number of lots to be 1000. The maximum size shall be 10,000ha. The ideal size for an urban locality is approximately 500ha
- localities with rural areas shall have a minimum size of 1000ha and have no maximum size. The ideal size for a rural locality is approximately 2500ha.

4.4 Naming and boundary amendments

The official locality names are expected to be enduring. Landgate discourages any changes to official names without good reason, however each such proposal will be considered on an individual basis and the merits of each case will be carefully evaluated.

4.4.1 Proposed boundary amendments

The need to amend a locality boundary will arise when there is an impediment to the efficient delivery of services to an area, the inability to assign a correct street address, further land development or as a result of the construction of a new major road.

The implementation of such changes will occur if a significant benefit to the community is identified. This includes:

- the amendment supports the requirements of the WA Police, emergency service responders and Australia Post
- the amendment alleviates difficulties by the community in gaining access to and from the area
- the benefits of the proposal to the community as a whole
- the size of the area and the proposed boundaries
- the amendment facilitates correct street addressing requirements as included in Australian/New Zealand Standard AS/NZS 4819:2011.

Submissions seeking changes for reasons of perceived status or financial benefit shall not be supported.

4.5 Locality names crossing local government and state boundaries

Where a locality boundary extends across two or more local government boundaries, the boundaries of the locality shall be reviewed with the intention of aligning them with the local government area.

A locality boundary shall not extend beyond the Western Australian state border.

4.6 Assignment of postcodes

Australia Post is responsible for the allocation of four digit numeric postcodes. These codes are allocated to geographic areas to facilitate the efficient processing and delivery of mail.

The decision to assign a new postcode or an existing postcode to a locality is based on operational efficiency. Issues that underpin this decision include the configuration of the Australia Post network, transportation connections and delivery arrangements.

Landgate shall consider Australia Post requirements when reviewing all locality boundary proposals.

4.7 Government managed land

All localities situated on land administered by other government agencies and authorities other than local governments, shall be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies which are responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of localities within these areas.

4.8 Private, residential and commercial developments

The intention of this subsection is to outline the acceptable use of official locality names in which private, residential or commercial subdivisions may exist.

Estate, commercial, subdivisional or promotional (vanity) names of a subdivision or development used for the marketing of real estate shall not be accepted as a substitute for an official locality name. Such names undermine the correct use of property street addressing and create potential for confusion to emergency service responders and future residents. They shall not have any official recognition within Western Australia.

Such names shall only be used by developers in marketing documents in the early stages of a development and must be used in conjunction with the official locality name. They cannot be used without the official locality name being used (for example, Ranford Estate, Canning Vale or Brighton Estate, Butler) when advertising houses or land for sale and in general correspondence.

When such names are used, they should conform to general naming policies and standards, such as avoiding duplication and only using a locality name as an estate name when the estate is actually situated within the locality of that name.

Landgate should be informed of all such names so that they can be recorded for information purposes to assist with emergency service response coordination.

The names of existing infrastructure such as shopping precincts, schools and other facilities shall not be considered as suitable names for a locality unless they conform to the general naming policies and standards.

4.8.1 Compliance

The irregular and ungoverned naming of private, residential or commercial development areas within a locality can lead to confusion and interruption to the efficient delivery of essential and emergency service responders. Therefore, developers of such areas are encouraged to select such names in accordance with Section 1: General policies and standards.

4.9 Review of localities

Boundaries of localities in areas that are subject to urban development and residential infill shall be reviewed regularly and amended where appropriate.

Such revisions will determine whether the boundaries continue to adequately define the existing situation of the area. If major developments create a unique area and are readily distinguishable from the surrounding landscape, or a major road infrastructure creates a division, then the creation of a new locality may be deemed necessary by Landgate.

Name and extent submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each locality name proposal shall include the following information:

- the location of the locality feature including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates for the centroid of the locality polygon
- the 1:250 000 and 1:50 000 mapsheet names and numbers the locality is situated on
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal community
- submission of the completed worksheet which is located at in this document as Appendix 4A to clearly indicate which policies in Sections 1 and 4 the proposal conforms to
- supporting information as to why Landgate should consider naming or amending the locality name or boundary (if relevant, why the current name and/or boundary is considered to be less appropriate than the new proposed name and boundary)
- the proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- a current map or plan correctly marked with clearly defined locality boundary extents and name(s)
- where applicable, evidence of landowner, family or community support
- if the application is for a renaming, evidence of consultation from the wider community is required.

Landgate has provided a checklist at Appendix 4A to assist with submission of locality naming requests. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 5: Local parks and recreational reserves

Introduction

For the purposes of these policies, a local park and recreational reserve is a uniquely and clearly defined administrative geographical extent. It may be freehold or crown land parcels which have been established for public purpose, such as recreational use and/or for the protection of local habitat areas. They may include public gardens, infrastructure such as shelters, ablutions, playground equipment, barbecues or other features such as ponds, lakes, bushland and walking trails.

Using this section of the policy

The naming of local parks and recreational reserves provides instantly recognisable labels to identify these geographic entities. As with all naming processes, the duplication of names within an area often causes confusion and misunderstandings even though such duplications have been common within a local government area, the state or nationally in the past.

This section outlines how local parks and recreational reserves can be named, renamed or have their boundaries and spatial reference points determined or realigned.

Who can officially name local parks and recreational reserves?

As per the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially naming and un-naming all local parks and recreational reserves in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of local parks and recreational reserve names.

Which local parks and recreational reserves can be named?

All local parks and recreational reserves should be named and formally approved by Landgate. It is in the public interest and important for the ease of identification and dispatch of emergency service responses that local parks and recreational reserves are officially named in accordance to the policies and procedures outlined in this document.

Local parks and recreational reserve naming policies

Local governments and other authorities are to ensure that all naming submissions conform to the policies outlined in Section 1: General policy and standards, as well as all the procedures outlined in this section.

Selection of a local park or recreational reserve name must take into consideration the impact the name will have on the wider community.

5.1 Components of a local park or recreational reserve name

All local park and recreational reserve naming submissions must conform to the policies as outlined in Section 1.

5.1.1 Name element requirements

A local park or recreational reserve name should consist of a single name element (specific) followed by a feature class (generic), for example Queenscliff Park and not Park Queenscliff. Further information regarding their appropriate use can be found in Section 1: Policy 1.3.1.

In instances where the name is of Aboriginal origin, the use of a generic term with an Aboriginal name is not mandatory. Further information regarding the appropriate use of Aboriginal names and terms can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

5.1.2 Acceptable feature classes (generics)

All local park or recreational reserve names shall include as part of that name a feature class (or generic).

It is preferred that all local park or recreational reserves use the feature class PARK as part of the name.

The word RESERVE should only be used as part of a name if the whole of the area to be named is an official reserve as created under the *Land Administration Act 1997* and has been allocated an official reserve number. The name is to be applied to the whole extent of the reserve. It will not be applied to disconnected parcels of land; however the same name may be applied to multiple adjoining reserves.

5.1.3 Unacceptable names

The official naming parameters as detailed in Section 1: Policies and standards must be applied for all local park or recreational reserve naming submissions.

The use of road types as part of a local park or recreational reserve name shall not be used, for example Smith Street Park.

The use of cardinal indicators and suffixes/prefixes which are not locality specific (Mount, Lake, etc) are not supported. For example, Mount Lawley Park will only be accepted if it is to be applied to a large recreational area within the locality of Mount Lawley. Where possible the names of the adjoining roads should be applied.

The use of a unique name may only be considered by Landgate when the name is derived from a historical reference indicating that the name has been in use in the same area for some extended period of time.

The use of numbers in a topographic feature name may only be used as words (eight, eighth) or as numbers, such as 8 (for example 8th, 3rd, 2nd are not allowed), and only if the proposed name is derived from a historical reference indicating that the name in this form has been in use for some extended period of time. In all other cases it is not acceptable for a park or reserve name to include numbers/numerics, either in full alphabetised or numeric format, for example Section 1: Policy 1.3.12

5.1.4 Recommended sources for new names

It is expected that all new local parks or recreational reserves will be named after an adjoining road name.

If, due to duplication, an alternate name is required the following are considered suitable sources for such submissions:

- names from Aboriginal languages formerly identified with the general area
- names of pioneers who were relevant to the area
- names of persons who died during war service
- names associated with historical events connected with the immediate area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

Local park or recreational reserve naming or renaming proposals will not be approved if:

- the proposal seeks to adopt a developer's estate/promotional name coined to endorse a development
- the proposal seeks to adopt the names used for existing infrastructure, for example schools, shopping precincts, hospitals etc
- the proposed name has no relationship to the area or is a made-up name
- petitions presented in support only represent one point-of-view
- the proposal is not supported by local government
- no broad-based community survey has been undertaken for a renaming
- the renaming proposal does not have strong local community support
- the proposal is to rename all or part of a local park or recreational reserve after urban development occurs.

Use of Aboriginal names

In instances where the name is of Aboriginal origin, the submission must conform to the information regarding the appropriate use of Aboriginal names and terms which can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

Any local park or recreational reserve name derived from an Aboriginal source must be local to the area and shall be endorsed by the recognised local community. Evidence of this endorsement must be included with the naming proposal.

5.1.5 Boundary delineation

The submission for the creation of a new, or modification of an existing, local park or recreational reserve shall only be reviewed if the following has been taken into consideration:

- all boundaries shall be clearly defined
- must not overlap another cadastral parcel boundary
- must be contiguous
- boundaries shall align with cadastral information.

5.2 Name duplication

Names proposed for new local parks or recreational reserves shall not be duplicated or sound similar to names used within the state. Duplicated names are considered to be any existing local park or recreational reserve name which is spelt exactly the same or is considered to have a similar spelling or pronunciation.

All local park or recreational reserve name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

5.2.1 Existing duplicated or similar sounding names

Whilst these policies are not expected to enact changes to precedents where established local park or recreational reserves names are duplicated, or are similar in sound or spelling (homonymous), if such names are found to have caused, or are likely to cause, a risk to life and confusion in the delivery of essential services, consultation with the relevant local government and the affected community should be undertaken to have a unique and compliant name approved.

If no agreement can be reached between the relevant local government and the community in the application of a new unique local park or recreational reserve name for an area, and the Minister agrees such a change is in the community's best interests, a formal name change may still be endorsed by the Minister.

This policy does not preclude the use of duplicated names with a different generic and when Landgate is satisfied that the duplication will not cause confusion. Such features shall be situated within reasonable proximity to the associated source, for example Beedelup Falls is situated on Beedelup Brook within Beedelup National Park.

Local park or recreational reserve naming submissions requesting names other than the adjacent road name, will not be accepted if the suggested name exists as a road name within 10km of the proposed local park or recreational reserve or within the same local government area.

5.3 Assigning named extents

All local park or recreational reserve naming submissions must clearly define the area or extent to which the name shall apply. The same name shall only be applied to contiguous land parcels and will not be applied to unconnected land parcels.

Any decisions on a naming submission shall specify the limits of the feature to which the name officially applies.

5.3.1 Local park or recreational reserve sizes

There is no minimum or maximum size requirement for a named local park or recreational reserve. However, the names shall not bisect a lot and shall only apply to whole cadastral land parcels. They may be applied to more than one land parcel.

5.3.2 Naming of pavilions and other structures

Components of local parks or recreational reserves, for example pavilions, and other structures etc may be named in honour of living community members who have contributed towards the establishment of the particular feature or towards the community in general.

The formal approval of such components is not required when the local park or recreational reserve has already been named as a whole. However the names shall conform to these naming policies and standards to ensure there is no duplication of names elsewhere within Western Australia. This assists in the provision of early responses from emergency service responders if the need should arise.

Landgate shall be informed of the names of such structures and facilities to ensure that the name, origin and position are recorded and available for inclusion on maps and for the unhindered provision of emergency service responders and essential services.

5.4 Naming amendments

Official local park or recreational reserve names are expected to be enduring. Landgate discourages any changes to official names without good reason, however such proposals will be considered on an individual basis, and the merits of each case will be carefully evaluated.

Reasons that may be considered in support of a name change are:

- changes made to bring official usage into agreement with well-established local usage
- proposals to eliminate naming issues such as derogatory names, duplication or those previously approved on the basis of incorrect information
- proposals previously made at the request of persons or organisations (public or private) for commemorative or other reasons important to the proposer.

Where a change to the name of a local park or recreational reserve is proposed, clear justification outlining sufficient reasons for consideration is required. As names are meant to be enduring, the current name has already been in use within the public domain. The proposed new name selected shall conform to all the necessary naming policies and standards.

The requirements of emergency service responders for clear unambiguous local park or recreational reserve naming shall also be a consideration.

Proposals normally require the support of local government, but the Minister is the final authority in all such matters.

Submissions for local park or recreational reserve name changes deemed to be non-essential or unnecessary shall incur a service charge.

5.5 Local park or recreational reserves near state boundaries

If a local park or recreational reserve is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories.

No local park or recreational reserve may cross a state or territory border.

5.6 Government managed land

All local parks or recreational reserves situated on land administered by other government agencies and authorities other than local government must be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies which are responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of local park or recreational reserves within these areas.

5.7 Private, residential and commercial developments

The intention of this subsection is to outline the process for naming or renaming local parks or recreational reserves situated within a private, residential or commercial subdivision.

All local parks or recreational reserves situated within private, residential or commercial development areas must be named in accordance with the relevant Landgate naming policies.

The land owner/developer and the local government should work collaboratively to develop compliant names for local parks or recreational reserves within these areas.

5.7.1 Compliance

All local parks or recreational reserves within private, residential or commercial subdivisions must be named in accordance with Section 1: General policies and standards.

5.8 Local park or recreational reserve of greater than local significance

A local park or recreational reserve is considered to be of greater than local significance when it is:

- located in two or more local government areas
- located in a significant tourist precinct
- proposed to be created as part of a state or federal government project
- a major cultural, natural or recreational landscape feature
- linked to a significant Aboriginal feature, story or landscape.

Name submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for its endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each name proposal for a local park or recreational reserve shall include the following information:

- The location of the local park or recreational reserve including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates for the centroid of the park/reserve polygon
- The 1:250 000 and 1:50 000 mapsheet names and numbers the park/reserve is situated on
- If the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community

- Submission of the completed worksheet which is located at in this document as Appendix 5A to clearly indicate which policies in Sections 1 and 5 the proposal conforms to
- Supporting information as to why Landgate should consider naming or changing the local park or recreational reserve name(s) (if relevant, why the current name is considered to be less appropriate than the new proposed name)
- The proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- A current map or plan correctly marked with clearly defined local park or recreational reserve extents and name(s)
- Where applicable, evidence of landowner, family or community support
- If the application is for a renaming, evidence of consultation from the immediate and/or wider community is required.

Landgate has provided a checklist at Appendix 5A to assist with submission of naming requests for local parks and recreational reserves. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 6: Administrative boundaries

Introduction

For the purposes of these policies, administrative boundaries are uniquely and clearly defined administrative geographical boundaries. Examples include electoral boundaries, local government boundaries, land divisions, port authorities etc.

Administrative boundaries are legally documented and attributed boundaries used to define the rights, responsibilities and interests on the land. These areas are recognised by governments or other organisations for administrative purposes. Landgate records and administers state and local government administrative boundaries only.

Using this section of the policy

The naming of administrative boundaries provides instantly recognisable labels to identify administrative geographic entities. As with all naming processes, the duplication of names within the state often causes confusion and misunderstandings even though such duplications have been common within a local government area, the state or nationally in the past.

This section outlines how administrative boundaries can be named, renamed or have boundaries determined or realigned.

Who can officially name administrative boundaries?

As per the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially name and un-name all administrative boundaries in Western Australia which are not legally named under other state legislation. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of administrative boundary names.

Administrative boundary naming policies

Local governments and other government authorities are to ensure that all naming submissions conform to the policies outlined in Section 1, as well as all the procedures outlined in this section.

Selection of administrative boundary names must take into consideration the impact the name will have on the wider community. The selection shall recognise that such names may bear specific provenance to the history, geography or junction of another state or territory. Investigation into this level of association must be included as part of any assessment in determining the assignment of a new administrative boundary name.

6.1 Components of an administrative boundary name

All administrative boundary name submissions must conform to the policies as outlined in Section 1.

6.1.1 Name element requirements

Where possible an administrative boundary name should consist of a single name element (specific) and not include a second word to form a double-barrelled name.

6.1.2 Feature classes (generics)

All administrative boundaries shall include as part of that name a feature class or generic.

The feature class must be selected from the official list of feature classes used within Western Australia as shown in this document as Appendix 6A: Administrative Boundary Feature types suitable for use in Western Australia. The correct use of feature classes alleviates any possible confusion as to which feature the name is being applied to.

Exceptions to this only occur with the use of Aboriginal names or words which already include details of the feature class within the name.

6.1.3 Unacceptable names

The official naming parameters as detailed in Section 1: Policies and standards must be applied for all administrative boundary naming submissions.

There shall be only one official name for an administrative boundary; dual or alternative names shall not be assigned.

The use of road types or feature classes as part of an administrative boundary name shall not be used.

No administrative boundary name shall be preceded or followed by a feature class (generic) or a cardinal indicator. The use of such is not considered an appropriate means to create a unique name. For example, East Bullsbrook Ward, South Wanneroo Water Catchment Area, Swan North Legislative Assembly District are not acceptable. Further information regarding appropriate use can be found in Section 1: Policy 1.3.1.

