UNCONFIRMED MINUTES

Ordinary Council Meeting
Tuesday, 22 September 2026

Date: Tuesday, 22 September 2026

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 SEPTEMBER 2026 AT 5:00PM

1 OPENING

1.1 Declaration of Opening

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

1.2 Acknowledgement / Disclaimer

The Shire President advised the following:

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

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

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

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

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

1.3 Standing Orders

Nil

1.4 Announcement of Visitors

Nil

1.5 Declaration of Proximity Interest

Nil

1.6 Declaration of Financial Interest

Nil

1.7 Disclosure of Impartiality Interest

Cr Trent – SY084-09/26 – Multiyear Funding for York District High School – I am a member of the York District High School Board.

Cr Trent – SY085-029/26 – Multiyear funding for RSL York Sub Branch – I am a member of the York Sub Branch RSL.

Cr Trent – SY088-09/26 – Naming of the Public Green Space 142 Avon Tce York WA 6302 – I am a member of the Aboriginal Advisory Group.

Cr Hutchinson – SY091-09/26 –Update on Request for Approval to Explore Management Proposal of Pioneer Memorial Lodge – I am the chairperson of HSWY and as such I am a member of YHAG.

2 ATTENDANCE

2.1 Members

Cr Chris Gibbs, Shire President; Cr Denese Smythe, Deputy Shire President; Cr Monique Hutchinson; Cr Kevin Pyke; Cr Kevin Trent;

2.2 Staff

Alina Behan, Chief Executive Officer; Anneke Birleson, Temporary Executive Manager Corporate Services; Rebecca Atkinson, Temporary Executive Manager Community & Economic Development; Thomas Bruins, Executive Manager Infrastructure & Development and Gail D'Arcy, Council Support Officer.

2.3 Apologies

Cr Melissa Welsh; Cr Elaine Ashford;

2.4 Leave of Absence Previously Approved

Nil

2.5 Number of People in the Gallery at Commencement of Meeting

There were 3 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

DIANE BUCKLEY

I was disappointed that there wasn't an amount given of how many people submitted the objection to the rate increase as there was a lot of submission made on paper and there was also email submission and I think the public should be advised, how many people did object to the rate increase.

Response provided by the Shire President

In relation to your enquiry regarding the objection letters to the proposed rates increase, we have received 13 email submissions and 141 hard copy submissions received over the counter.

DAVID SPARROW

I would like to ask again because once again you open up this meeting by saying traditional owners and I call to question that and I would like that justified and why we are not saying for example God save the King or an acknowledgement in other ways. Why are we acknowledging one particular group? We are only here for a short time but to say that one particular group of people has ownership when I am the one paying rates is another thing so I would like that acknowledged and why do we say that at the start of meeting as opposed to say God save the King or the Lord's Prayer, please can this be addressed?

Response provided by the Shire President:

The Australian Parliament unanimously passed the Council for Aboriginal Reconciliation Act 1991 (Cth), formally launching the Australia-wide process of reconciliation. The Shire's adopted Reconciliation Action Plan (RAP) (Resolution 060224) demonstrates the formal commitment the Shire has made to reconciliation. Actions identified in the plan specifically require the acknowledgement of traditional owners in Chambers. In particular, Objective 6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols. Deliverable 3. Include a public, appropriate Acknowledgment of Traditional Owners and Country in the Shire Offices and Chambers.

There is no legislative requirement for either state or federal agencies to recognise a God. The Constitution of Australia, specifically Section 116, prohibits the Commonwealth from imposing any religious observance, meaning that federal government agencies are not required to recognise or endorse any religious belief or practice.

3.2 Response to Unasked Questions from the Previous Meeting

Nil

4 PUBLIC QUESTION TIME

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

6.7 Other procedures for question time for the public

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

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

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

  (a) a response is given to the member of the public in writing; and

  (b) a summary of the response is included in the agenda of the next meeting of the Council.

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

  (a) declare that he or she has an interest in the matter; and

  (b) allow another person to respond to the question.

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

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

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

  (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;

  (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or

  (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to

assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

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

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

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

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

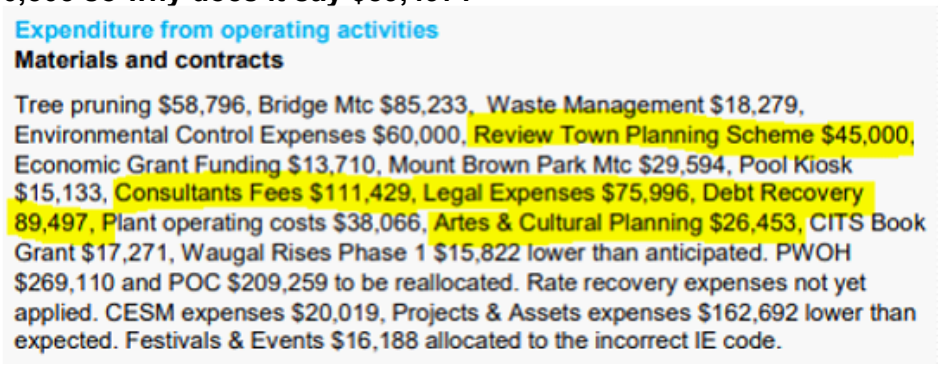
Public Question Time commenced at 5.08pm.

