



Shire of York Agenda Briefing Record

15 September 2026

Shire of York

Agenda Briefing Record

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Record of responses to Councillor questions/clarification received prior to or at the Agenda Briefing, held in the Council Chamber, on Tuesday 15 September 2026 commencing at 5:00pm.

OFFICIAL OPENING

The Presiding Member welcomed all those in attendance and declared the meeting open at 5:00pm.

Acknowledgement of Country

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.

ATTENDANCE

Present

Cr Chris Gibbs	Shire President (Presiding Member)
Cr Denese Smythe	Deputy Shire President
Cr Kevin Trent	Councillor
Cr Melissa Welsh	Councillor

In Attendance

Anneke Birleson	Temporary Executive Manager Corporate Services
Rebecca Atkinson	Temporary Executive Manager Community & Economic Development
Thomas Bruins	Executive Manager Infrastructure & Development Services
Gail D'Arcy	Council Support Officer

Apologies

Alina Behan	Chief Executive Officer
Cr Kevin Pyke	Councillor
Cr Monique Hutchinson	Councillor
Cr Elaine Ashford	Councillor

Members of the Gallery

There was one (1) members of the public in the gallery at the commencement of the meeting.

ORDINARY COUNCIL MEETING AGENDA FOR MEETING TO BE HELD ON 25 AUGUST 2026

OCM ITEM SY084-09/26 MULTIYEAR FUNDING ACQUITTAL - YORK DISTRICT HIGH SCHOOL 2025/26

Notes from Agenda Briefing

Question Received

Nil

Administration Response

Nil

Further Information to be Provided

Nil

OCM ITEM SY085-09/26 MULTIYEAR FUNDING ACQUITTAL 2025/26 - RSL YORK SUBBRANCH

Notes from Agenda Briefing

Question Received

Nil

Administration Response

Nil

Further Information to be Provided

Nil

OCM ITEM SY086-09/26 MULTIYEAR FUNDING ACQUITTAL 2024/25 - FLOUR MILL EMPORIUM

Notes from Agenda Briefing

Question Received

Nil

Administration Response

Nil

Further Information to be Provided

Nil

OCM ITEM SY087-09/26 NEW POLICIES - MANAGEMENT OF NATIVE VEGETATION IN ROAD RESERVES

Notes from Agenda Briefing

Question Received

Do the definitions provide enough clarity on how someone might interpret minor pruning.

Administration Response

The guidelines specify - a finger width for pruning.

Question Received

Could you advise when the accompanying guidelines referred to in the report will be developed and made available

Administration Response

The draft guidelines were presented alongside the policies at Concept Forum.

Question Received

If a person were to use a chainsaw to carry out what they believed to be minor pruning, but the pruning resulted in the tree falling, what penalties or legal consequences could they potentially face.

Administration Response

This would need to be reported to DWER to enforce penalties on the resident who has potentially caused damage to the tree.

Further Information to be Provided

Nil

OCM ITEM SY088-09/26 NAMING OF THE PUBLIC GREEN SPACE AT 142 AVON TERRACE, YORK

Notes from Agenda Briefing

Questions Received

Given that the land is privately owned and currently leased by the Shire can officers confirm the lease expressly permits the submission of a geographic name and that the Co-op has consented to the proposed name? What are the lease terms relevant clauses in regard to the naming of the piece of land?

Administration Responses

The lease is silent on naming of the leased land. Clause 9.1(b) requires written consent for signage which will be discussed with the land owner.

Landgate's Geographical Naming policy describes the Local Government as the responsible authority for the naming of Local Parks and Reserves, not the landowner. As part of the process to approve a public open space name, Landgate requires the Local Government to demonstrate stakeholder support of the proposed name. Following the endorsement of the name by Council, Administration will initiate the Landgate process and undertake a stakeholder consultation process, including with the Co-op.