The use of numerals in an administrative boundary name may cause confusion between the name of the administrative boundary and an address number. Therefore, it is not acceptable for an administrative boundary name to include numbers/numerics, either in full alphabetised or numeric formal, for example. neither Eight, Eighth, 8 or 8th, see Section 1: Policy 1.3.12

Administrative boundary names which are not directly related to the area in which they are to be located will not be accepted.

6.1.4 Recommended sources for new names or changes to names

Administrative boundary names are expected to be enduring and changes to names will only occur if there is a proven risk to life if the current name is retained or if the form and purpose of the boundary has been changed.

The following sources are recommended when seeking a new administrative boundary name:

- names from Aboriginal languages formerly identified with the general area
- descriptive names appropriate to the features
- names of pioneers who were relevant to the area

- names of persons who died during war service
- names associated with historical events connected with the area
- flora or fauna native to the area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

Administrative boundary naming proposals will not be approved if:

- the proposal seeks to adopt a commercial or developer's estate/promotional name coined to endorse a development
- the proposal seeks to adopt the names used for existing infrastructure, for example schools, shopping precincts, hospitals etc.
- the proposed name has no relationship to the area or is a made-up name
- the proposed name is duplicated or similar in spelling or sound to an existing administrative boundary name within Australia
- petitions presented in support only represent one point of view
- no broad-based community survey has been undertaken
- the proposal does not have strong local community support.

Use of Aboriginal names

In instances where the name is of Aboriginal origin, the submission must conform to the information regarding the appropriate use of names and terms which can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

Any administrative boundary name derived from an Aboriginal source must be local to the area and shall be endorsed by the recognised local community. Evidence of this endorsement must be included with the naming proposal.

6.1.5 Boundary delineation

The submission for the creation of new, or modification of existing, administrative boundaries shall only be reviewed if the following has been taken into consideration:

- all boundaries shall be clearly defined, contiguous and must not overlap another administrative boundary of the same function
- boundaries shall align with road centrelines (major highways, divided carriageways and railways), cadastral information or obvious topographical features such as rivers, shorelines, creeks
- if a natural feature such as a waterway is to be used as the boundary for an administrative boundary, the boundary should be applied to the centreline of such a feature
- an administrative boundary shall not be defined as an island within another administrative boundary of the same function
- boundaries shall not bisect single lots or land parcels. Exceptions that may be considered by Landgate for endorsement may include large areas such as forests, lakes or national parks.

6.2 Name duplication

Names proposed for unnamed administrative boundaries shall not be duplicated. Duplicated names are considered to be two or more names which are within close proximity and those which are identical or have similar spelling or pronunciation.

There shall be no administrative boundary name duplication within the state regardless of function. All administrative boundary name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

6.2.1 Existing duplicated or similar sounding names

Whilst these policies are not expected to enact changes to precedents where established administrative boundary names are duplicated or are similar in sound or spelling (homonymous), if such names are found to have caused, or are likely to cause, a risk to life and confusion in the delivery of essential services, consultation with the relevant managing jurisdiction (commonwealth or state government agency) and the affected community should be undertaken to have a unique and compliant name approved.

If no agreement can be met between the relevant managing jurisdiction and the community in the application of a new unique administrative boundary name for an area, and the Minister agrees such a change is in the community's best interests, a formal name change may still be endorsed by the Minister.

6.3 Assigning named extents

All administrative boundary naming submissions must clearly define the area to which the name shall apply. Any decisions on a naming submission shall specify the limits of the area to which the name officially applies.

6.3.1 Administrative boundary sizes

There is no minimum or maximum size requirement for a named administrative boundary. However, the names shall not bisect a lot and shall only apply to whole cadastral land parcels. They may be applied to more than one land parcel.

6.4 Naming and boundary amendments

Official administrative boundary names are expected to be enduring. Landgate discourages any changes to official names without good reason, however such proposals will be considered on an individual basis, and the merits of each case will be carefully evaluated.

6.4.1 Proposed boundary amendments

The need to amend an administrative boundary will arise when there is a change to the function of the boundary or needs of the managing jurisdiction.

The implementation of such changes will occur if a significant benefit to the community is identified.

Submissions seeking changes for reasons of perceived status or financial benefit shall not be supported.

6.5 Local government and state boundaries

If an administrative boundary is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories.

An administrative boundary shall not extend beyond the Western Australian state border.

An administrative boundary may extend across multiple local government boundaries.

6.6 Government managed land

All administrative boundaries situated across land administered by other government agencies and authorities other than local governments, shall be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of administrative boundaries within these areas.

Because of the varied nature of administrative boundaries that fall under the jurisdiction of different state government departments and authorities, Landgate prefers to establish individual naming policies and practices for each department or authority as required.

If a unique set of naming policies and practices has not been established for a relevant government department or authority, then the general Landgate policies shall apply.

6.7 Private, residential and commercial developments

An administrative boundary shall extend across any private, residential and commercial development as required and as prescribed in relevant legislation.

The names of existing infrastructure such as shopping precincts, schools and other facilities shall not be considered as suitable names for an administrative boundary unless they conform to the general naming policies and standards.

Name and extent submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government or government agencies for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, all administrative boundary naming proposals should include:

- the location of the administrative boundary including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates
- the 1:250 000 and 1:50 000 mapsheet names and numbers the administrative boundary is situated on
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal

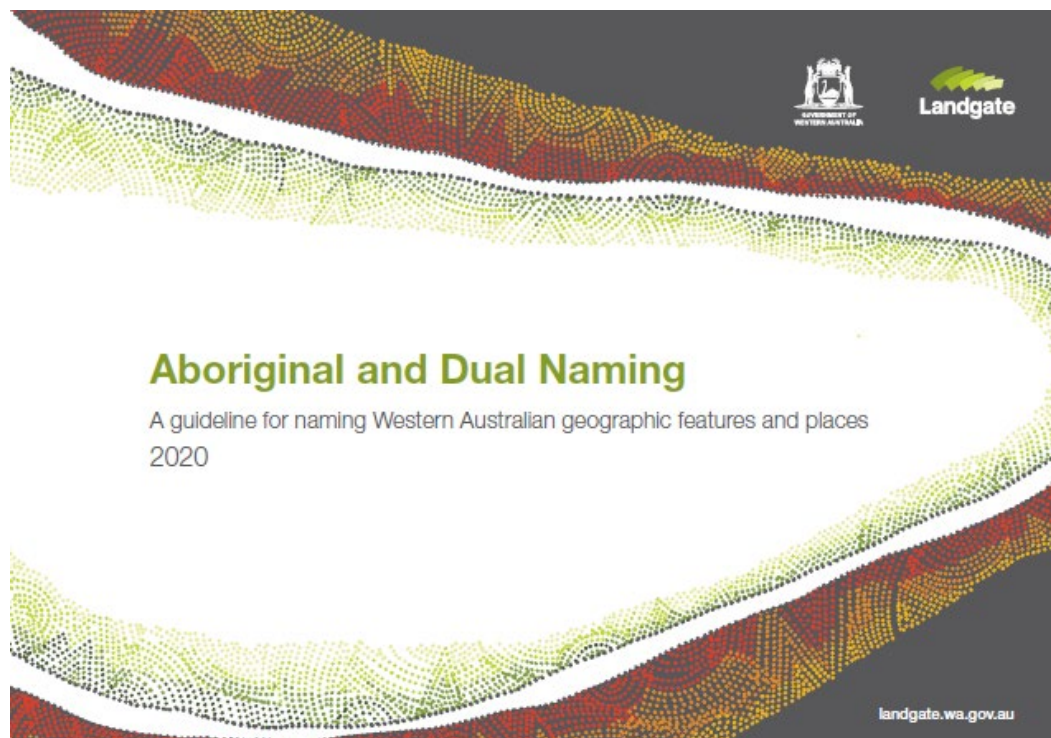
community

- submission of the completed worksheet which is located at in this document as Appendix 6B to clearly indicate which policies in Sections 1 and 6 the proposal conforms to
- supporting information as to why Landgate should consider naming or changing the administrative boundary name(s) (if relevant, why the current name is considered to be less appropriate than the new proposed name)
- the proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- a current map or plan correctly marked with clearly defined administrative boundary extents and name(s)
- if the application is for a renaming, evidence of consultation from the immediate and/or wider community is required.

Landgate has provided a checklist at Appendix 6B to assist with submission of administrative boundary naming requests. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 7: Appropriate use of Aboriginal names and dual naming

The *Aboriginal and Dual Naming Guidelines* are published separately on the Landgate webpage [here](#).



Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee

Introduction

The purpose of this section of the policy is to clearly explain the roles and responsibilities of the Minister for Lands (the Minister), Landgate and the Geographic Names Committee (GNC).

Using this section of the policy

This section is to provide a clear understanding to government agencies, developers, local government, community interest groups and the general public about the roles and responsibilities of the Minister, Landgate and the GNC in the formal approval of roads, administrative boundaries and topographic features within Western Australia.

The Minister for Lands' role and responsibilities

As part of the Lands portfolio, the Minister, as per the provisions in the *Land Administration Act 1997*, has the authority for officially approving all road, feature and administrative boundary names in Western Australia. The Minister also has the authority to un-name.

Landgate and the delegation of authority

Landgate is a statutory authority which is managed by a board. This Board of Management is accountable to the Minister for the delivery of Landgate related products and services.

Within Landgate, there are a number of roles responsible for designated functions under the *Land Information Authority Regulations, 2007* and the *Land Administration Act, 1997*, including the Commissioner of Titles, Registrar of Titles, Valuer-General, Surveyor General and the Geographic Names Committee and Secretariat.

Through delegated authority, under the *Land Administration Act, 1997*, Landgate acts on the Minister's behalf to undertake the administrative responsibilities required for the formal approval of naming submissions, including the development of policies and procedures.

GNC executive officer and the secretariat

The GNC is served by an executive officer and a secretariat, both of which are provided by Landgate. The executive officer assists the chairman in the planning and conducting of the GNC meetings and implementation of Committee resolutions. It is also the executive officer's role to represent Western Australia on national consultative committees which meet to focus on issues of common interest to all states and territories and to develop national guidelines for a more unified approach to nomenclature in Australia.

Standard naming operations are managed by the executive officer and the secretariat (the Geographic Names Team) as provided by Landgate. This office is responsible for managing the nomenclature needs of the community, local government, real estate, mapping industries etc., for topographical features, administrative boundaries, localities and roads.

The secretariat is also responsible for the maintenance of the state's gazetteer and nomenclature database which holds essential attribute information.

Secretariats terms of reference

- assign nomenclature to topographical features, localities and roads
- alter, when required, the nomenclature of topographical features, localities and roads
- determine whether the use of a topographical feature, locality or road name shall be discontinued
- adopt national and international rules of orthography, nomenclature and pronunciation with respect to naming topographical features, localities and roads
- investigate and determine the form, spelling, meaning, pronunciation, origin and history of any topographical feature, locality and road names
- investigate and determine the application of nomenclature to topographical features, localities and roads with regard to position, extent or otherwise
- maintain a gazetteer and geographic nomenclature database for Western Australia
- inquire into and make recommendations on any matters relating to the nomenclature of topographical features, localities and roads referred by the Minister.

Geographic Names Committee**GNC History**

In 1936 the then Minister for Lands, the Hon M.F. Troy, appointed an advisory committee known as the Nomenclature Advisory Committee. The Committee consisted of Dr J.S. Battye (Chancellor of The University of Western Australia and State Archives Board Chairman) as the Committee Chairman and its appointed members included Mr J.A. Klein, MA (Director of Education), Mr J.P. Camm (Surveyor General), Mr P Hasluck (Western Australian Historical Society) and Mr F.I. Bray (Memorials Committee of the Western Australian Historical Society).

The Committee's name was changed in 1987 to the Geographic Names Committee and it performs a similar role today by providing advice to, and on behalf of, the Minister on geographical naming issues.

Committee membership

Appointments to the GNC are made by the Minister to represent different points of view from local communities, professional institutions and government agencies within Western Australia. It provides a mechanism to make democratic naming decisions for the state government and is comprised of representatives from the following organisations:

- Australia Post
- Community Representatives (2 positions)
- Department of Aboriginal Affairs
- Department of Fire and emergency service responders
- Department of Mines and Petroleum
- Department of Parks and Wildlife
- Landgate – Chairman and executive officer
- Main Roads Western Australia
- State Records Office of Western Australia
- Urban Development Institute of Australia (WA Division) Inc.
- Western Australia Police
- Western Australian Local Government Association (2 representatives).

Responsibilities of the GNC

The GNC is responsible for:

- advice on geographical nomenclature matters
- development of policies to facilitate the approval and processing of nomenclature applications
- development of rules and processes to be followed in selecting, assigning or amending geographic nomenclature
- setting out processes and procedures for the selection or assigning of Aboriginal nomenclature
- specifying criteria for the assessment of cultural heritage or other significance in relation to the naming of places
- establishing consultation requirements for geographic nomenclature actions
- specifying any other matter or item appropriate to geographic nomenclature in Western Australia
- advising to the Minister on the establishment and development of the naming policies and standards
- dissemination of information on the naming policies and standards
- monitoring and review of compliance with the naming policies and standards
- undertaking other functions as required in relation to nomenclature.

At the discretion of the Minister the Committee shall:

- Review naming actions, transactions and issues which impact on any government agency, authority or instrumentality or that may attract significant public, government or other external interest
- Review and approve papers and reports to third/external parties which contain naming issues or exceptions which may prompt media, public or government scrutiny.

GNC recommendations

Not all submissions for a naming approval are required to be presented to the GNC for endorsement. Through the *Land Administration Act 1997*, *Land Administration Regulations 2007* and the *Instrument of Delegations*, the chairman and the executive officer of the GNC, and other Landgate officers have the authority to approve and un-approve naming submissions. Through Landgate's Geographic Names, advice is provided to the applicant on how the naming proposal shall proceed or why it cannot.

The GNC is presented with naming actions that are considered to be of significance to the wider community, may be controversial in nature, are required in the interests of public safety or those applications seeking special consideration as they do not comply with the necessary policies and standards.

Each matter determined by the GNC is made on the basis of the unique circumstances associated with the particular issue. Such decisions are not to be taken as precedents in subsequent naming deliberations.

Naming submission presented to the GNC

When a naming action has been presented to the GNC, it shall:

- determine whether the naming proposal in its current form conforms to all required naming policies and standards
- seek further supporting evidence, if required, from the applicant, government departments or development bodies, and other interested parties such as affected local land owners, businesses or residents as required

- consult with relevant emergency service response or public service organisations if a question of public safety or confusion might arise
- consider all information for its relevance to the principles, policies and procedures, especially all objections received from members of the public and emergency service responders or other public service organisations.

The GNC will determine the merits of each proposal and/or identify issues arising from the application before making a final decision.

Review of a GNC decision

Apart from requests from the Minister, after making a determination, the GNC will only reconsider an issue if new or additional relevant information is provided by the proponent.

The Minister may be asked to review a GNC decision on a naming matter within Western Australia if the proponent feels aggrieved by the decision of the GNC. A copy of the submission requesting the review is to be sent to Landgate for its information.

Presentation policy for the GNC

Individuals, interest groups or organisations with a direct interest in a topic to be considered by the GNC may request to make a short formal presentation to the Committee. The Committee will determine if they will hear the presentation or not. Submissions for such requests and any supporting documents must be provided to Landgate no less than fourteen calendar days before the scheduled meeting.

Presenters will be allocated a minimum time of fifteen minutes and a maximum of thirty minutes, prior to the scheduled GNC meeting and before the discussion of this matter where a decision is to be made by the GNC. The GNC members will be able to ask questions of the presenters and the executive officer will record any discussions and or questions which will be included as an appendix to the final version of the minutes.

Questions raised must relate to the matters being discussed on the GNC agenda or to a function of the committee. No debate or discussion will be permitted on any question or answer.

The Chairman may accept or reject any question, or determine that any requiring a complex response which may need further research, be answered in writing following the meeting and these will also be included as an appendix to the meetings minutes.

Other naming groups and organisations

Permanent Committee on Place Names (PCPN)

In 1984, to assist with the coordination and communication for the consistent use of place names within Australia and New Zealand, the Committee for Geographical Names in Australasia (CGNA) was formed. In 1993, it became a standing committee within the Intergovernmental Committee on Surveying and Mapping (ICSM) and is now known as the Permanent Committee on Place Names (PCPN).

All of the principle naming authorities in Australia and New Zealand are represented on the PCPN including the Australian National Placenames Survey (ANPS), Great Barrier Reef Marine Park Authority (GBRMPA), Australian Antarctic Division (AAD), Australian Hydrographic Office (AHO) and the Department of Defence.

The PCPN meets annually to discuss issues of common interest to all states and territories and develop guidelines to reflect a national approach to nomenclature.

Its terms of reference include:

- The promotion of a greater community awareness of geographical names
- Development and promotion of national guidelines for geographical names
- Promotion of the use of correct names by map, chart and electronic application procedures
- Support for the maintenance and development of jurisdictional and national gazetteers, PCPN, Scientific committee on Antarctic Research (SCAR), and the Sub-Committee on Undersea Feature Names (SCUFN)
- Support of initiatives for the appropriate use and preservation of geographical names, and for the recognition of their heritage and cultural importance
- Support of the United Nations Group of Experts on Geographical Names (UNGEGN) and its initiatives.