4.1 Written Questions – Current Agenda

DIANE BUCKLEY

Question 1

Financials from August OCM – this question was not properly answered at the OCM so will ask it again. Please provide more detail for all of the yellow highlighted costs. In particular the Debt Recovery of $89,497, Denise (Finance Manager) stated you only spent $10,503 so why does it say $89,497?



Expenditure from operating activities

Materials and contracts

Tree pruning $58,796, Bridge Mtc $85,233, Waste Management $18,279, Environmental Control Expenses $60,000, Review Town Planning Scheme $45,000, Economic Grant Funding $13,710, Mount Brown Park Mtc $29,594, Pool Kiosk $15,133, Consultants Fees $111,429, Legal Expenses $75,996, Debt Recovery 89,497, Plant operating costs $38,066, Artes & Cultural Planning $26,453, CITS Book Grant $17,271, Waugal Rises Phase 1 $15,822 lower than anticipated. PWOH $269,110 and POC $209,259 to be reallocated. Rate recovery expenses not yet applied. CESM expenses $20,019, Projects & Assets expenses $162,692 lower than expected. Festivals & Events $16,188 allocated to the incorrect IE code.

Response provided by the Shire President

An answer was provided to you following your request for clarification after the August OCM. This was as follows:

The amounts highlighted in yellow from the variance report are all underspends as at 30 June 2026. There may be adjustments to these values through the annual audit.

For the debt recovery, $100,000 had been budgeted but only $10,503 spent, resulting in the $89,497 underspend as highlighted.

These costs were considered reasonable and in line with the market at the time the 2025/26 budget was adopted.

Question 2

Shire personnel – You advised at August OCM that there were currently 78 personnel employed by the Shire with one vacant position.

Please advise separate totals for how many inside and outside personnel on 01/01/2025 (when Jack Nunn & George Johnson were still in their positions?

and current 01/08/2026 separate totals for inside and outside personnel totals?

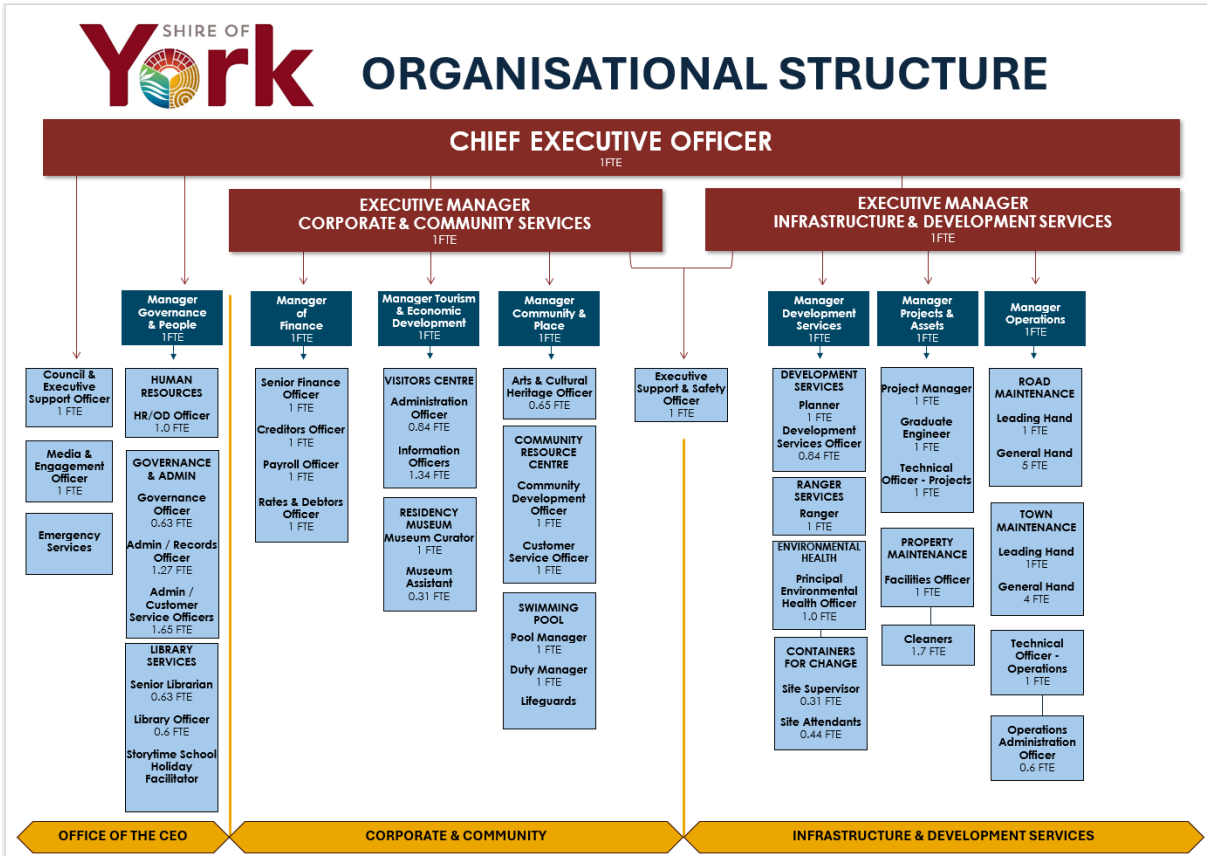
Is it possible to get a copy of your ORG chart with the positions shown but names removed?