Further Information to be Provided

Nil

OCM ITEM SY089-09/26 REQUEST FOR PROPOSAL – OPERATION OF YORK GYM

Notes from Agenda Briefing

Questions Received

A member of the public has asked about the Gym arrangements that were in place when Belgravia previously managed the facility. They advised that FIFO members could purchase vouchers and, when away, effectively pause their membership and regain access when they returned. For example, a six-month voucher could potentially provide up to nine months of access due to FIFO periods. Could you please confirm whether this arrangement will be available.

Administration Responses

During the Belgravia Management period, Council set the fees and charges for Gym usage. A casual charge was introduced in the 2022/23 budget period at Belgravia's request to allow intermittent use. This was a per visit fee.

Administration is seeking permission to issue a request for proposals from anyone interested in operating the facility. Fee determination cannot be made until the extent of any successful proposals or known.

Further Information to be Provided

Nil

OCM ITEM SY090-09/26 POLICY REVIEW - FUNDING: C8 GRANTS AND SPONSORSHIP

Notes from Agenda Briefing

Questions Received

Can the following typographical changes be fixed:

- **Page 110:** References the Strategic Community Plan, which has been superseded by the Council Plan.
- **Page 111:** Under **1.1 ORS**, item (b) appears to be blank. Could this be checked?
- **Funding Guidelines – Page 123:** References the Strategic Community Plan; this should be amended to the Council Plan.
- **Page 130:** There is a typo in the fourth dot point. It should read **“were obtained”** rather than **“we obtained.”**
- **Page 131:** References the Shire Community Plan rather than the Council Plan.
- **Pages 132 and 134:** Please confirm whether **Rebecca Atkinson's title** is correct, as it appears in both sections.

Administration Responses

- The officer notes the typographical and editorial changes will be made before publishing.
- Noting that the resolution also mentions that any further typographical changes can be made

Questions Received

Under **Assessment Criteria**, it states that the individual or community group must be based in York. Does this exclude organisations such as Hardwired, the Canola Classic, and filming productions where the applicants are not based in York?

Administrations Responses

In regard to page 124: this was the previous version of guideline wording, and officers agree that wording is misleading and contradictory to the following dot point and will be removed.

Questions Received

If a funding agreement is already in place for several years and is only halfway through its term, will the existing agreement remain in effect, or will it be terminated and require the recipient to reapply under the new policy?

Administration Responses

All existing multiyear agreements will be budgeted for in accordance with the original Council Resolution. After expiry a new single year arrangement will need to be sought.

Further Information to be Provided

Nil

OCM ITEM SY091-09/26 UPDATE ON REQUEST FOR APPROVAL TO EXPLORE MANAGEMENT PROPOSAL OF PIONEER MEMORIAL LODGE

Notes from Agenda Briefing**Questions Received**

Nil

Administration Responses

Nil

Further Information to be Provided

Nil

OCM ITEM SY092-09/26 REPORT ON TRAINING UNDERTAKEN BY COUNCILLORS IN 2025/26

Notes from Agenda Briefing**Questions Received**

All Councillors completed the "WHS Training parts A & B can this be reflected in the report.

Administration Responses

Part B is mentioned in the table but is referred to Induction Part B which might be where the confusion is, It has been brought to our attention that Cr Ashford has not completed the Part B WHS Induction.

Further Information to be Provided.

Nil

OCM ITEM SY093-09/26 APPOINTMENT OF DELEGATES TO THE ABORIGINAL ADVISORY GROUP

Notes from Agenda Briefing

Questions Received

Nil

Administration Responses

Nil

Further Information to be Provided

Nil

OCM ITEM SY094-09/26 SHIRE OF YORK DECEMBER - JANUARY CLOSURE 2026/27

Notes from Agenda Briefing

Questions Received

Has Administration consulted with the wider community regarding the proposed closure of the pool on New Year's Day. While the pool is closed on Christmas Day and Boxing Day, there may be significant community interest in having access on New Year's Day. Has this been consulted on, or has it simply been determined that the pool will be closed.

Administration Responses

The following considerations were undertaken:

Historical operating arrangements

The York Swimming Pool has not opened on New Year's Day since 2019, and the proposed closure for 2026/27 is consistent with the established operating arrangements over recent years.