United Nations Group of Experts on Geographical Names (UNGEGN)

International naming uniformity

In 1958, the Economic and Social Council of the United Nations passed a resolution requesting that the Secretary General draft a plan for achieving international uniformity on geographical names at the national and international level. As a result of this resolution, efforts to standardise geographic names for international use became the role of the United Nations Group of Experts on Geographical Names (UNGEGN).

UNGEGN functions through 23 geographical/linguistic divisions and working groups which address issues such as training courses, digital data files and gazetteers, romanisation systems, country names, terminology and toponymic guidelines. Activities include the sponsoring of conferences and sessions of a group of experts in the interests of developing guiding principles for attaining uniformity in the name-processing procedures and in the promotion of national standardisation by all countries.

Pacific South-West Division

Through the PCPN, Australia and New Zealand are represented at UNGEGN in the Pacific South West Division (PSW). Countries participating in this division include Australia, Fiji, Nauru, New Zealand, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga and Vanuatu

Section 9 Consulting with the wider community

Introduction

Consultation is a key component in the process of naming and renaming topographic features, administrative boundaries, localities and roads. The following process is recommended when consulting with the immediate and extended community in relation to naming and renaming processes.

This section provides information on the nature and extent of consultation required and when it is appropriate.

Using this section of the policy

For the purposes of this document, there is a distinction between 'immediate community' and 'extended community' for consultation.

Immediate community is considered to be:

- people who live or work within the area
- owners of properties or businesses in the area.

Extended community is considered to be:

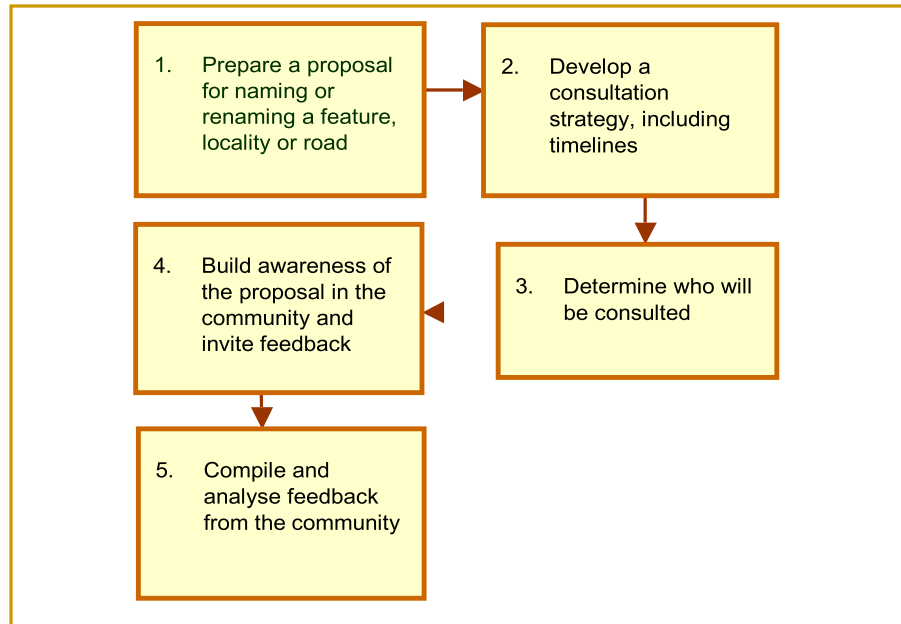
- visitors to the area (shoppers, tourists, recreational or dining visitors etc)
- organisations that have an interest in the area (Aboriginal associations, local historical societies and eminent individual historians, service clubs such as Lions Clubs and Rotary Clubs, Country Women's Associations, farmers groups, State Emergency Service, brigades, school parents associations, Probus clubs, senior citizens centres, ethnic associations, etc)
- government or non-government organisations that service the area.

The area' is different depending on the circumstances of the proposal. In general, it is considered to include (but is not be limited to):

- features (other than waterways): the sites themselves and the localities within which they fall
- localities: properties within the current and proposed locality's boundary and a generous buffer zone of properties adjoining or within 200 metres of the boundary
- roads: properties accessed from the road or major roads of state significance.

The consultation process

The consultation process involves five steps, which are illustrated in the diagram below and described in detail to follow.



Local government is expected to cover costs associated with public consultation.

Step 1: Prepare a naming proposal

The naming proposal must be prepared according to the relevant sections of the Policies and Standards for Geographical Naming in Western Australia 2017.

If the proposed name is a traditional Aboriginal name or derived from an Aboriginal Australian language relevant to Western Australia, local governments must consult with the relevant Aboriginal groups prior to submitting the naming proposal. Further details on consultation with the Aboriginal community are provided later in this document under Consulting with Aboriginal Groups.

This portion of the document provides information on consultation with the wider community following endorsement of the proposal by the Aboriginal community.

The information below should be used as a guide to assist with consultation.

Step 2: Develop a consultation strategy

A strategy for consulting with the wider community should detail who will be consulted, how they will be consulted and how feedback will be compiled and analysed. Information on each of these topics is provided below.

In addition to this information the strategy documentation should outline a timeline for the consultation process, allocate staff and resources to different tasks and define the background purpose and intended goals to be achieved through consultation.

Preparing this information in advance means that it can be referred to in different information campaigns throughout the consultation process.

Step 3: Determine who should be consulted

Consultation should be held with the communities that will be affected by the proposed naming/renaming or boundary adjustment of any feature, locality or road. The following guide may be used to identify which members of the community to consult.

Proposal	Who to consult	Type of consultation
New feature	Immediate and extended community	<ul style="list-style-type: none"> • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
New locality	Immediate and extended community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
New road	Immediate and extended community	<ul style="list-style-type: none"> • Notices (only if this is a potentially contentious issue)
Renamed feature	Immediate and extended community	<ul style="list-style-type: none"> • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Renamed locality	Immediate community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Renamed road	Immediate community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Boundary change of a feature	Immediate and extended community	<ul style="list-style-type: none"> • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Boundary change of a locality	Immediate community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses, and residents, ratepayers and businesses in properties adjacent to the proposed new boundaries • Notices (if it is a large-scale proposal or potentially contentious issue) • Surveys • Public meetings (only if this is a potentially contentious issue)
Boundary change of a road	Immediate community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses • Notices (if it is a large-scale proposal or potentially contentious issue) • Surveys • Public meetings (only if this is a potentially contentious issue)

Step 4: Build awareness of the proposal and invite feedback

The following methods can be used to build awareness of the proposal and invite feedback. Each method has its own strengths and prior to selecting one or more of the methods, naming authorities should give consideration to the proposal's aims and the required outcomes of community consultation.

Notices

This includes newspaper (including local and Aboriginal newspapers), radio and television. If an advertisement is to be placed and the local government is seeking to reduce costs, it is possible to place an advertisement or notice listing the basic details and referring readers to a website, phone number or council office for further details.

Advertisements in local newspapers alone are generally insufficient to draw people's attention to a proposal.

In addition to advertisements, notices can be placed in public places, for example:

- at the site to be named or renamed
- local council offices
- libraries
- technical colleges and universities
- community centres and learning exchanges
- shops with community noticeboards such as bookshops, supermarkets, organic food stores
- tourist information centres.

These notices should include the following:

- the proposed (new) name/boundary and why it has been nominated
- where the feature, locality or road is located
- information on how to provide feedback, such as a public meeting (give date, time and venue), phone number, mailing address, email details and the website's URL.

Alternatively, if there is no proposed name, notices should include the following:

- guidelines for nominating a name or names
- details of how the community can have input into endorsing or selecting a name (for example through a vote)
- information about how to provide feedback, such as at a public meeting (give date, time and venue), phone number, mailing address, email details and/or the website's URL.

Letters

Letters to members of the immediate or extended community should be clear and precise.

As a minimum they must refer to the principles and procedures of the relevant sections of the Policies and Standards for Geographical Naming in Western Australia 2017 and include the following information:

- the location and extent of the feature, locality or road proposed to be named or renamed (with a map and written description)
- the reason for choosing the proposed name
- the closing date for public feedback, which must be 30 days from the date of the letter and/or public advertisement (whichever is later)

- an indication that, if the name or boundary change affects addresses, Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new; however, it should also be stated that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also be advised to use their official address.

NOTE: If property addresses are potentially affected by the proposal, the letter must include a survey seeking a response from the residents, rate payers and/or businesses in question. Refer to information below for further details about what should be included in the survey.

Surveys

Surveys should be used to gain an indication of community support or rejection of a naming/renaming or boundary change proposal. They must be used with the immediate community if they will be affected by an address change arising from the successful outcome of a proposal.

Surveys must refer to the Policies and Standards for Geographical Naming in Western Australia 2017 and include the following details:

- a statement outlining the background of the proposal
- information that the non-return of surveys will be treated as tacit consent for the proposal
- inclusion of two questions:
 - Do you approve the proposal to name/rename/adjust the boundaries of _____?
 - Do you support the proposed name _____ or boundary location (as shown on map)?
- space for respondents to include their name, address and contact details.

If a local government is seeking to gain support from the extended community for a proposal, it should avoid using surveys and do it by publishing notices inviting written submissions. The local government could also consider establishing an online campaign site and facility for registering support, objections or comments (refer to the 'Internet' section below for further details).

Internet

Internet sites can be valuable for collating all relevant information in one area for the benefit of immediate and wider communities. A website can be developed within the local government's existing website or as an additional site with its own domain name.

Websites are very useful for allowing members of the extended community to lodge expressions of support or objection to a naming/renaming or boundary change proposal. They are also a very practical facility for accommodating a naming competition.

When a website is used as a platform upon which to hold a naming competition, clear information must be provided about the requirement for names to conform to the principles of the Policies and Standards for Geographical Naming in Western Australia 2017.

As a minimum, websites promoting a naming/renaming or boundary change proposal or competition should include the following information:

- background to the proposal
- maps indicating the location and extent of the feature, locality or road
- the closing date for submissions
- information about how expressions of support or objection can be lodged
- details on how naming proposals can be lodged, if relevant

- reference and links to the online Policies and Standards for Geographical Naming in Western Australia 2017.

Public meetings

If it is considered necessary, a public meeting could be held. The need for this depends on how important the feature, locality or road is to the community and how controversial the naming/renaming/boundary changing may be.

If a public meeting is held then it should be organised and chaired by the local government. Consideration must be given to the location and timing of any public meetings so that those in full-time work can attend.

The venue should be one that is acceptable to all sections of the community and held at an appropriate time in the evening (for example. 7.30pm).

If one or more public meetings are held, a reasonable amount of time between the last meeting date and the closing date for feedback submissions should be provided. This will give people time to think about the issue, talk it over with their families, colleagues and friends, and give feedback to the local government by letter, email or through the website.

Comments made at the meeting should be noted by a nominated recorder and passed onto the local government for analysis and consideration.

If the awareness campaign results in some sections of the community being opposed to the proposed name, a group may form to present a case against the name. If this occurs, care must be taken to take notice of concerns and determine to what extent the group is representative of the wider community.

It may be that the group represents particular business interests that may not align with broader community values. The only time a group may be seen as representative of the whole community is when the community elects representatives to act on its behalf, specifically on the subject of a naming or renaming proposal.

Existing groups that have been formed for other purposes (for example charity and support or special interest groups), and generally represent a small proportion of the community, cannot be seen to have a mandate to speak on behalf of the wider community. However, if groups have discussed the issue at a general meeting with a vote taken to tender a submission, this may be submitted to the consultation group for consideration.

If there is opposition a new proposal may be put forward. In this instance, the local government will need to recommence the naming proposal process.

Step 5: Analyse feedback from the community

To assist in analysing the feedback, a spreadsheet should be developed to collate and organise the information.

The spreadsheet should include:

- the source of the feedback (whether it is an individual or a community organisation, protest group, business or government department or authority)
- positive or negative responses to questions posed on the surveys
- if a respondent provided alternative suggestions.

If there was no specific name proposed by the local government, the consultation process may have generated a detailed list of possible names. Naming authorities should collate this information and check that the names conform to the principles of the guidelines. The names that conform should be shortlisted and then formed into a proposal as per the procedures outlined in the guidelines. This will require further community consultation to determine support for the final name for the proposal.

Confirming responses from written submissions

If a local government is determining community support for a proposal, the statistics related to letters of support and objection are important to consider. The number of letters received should be categorised by their expressions of support or objection, and this information should then be represented as a percentage of the total amount of submissions received.

This information should then be further analysed. In particular, the statements of objection should be categorised as to whether they have raised issues regarding the proposal not conforming to the principles and/or procedures of the guidelines, or are related to other topics.

Statements of objection that do not refer directly to ways in which the proposal does not conform to the guidelines must be discarded and cannot be included in the data analysis of community support.

Objections must be addressed when they raise an issue of the proposal not complying with the principles and procedures outlined in the guidelines. If it can be shown that the proposal does not conform to the requirements of the guidelines the local government must alter or abandon the proposal.

If the proposal is then altered to ensure compliance with the guidelines, the local government must re-consult with the community to ascertain support or opposition to the revised proposal.

When community support for a proposal is minimal, but the proposal has been put forward based on public safety and/or emergency service responder concerns, the local government should attempt to refine and/or change the proposal so that it meets community expectations.

If the local government believes that community support will not be forthcoming and non-approval of the proposal will maintain the risk to public safety, it should seek advice from Landgate, who can refer the matter to a Geographic Names Committee meeting for advice or support.

Confirming responses from survey material

When a survey is sent to the immediate community, consent is considered to be achieved when the number of respondents expressing consent, added to the number of non-respondents (indicating tacit consent) is greater than 50 per cent of the total surveyed population.

For example:

Population in immediate community	100
Respondents who objected	30
Respondents who expressed consent	30
Non-responses (tacit consent)	40
Total community that consents	70%

This proposal **can** be considered to have community consent.

Population in immediate community	100
Respondents who objected	55
Respondents who expressed consent	40
Non-responses (tacit consent)	5
Total community that consents	45%

This proposal **cannot** be considered to have community consent.

When community support for a proposal is minimal, but the proposal has been put forward based on public safety and/or emergency service responder concerns, the local government should attempt to refine and/or change the proposal so that it meets community expectations.

If the local government believes that community support will not be forthcoming and non-approval of the proposal will maintain the risk to public safety, it should seek advice from Landgate, which can refer the matter to a Geographic Names Committee.

Consulting with Aboriginal groups

Please refer to *the Aboriginal and Dual Naming Guidelines* (Section 7).

Appendix 1A: Naming submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement prior to submissions being made to Landgate.

If a proposal is to change the name of a feature located across multiple local government areas, the respective local governments need to coordinate the proposal's submission prior to it being lodged with Landgate.

1. Who may submit a naming application?

1.1. General public

Members of the general public and community interest groups may submit a proposal to the relevant local government to name or change the name of a road, topographic feature, locality or administrative boundary. Such submissions may only be made if the naming or renaming proposal can be demonstrated to be in the best interests of the community.

The proposal must then be endorsed by the relevant local government who is responsible for the area in/across which the road etc. is located.

Upon receiving a naming proposal from the general public or community interest group, the local government should initiate the naming process and make a formal submission to Landgate.

1.2. Emergency response or other public service providers

Organisations that deal with the provision of emergency or other essential services (such as power, water, postal or telecommunications) may submit a proposal to name, or change the name of, a feature to the relevant local government responsible for the area in/across which the feature is situated. Such submissions may only be made if the naming or renaming proposal can be demonstrated to be in the best interests of the community.

Upon receiving a naming proposal from the emergency or other essential service provider, the local government should initiate the naming process and make a formal submission to Landgate.

If a request is made in the interests of public safety, the local government must respond within 30 days and action the request within one council meeting of that initial response. Often, an emergency service response or other public service provider will not provide a suggestion for the proposed new name. In these instances, the local government must provide a suitable name.

1.3. Local government

Local governments may submit an application to name or rename a feature. Renaming of existing features will only be considered if the local government is able to demonstrate that the proposal is being made in the best interests of the community for reasons of safety.

It is possible for local governments to hold naming competitions. In these instances the local government should contact Landgate and the processes described in Section 9: A Guide to consultation should be adopted for use.

If the local government is seeking to develop a naming or renaming proposal that uses an Aboriginal name(s), contact should be made with relevant Aboriginal communities to seek their input at the outset of the proposal process.

Once a name has been chosen, local governments should initiate the formal submission process.

2. General process steps

The following steps briefly outline local government requirements for preparing a naming submission:

Step 1 Check information

Local Governments are to ensure that all the necessary information has been provided by the party proposing the name. If insufficient, request additional information within a specified timeframe.

Step 2 Apply the policies

Upon selection of a new name, local governments must ensure the proposal conforms to all of the policies outlined in the relevant sections of this policy.

If the proposal does not comply with the relevant policies, or the local government determines that the proposal is frivolous in nature, the local government should seek more suitable names from the party proposing the name

Step 3 Consult with Aboriginal communities

If the proposed new name is derived from an Aboriginal language, from the outset the local government, or the party proposing the name, should consult with and obtain the input and approval of the relevant local Aboriginal community(s).

Details on the consultation process are provided in Section 7.

Step 4 Consult with emergency service response and other stakeholders

When local governments have ensured that the proposal adheres to the relevant naming policies, there should be no further need for consultation with emergency service response and other service providers. This is due to these policies having been endorsed by Landgate and the relevant agencies.

In instances of local governments not being certain whether the naming or renaming proposal conforms to the policies (for instance, in cases of possible duplication or confusion) they should consult with Landgate, and seek feedback from emergency service response and public service providers. Such consultation and feedback processes should be undertaken prior to any public consultation to ensure that unsuitable proposals are not unnecessarily provided to the public for their feedback.