Response provided by the Shire President

	Inside		Outside	
Date	**FTE**	**No. Employees**	**FTE**	**No. Employees**
As at 01/01/2025	40.06	48	13.75	16
As at 01/01/2026	40.06	47	13.75	16

These totals do not include casuals

As at 21 September 2026, we have 15 Outside Staff and 45 Inside Staff (not including casuals). The difference will be in casuals which are not included in the FTE count.



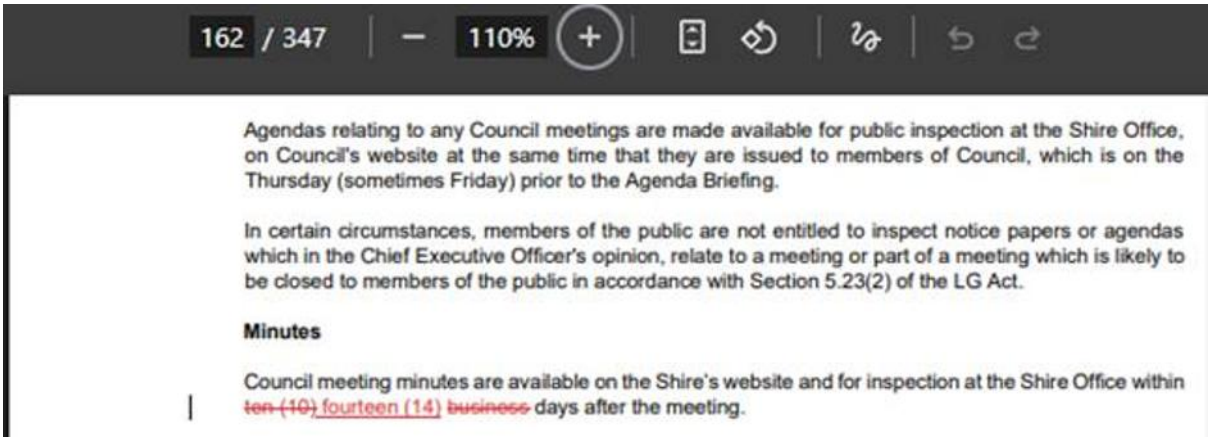
This Organisational Structure is currently under review and temporary arrangements in place to manage existing workflows effectively during the review period.

Question 3

OCM Meeting Minutes - I would like to know why it was necessary to allow 14 days to provide a copy on the Shire's website? Two full weeks seems excessively long in my administration experience.

Response provided by the Shire President

The 14 days was adjusted to be consistent with legislation; Local Government (Administration) Regulations 1996 s13 (2) "The unconfirmed minutes of a council meeting must be published within 14 days after the meeting is held."