Recent public holiday attendance

Recent Boxing Day attendance, when the pool has been open, has been relatively low:

- *2023/24 – 34 attendees*
- *2024/25 – 24 attendees*
- *2025/26 – 29 attendees*

Therefore the pool is also proposed to be closed on Boxing Day for the 2026/27 season.

Limited seasonal closures

The pool is only closed for three days across the entire season, maintaining community access throughout the majority of the Christmas and New Year period.

Cost of public holiday opening

Public holiday staffing attracts penalty rates of 2.5 times the ordinary rate. Opening requires a Duty Manager for a minimum of six hours and a Lifeguard for five hours, resulting in a minimum direct staffing cost of approximately \$827.13 per day.

At the current adult entry fee of \$6.00, approximately 138 full-paying adult admissions would be required simply to offset the direct staffing cost.

No community requests have been recorded for the pool to be opened on the New Year's Public Holiday.

Further Information to be Provided

Nil

OCM ITEM SY095-09/26 INFORMATION STATEMENT 2026/2027

Notes from Agenda Briefing**Questions Received**

Is the Shire of York Rate book up to date.

Administration Responses

Yes, a new one is generated every time rates are levied and updates saved for interim rating.

Further Information to be Provided

Nil

OCM ITEM SY096-09/26 MINUTES AND RECOMMENDATIONS OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 8 SEPTEMBER 2026

Notes from Agenda Briefing**Questions Received**

What are the residual risks that council is being asked to accept?

What are the risks to Council, Admin or rate payers if we accept these risks?

Administration Responses

There were three remaining Audit Findings that required further treatment to mitigate risk. Officers are now confident that the controls in place reduce the risk to an acceptable level, as per pages 44-46 of Appendix 1. The risks and implications of these findings are detailed in the Appendix.

Further Information to be Provided

Nil

OCM ITEM SY097-09/26 MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 31 JULY 2026

Notes from Agenda Briefing

Questions Received

Nil

Administration Responses

Nil

Further Information to be Provided

Nil

OCM ITEM SY098-09/26 INVESTMENTS - AUGUST 2026

Notes from Agenda Briefing

Questions Received

Nil

Administration Responses

Nil

Further Information to be Provided

Nil

OCM ITEM SY099-09/26 LIST OF ACCOUNTS PAID USING TRANSACTION CARDS FOR THE PERIOD 1 TO 31 AUGUST 2026

Notes from Agenda Briefing

Questions Received

Payments made on the EMIDS card to Nesuto Mounts Bay—what were these payments for.

Administration Responses

This payment was for accommodation for two staff members who attended the LEEWA Aquatics two-day seminar last month.

Further Information to be Provided

Nil

OCM ITEM SY100-09/26 LIST OF PAYMENTS MADE FROM THE MUNICIPAL AND TRUST FUNDS FOR THE PERIOD 1 TO 31 AUGUST 2026

Notes from Agenda Briefing

Questions Received

Nil

Administration Responses

Nil

Further Information to be Provided

Nil

OCM ITEM SY101-09/26 POLICY REVIEW - FINANCE POLICIES

Notes from Agenda Briefing

Questions Received

Page 328 – Points 9 and 10

Under point 10.1, it states that a background check of all new suppliers “should” be undertaken. Could this be strengthened to state that a background check “will” be undertaken.

Similarly, under point 10.2, it states that the relevant checks “should” be stored. Could this also be strengthened to state that the checks “will” be stored.

Administration Response

Background checks are based on the level of procurement involved. Officers seek to satisfy themselves that the entity exists and that the details provided are genuine. Administration will be reviewing all finance policies as a suite and will consider this feedback as part of that review.

Questions Received

Policy F6 – Page 344, Point 4(b)

The wording regarding a secure register again uses “should”. Could this be strengthened to “will” to provide greater certainty.

Administration Response

Point 3 specifies the requirement for a register, while point 4(b) relates more specifically to the details to be included in the register. Administration will reconsider the wording at the next review.

Further Information to be Provided

Nil

MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

CLOSURE

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 5.37pm.