Step 5 Consult with the public

The immediate community, including residents, ratepayers and businesses, must be consulted on any naming or renaming proposals that will affect their address.

Consultation with the immediate and/or extended community should only occur once Local Government is certain that the proposed name conforms to the relevant naming policies. If councils are uncertain of this, they should contact Landgate for further advice.

Step 6 Council consideration

Once the above steps have been undertaken a report must be prepared on the proposal.

The local government's decision to accept or reject a proposal needs to be formally recorded. This also applies when the decision has been made under delegated authority.

Step 7 Lodgement of submission to Landgate

If the local government endorses the proposal, a formal request seeking approval of the submission should be made to Landgate, via an online submission.

All naming proposals should include:

- applicant LGA Contact details
- developer/Agent/Proposer details
- the location of the development site in which the proposed road or feature will be situated
- supporting information as to why Landgate should consider naming or changing the name(s)
- the proposed name(s) and the origin/source/historical context
- a final road design plan (where applicable) correctly marked with road extents and names
- where applicable, evidence of landowner, family or community support
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community
- if the application is for a renaming, evidence of consultation from the affected residents is required.

2.1.Landgate's consideration of submissions

Upon receiving a submission to name or rename a road, Landgate will notify the requestor acknowledging it has received the submission. This notification will confirm that all the necessary information has been included or notify the requestor that further information is required before the approval process can continue.

If the submission is not from a local government, and supporting documentation has not been received confirming that the relevant local government has supported the request, the requestor will be notified that the approval process will not continue.

When considering the proposal, Landgate will check that the proposed naming or renaming conforms to all the relevant naming policies.

If Landgate finds that the submission is non-compliant, the relevant local government and original requestor (if required) will be issued with either a request for further information, or advice that the submission needs to be modified to confirm its compliance.

If Landgate deems that the submission is compliant, the formal approval process will be undertaken.

Once a name has been formally approved, the new or amended name is entered into the State's Gazetteer and information regarding the name's origin, location, derivation, historical name/s (if available), the local government(s) and locality in which the name is located and the official approval date is also recorded. Landgate's other corporate databases will then be able to reflect the necessary additions, amendments or a deletions, thus ensuring this information is made available to Landgate stakeholders and the wider community.

2.2. Notification of approvals

Once the approval process has been finalised, Landgate will notify the relevant local government(s) and the original requestor (if required) and provide a copy of the official naming approval for their records. The relevant local government(s) is required to notify any relevant stakeholders or service providers of the naming approval.

Appendix 2A:

Road types suitable for use in Australia

The following table is an extract from *Australian/New Zealand Standard AS/NZS 4819:2011* Appendix A 'Road Types – Australia'. Road types used in Western Australia shall be chosen from this list for open ended roads, cul-de-sacs or pedestrian only roads.

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Ally	Usually narrow roadway in cities or towns, often through city block or squares.	✓	✓	
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	✓		
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.	✓		✓
Avenue	Av	Broad roadway, usually planted on each side with trees.	✓		
Boardwalk	Bwlk	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			✓
Boulevard	Bvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Bypass	Bypa	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	✓		
Chase	Ch	Roadway leading down to a valley	✓	✓	
Circuit	Cct	Roadway enclosing an area.	✓		
Close	Cl	Short, enclosed roadway.		✓	
Concourse	Con	Roadway that runs around a central area (e.g. public open space or commercial area).	✓		
Court	Ct	Short, enclosed roadway.		✓	
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.	✓		
Crest	Crst	Roadway running along the top or summit of a hill.	✓	✓	
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross-streets.	✓		
Entrance	Ent	Roadway connecting other roads.	✓		
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.	✓		

Firetrail	Ftrl	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	✓		
Glade	Gld	Roadway usually in a valley of trees.	✓	✓	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
Grove	Gr	Roadway that features a group of trees standing together.	✓	✓	
Highway	Hwy	Main road or thoroughfare, a main route.	✓		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	✓	✓	
Loop	Loop	Roadway that diverges from and re-joins the main thoroughfare.	✓		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	✓		
Parkway	Pwy	Roadway through parklands or an open grassland area.	✓		
Passage	Psge	Narrow street for pedestrians.			✓
Path	Path	Roadway used only for pedestrian traffic.			✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Plaza	Plza	Roadway enclosing the four sides of an area forming a market place or open space.		✓	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	✓		
Quays	Qys	Roadway leading to a landing place alongside or projecting into water.	✓		
Ramp	Ramp	Access road to and from highways and freeways.	✓		
Retreat	Rtt	Roadway forming a place of seclusion.		✓	
Ridge	Rdge	Roadway along the top of a hill.	✓		
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open way or public passage primarily for vehicles.	✓		
Square	Sq	Roadway bounding the four sides of an area to be used as an open space or a	✓	✓	

		group of buildings.			
Steps	Stps	Route consisting mainly of steps.			✓
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.	✓		
Subway	Sbwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
Terrace	Tce	Roadway usually with houses on either side raised above the road level.	✓	✓	
Track	Trk	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.	✓		
Trail	Trl	See 'Track'.	✓		
View	View	Roadway commanding a wide panoramic view across surrounding areas.	✓	✓	
Vista	Vsta	Roadway with a view or outlook.	✓	✓	
Walk	Walk	Thoroughfare with restricted access used mainly by pedestrians.			✓
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.	✓		
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓

Appendix 3A:

Topographic feature classes suitable for use in Western Australia

The following table is a list of feature classes suitable for use within Western Australia for topographic feature naming.

Feature Class Abbreviation	Feature Class	Description
AOS	Aboriginal Outstation	<p>ABORIGINAL OUTSTATION = A station in a remote or sparsely populated location OR camps or settlements established by Aboriginal people on their ancestral lands, away from the government town or missions or;</p> <p>an area of land on which a small community of Aboriginal people lives away from larger settlements</p>
AF	Airfield	<p>AERODROME = A landing area that is smaller than an airport, or Any licensed airfield or government airfield maintained by the Federal Airports Corporation, other than those designated airports.</p> <p>AIRFIELD = A level tract of land, maybe equipped with hard surfaced runways and buildings etc. for the operation and maintenance of mainly light aircraft.</p> <p>AIRPORT = A facility, either on land or water, where aircraft can take off and land; usually consists of hard-surfaced landing strips, a control tower, hangars, and accommodations for passengers and cargo.</p> <p>AIRSTRIP = A facility that consists only of a runway with perhaps fuelling equipment. They are generally in remote locations, or A level tract of land, usually without a hard-surfaced runway or maintenance facilities, but otherwise suitable for landing and take-off by light aircraft.</p> <p>LANDING GROUND = An area of flat land used by aeroplanes for landing and take-off and having only rudimentary facilities, or none at all, or A level tract of land, usually without a hard-surfaced runway or maintenance facilities, but otherwise suitable for landing and take-off by light aircraft.</p> <p>WATER AERODROME = Any area of water that is used for aircraft arrival or departure, or A body of water designated for the operations of seaplanes and with facilities licensed for such craft to use.</p>
ANCH	Anchorage	<p>ANCHORAGE = A sheltered place near a coast with sufficient depth of water and a sea bottom below that will hold an anchor securely, so that a ship may lie still in that location for an extended period of time or;</p> <p>an area for ships to anchor, sufficiently sheltered by reefs, sandbanks or islands to give protection from seas.</p> <p>ROAD[S] = A partly sheltered anchorage or;</p> <p>an area for ships to anchor, sufficiently sheltered by reefs, sandbanks or islands to give protection from seas.</p> <p>ROADSTEAD = An area near the shore, where vessels can anchor in safety; usually a shallow indentation in the coast or;</p> <p>an area for ships to anchor, sufficiently sheltered by reefs, sandbanks or islands to give protection from seas.</p>
ARCH	Archipelago	<p>ARCHIPELAGO = An archipelago is a landform which consists of a chain or cluster of islands. Archipelagos usually occur in the open sea; less commonly a large land mass may neighbour them.</p> <p>Archipelagos are often volcanic, forming along ocean ridges or hotspots, but there are many other processes involved in their construction, including erosion and deposition.</p>
BANK	Bank	<p>BANK = A portion of the sea bed raised above its surroundings, but covered with enough water to permit navigation or;</p> <p>the sloping ground along the edge of a river, stream or lake or;</p> <p>a broad elevation in the continental shelf lying some distance off the coast, over which the water is relatively shallow.</p> <p>BAR = A ridge or succession of ridges of sand (or other substances) extending across the mouth of a river or harbour and which may obstruct navigation.</p> <p>SANDBANK = An undersea bank of sand, which may be exposed at low tide.</p> <p>SANDBAR = A bar of sand formed in a sea or river by the action of the tides or</p>

		currents or: an undersea ridge of sand, built up by the action of tides, currents, etc., and possibly exposed at low tide.
BAY	Bay	BAY1 = An open, curving indentation made by the sea or a lake into a coastline or a wide indentation in the coastline generally smaller than a gulf and larger than a cove or; a well-marked indentation made by the sea into a coastline, larger than a cove, whose penetration is in such proportion to the width of its mouth as to partly surround its waters, and which thus constitutes more than a mere curvature of the coast. BAY2 = A well-marked indentation made by a lake into its shoreline, larger than a cove, whose penetration is in such proportion to the width of its mouth as to partly surround its waters, and which thus constitutes more than a mere curvature of the shore. FJORD= Long narrow arm of the sea between high cliffs, but the term bay has also been applied to such a feature
BCH	Beach	The sloping shore along a body of water that is periodically washed by waves or tides and is usually covered with sand or gravel or; The sloping shore of a lake usually covered with sand or gravel.
NAVB	Beacon,Light,Buoy	BEACON = A prominent specially constructed object forming a conspicuous mark as a fixed aid to navigation or; a navigational signal light on a tower or hill. BUOY = A floating object moored to the seafloor, as an aid to navigation or for other specific purposes or; a distinctively shaped and coloured float, anchored to the bottom, for designating moorings, navigable channels, or obstructions in a body of water. 'BEACON = A prominent specially constructed object forming a conspicuous mark as a fixed aid to navigation or; a navigational signal light on a tower or hill. LIGHT = A lighted aid to navigation, i.e. a lighted buoy or; an aid to navigation, such as a buoy or minor structure, incorporating an illuminating source.'
BEND	Bend,Loop,Elbow,Mndr	BEND = A curve in the course of a stream and (or) the land within the curve; a curve in a linear body of water. ELBOW = A sudden turn in a channel, river, or shoreline OR a curve in the course of a stream. MEANDER = A curve in the course of a river which continually swings from side to side in wide loops, as it progresses across flat country or; a curve in the course of a stream, which because of the flat terrain, continually swings in wide loops as it progresses. RIVER BEND = A curved segment of a river or; a curve in the course of a stream.
BGHT	Bight	BIGHT = An indentation in the sea coast similar to a bay, but either larger or with a greater curvature or; a crescent-shaped indentation in the coastline usually of large extent and not more than a 90 degree sector of a circle.
BLHL	Blowhole	BLOWHOLE = A hole near the sea-shore which has been formed in the roof of a cave, and through which air and possibly water are forced by the rising tide or; a vent in a cliff connecting with a cave below through which spray is forced.
BORE	Bore	ARTESIAN BORE = A type of bore in which the water is forced to the surface by hydrostatic pressure or; a hole bored vertically into strata, producing a constant supply of water at the surface without pumping. BORE = A deep vertical hole of a small diameter made to obtain water; or to ascertain the nature of the underlying strata.
BRKY	Breakaway	Steep cliffs connecting the old and new plateaux formed by the collapse of the

		edges of a tabletop, mesa or similar.
BRKW	Breakwater	<p>BREAKWATER - A natural or artificial structure along a coast capable of checking the force of the waves, thereby reducing beach erosion or sheltering vessels from rough seas or;</p> <p>a barrier built to protect a coastal beach from the force of the waves, or to provide additional protection for vessels in a harbour.</p> <p>GROYNE = A low artificial wall-like structure constructed of timber, stone, concrete or steel, usually extending roughly perpendicular to the shoreline and designed to protect the shore from erosion or to trap sand or;</p> <p>a low wall or other barrier built out from a beach to prevent erosion or drifting of sand.</p> <p>MOLE = A massive structure of masonry or large rocks, built to protect a coastal beach from the force of the waves, or to provide additional protection for vessels in a harbour.</p> <p>TRAINING WALL = A barrier built to protect a coastal beach from the force of the waves, or to provide additional protection for vessels in a harbour.</p>
BRDG	Bridge	<p>BRIDGE = A structure that spans and provides a passage over a road, railway, river or some other obstacle or;</p> <p>a natural bridge, a bridge or arch of natural rock.</p> <p>CULVERT = A waterway, usually in the form of an arch or barrel of masonry, brickwork or concrete, beneath a road or channel</p> <p>or; a tunnel-drain for water crossing underneath a road, canal or similar feature.</p> <p>CUTTING = An open excavation through high ground to enable road, rail or canal to pass with minimal gradient.</p> <p>FERRY = A vessel for transporting passengers and or vehicles across a body of water.</p> <p>RAILWAY CUTTING = An excavation in a piece of high land for a railway.</p>
CP	Camp	<p>CAMP = A group of tents or other temporary shelters in one place or;</p> <p>a place where tourists and holidaymakers can stay, in tents, cabins or vans.</p> <p>CAMPSITE = An area where a camp has been established or where it would be suitable to establish one; and area, often provided with amenities, where it is permitted to set up a camp.</p> <p>CAMPING GROUND = An area where a camp has been established or where it would be suitable to establish one; and area, often provided with amenities, where it is permitted to set up a camp.</p> <p>PICNIC AREA = A recreation site providing such facilities for outdoor meals as tables, benches, fireplaces, and sanitation for daytime use only.</p>
CNAL	Canal	<p>AQUEDUCT = A conduit or artificial channel for conducting water from place to place.</p> <p>CANAL = A large artificial channel used by vessels as a route over land or;</p> <p>a large artificial watercourse used for irrigation purposes.</p> <p>WATERWAY = A river, channel or other water feature which can be used for communication or transport.</p>
CAPE	Cape	<p>CAPE = A piece of land projecting into a body of water or;</p> <p>an elevated protrusion of land into the sea.</p> <p>NESS = A promontory or headland or an elevated protrusion of land into the sea.</p>
CWAY	Causeway	<p>CAUSEWAY = A raised way across a low or wet ground or water or;</p> <p>a raised roadway of solid structure built across low or wet ground or across a stretch of water.</p>
CAVE	Cave	<p>CAVE = A hollowed-out chamber in the earth, or in the side of a cliff or hill; especially a larger natural cavity in the earth with an opening to the surface or;</p> <p>a hollowed-out natural cavity in the earth with an opening to the surface.</p> <p>CAVERN = A term generally regarded as synonymous with CAVE, though sometimes implying one of the large dimensions or;</p> <p>a very large natural hollow cavity in the earth with an opening to the surface.</p>