Question 4

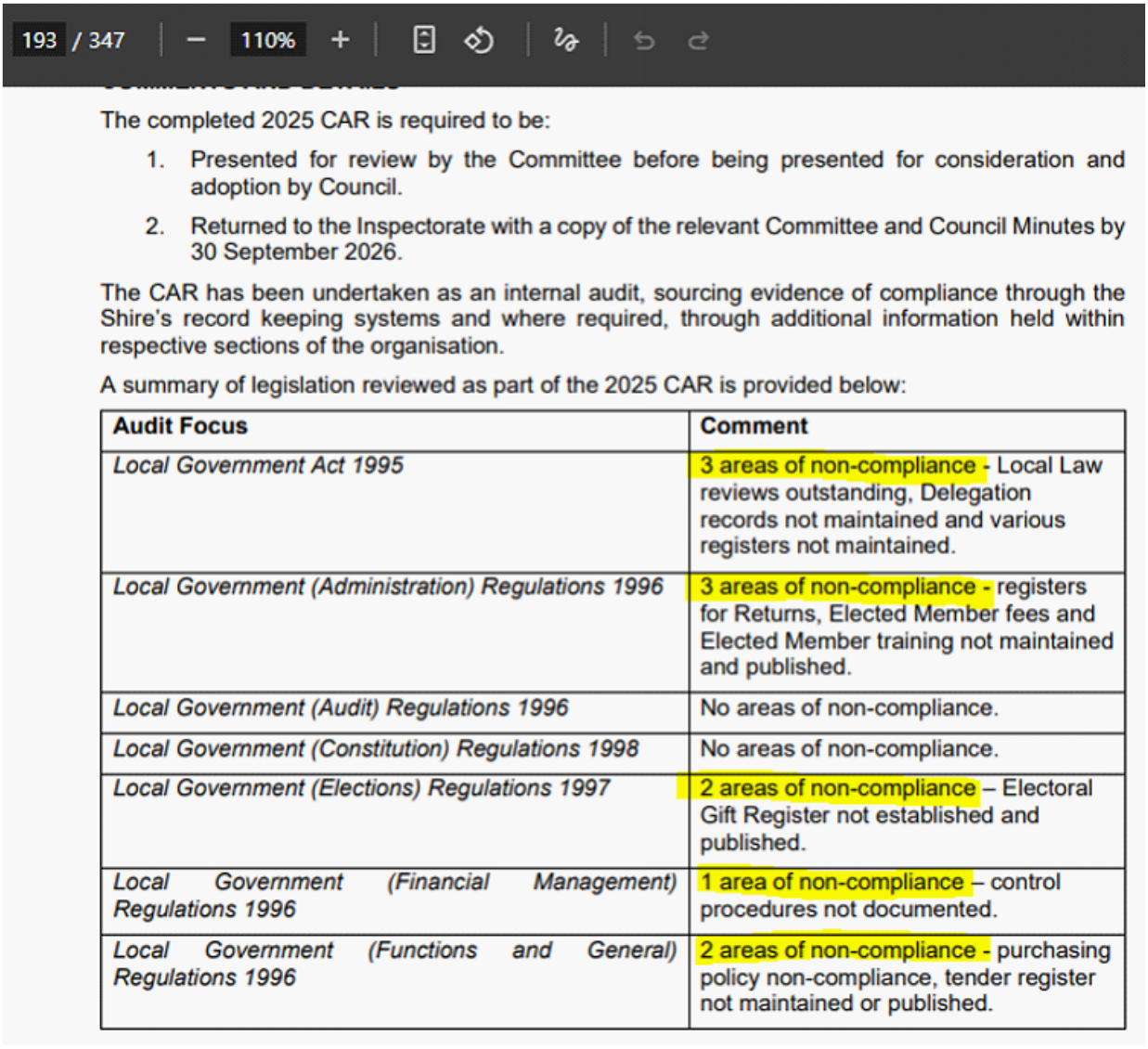
Audit, Risk and Improvement Committee – Why are there so many Non Compliances (11) in our CAR?

Response provided by the Shire President

Of the 11 areas of non-compliance, 8 were related to registers (establishing, maintaining and/or publishing), 1 for not having a finance process documented, 1 for an identified residual risk accepted by ARIC & Council in June 2024 and 1 for local law reviews.

With regard to the publishing of templates, due to fluctuations in the workforce, these items weren't timely addressed. The Administration has since completed tasks to rectify 7 of the 8 areas of non-compliance relating to registers. Documenting the finance control procedure has commenced.

It was previously communicated by DLGIRS that the new Local Government reforms would encompass the roll out standardised local law templates and that there would be provision to extend the validity of current Local Laws to from 8 years to 15 years allowing a transition period. The decision was made to delay the Shire's Local Laws review based on this understanding. The roll out of standardised templates has not yet occurred and the review has now been scheduled to be undertaken prior to the end of 2026.



The completed 2025 CAR is required to be:

1. Presented for review by the Committee before being presented for consideration and adoption by Council.
2. Returned to the Inspectorate with a copy of the relevant Committee and Council Minutes by 30 September 2026.

The CAR has been undertaken as an internal audit, sourcing evidence of compliance through the Shire's record keeping systems and where required, through additional information held within respective sections of the organisation.

A summary of legislation reviewed as part of the 2025 CAR is provided below:

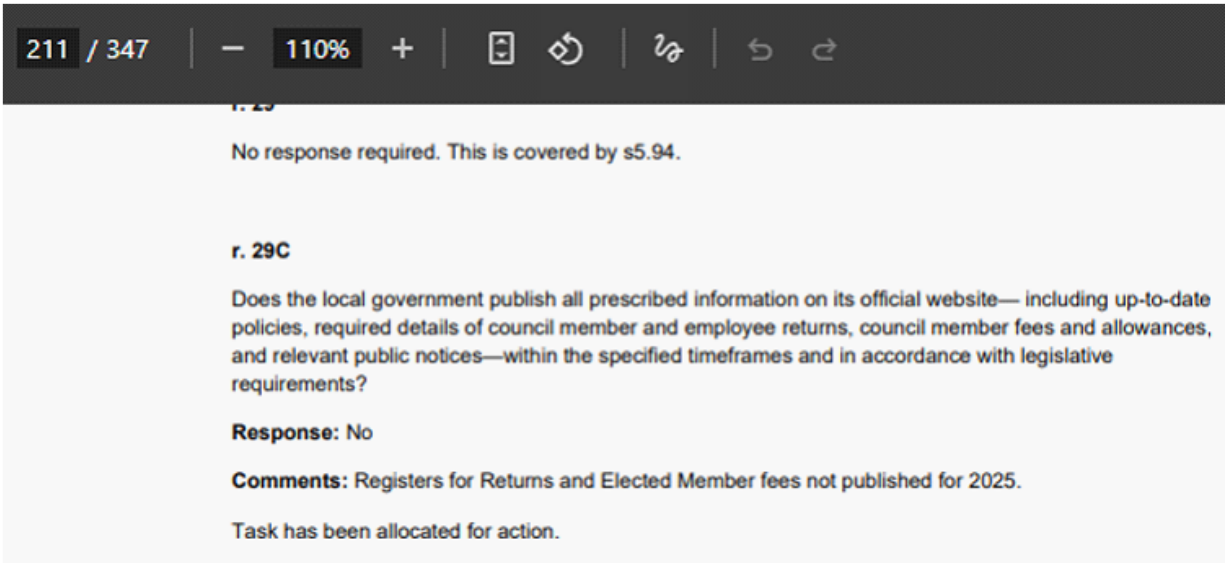
Audit Focus	Comment
Local Government Act 1995	3 areas of non-compliance - Local Law reviews outstanding, Delegation records not maintained and various registers not maintained.
Local Government (Administration) Regulations 1996	3 areas of non-compliance - registers for Returns, Elected Member fees and Elected Member training not maintained and published.
Local Government (Audit) Regulations 1996	No areas of non-compliance.
Local Government (Constitution) Regulations 1998	No areas of non-compliance.
Local Government (Elections) Regulations 1997	2 areas of non-compliance – Electoral Gift Register not established and published.
Local Government (Financial Management) Regulations 1996	1 area of non-compliance – control procedures not documented.
Local Government (Functions and General) Regulations 1996	2 areas of non-compliance - purchasing policy non-compliance, tender register not maintained or published.

Question 5

Audit, Risk and Improvement Register – Why hasn't all councillor information been posted on Shire website to maintain transparency for all ratepayers?

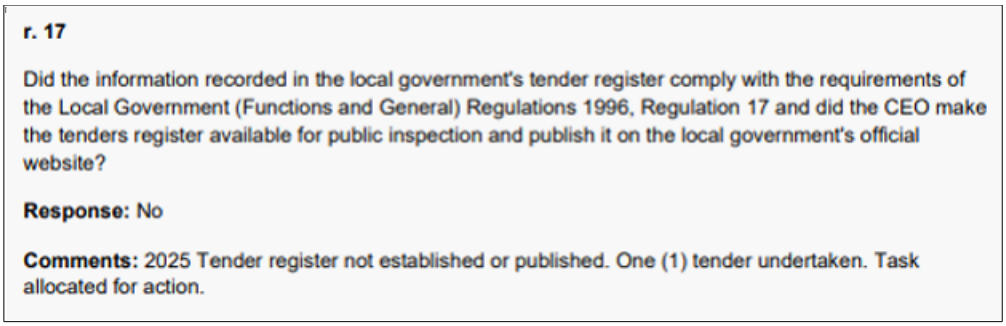
Response provided by the Shire President

Per previous response, due to fluctuations in the workforce, these items weren't timely addressed. The annual budget and monthly financial and other reporting still provide this transparency.



Question 6

Audit, Risk and Improvement Register – Why hasn't a Tender Register been in place previously, in my experience these registers are standard business practice? How have previous tender processes been recorded over the years???



Response provided by the Shire President

The Shire has been compliant in previous years and these registers are available on the Shire's website. Procurements at tender value are reportable to Council and therefore activity in this space has remained publicly visible.

Question 7

Audit, Risk and Improvement – These findings concerns me when we are supposed to have appropriately trained people in these roles – Why aren't we managing to complete timely bank reconciliations??? Why don't we have a depreciation policy???

l. Accepts the action taken and residual risk for the following one (1) Finding:

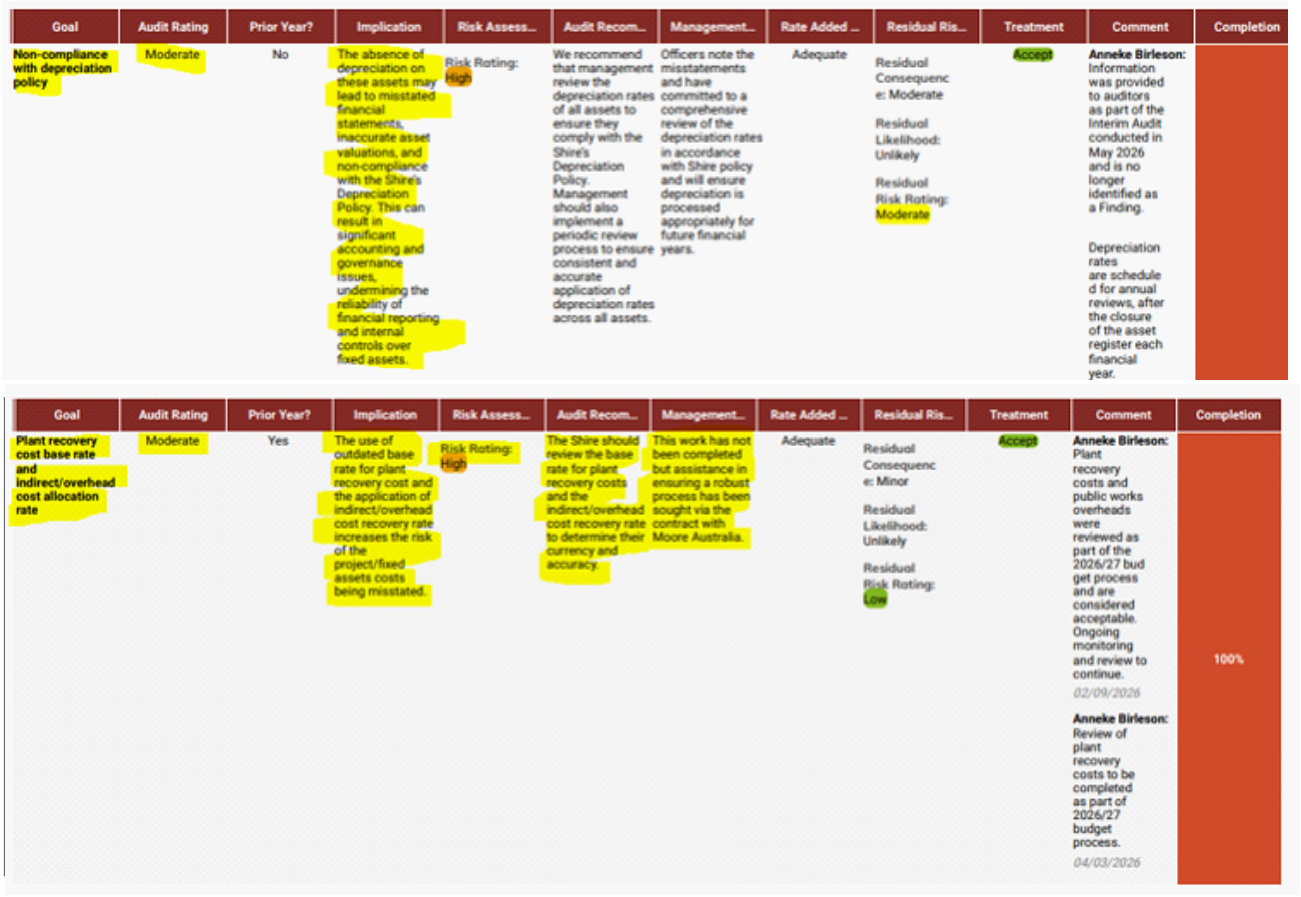
i. Untimely preparation and review of bank reconciliations

m. Requests the Temporary Chief Executive Officer to report back on progress against the remaining four (3) Findings:

i. Non-compliance with depreciation policy

ii. Monitoring of grants income and expenses

iii. Plant recovery cost base rate and indirect/overhead cost allocation rate to the Audit, Risk and Improvement Committee at its September 2026 meeting."



Goal	Audit Rating	Prior Year?	Implication	Risk Assess...	Audit Recom...	Management...	Rate Added ...	Residual Ris...	Treatment	Comment	Completion
Non-compliance with depreciation policy	Moderate	No	The absence of depreciation on these assets may lead to misstated financial statements, inaccurate asset valuations, and non-compliance with the Shire's Depreciation Policy. This can result in significant accounting and governance issues, undermining the reliability of financial reporting and internal controls over fixed assets.	Risk Rating: High	We recommend that management review the depreciation rates of all assets to ensure they comply with the Shire's Depreciation Policy. Management should also implement a periodic review process to ensure consistent and accurate application of depreciation rates across all assets.	Officers note the misstatements and have committed to a comprehensive review of the depreciation rates in accordance with Shire policy and will ensure depreciation is processed appropriately for future financial years.	Adequate	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Anneke Birleson:** Information was provided to auditors as part of the Interim Audit conducted in May 2026 and is no longer identified as a Finding. Depreciation rates are scheduled for annual reviews, after the closure of the asset register each financial year.	