		<p>GROTTO = A large cave produced in a limestone region; the term is sometimes loosely applied to other types of cave or;</p> <p>a small picturesque cave.</p>
CEM	Cemetery	<p>CEMETERY = A place (usually an enclosed area of land) in which dead bodies are buried. The term cemetery implies that the land is specifically designated as a burying ground or;</p> <p>a large burial ground.</p> <p>GRAVEYARD = A small burial ground, especially one in a churchyard.</p>
CHAN	Channel	<p>CHANNEL = A deeper or sufficiently deep waterway, natural or dredged, through a river, harbour, passage, strait or;</p> <p>a navigable route through shoals, which affords the best and safest passage for vessels or boats or;</p> <p>a comparatively deep and narrow marine route affording a passage for vessels through shallower waters.</p> <p>CUTTING (Waterway) = A navigable route through shoals, which affords a safe passage for vessels or boats.</p> <p>GUT = A narrow passage such as a strait or inlet in a bank or shoal, sometimes forming a channel through it.</p> <p>GUTTER = A narrow passage such as a strait or inlet in a bank or shoal, sometimes forming a channel through it.</p> <p>LEAD = A narrow channel, especially through drift ice, or in rock or coral studded waters.</p> <p>PASSAGE = A narrow navigable channel, especially one through reefs or islands or;</p> <p>a comparatively deep and narrow route affording a passage for a vessel between two landmasses.</p> <p>RACE = A man made watercourse where the water velocity is significantly higher than in an earthen channel.</p>
CLAY	Claypan	<p>CLAY FLAT = A wide area of hardened impervious clay which retains water but resists the growth of vegetation.</p> <p>CLAYHOLE = A depression in the ground of hardened impervious clay which retains water.</p> <p>CLAYPAN = A shallow depression, generally circular in outline, varying in diameter from a few to several hundred metres. Floored with clay, bare of vegetation and holding water for a time after rain or;</p> <p>a depression in the ground of hardened impervious clay which retains water.</p>
CLIF	Cliff	<p>CLIFF = A perpendicular or steep face of rock of considerable height either inland or along the coast.</p> <p>BLUFF = A headland or cliff with a bold and almost perpendicular face or;</p> <p>a high steep bank or cliff, especially one with a broad face.</p> <p>BUTTRESS = A rugged, protruding rocky ridge or face on a mountainside or;</p> <p>a very steep spur projecting from a hill, mountain, plateau, range etc., having the appearance of supporting it.</p> <p>ESCARPMENT = The steep slope terminating into a plateau or any level or upland surface or;</p> <p>a continuous line of cliffs or steep slopes, formed by faulting or erosion.</p> <p>PRECIPICE = A vertical or steep face of rock, cliff, mountain, etc. (usually at least one hundred metres high) or;</p> <p>a cliff with a vertical, or nearly vertical, or overhanging face.</p> <p>ROCK FACE = A perpendicular or steep face of rock or;</p> <p>an area of exposed rock, generally in a vertical position on an elevated relief feature.</p> <p>SCARP = The steep slope terminating into a plateau or any level or upland surface.</p> <p>STEEPS = A steep place (as on a hill) or the very steep and deep sides of a mountain or high plateau.</p> <p>WALL = A perpendicular or steep face of rock considerable in height, either</p>

		inland or along the coast.
COST	Coast, Shore, Shoreline	<p>COAST = The part of the land adjoining or near the ocean or; applied to that part of an island or continent that borders and ocean or its saltwater tributaries</p> <p>COASTLINE = A line on a map indicating the disposition of a coast but the term is often used to refer to the coast itself.</p> <p>SHORE - The narrow strip of land in immediate contact with any body of water, including the area between high and low water lines.</p> <p>SHORELINE = Where the shore and water meet. Shoreline and coastline are generally used as synonymous or; the edge of a body of water.</p>
COVE	Cove	<p>ARM = An arm of the sea or a lake extending into the land or; a comparatively long, narrow and natural body of water extending from a sea or harbour into the neighbouring landscape or; a comparatively long, narrow and natural body of water extending from a lake into the neighbouring landscape.</p> <p>COVE = A sheltered recess in a coast; a small bay, a creek or inlet where boats may shelter or; an indentation made by the sea in the coastline, smaller than a bay, but with sufficient curvature to provide shelter or; an indentation made by the waters of a lake in its shoreline, smaller than a bay, but with sufficient curvature to provide shelter.</p>
CRTR	Crater	<p>The funnel-shaped hollow at the top of the cone of a volcano or; a cup-shaped depression in a hill or mountain, produced by volcanic eruption or; the hollow caused by the fall of a meteorite on to the earth's surface or; a bowl-shaped depression formed by the impact of a meteorite.</p>
DAM	Dam	<p>BARRAGE = A large structure across a river or estuary to constrain the limit of tidal influence, and thus the ingress of sea water or; a structure built to store water, generally for irrigation.</p> <p>CATCHMENT = A drainage basin or watershed, the region of land whose water drains past a specific point along a river or into a specified body of water. The determination of the catchment area is important in the field of water supply and hydrology or the geographical area draining into a river or reservoir or; a large depression from which the rainwater that falls on it, apart from that removed by evaporation, is drained into a river or stream, which then carries the water into the sea or a lake; its boundary is defined by the ridge (or watershed) beyond which water flows in the opposite direction.</p> <p>DAM = A large manmade structure of earth, masonry, etc. built across a stream to impound water for any purposes or; a wall or barrier constructed of earth, masonry etc., to impound water or; an earthen structure in generally undrained areas, built to contain water for stock purposes.</p> <p>LEVÉE = A broad low rise of alluvium which is formed in time of flood on the side of a river or stream or; an embankment built to confine a river within its bed or; an embankment built to confine a stream to its bed.</p> <p>WEIR = A dam across a stream over which the water is allowed to flow, although it raises the water-level. It is also used to measure the flow and control the depth of the water impounded or; a barrier erected across a stream to impound and raise the water level for the purpose of maintaining it at the level required for irrigation or navigation purposes.</p>
DEPR	Depression	<p>ARTESIAN BASIN = A basin-shaped, permeable layer of rock such as chalk, this is sandwiched between two.</p> <p>BASIN = A depression or hollow in the earth's surface, wholly or partly surrounded by higher land, particularly one which is drained by a river and its tributaries or; the tract of country drained by a river and its tributaries, or which drains into a</p>

		<p>particular lake or sea.</p> <p>DEPRESSION = A hollow or relatively sunken are, on land or in the sea.</p> <p>DOLINE = A small to medium sized closed depression, a few metres to a few hundred metres in diameter and depth. Formed by slow, concentrated solutional removal of rock in an area, from the surface downwards, or by the collapse of overlying rock into a cave or chamber beneath.</p> <p>DONGA = A shallow circular depression in the surface of a limestone plain.</p> <p>WATERSHED = The elevated boundary line separating the headstreams which are tributary to different river systems or basins.</p>
DSRT	Desert	An almost barren tract of land in which the precipitation is barely sufficient or adequate that it will only support limited vegetation and is subject to extreme temperatures.
DOCK	Dock	<p>ANCHORAGE = An area in port set aside for vessels to anchor.</p> <p>BASIN = An artificial basin which ships are built or repaired, also termed dry dock or;</p> <p>an artificial basin in which ships are maneuvered prior to being received for loading and unloading or;</p> <p>an artificial hollow place containing water, in which ships are docked.</p> <p>DOCK = An artificially enclosed body of water in which ships may be built, loaded or repaired.</p> <p>DRY DOCK = An artificial basin fitted with a gate, into which vessels can be floated and water pumped out to facilitate repairs on the vessel.</p> <p>WET DOCK = A dock in which the water can be maintained at the set level by opening or closing a gate.</p>
DRN	Drain	<p>BORE DRAIN = A man made drain to remove excess water from a free flowing bore or;</p> <p>a drain carrying water from an artesian bore to wherever it may be needed for sheep, cattle, irrigation, etc.</p> <p>CHANNEL = An artificial watercourse used for drainage or irrigation purposes.</p> <p>DRAIN = An artificially constructed watercourse designed for the purpose of removing surplus water from the land surface or;</p> <p>a channel constructed so that water is drained or gradually carried away.</p>
DUNE	Dune	<p>DUNE[S] = A mound, ridge or hill of drifted sand either in a desert, or along a sea coast. Formed by the action of wind or;</p> <p>a mound, ridge or hill of drifted sand, formed by the action of the wind.</p> <p>SANDRIDGE = A ridge of sand deposits or a mound, ridge or hill of drifted sand, formed by the action of the wind.</p>
ENTR	Entrance	<p>The seaward end of a channel, harbour, dock, etc. or;</p> <p>a passageway into enclosed waters or;</p> <p>an opening or passage into a harbour or lake.</p>
ESTY	Estuary	<p>ESTUARY = The mouth of a river where tidal effects are evident and where salt and fresh water occurs or;</p> <p>the widening out of the lower portion of a tidal river.</p> <p>RIVER MOUTH = The exit or point of discharge of a river into the sea, a lake, or another river or;</p> <p>the area at which a river makes contact with the sea.</p>
FARM	Farm	<p>FARM = A tract of land devoted for agricultural or horticultural purposes.</p> <p>FARM (Specialised) = An agricultural research station.</p> <p>RESEARCH ESTABLISHMENT = Land and associated facilities, devoted for agricultural or horticultural research purposes OR an agricultural research station.</p> <p>SPECIAL PURPOSE FARM = A tract of land, designated for special agricultural or horticultural purposes.</p> <p>SEWERAGE FARM = A farm equipped with apparatus for the disposal of sewerage and its utilisation as manure.</p> <p>TREE FARM = A farm for the propagation of trees.</p>

FENC	Fence	<p>A manmade barrier of relatively light structure used as an enclosure or boundary or;</p> <p>a freestanding structure designed to restrict or prevent movement across a boundary. It is generally distinguished from a wall by the lightness of its construction: a wall is usually restricted to such barriers made from solid brick or concrete, blocking vision as well as passage (though the definitions overlap somewhat) or;</p> <p>a structure that serves to enclose an area usually a garden or a field.</p>
FORD	Ford	<p>CROSSING = The shallower part of a river or other body of water where it is crossed or;</p> <p>a shallow part of a stream, approached by a roadway, where it may be crossed.</p> <p>FORD = The shallow part of a river or other body of water which may be crossed by wading or by vehicle or;</p> <p>a shallow part of a stream, approached by a roadway, where it may be crossed.</p> <p>RIVER CROSSING = A shallow part of a river, approached by a roadway, where it may be crossed.</p>
FRST	Forest	<p>BRUSH = A dense growth of bushes.</p> <p>BRUSHWOOD = The small growing trees or shrubs of a wood; a thicket of small trees or underwood.</p> <p>BUSH = A large wilderness area or;</p> <p>a tract of country, not large in extent, which is uncultivated and which bears a dense growth of low-growing bushes or shrubs.</p> <p>COPSE = A small wood or group of trees.</p> <p>FOREST = A bounded area of land covered mainly with trees; an area of land proclaimed to be a forest reserve under a Forest Act or Ordinance or;</p> <p>uncultivated tree-covered land of considerable extent.</p> <p>GLADE = An open space or passage in a wood or forest, either natural or produced by the felling of trees.</p> <p>GROVE = A small shady wood; a cluster of trees set about a small open space or a small wood or group of trees.</p> <p>HEDGE = A fence formed by a row of closely planted shrubs or bushes.</p> <p>RAINFOREST = Tropical rain forest, a dense mixed forest characterised by a thick canopy of branches and leaves, generally in excess of 25m above ground level, and in a virgin state providing more than 85% ground cover, annual rainfall exceeds 1000mm and dense undergrowth are usually present or;</p> <p>dense evergreen forest found in tropical and temperate areas with heavy and constant rainfall.</p> <p>SCRUB = A tract of bushland, undergrowth, or stunted trees or;</p> <p>a tract of country, not large in extent, which is uncultivated and which bears a dense growth of low-growing bushes or shrubs.</p> <p>THICKET = A small wood or group of closely set trees, especially one with dense undergrowth or;</p> <p>a tract of country, not large in extent, which is uncultivated and which bears a dense growth of low-growing bushes or shrubs.</p> <p>WOOD[S] = A large and thick collection of growing trees, usually less extensive than a forest or;</p> <p>a tract of country, not large in extent, which is uncultivated and covered with trees.</p>
GAP	Gap	<p>A low point or opening between hills or mountains or in a ridge or mountain range or;</p> <p>a deep sloping ravine or cleft cutting a mountain ridge.</p>
GRDN	Garden	<p>GARDEN = A tract of land devoted to the growing of flowers, fruit, or vegetables or;</p> <p>an area of land used for the cultivation of ornamental plants, herbs, fruit, vegetables etc.</p> <p>NURSERY = A plot of ground in which young plants are reared for transplantation, especially trees, etc. for sale.</p>

		VINEYARD = A plantation of grapevines. For producing grapes for wine-making, etc. or; agricultural holdings where grapes are grown on the vine.
GPL	Gas Pipeline	A tube of wood, metal, concrete, etc., especially for the conveyance of water, natural gas, petroleum, etc. or; a long pipe used to transport natural gas.
GOLF	Golf Course	'GOLF CLUB = A club with grounds for members to play golf on, often combined with various social amenities. GOLF COURSE = An area of ground laid out for the playing of golf. GOLF DRIVING RANGE = An area (usually fenced) for the practice of driving (hitting) golf balls.'
GORG	Gorge, Ravine, Chasm	CANYON = A deep valley, relatively narrow but of considerable size, bounded by steep slopes, and formed by a river or; a deep valley with steep sides, often with a stream flowing through it. Usually called a gorge in Australia. CHASM = A particularly narrow portion of a canyon, gorge or ravine where the width is notably exceeded by the depth and the sides are vertical or nearly so. CIRQUE = A deep rounded hollow or amphitheatre on a mountain side formed by glacial action. GLEN = A narrow wooded valley with generally steep sides, usually having a river or stream at the bottom (term not in general use in Australia) or; a narrow wooded valley with steep sides, often with a stream feature flowing through it. GORGE = A valley which is more than usually deep and narrow, with steep walls. This term is preferred to canyon and glen in Australia or; a deep valley, relatively narrow but of considerable size, bounded by steep slopes, and formed by a river.
GULF	Gulf	Part of the sea, extending into the land, usually larger than a bay or; an area of sea partly enclosed by land, taking the form of a long narrow stretch of water larger than a loop.
GLLY	Gully	A small valley or gorge eroded by running water, but through which water commonly runs only after rain.
HBR	Harbour	HARBOUR = A natural or artificially improved body of water providing protection for vessels, and generally anchorage and docking facilities or; a large, naturally enclosed and sheltered area of water where vessels can anchor or berth. HAVEN = A small enclosed and protected harbour or a small, naturally enclosed and sheltered area of water where vessels can anchor or berth. MARINA = A protected area provided with berthing and shore facilities (including toilets, water and rubbish disposal) particularly for yachts and other pleasure craft or; a docking facility for yachts and other pleasure boats.
HLPT	Helipad, Heliport	HELIPAD = A place for helicopter to land and take off, or a landing place for helicopters. HELIPORT = A place for helicopter to land and take off. An airport specifically designed for helicopters
HILL	Hill	BUTTE = A flat topped hill, similar to, but small than a mesa or an isolated hill with steep sides and a small flat top, formed by weathering or a small residual of a mesa, the level top being the upper surface of the hard stratum but little lowered by erosion; the slopes on all sides are escarpments and its maximum horizontal dimension in any one direction is about 400 metres. CONE = A hill shaped such that it has a circular base and tapers to a point at the top. HILL = A small portion of the earth's surface elevated above its surroundings. In general, an eminence is not considered a mountain unless its elevation from foot to summit is over 300m, but this distinction is arbitrary or a conspicuous natural elevation of the earth's surface, rising to a peak less than 300m above its surrounding terrain. HILLOCK = A small hill or mound.

		<p>KATTA = An Aboriginal term for a hill in South Western Australia.</p> <p>KNOB = A prominent rounded or hill.</p> <p>KNOLL = A small hill or eminence of more or less rounded form, and its altitude should not exceed 30m above the surrounding country or a rounded hill, smaller than a knob, rising to less than 30m above the surrounding terrain.</p> <p>KOPJE = An isolated hill, often formed by the denudation of the land around it; a South African term for a small isolated hill, presenting as a residual rock mass after desert denudation.</p> <p>MESA = A flat table-like upland, which falls away steeply on all sides as escarpments; it is larger in area than a butte but smaller than a plateau.</p> <p>PYRAMID = A high mountain peak formed by three or more adjacent steep-sided glacial basins.</p> <p>SANDHILL = A hill of sand deposits with a minimum height of less than one meter and a maximum height of about 50 meters. Found in hot deserts and along sandy coastlines or a mound, ridge or hill of drifted sand, formed by the action of the wind.</p> <p>SUGARLOAF = A hill or mountain, conical or cone shape, thus resembling a sugarloaf, i.e. a solid cone of refined sugar, the form in which it was previously distributed or a hill shaped such that it has a circular base and tapers to a point at the top.</p> <p>TOWER = Anything tall and thin approximating the shape of a column or tower or a prominent hill which is perceived as approximately cylindrical in its elevation.</p>
HLS	Hills	<p>DIVIDE = A ridge of land between two drainage basins or; the topographic ridge that separates drainage basins or; a line of hills or mountains which acts as a watershed.</p> <p>HILLS = A range of hill on the earth's surface elevated above its surroundings or;</p> <p>a range of naturally elevated landforms, with a general elevation of less than 300m above their surrounds.</p> <p>SANDHILLS = A ridge of sand deposits with a minimum height of less than one meter and a maximum height of about 50 meters. Found in hot deserts and along sandy coastlines or;</p> <p>a mound, ridge or hill of drifted sand, formed by the action of the wind.</p>
SLP	Hillside (Slope)	<p>GRADIENT = Commonly used to describe the measure of a slope (also called steepness, fall or incline) of a straight line or a significant inclination of the surface of the ground on the side or end of an elevated relief feature.</p> <p>HILLSIDE = The slope or declivity of a hill. An inclination, slope or gradual descent of the surface of the ground; an inclination downwards or the side or slope of a hill.</p> <p>JUMPUP = A point on a cliff face where a road or track rises abruptly from one level to another or;</p> <p>a sudden steep rise or escarpment, especially presenting as an elevated, step-like obstacle on an ascending road or track.</p> <p>SCREE = Scree or detritic cone is a term given to broken rock that appears at the bottom of crags, mountain cliffs or valley shoulders. The maximum inclination of such deposits corresponds to the friction angle of the mean debris size or;</p> <p>a sloping mass of loose rocks at the base of a cliff or;</p> <p>a slope or base of a cliff consisting of broken rock fragments.</p> <p>SLOPE = A gradient on the side or end of an elevated relief feature or;</p> <p>a significant inclination of the surface of the ground on the side or end of an elevated relief feature.</p> <p>TERRACE2 = A nearby level strip of land extending along the edge of a sea, river or lake, or on the sides of a hill or valley. It is bounded above and below by rather abrupt slopes or;</p> <p>a series of level narrow strips of land, or one such strip, lying between a slope upwards to hills on one side and a slope, often abrupt, downwards on the other.</p>
HMSD	Homestead	<p>HOMESTEAD = A main residence on a horticultural or agricultural farm or a house with outbuildings, on a farm or station.</p>