Goal	Audit Rating	Prior Year?	Implication	Risk Assess...	Audit Recom...	Management...	Rate Added ...	Residual Ris...	Treatment	Comment	Completion
Plant recovery cost base rate and indirect/overhead cost allocation rate	Moderate	Yes	The use of outdated base rate for plant recovery cost and the application of indirect/overhead cost recovery rate increases the risk of the project/fixed assets costs being misstated.	Risk Rating: High	The Shire should review the base rate for plant recovery costs and the indirect/overhead cost recovery rate to determine their currency and accuracy.	This work has not been completed but assistance in ensuring a robust process has been sought via the contract with Moore Australia.	Adequate	Residual Consequence: Minor Residual Likelihood: Unlikely Residual Risk Rating: Low	Accept	**Anneke Birleson:** Plant recovery costs and public works overheads were reviewed as part of the 2026/27 budget process and are considered acceptable. Ongoing monitoring and review to continue. *02/09/2026* **Anneke Birleson:** Review of plant recovery costs to be completed as part of 2026/27 budget process. *04/03/2026*	100%

Response provided by the Shire President

These are findings from previous year audits. These Findings have been addressed and resolved to an acceptable level of risk. Bank reconciliations are being completed in a timely manner.

Depreciation is provided for through budget adoption, Note 6. The non-compliance referred to in the 2024/25 audit related to depreciation not being completed on all assets.

Question 8

Audit, Risk and Improvement – Managing Grants – I have previously asked that all grants recorded in the general ledger be clearly marked against relevant transactions. E.g. grant 123456. Is this going to be done now that it has been raised as a Significant Risk?

AUDIT FINDINGS 2022/23

Goal	Audit Rating	Prior Year?	Implication	Risk Assess...	Audit Recom...	Management...	Rate Added ...	Residual Ris...	Treatment	Comment	Completion
Monitoring of grants income and expenses	Significant	Yes	Without regular monitoring of a grant register, the Shire is exposed to an increased risk of non-compliance with agreements, unrecorded transactions in the general ledger, and undisclosed commitments in the financial statements. In addition current practice may result in non-compliance with AASB 15 or 1058 as no assessment has been made to determine the appropriate recognition of revenue of each grant, being either on receipt or over time. Incorrect revenue recognition may cause inaccuracies in the annual financial statements and the Shire's monthly financial information meaning financial decision making may be ill-informed.	Risk Rating: High	The Shire should review its current practice and implement a standard process to ensure its grant register is appropriately maintained to address the risks noted above. The Shire should retrospectively complete a detailed revenue recognition assessment of its grant revenue streams. This is to conclude if a particular grant revenue stream or transaction arises from an enforceable contract with a customer and has sufficiently specific performance obligations. The assessment will trigger the revenue recognition requirements under AASB 15, or if it falls outside this scope, under AASB 1058, so that revenue is not misstated for the 2023-24 financial year.	Historically an excel workbook has been used for the Grants Register where every Responsible Officer is required to add any new grants and update any other relevant information. Senior Finance Officer would update income and expenditure monthly and email register to all staff each month for review and update. This register has been superseded by the Government Frameworks IPR software which will be implemented in 2024. Progress can be tested during Interim and Final Audits for 2023/24.	Adequate	Residual Consequence: Major Residual Likelihood: Possible Residual Risk Rating: Moderate	Accept	**Anneke Birleson:** Consideration has been given to effectively resourcing this task. Additional capacity has been identified and will be dedicated to finalising and updating the grant register on an ongoing basis. *02/09/2026* **Anneke Birleson:** A register of all Capital Project grants has been compiled and is to be consolidated with operational grants. All grants are tracked through the monthly financial reports. Further Treatment is still required. *03/06/2026*	100%

Response provided by the Shire President

The risk associated with this audit finding has been treated to an acceptable level of residual risk. The table above details recommendations and actions taken.

An answer to the question regarding recording grants against transactions was provided to Elected Members and recorded in the Agenda Briefing Record for August, available on the Shire's website.

Question 9

Why did it take so long to close up User Access into SynergySoft system which is the Shire's accounting system and ensure new creditors were properly managed???

ATTACHMEN

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2026

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Index of findings	Potential impact on audit opinion	Rating	Year first raised
1. Inappropriate User Access in Synergy	No	Moderate	2024
2. Lack of documented evidence for approval of new creditors created in the Supplier (Creditor) Masterfile	No	Moderate	2025

1. Inappropriate user access in Synergy

From our review of the Synergy user access list, we found that the Finance Manager has super user access.

This finding was first reported in 2024.

Rating: Moderate **(2024:** Moderate**)**

Implication
Access privileges for users beyond those necessary to perform their assigned duties might result in the recording of unauthorised, non-existent or inaccurate transactions, improper changes to data, or destruction of data which could result in errors or fraud.