		<p>OUTCAMP = An area of land on which a small community of Aboriginal people lives away from larger settlements.</p> <p>OUTSTATION = An area of land on which a small community of Aboriginal people lives away from larger settlements.</p> <p>RUN = A term for a property on which livestock are husbanded.</p>
INLT	Inlet	<p>A basin at the lower reaches of a river, connected to the sea by a narrow opening and subject to tidal movements or;</p> <p>a narrow opening by which the water penetrates into the land or;</p> <p>a narrow stretch of water reaching inland from a sea or;</p> <p>a narrow stretch of water reaching inland from a lake or other body of water.</p> <p>LOOP = A long narrow stretch of water protruding into the land, often rounded or loop shaped at its extremity or;</p> <p>an incursion into the coastline, smaller than a gulf, and taking the form of a long narrow stretch of water, rounded or loop-shaped at its extremity.</p>
INTL	Intermittent Lake	<p>INTERMITTENT LAKE = A water body which shrinks and may become dry for long periods until replenished by rainfall.</p> <p>SALT PAN = A small non-vegetated hollow, formerly containing water, in which a deposit of salt is left behind owing to evaporation of the water.</p>
IS	Island	<p>ATOLL = A coral island consisting of a ring or horseshoe shaped reef, nearly or entirely surrounding a central lagoon.</p> <p>CAY = A low flat island of sand, mud, coral, etc., awash or drying at low tide or;</p> <p>a small sand or coral-fragment island with scant vegetation, formed by transient wind and sea action.</p> <p>CLUMPS = Mangrove islands. A cluster of small islands or a group of small islands, clustered closely together.</p> <p>CORAL ISLAND = An island principally or entirely formed of coral.</p> <p>EYOT = A small island in a river.</p> <p>ISLAND = A piece of land surrounded by water, in an ocean, sea, lake or river or;</p> <p>an area of land completely surrounded by the sea, and not large enough to be called a continent or;</p> <p>an area of land completely surrounded by the waters of a lake or other inland body of water.</p> <p>ISLE = A small island or an area of land completely surrounded by the sea, and not large enough to be called a continent or;</p> <p>an area of land completely surrounded by the waters of a lake or other inland body of water.</p> <p>ISLET = A small island, diminutive of isle or;</p> <p>an area of land surrounded by the sea, smaller than an island but larger than a cay or;</p> <p>a small island in a lake or other inland body of water.</p>
ISGP	Island Group	<p>A group or cluster of islands or;</p> <p>a group or chain of islands in the sea.</p>
ISTH	Isthmus	<p>ISTHMUS = A narrow strip of land bordered on both sides by water that connects two larger bodies of land.</p> <p>NECK = A narrow piece of land with water on each side or;</p> <p>a narrow strip of land bordered on both sides by water that connects two larger bodies of land.</p>
LAGN	Lagoon	<p>LAGOON = A relatively small enclosed area of water separated from the open sea by some more or less effective, but not complete, obstacle such as low sandbanks.</p> <p>An enclosed area of salt or brackish water separated from the open sea by some more or less effective, but not complete, obstacle such as low sand bank. The name most commonly used for the area of water enclosed by a barrier reef or atoll OR a small fresh or saltwater lake.</p> <p>LAKE = A relatively large enclosed area of water separated from the open sea by some more or less effective, but not complete, obstacle such as low</p>

		sandbanks.
LAKE	Lake	<p>LAKE = A body of fresh or salt water, natural or artificial, enclosed or nearly enclosed by land. It may or may not have in and out-flowing water or;</p> <p>an area of fresh water surrounded by land.</p> <p>LOCH = A lake or arm of the sea or;</p> <p>an area of fresh water surrounded by land.</p> <p>LOUGH = An Irish term for lake or arm of the sea or;</p> <p>an area of fresh water surrounded by land.</p> <p>MOUNTAIN LAKE[S] = A lake formed in the crater of an extinct volcano.</p> <p>TARN = A small mountain lake.</p>
LANDG	Landing (Hydro)	<p>LANDING = A place where boats receive or discharge passengers, freight, etc.</p> <p>LANDING PLACE = A place where boats receive or discharge passengers, freight, etc.</p>
LDGE	Ledge	A projecting ridge on a mountain or submerged under water or a narrow shelf-LIKE projection on a cliff, the side of a hill or a mountain.
LH	Lighthouse	<p>A distinctive structure on or off the coast, exhibiting a major light designed to serve as an aid to navigation or;</p> <p>a large coastal tower exhibiting a major light source serving as an aid to navigation.</p>
LKOT	Lookout	<p>A man made structure which is used as an observation or viewing point or;</p> <p>a level area on a hill or mountain which affords a view of the surrounding terrain or;</p> <p>a place on a high vantage point, especially a mountain, from which one can admire the view.</p>
MET	Meteorological Stn.	A facility with instruments and equipment to make weather observations by monitoring atmospheric conditions to study the weather.
MINE	Mine	<p>ADIT = A type of entrance to an underground mining operation in which the entrance shaft is horizontal or nearly horizontal. They are usually built into the side of a hill or mountain. The use of adits is generally called drift mining or a horizontal tunnel into a mine or other underground workings which is used for entry, drainage, transport etc.</p> <p>CLAY PIT = An open mine for the extraction of clay which is generally used for manufacturing pottery or bricks or;</p> <p>a small but relatively deep depression in the ground of hardened impervious clay which retains water.</p> <p>COALFIELD[S] = An area where coal is or was removed from the earth or an area with subterranean supplies of coal, where coal mines are established.</p> <p>GASFIELD = An area in which natural gas occurs in quantities worthy of exploration or an area where natural gas occurs and is extracted.</p> <p>GOLDFIELD[S] = An area where gold is or was removed from the earth or;</p> <p>a region in which gold deposits have been found and where mines have been established.</p> <p>MINE = An excavation in the earth from which ores and minerals are extracted or;</p> <p>a place or area from which ores, precious stones or minerals are or were extracted from the earth or any place in, on or under which mining operations are carried on for the purpose of removing commercial minerals.</p> <p>OILFIELD = An area of land or sea where oil is found and extracted or a region rich in petroleum deposits, especially one with producing oil wells.</p> <p>OPALFIELD = An area where opals are mined.</p> <p>PIT = A hole made by digging for minerals or other industrial purposes.</p> <p>QUARRY = A place where stone or rock is extracted or;</p> <p>an open surface excavation or pit for the extraction of building stone, slate, marble etc.</p> <p>SAND PIT = An excavation in the ground for the extraction of sand for industrial purposes or;</p>

		<p>a large pit in sandy ground from which sand is dug.</p> <p>SHAFT = A vertical hole serving as access to a mine or other underground workings which is used for entry, transport, etc. or a vertical hole serving as access to a mine or other underground workings.</p> <p>SLATE QUARRY = An open surface excavation or pit for the extraction of slate.</p>
MC	Mining Centre	A facility built to support a mine or other area from which ores, precious stones or minerals are or were extracted from the earth.
MSSN	Mission	<p>A body of persons sent into a region for the betterment of the inhabitants or;</p> <p>a remote locality situated where a missionary practice is, or was founded or;</p> <p>an establishment administered by a religious community for the spiritual and social welfare of others.</p>
MONU	Monument	<p>CAIRN = A pyramidal heap of stones to mark a summit, track boundary, historical event, or a memorial to a person.</p> <p>COLUMN = A pillar or solid body of wood or stone of considerably greater length than thickness. Used as a solitary monument. or;</p> <p>an upright structure shaped like a long cylinder, constructed as a memorial.</p> <p>CROSS = A monument in the shape of a cross.</p> <p>MARKER = A small structure marking the site of a historical event.</p> <p>MONUMENT = Anything by which the memory of persons or things are preserved; anything that serves as a memorial to a person, event or of past times or;</p> <p>an obelisk, statue or building erected to commemorate a person or event.</p> <p>OBELISK = A stone pillar having a rectangular cross section tapering towards a pyramidal top or;</p> <p>a tall, thin, four-sided, tapering monument which ends in a pyramidal top or;</p> <p>a tall tapering four-sided shaft of stone, erected to commemorate a person or an event.</p> <p>SHRINE = A place of worship hallowed by association with some sacred thing, person, an object or place, with or without buildings, memorialising a person, deity or event or;</p> <p>a place or site venerated for its association with a famous person or event.</p>
MT	Mountain (300m+)	A natural elevation of the earth's surface rising more or less abruptly from the surrounding level, and attaining an altitude which, relative to adjacent elevations, is impressive or notable. in general, the height of a mountain is 300m or more from foot to summit, but this distinction is arbitrary or a natural elevation of the earth's surface rising more or less abruptly at least 300m from the surrounding level.
OPN	Ocean Place Name	A place situated on or within the ocean.
OIL	Oil Well	A well that yields or has yielded oil or any perforation through the Earth's surface designed to find and release both petroleum oil and gas hydrocarbons.
OS	Outstation	<p>OUTCAMP = A camp in a remote or sparsely populated location</p> <p>OUTSTATION = A station in a remote or sparsely populated location.</p>
PARK	Park	<p>CARAVAN PARK = A bounded area in which caravans are, or can be, parked, or where caravan type accommodation can be obtained. Domestic facilities may be provided.</p> <p>OVAL = A flat area, oval shaped, on which sporting activities can take place OR a level area of ground usually enclosed in a circular or ellipsoid shape and designated for sporting activities.</p> <p>PARK = An area of land, usually within a town, often with recreational and other facilities, which is set aside for public use OR an area of land, either in its natural state or improved, set aside for recreational use by the public.</p> <p>PICNIC AREA = A tract of land reserved for day picnic purposes, with constructed fire-places and other facilities OR a tract of ground maintained with amenities suitable for people to bring food for outdoor eating.</p> <p>SPORTS FIELD = A reserve used for sporting fixtures.</p> <p>SPORTSGROUND = A reserve used for sporting fixtures.</p>
PASS	Pass	COL = A depression in a range of mountains or hills, usually providing a pass

		<p>through the range or;</p> <p>a low point on a ridge between two higher-standing parts of a mountain range.</p> <p>OPENING = A narrow route across a relatively low notch or depression in a mountain barrier.</p> <p>PASS = A break or gap in a mountain range permitting easier passage from one side to the other, also called a col.</p> <p>PASSAGE = A narrow route across a relatively low notch or depression in a mountain barrier.</p> <p>SADDLE = A depressed part of a ridge between two summits or;</p> <p>a low point on a ridge between two higher-standing parts of a mountain range.</p>
PSTL	Pastoral Lease	A particular type of leasehold that allows Crown Land to be used for grazing of stock.
PEAK	Peak	<p>HILLTOP = The top or summit of a hill.</p> <p>MOUNTAIN PEAK = The top or obvious summit of a mountain.</p> <p>PEAK = The top or obvious culmination of a mountain or;</p> <p>The separately named summit on a hill or mountain range or;</p> <p>a prominent point in a plateau or a range of hills or;</p> <p>a mountain with a pointed summit.</p> <p>POINT = A bluff or natural overlook or;</p> <p>the top or obvious summit of a mountain.</p> <p>SUMMIT = A point higher than all the ground immediately surrounding it or;</p> <p>the top or obvious culmination of a mountain.</p>
PEN	Peninsula	<p>PENINSULA = A piece of land almost surrounded by water, especially one connected with the mainland by only a narrow neck or isthmus or;</p> <p>a land feature which projects into the sea, and which is connected to the mainland by a narrow isthmus.</p> <p>PRONG = A pointed elongated arm of land protruding into the sea.</p>
PIER	Pier, Wharf, Jetty	<p>JETTY = A structure of stone, or timber projecting into water and serving as a pier or wharf.</p> <p>PIER = A long narrow structure extending into the water to afford a berthing place for vessels; to serve as a pleasure promenade or;</p> <p>a structure built out in to the water to serve as a landing place for ships.</p> <p>QUAY = A wharf approximately parallel to the shoreline and accommodating ships on one side only, the other side being to the shore. It is usually of solid construction or;</p> <p>an artificial landing place, built of masonry etc., for vessels to receive or discharge passengers or freight.</p> <p>RAMP = An inclined surface connecting two levels or;</p> <p>a slope, usually paved, set aside for the launching of small water craft.</p>
PLNA	Place Name	<p>JUNCTION = A place where rivers, roads or railways meet.</p> <p>NEIGHBOURHOOD = A surrounding or nearby region. A small local district in an urban or suburban area.</p> <p>PLACE NAME = A place at which there is or was relatively minor human occupation or activity.</p> <p>POCKET = A small isolated group of people or a small local district in an urban or suburban area.</p> <p>ROAD BEND = A curved segment of a road or an unbounded locality centred on a bend in a road.</p> <p>ROAD CORNER = Intersection of two roads or an unbounded locality centred on a place where two roads meet.</p> <p>RURAL PLACE = A rural area of significance or a place, site or precinct in a rural landscape, generally of small extent, the name of which is in current use.</p> <p>URBAN PLACE = An urban area of significance or a place, site or precinct in an urban landscape, the name of which is in current use, but the limits of which have not been defined under the address locality program.</p>

PLN	Plain	<p>BOTTOM = Low-lying alluvial land adjacent to a river.</p> <p>CLEARING = A piece of land cleared for cultivation, especially the primeval forest or;</p> <p>an area of ground within a forest area, where a degree of cultivation has resulted in less than 15% of the ground being covered by trees or scrub.</p> <p>DOWNS = Open rolling grassland, usually in the high country with fairly smooth slopes.</p> <p>FLAT[S] = A relatively level piece of ground, smaller in extent than a plain, within an area of greater relief.</p> <p>GRASSLAND = A generally open and continuous, fairly flat area of grass. Often located between temperate forests at high latitudes and deserts at subtropical latitudes or;</p> <p>land where grass or grass-like vegetation grows and is the dominant form of plant life or;</p> <p>an area in which the natural vegetation consists primarily of perennial grasses.</p> <p>PLAIN = A tract of land, the general surface of which is a comparatively flat or slightly undulating, and sparsely if at all timbered or;</p> <p>RIVER FLAT = A relatively LEVEL tract OF country WITHOUT hills AND smaller THAN a plain, caused BY THE laying down OF sediment BY a river.</p> <p>TIDAL FLAT = A large area OF nearly LEVEL land, usually OF mud, covered AT high water AND attached TO THE shore.</p> <p>UNCULTIVATED LAND = Land NOT cultivated OR tilled FOR pasture.</p>
PLAN	Plantation	<p>ARBORETUM = A plot of land where different trees or shrubs are grown for study or popular interest or;</p> <p>a botanical garden facility where trees and shrubs are cultivated for exhibition.</p> <p>PLANTATION = A large quantity of trees that have been planted; a growing wood or;</p> <p>an estate where cash crops are grown on a large scale, especially in tropical areas or;</p> <p>a plot in which trees are planted and cultivated, usually for commercial purposes.</p>
PL	Plateau	<p>PLATEAU = An elevated tract of comparatively flat or level land or;</p> <p>an elevated tract of comparatively flat land with an extent of at least 2500 hectares.</p> <p>TABLELAND[S] = A plateau bounded by steep cliff-like faces which lead abruptly down to the sea or adjoining lowlands. An elevated tract of comparatively flat land with an extent of at least 2500 hectares.</p>
PT	Point	<p>BILL = A beak-like coast promontory or a small narrow beak-like projection of land into the sea.</p> <p>HEAD = A cape or promontory jutting seawards from a coastline, usually with a significant sea-cliff or;</p> <p>a comparatively high protrusion of land into the sea, with a steep face or;</p> <p>a comparatively high protrusion of land into a lake or other inland body of water, with a steep face.</p> <p>HEADLAND = A high projecting cliff face at the end of a range of hills or an escarpment. Note: an un-named head is usually described as a head-land although headland is occasionally used as a generic form or;</p> <p>a comparatively high protrusion of land into the sea, with a steep face or;</p> <p>a comparatively high protrusion of land into a lake or other inland body of water, with a steep face.</p> <p>POINT = The extreme end of a cape; or the outer end of any land protruding into the water, usually less prominent than a cape or;</p> <p>a small protrusion of land into the sea or;</p> <p>a small protrusion of land into a lake or other inland body of water.</p> <p>POINT [STREAM] = A promontory extending out into a large body of water.</p> <p>PROMONTORY = A rocky coastal headland projecting significantly into the sea or;</p>

		<p>an elevated protrusion of land into the sea or;</p> <p>an elevated protrusion of land into a lake or other inland body of water.</p>
POOL	Pool	<p>A small body of still or standing water, permanent or temporary, often in the bed of an intermittent river or stream, and sometimes spring fed, chiefly one of natural formation, or;</p> <p>a large partly enclosed arm of a sea or lake or;</p> <p>a small body of still water in a natural hollow.</p>
PORT	Port	<p>A place provided with terminal and transfer facilities for loading and discharging cargo or passengers, usually located in a harbour or;</p> <p>a major commercial and industrial area alongside navigable water with facilities for the loading and unloading of ships.</p>
RTRK	Racetrack	<p>AUTO TRACK = A circuit or course used for motor racing.</p> <p>RACECOURSE = A piece of ground on which horseraces are held for public entertainment; any place where horse races are held or;</p> <p>a place with a track which has been licensed by government for the holding of horse races.</p> <p>RACETRACK = A track on which races, especially motor races, are held, a racecourse or a circuit or course used for motor racing.</p> <p>SPEEDWAY = A racetrack for racing automobiles or motorcycles or a track, usually oval in shape, on which car and motorcycle races are held.</p> <p>VELODROME = An arena with a suitably banked track for cycle races or an arena with a banked track, usually oval in shape, constructed for cycle races.</p>
RLY	Railway	<p>LOOP = A railway branch line which leaves the main line and re-joins it after a short distance.</p> <p>RAIL LOOP = A stretch of rail track that provides a place for a train to halt temporarily while other trains pass on an adjacent main line. This configuration allows the sequence of trains along a track to change or;</p> <p>a short branch off a railway track often connected at both ends to the main track, where trains can pass on a single line stretch of railway.</p> <p>RAILROAD = A track consisting of two parallel steel (or in older networks, iron) rail tracks or;</p> <p>line that is the commercial organisation responsible for operating a system of transportation for trains that pull passengers or freight.</p> <p>RAILWAY = A track or set of tracks of iron or steel rails used for the passage of trains or;</p> <p>a permanent track composed of a line of parallel metal rails fixed to sleepers for transport of passengers and goods in trains.</p> <p>RAILWAY LINE = The road consisting of railroad track and roadbed or a permanent track composed of a line of parallel metal rails fixed to sleepers for transport of passengers and goods in trains.</p> <p>TRAMWAY = Usually a system of grooved tracks laid in urban streets. Forming routes for the conveyance of passengers in trams.</p>
RSTA	Railway Station	<p>RAILWAY SIDING or SIDING = A short branch off a railway track, often connected at both ends to the mainline track, and used for shunting or for loading, unloading and storing goods trucks or;</p> <p>a short branch off a railway track often connected at both ends to the main track, where trains can pass on a single line stretch of railway.</p> <p>RAILWAY STATION = A place where trains stop for passengers and/or freight or;</p> <p>a structure beside a railway line with facilities for receiving and discharging passengers and freight.</p> <p>STATION = A facility at which passengers may board and alight from trains and/or goods may be loaded or unloaded or;</p> <p>a structure beside a railway line with facilities for receiving and discharging passengers and freight.</p>
RNGE	Range	<p>HEIGHTS = The vertical dimension of extension, distance from the base of a landform to the top or the highest part of a range, especially the peaks of a set of hills or mountains.</p> <p>MASSIF = A block of the earth's crust bounded by faults and shifted to form peaks of a mountain range or a massif is a section of the earth's crust that is</p>

		<p>demarcated by faults or flexures.</p> <p>MOUNTAIN RANGE = A group of mountains bordered by lowlands or separated from other mountain ranges by passes or rivers.</p> <p>MOUNTAINS = A series of land masses that project well above its surroundings or a series or line of mountains with or without obvious peaks, in which the crests are relatively narrow, At least 16km in length.</p> <p>RANGE = A series or line of mountain or hill ridges with or without obvious peaks, in which the crests are relatively narrow, and are at least 16km in length.</p> <p>TOPS = The top point of a mountain or hill or the highest part of a range especially the peaks of a set of hills or mountains.</p>
RAV	Ravine	<p>A small narrow steep sided valley, larger than a gully and smaller than a canyon or;</p> <p>a deep valley, relatively narrow but of considerable size, bounded by steep slopes, and formed by a river.</p>
RCH	Reach	<p>A straight section of a river, especially a navigable river between two bends or; a comparatively straight part of a river or channel between two bends.</p> <p>Can also be referred to as an ARM.</p> <p>A narrow portion of the sea or a lake projecting from the mainland.</p>
REEF	Reef	<p>CORAL REEF = A reef, often of large extent, composed chiefly of coral and its derivatives.</p> <p>REEF = A ridge of rocks or coral lying near the surface of the sea, which may be visible at low tide, but is usually covered by water.</p> <p>May include man-made reefs.</p>
RESV	Reserve	<p>COMMON = A tract of land which belongs to the local community as a whole, and is open to common use, particularly for recreation.</p> <p>CONSERVATION PARK = An area set aside for the conservation of fauna and flora, usually with restricted access.</p> <p>CONSERVATION RESERVE = A tract of public land set apart for a specific purpose.</p> <p>FLORA RESERVE = Crown land set aside for the protection of flora, with access controlled by state or federal authorities.</p> <p>RESERVE = A tract of public land set apart for recreation, as a public reserve, or for a specific purpose, i.e., Nature Reserve, Game Reserve, showgrounds, etc. OR an area proclaimed to be a public park by government legislation.</p> <p>SHOWGROUND[S] = A tract of land with pavilion(s) an arena(s) for the exhibition and display of livestock and produce OR a reserve used for fairs, field days, and local shows.</p>
RES	Reservoir	<p>ARTIFICIAL LAKE = The waters impounded by usually the constructions of a reservoir or;</p> <p>a lake constructed for the containment of water.</p> <p>DAM = A body of water, impounded by a constructed wall or barrier, and stored for domestic or other uses.</p> <p>POND2 = A small body of still water; may be of natural or artificial formation or; a relatively small body of water retained by a barrier, usually for drinking or irrigation purposes.</p> <p>PONDAGE = The holding back of water for later release for power development above the dam of a hydroelectric plant to, equalize daily or weekly fluctuations of stream flow or to permit irregular hourly use of water by the wheels to care for fluctuations in the load demand or;</p> <p>in general the holding back of water for later releases or;</p> <p>the storage capacity available for the use of such water or;</p> <p>water in excess of normal levels temporarily trapped by an embankment.</p> <p>PUBLIC WATERING PLACE = An artificial waterhole for the watering of stock.</p> <p>RESERVOIR = An artificial lake for the storage, regulation and control of water for domestic or other use or;</p> <p>an artificial lake or structure storing water for domestic or other uses.</p> <p>RETARDING BASIN = An artificially maintained flood-control area into which</p>

		floodwaters are deflected by means of a dam placed across a river channel.
RDGE	Ridge	<p>FAULT = A crack in the earth's crust resulting from the displacement or one side with respect to the other of;</p> <p>a fracture in the earth's crust along which movement has taken place and where the rock strata on the two sides do not match.</p> <p>NECK = A narrow elongated projecting strip or land or;</p> <p>a long and narrow stretch of elevated ground, generally with a length of less than 16km.</p> <p>RIDGE = A long and narrow stretch of elevated ground either isolated or located in a range or a long and narrow stretch of elevated ground, generally with a length of less than 16km.</p>
FRNG	Rifle/Rocket Range	<p>BOMBING RANGE = A tract of land on which the military conducts bombing practice.</p> <p>RIFLE RANGE = A tract of land on which rifle shooting contests are held or; an area designated for target practice with rifles.</p> <p>ROCKET RANGE = An area of land designated for the launching of rockets.</p>
RH	Rockhole	<p>GNAMMA HOLE = Small holes of varying shape, diameter and depth, found in hard granite outcrops and in the decomposed granite of a breakaway, usually holding water or;</p> <p>a natural hole in a rock in which rainwater collects.</p> <p>ROCKHOLE = A hole excavated in solid rock by water action.</p> <p>SINK = A pit like hole in found in areas of karst. These features are caused by the weathering of limestone or dolomite by subsurface drainage or;</p> <p>a saucer shaped depression in the earth's surface, usually found in limestone regions, Through which water may enter the ground and pass along an underground course.</p>
OFRK	Rocks (Offshore)	<p>ROCK = An isolated rocky formation or a single large stone, usually one constitutes a danger to navigation; can be submerged or partially submerged or;</p> <p>an isolated rocky formation submerged or partly submerged in the sea, which constitutes a danger to navigation or;</p> <p>a large rocky formation surrounded by the waters of an inland body of water.</p> <p>ROCKS = A large and isolated formation of rocky outcrops submerged or partly submerged in the sea, which constitutes a danger to navigation or;</p> <p>a large formation consisting of rocky outcrops surrounded by the waters of an inland body of water.</p>
MTRK	Rocks (On Land)	<p>BOULDER[S] = A large water-worn or weather-worn stone(s) or;</p> <p>a large detached rock, rounded OR worn.</p> <p>COLUMN = A large detached rock, taller than it is wide and roughly cylindrical in shape or;</p> <p>a large rock which is part of an elevated relief feature but which is prominent for its tall and cylindrical aspect.</p> <p>CRAG = A rough, steep rock or point of rock or;</p> <p>a prominent rocky outcrop on an elevated relief feature.</p> <p>MONOLITH[S] = A single great stone, often in the form of a column or obelisk or;</p> <p>a geological or technological feature such as a mountain, consisting of a single massive stone or rock. Erosion usually exposes these formations, which are most often made OF very hard AND solid metamorphic rock or an extremely large isolated rock.</p> <p>NEEDLE = A tall perpendicular sharp-pointed rock.</p> <p>PILLAR = A large rock which is part of an elevated relief feature but which is prominent for its tall and cylindrical aspect.</p> <p>PINNACLE = An isolated, tall, perpendicular sharp-pointed rock or;</p> <p>a sharp pointed rock, rising more or less vertically or a tall perpendicular sharp-pointed rock.</p> <p>ROCK COLUMN = any tall and relatively thin landform that has an approximate</p>

		<p>shape of a column or tower or;</p> <p>a large rock which is part of an elevated relief feature but which is prominent for its tall and cylindrical aspect.</p> <p>ROCK FORMATION = An isolated group of large rocky outcrops, rising sharply from level terrain or;</p> <p>a group or formation of rocks, boulders or a prominent outcrop consisting of several rocky crags on an elevated relief feature.</p> <p>ROCK = A prominent or isolated outcrop of stone on land or a group of prominent or isolated outcrop of stones on land or;</p> <p>an isolated rocky outcrop rising sharply from level terrain or;</p> <p>a prominent rocky outcrop ON an elevated relief feature or;</p> <p>an isolated group of large rocky outcrops, rising sharply from level terrain or;</p> <p>a prominent outcrop consisting of several rocky crags on an elevated relief feature.</p> <p>SPIRE = A large rock which is part of an elevated relief feature but which is prominent for its tall tapering aspect, resembling an inverted cone or a pyramid.</p> <p>TOR = An isolated mass of rock, usually granite, which has been subject to considerable weathering, and often assumes peculiar shapes or;</p> <p>an isolated high rock, commonly one eroded by wind into unusual shapes.</p>
RUIN	Ruin	<p>The remains of a fallen building, town etc., or of anything in a state of destruction or decay or;</p> <p>a fallen and derelict building.</p>
SM	Sawmill	<p>A mill for dressing logs and lumber or;</p> <p>an establishment in which timber is sawn into planks or boards by machinery.</p>
SCHL	School	<p>COLLEGE = An institution for higher education; a large and important secondary school or;</p> <p>an establishment for learning at post-secondary level, usually for vocational or technical education.</p> <p>COMBINED PRIMARY AND SECONDARY = A facility used for full-time primary and secondary instruction of children, typically aged 6 to 17.</p> <p>HIGH SCHOOL = A facility used for the full time tuition of children usually aged from 12 to 17 years.</p> <p>INSTITUTE = An association organized to promote art or science or education or a building in which work of a literary, scientific or educational character is carried out.</p> <p>KINDERGARTEN = A facility used for the tuition of young children (usually under the age of 5) prior to preschool.</p> <p>PRESCHOOL = A facility used for the tuition of young children prior to school age, usually children age of five.</p> <p>SCHOOL = A place or establishment where instruction is given, especially one for children or;</p> <p>an establishment for primary or secondary education created by the Education Act.</p> <p>SECONDARY SCHOOL = A facility used for full-time secondary institution of children, typically aged 12 to 17.</p> <p>SPECIAL SCHOOL = A facility used for the education of children with special needs.</p> <p>TAFE = A facility used for providing education or instruction in technical, business or trade subjects at a post-secondary level.</p> <p>UNIVERISTY = An educational institution for both instruction and examination in the higher branches of knowledge with the power to confer diploma, undergraduate or postgraduate qualifications or;</p> <p>a tertiary educational institution with the power to award postgraduate research degrees.</p>
SEA	Sea	<p>OCEAN = The vast body of water on the surface of the globe, which surrounds the land or;</p> <p>one of the five major geographical divisions of the salt waters that cover the majority of the earth's surface.</p>

		SEA = One of the smaller divisions of the oceans, especially if partly enclosed by land or; one of the smaller divisions of the salt waters that cover the majority of the earth's surface, in particular one which forms part of one of the five oceans and which is partly enclosed by land.
SHOL	Shoal	PATCH[ES] = An alternative to a shoal when referred to a detached area constituting a danger, frequently used in the plural or; at shoal which constitutes a danger to vessels. SHALLOWS = An indefinite term applied to expanses of shoal or shallow water or an area of shallow water. SHOAL = A ridge of sand or of rocks just below the surface of the sea or; an area of shallow water.
SOAK	Soak	NATIVE WELL = A natural spring or a small pool fed from a spring or soak and sometimes improved by Aborigines; a type of waterhole or a natural receptacle for water, fed from a spring or soak, and possibly improved by Aborigines. SOAK = A damp or swampy spot around the base of granite rocks or in otherwise dry watercourses or; a hollow, often in sandy soil and around the base of granite rocks, where water collects, on or below the surface of the ground. SOAKAGE = Legal term for water that oozes, seeps or filters through the soil without a definite channel in a course that is unknown or not discoverable or; a hollow, often in sandy soil and around the base of granite rocks, where water collects, on or below the surface of the ground.
SND	Sound	A relatively long arm of the sea. Forming a channel between an island and the mainland, or connecting two larger bodies of water, as a sea and the ocean, or two parts of the same body, but usually wider and more extensive than a strait or; a relatively long arm of a sea or ocean forming a channel between an island and the mainland or connecting two larger bodies, as, a sea and the ocean, or two parts of the same body; usually wider and more extensive than a strait.
SPIT	Spit	SANDSPIT1 = A deposition land form found off coasts. They are a type of bar or beach that develops where a re-entrant occurs, such as a cove, bay, ria or river mouth and they are formed by the movement of sediment (typically sand) along a shore by a process known as longshore drift OR a small bank of low land projecting into the sea from the shore. SANDSPIT2 = A small bank of low land projecting into a lake or other inland body of water from the shore. SPIT1 = A small point of land or narrow shoal projecting into a body of water from the shore OR a small bank of low land projecting into the sea from the shore. SPIT2 = A small bank of low land projecting into a lake or other inland body of water from the shore.
SPRG	Spring	HOT SPRING[S] = A stream of hot water issuing from the ground OR a naturally heated mineral spring. MINERAL SPRING = A spring which contains a noticeable quantity of mineral matter in solution OR a spring of water which has in it a high proportion of naturally occurring mineral salts. POOL SPRING = A pool which is naturally replenished by a flow of water from a subterranean spring. SPRING = A place at which a flow of water issues naturally from the ground, either continuously or intermittently.
SPUR	Spur	SPUR2 = A minor linear projection off a range, ridge, mountain, hill, tableland or plateau being not more than 2kms in length and decreasing in altitude from the parent feature OR a minor linear projection off an elevated relief feature, less than 2km in length and decreasing in altitude from the parent feature.
STOK	Stock Route	STOCK ROUTE = A route designated for droving stock, with the intent of avoiding vehicular traffic.
STR	Strait	CHANNEL2 = A navigable stretch of water between two landmasses, wider than a strait. STRAIT = A narrow passage connecting two larger bodies of water OR a comparatively deep and narrow route affording a passage for a vessel between two landmasses.

SFSP	Surfing Spot	<p>SURF BREAK = Refers to waves of the sea as they break in shallow water or upon the shore. A permanent obstruction such as a reef, bombora, rock or sandbar which causes waves to break thus making conditions conducive to surfing.</p> <p>SURFING SPOT = A place where the sport of surfing occurs. A permanent obstruction such as a reef, bombora, rock or sandbar which causes waves to break thus making conditions conducive to surfing.</p>
SWMP	Swamp, Marsh, Morass	<p>COWAL = A small swampy hollow in red-soil country.</p> <p>MARSH = A tract of low lying land, flooded at times and generally swampy. In Australia, often the same as swamp OR a tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds.</p> <p>MORASS = A bog or marsh OR a tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds.</p> <p>SALTMARSH = A marsh which at times is flooded by the sea, or an inland marsh in an arid region in which the water contains a high proportion of salt OR a marsh which is sometimes flooded by the sea or which for some other reason has water with a high saline content.</p> <p>SWAMP = A tract of low-lying land which is permanently saturated with moisture, and is usually overgrown with vegetation OR a tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds.</p> <p>WETLAND[S] = An area inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support vegetation typical of swamps, marshes, bogs, etc.</p>
TANK	Tank	<p>TANK = A large receptacle or structure for holding water or other liquids, or gas OR an artificial waterhole forming a reservoir for rainwater and adjacent run-off, made by building walls of earth either excavated or conveyed to the site.</p>
TO	Telegraph Office	<p>TELEGRAPH OFFICE = A building which was purpose built FOR THE sending AND receiving OF telegraph transmissions.</p>
TOWR	Tower	<p>RADIO TOWER: An antenna for the transmission of sound by radio waves to a widely dispersed audience through radio receivers. Or</p> <p>A transmission tower for radio broadcasts.</p> <p>TELEVISION TOWER: An antenna for the transmission of sound and images by radio waves to a widely dispersed audience through television receivers. For example, MAWSON TELEVISION TOWER. Or</p> <p>A transmission tower for television broadcasts.</p> <p>TOWER: A structure taller than its diameter; can stand alone or be attached to a larger building. Or</p> <p>A high metal tower which carries conductors for the transmission of media broadcasts.</p> <p>TRANSMISSION TOWER: Tall structures designed to support antennas for telecommunications and broadcasting, including television. Or</p> <p>A high metal tower which carries conductors for the transmission of media broadcasts.</p>
TRK	Track, Trail	<p>BRIDLE PATH = A path fit for the passage of horses, but not motor vehicles.</p> <p>TRACK = A way made or beaten by the feet of men or animals; a formed and/or marked walking way OR an un-surfaced way, especially through rough country, for walking, riding or driving.</p> <p>TRAIL = A track or path for passage by foot or horse from one point to another; does not include roads or highways OR an un-surfaced way, especially through rough country, for walking, riding or driving.</p>
TREE	Tree	<p>TREE = A prominent lone or marked tree OR a large arboreal specimen, either living or preserved, identified as a cultural object, usually commemorating a historic event associated with it.</p>
DEEP	Trough (Hydro)	<p>TRENCH = A deep ocean trench or valley with steep sides, formed by depresses, usually to several kilometres in depth.</p> <p>TROUGH = A narrow, generally more shallow than a trench, depression with in the land surface or ocean bed.</p>
TUNN	Tunnel	<p>TUNNEL = An artificial subterranean passage through a hill, etc. or under a road or river, etc. especially for railway or road OR an enclosed subterranean excavation through high ground or under a body of water to enable road or rail</p>

		traffic to pass the obstruction.
VAL	Valley	<p>AMPHITHEATRE = A basin-shaped hollow, particularly one having steep sides.</p> <p>DALE = A wide open valley OR a small open river valley partly enclosed by low hills.</p> <p>DELL = A small wooded valley.</p> <p>VALE = A valley, usually of a broad, level type OR a long area of lower elevation in an area of elevated relief, bounded by hills or mountains, usually with a river flowing through it, and formed by erosion or by movements in the earth's crust.</p> <p>VALLEY = A long narrow depression in the earth's surface, usually with a fairly regular downward slope or a long area of lower elevation in an area of elevated relief, bounded by hills or mountains, usually with a river flowing through it, and formed by erosion or by movements in the earth's crust.</p>
WINE	Vineyards and Wineries	Vineyards and Wineries - buildings or properties which produce wine or a business involved in the production of wine. Typically includes a plantation of grapevines, warehouse, bottling lines, laboratories and large tanks.
PATH	Walk Trail, Path	<p>PATH = A way beaten or trodden by the feet of men or beasts; a course or track or;</p> <p>a way, paved or unpaved, for walking.</p> <p>TRAIL = A trail set aside for walking.</p> <p>WALK = A path set aside for walking.</p>
WPL	Water Pipeline	<p>CONDUIT = A large diameter pipeline FOR conveying liquids.</p> <p>WATER PIPELINE = A pipeline FOR THE conveyance OF water.</p>
STRM	Watercourse	<p>A natural or artificial channel through which water flows, or</p> <p>A stream, creek, brook, rill, ribulet, runnel, streamlet, run or river, or</p> <p>A channel, bed or route along which water flows, or</p> <p>A Tidal river, tidal stream, tidewater river, tidewater stream</p>
WRFL	Waterfall	<p>CASCADE = A waterfall over a set of steep rocks, or a series of small waterfalls.</p> <p>CATARACT = A waterfall usually of considerable size in both flow and height.</p> <p>FALL[S] = A perpendicular or very steep descent of water in the course of a stream OR a sudden steep descent of water over a natural step in the bed of a stream.</p> <p>RAPID[S] = A portion of a stream where it descends rapidly, without a break in the slope of the bed sufficient to form a waterfall.</p> <p>WATERFALL = A sudden steep descent of water over a natural step in the bed of a stream.</p>
WTRH	Waterhole	<p>BILLABONG = A river branch that forms a backwater or stagnant pool OR a waterhole in a stream or in an anabranch, which dries up outside the rainy season.</p> <p>HOLE = A natural hole or hollow containing water, especially one in the dry bed of an intermittent river.</p> <p>LAGOON2 = A small body of open fresh water, smaller than a lake, possibly appearing only seasonally.</p> <p>OXBOW = A lake formed when a meandering river, having bent in an almost a complete circle, cuts across the narrow neck of the land between the two stretches, and leaves a backwater; silt is gradually deposited by the river at the entrances to this backwater, until it finally becomes a lake OR a small bow-shaped lake, as a remnant of a former meander of a river after the river has straightened its course by cutting through the neck of the meander.</p> <p>POND2 = A small body of still water in a natural hollow.</p> <p>WASHPOOL = A natural pool in a stream in which sheep are washed before shearing.</p> <p>WATER = Large pools of water in arid regions, usually permanent and not normally located in a watercourse.</p> <p>WATER FEATURE = A feature within water.</p> <p>WATERHOLE = A natural hole or hollow containing water, often in the dry bed of an intermittent river OR a spring in the desert OR a natural hole or hollow</p>

		containing water, especially one in the dry bed of an intermittent river.
WBRG	Weighbridge	A weighbridge is a large set of scales, usually mounted permanently on a concrete foundation that is used to weigh entire vehicles and their contents. By weighing the vehicle both empty and when loaded, the load carried by the vehicle can be calculated.
WELL	Well	ARTESIAN WELL = A type of well in which the water is forced to the surface by hydrostatic pressure. WELL1 = A hole drilled into the ground to extract oil or gas. WELL2 = A natural spring or small pool fed by a spring or soak and sometimes improved by Aborigines OR a hole or pit dug in the ground to obtain water, often lined with stone OR a hole or pit dug or drilled into the ground to extract water.
WHRF	Wharf	WHARF = A platform, contiguous to and more or less parallel with the shoreline, alongside of which ships may be secured for loading or unloading cargo or passengers OR a platform, such as a jetty, pier or quay, alongside of which ships may be secured for loading or unloading cargo or passengers.
WRCK	Wreck	AIRCRAFT WRECKAGE = The remnants of a crashed aircraft such as a plane or helicopter. WRECK = The ruined remains of a stranded or sunken vessel, which has been rendered useless OR the ruined remains of a sunken vessel.
YD	Yard	PADDOCK = A piece of land, especially one used for pasture or tillage OR a tract of land, fenced or otherwise marked off, used for rural production. STOCKYARD = An enclosure forming a pen for livestock etc., a stockyard OR an enclosure for the temporary keeping of livestock, such as horses, sheep or cattle. YARD = An enclosure forming a pen for livestock etc., a stockyard OR an enclosure for the temporary keeping of livestock, such as horses, sheep or cattle.

Appendix 3B:

Topographic feature naming checklist

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in *Sections 1* and *3* of the *Policies and Standards for Geographical Naming in Western Australia*.

<input type="checkbox"/>	Is the feature of greater than local significance (e.g. located in more than two local governments; in a tourist precinct or major city centre)? Does advice need to be sought from Landgate before proceeding with the submission?																																																
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Appendix 4A:

Locality naming and boundary checklist

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1 and 4 of the Policies and Standards for Geographical Naming in Western Australia.

<input type="checkbox"/>	As localities are considered to be of greater than local significance has advice been sought from Landgate before proceeding with the submission?																																																
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Appendix 5A:

Local park and recreational reserve naming worksheet

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1 and 5 of the Policies and standards for geographical naming in Western Australia.

<input type="checkbox"/>	Is the local park or recreation reserve of greater than local significance? Does advice need to be sought from Landgate before proceeding with the submission?																																																
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<div data-bbox="347 259 384 293" data-label="Image"> </div>	<p>Does the submission contain:</p> <ul style="list-style-type: none"> • details of the local park or recreation reserve (including, if possible, the address and access points for emergency service response) • background of the proposed name and why it was selected • indication that the name conforms to the principles of Sections 1 and 5 of the guidelines • copies of survey material/maps/plans • details on how council has addressed any objections lodged • copies of consent from Aboriginal communities (if relevant) • details of consultation with emergency service response and public service providers (if relevant), including copies of correspondence sent and responses received • a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority
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Appendix 6A:

Administrative boundary feature classes suitable for use in Western Australia

The following table is a list of feature classes suitable for use within Western Australia for administrative boundary naming.

Feature Class Abbreviation	Feature Class	Description
AA	Agricultural Area	The area taken up by arable land, permanent pasture and meadow, land used for permanent crops and kitchen gardens
ABF	Administrative Boundary Feature	A limit or border of a geographic area under the jurisdiction of some governmental or managerial entity.
DCA	Development Control Area	The Development Control Areas include the waters of rivers and adjoining parks and recreation reservations of specific areas to protect, regulate and control development in these areas.
DI	District	A division of an area for administrative purposes.
ELEC	Electoral Boundary	An electoral boundary (also known as a constituency, riding, ward, division, district, electoral area or electorate) is a distinct territorial subdivision for holding a separate election for one or more seats in a legislative body. Generally, only voters who reside within the geographical bounds of an electoral district (constituents) are permitted to vote in an election held there.
LAD	Legislative Assembly District	A district used to determine the geographical bounds of a legislative assembly district (constituents) are permitted to vote in an election held there. The Legislative Assembly is the lower chamber of the bicameral state legislatures in some Commonwealth countries, such as Australia
LCD	Legislative Council District	Western Australia has been divided into six regions for electing the Legislative Council, three regions in Perth and three covering the rest of the state.
LDIS	Land District	Western Australia is divided into five land divisions which are divided into officially gazetted land districts (for cadastral purposes), which are then further divided into numbered locations.
LDIV	Land Division	There are five land divisions in Western Australia, as specified in Schedule 1 of the Land Administration Act 1997: Eastern Land Division; Eucla Land Division; Kimberley Land Division; North-West Land Division; South-West Land Division.
LGA	Local Government Authority	That part of the state which deals mainly with such matters as concern the inhabitants of a particular district or place, and which it is thought desirable should be administered by local authorities, subordinate to the central government.
LGAT	Local Govt Town	Land that was declared to be a townsite under the Local Government Act.
LGAW	Local Govt Ward Boundary	A ward is a subdivision of a municipality. In Western Australia they are an electoral district within a municipality used in local politics.
MHA	Marine & Harbour Area	Bounded areas created under the Marine and Harbours Act.
MMA	Marine Management Area	The reservation of an area for the purpose of managing and protecting the marine environment so that it may be used for conservation, recreational, scientific and commercial purposes. Commercial purposes includes-aquaculture, commercial fishing and pearling activity; mining, within the meaning of the Mining Act 1978; seismic surveys and exploratory drilling for petroleum; and production of petroleum and associated activities.
MNR	Marine Nature Reserve	The reservation of a marine nature reserve for the conservation and restoration of the natural environment; the protection, care and study of indigenous flora and fauna; and the preservation of any feature of archaeological, historic or scientific interest.
MPAR	Marine Park	The reservation of an area for the purpose of allowing only that level of recreational and commercial activity which is consistent with the proper conservation and restoration of the natural environment, the protection of indigenous flora and fauna and the preservation of any feature of archaeological, historic or scientific interest.
NP	National Park	A tract of land declared public property by a national government with a view to its preservation and development for purposes of recreation and culture.
PA	Port Authority	Most ports are managed by port authorities with different levels of state control. These are mostly separate bodies that run the port on behalf of government,

		being responsible for port management and governance.
RIVR	River Reserve	That area reserved under the Metropolitan Region Scheme (MRS) for waterways.
RPA	Riverpark Area	Areas managed by the Swan River Trust comprising waterways, land adjoining those identified waters excluding freehold land in private ownership.
SA	Suburban Area	An area which has been developed for residential use located outside of a 'city' area.
SFST	State Forest	Forest areas protected by state laws and acts.
STAT	State	<p>A state is the bounded area which is administered by a government, a country subdivision in a federal form of government which shares political jurisdiction with a federal or national government.</p> <p>There are six states in Australia: New South Wales (NSW), Queensland (Qld), South Australia (SA), Tasmania (Tas.), Victoria (Vic.) and Western Australia (WA).</p> <p>There are ten Australian territories outside the borders of the states. two mainland territories, Australian Capital Territory (ACT) and Northern Territory (NT) and one offshore territory, Norfolk Island, which have been granted a limited right of self-government by the Australian Government.</p> <p>Seven territories are governed only by Commonwealth law, usually through an Australian Government-appointed Administrator. They are: Ashmore and Cartier Islands; Australian Antarctic Territory; Christmas Island; Cocos (Keeling) Islands; Coral Sea Islands; Jervis Bay Territory; Territory of Heard Island and McDonald Islands.</p>
TNST	Townsite	Gazetted townsites as created under the Land Administration Act.
WCA	Water Control Area	Water Control Area's as defined by the Department of Water.
WCT	Water Catchment Area	Water Catchment Area's as defined by the Department of Water.

Appendix 6B:

Administrative boundary naming worksheet

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1 and 6 of the Policies and Standards for Geographical Naming in Western Australia.

<input type="checkbox"/>	As administrative boundaries are considered to be of greater than local significance has advice been sought from Landgate before proceeding with the submission?																																																
<input type="checkbox"/>	<p>Does the submission name conform to the policies in Section 1?</p> <table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>Language</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Recognising the public interest</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Ensuring public safety</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>indicators/prefixes/suffixes avoided</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>the complete extent to the feature</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>use of commemorative names</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Name is not discriminatory</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Recognition and use of Aboriginal names</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Dual naming</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Consultation with the public</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Provided evidence of objections</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Yes	No	N/A	Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recognising the public interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensuring public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	indicators/prefixes/suffixes avoided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the complete extent to the feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	use of commemorative names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name is not discriminatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recognition and use of Aboriginal names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dual naming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consultation with the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provided evidence of objections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Provided evidence of objections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																														
<input type="checkbox"/>	If this is an approval request for a new administrative boundary, does the area meet the necessary lot and size requirements?																																																
<input type="checkbox"/>	Is the administrative boundary situated on land administered by another government agency? Is it situated on land that is privately owned or part of a commercial area? Has consultation with these groups been undertaken? (See Section 9)																																																
<input type="checkbox"/>	If the naming submission originally came from a member of the public, does it include sufficient background information on why the name and/or boundary change would be appropriate? (See Section 9)																																																
<input type="checkbox"/>	If the naming proposal comes from a local government and relates to the local area, has consultation with relevant interest groups such as historical societies and community groups been undertaken? (See Section 9)																																																
<input type="checkbox"/>	Is the name of Aboriginal origin? If so, have the relevant Aboriginal groups been consulted and provided their consent (See Sections 7 and 9)																																																
<input type="checkbox"/>	Have the relevant policies been complied with? If not, is consultation required with emergency service response and other service providers?																																																
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<input type="checkbox"/>	<p>Does the submission contain:</p> <ul style="list-style-type: none">• details of the administrative boundary• background of the proposed name and why it was selected• indication that the name conforms to the principles of Sections 1 and 6 of the guidelines• copies of survey material/maps/plans• details on how council has addressed any objections lodged• copies of consent from Aboriginal communities (if relevant)• details of consultation with emergency service response and public service providers (if relevant), including copies of correspondence sent and responses received• a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority
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Appendix 7A:

Other policy documents relating to Aboriginal and dual naming

The following table is a list other relevant policy documents regarding the application of Aboriginal or dual names to features within Western Australia.

Document title	Author / Source
Policy guidelines for the recording and use of Aboriginal and Torres Strait Island Place names http://www.icsm.gov.au/cgna/aboriginal_names.pdf	Committee for Geographical Names in Australasia (ICSM)
Guidelines for the Consistent Use of Place Names, March 2009 https://www.icsm.gov.au/what-we-do/permanent-committee-place-names	Permanent Committee on Place Names (PCPN)

Appendix 7B:

Aboriginal and dual naming worksheet

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1, 3 and 7 of the Policies and Standards for Geographical Naming in Western Australia.

<input type="checkbox"/>	Is the feature of greater than local significance (e.g. located in more than two local governments, in a tourist precinct or major city centre)? Does advice need to be sought from Landgate before proceeding with the submission?																																																
<input type="checkbox"/>	<p>Does the submission name conform to the policies in Section 1?</p> <table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>Language</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Recognising the public interest</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Ensuring public safety</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>indicators/prefixes/suffixes avoided</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>the complete extent to the feature</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>use of commemorative names</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Name is not discriminatory</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Recognition and use of Aboriginal names</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Dual naming</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Consultation with the public</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Provided evidence of objections</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Yes	No	N/A	Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recognising the public interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensuring public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	indicators/prefixes/suffixes avoided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	the complete extent to the feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	use of commemorative names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name is not discriminatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recognition and use of Aboriginal names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dual naming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consultation with the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provided evidence of objections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	Is the 'feature class' used in the name compliant with the approved list of feature classes for Western Australia?																																																
<input type="checkbox"/>	Is the feature situated on land administered by another government agency? Is it situated on land that is privately owned or part of a commercial area? Has consultation with these groups been undertaken? (See Section 7)																																																
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<input type="checkbox"/>	<p>Does the submission contain:</p> <ul style="list-style-type: none"> • details of the feature (including, if possible, the address and access points for emergency service response) • background of the proposed name and why it was selected • indication that the name conforms to the principles of Sections 1 and 3 of the guidelines • copies of survey material/maps/plans • details on how council has addressed any objections lodged • copies of consent from Aboriginal communities • details of consultation with emergency service responders and public service providers (if relevant), including copies of correspondence sent and responses received • a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority
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landgate.wa.gov.au

11 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Cr Gibbs	<i>Can Councillors or members of the public attend meetings of the Access & Inclusion Advisory Group?</i>
Response by Chief Executive Officer	<i>That may depend on the Group's Terms of Reference. I will confirm what is included in the Terms of Reference and provide written notification to Councillors.</i>

12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

NIL

13 MEETING CLOSED TO THE PUBLIC**13.1 Matters for which the Meeting may be closed**

Nil

13.2 Public Reading of resolutions to be made public

As no resolutions were made Behind Closed Doors, there were none to be read aloud.

14 CLOSURE

The Shire President thanked everyone for their attendance and closed the meeting at 5.52pm.

The minutes were confirmed by the Council as a true and accurate record at the Council Meeting held on 26 August 2025.

SHIRE PRESIDENT
Cr Kevin Trent