Recommendation
Super user access should be limited to privileged users that require this access consistent with their roles and responsibilities. Where super user access is no longer required, this access should be immediately removed or updated. Should this not be deemed practical, a process of review for all actions performed using the super user access should be implemented.

Management comment
Following the 2024 audit recommendation and associated management action, restricted system access controls were implemented and initially demonstrated effectiveness.

Between July and October 2025, significant workforce changes resulted in an increased number of users requiring temporary access. This also brought changes in key oversight roles that limited regular review of system access.

Access has been reviewed and is now limited to three employees. To strengthen controls, superuser oversight has been incorporated into Human Resource processes for both internal and external appointments, supporting the ongoing effective management of restricted access arrangements.

HR ensure access is changed at point of onboarding, offboarding or change in position. The oversight is provided by the Governance team, who are responsible for ICT services including monitoring systems access.

2. Lack of documented evidence for approval of new creditors created in the Supplier (Creditor) Masterfile

During the interim audit visit, we noted that 1 out of the 17 samples tested for new creditors created did not contain evidence of signature or authorisation by the Senior Finance Officer on the new creditor request forms as required by the established approval process.

This finding was first reported in 2025.

Rating: Moderate **(2025:** Moderate**)**

Implication
During the interim audit visit, we noted that 1 out of the 17 samples tested for new creditors created did not contain evidence of signature or authorisation by the Senior Finance Officer on the new creditor request forms as required by the established approval process.

This finding was first reported in 2025.

Recommendation
Management should enforce the requirement for Senior Finance Officer authorisation on all new creditor request forms before creating new creditors in the Supplier Masterfile.

Management comment
The Finance team have been reminded that the Senior Finance Officer is required to review and authorise all new creditor requests entered into the Supplier Masterfile. This process includes checking the details have been entered correctly.

The current process, including a recently implemented online form has the Senior Finance Officer sign off once all steps are complete. To have a review point prior to entry into the system and after is currently impractical and could create non-compliance issues through ineffective tracking of the process. However, the team commits to reviewing the process in the 2026/27 financial year.

An added control measure that the Shire has applied is a Purchase Order request cannot be raised until the responsible officer is provided with the Creditor number by the Finance Officer (Creditors).

If the Senior Finance Officer is on leave the approval officer is to be the Manager Finance.

The Shire's procedure is for the Finance Officer (FO) to carry out all the necessary checks and enter the creditor into SynergySoft. The creditor is not used until the Senior Finance Officer (SFO) has signed off on their review. The SFO reviews the documentation and the entry into the system to ensure everything is correct. If the SFO only authorises the form prior to entry, there is a risk of errors being made in the system that may go undetected. Our forms are designed to be signed off upon completion of the whole process.

Response provided by the Shire President

The detail within the Management Comments answers these questions.

In Summary:

- *The Initial Finding regarding system access in 2024 was resolved at the time. A change in staff in July 2025, created another instance which has since been rectified.*
- *The Finding relating to processing new creditors related to one instance. Additional controls have been implemented, and the Finance team have committed to a review of the process in 2026/27.*

Question 10

Funding for OCM – this question has not been properly answered from last OCM in August, why is this much spent on food for after the OCM? Whereas NAIDOC event was only $180???

EFT36586	13/08/2026 BELLISSIMO YORK	CATERING FOR JULY OCM	1		300.00
INV 378	09/08/2026 BELLISSIMO YORK	CATERING FOR JULY OCM	1	300.00	
EFT36616	13/08/2026 NGUYENS BAKERY CAFE	CATERING FOR NAIDOC EVENT	1		180.00
INV 1870473	06/07/2026 NGUYENS BAKERY CAFE	CATERING FOR NAIDOC EVENT	1	180.00	

Response provided by the Shire President

Quotations are sought from available providers for the provision of a catering for all events in accordance with Policy F2 - Procurement. The Council dinner was for relevant staff and Council members after ordinary Council Meetings, this is the amount quoted by the provider. The NAIDOC event was for morning tea of light snacks for the community attendees and this was the amount charged by the local provider for this function. Both amounts have a budgeted provision as adopted by Council.

Question 11

Kalamunda Council – Could you please advise what this payment related to??? Was it for processing of building applications and does it relate to a monthly charge?

EFT36590	13/08/2026 CITY OF KALAMUNDA	BUILDING SERVICES ONBOARDING INTO KALAMUNDA SYSTEMS	1		500.00
INV 39191	13/07/2026 CITY OF KALAMUNDA	BUILDING SERVICES ONBOARDING INTO KALAMUNDA SYSTEMS	1	500.00	

Response provided by the Shire President

The payment of $500 to the City of Kalamunda was for delivery of Building Approval Services in the month of July. The Planning and Building approvals services from the City of Kalamunda are invoiced separately.

Question 12

York Aquatic Centre – These two entries are in our current financials. I would like Council to provide a total sum showing how much of our rates has been expended on investigation into the 'New Aquatic Centre' for the period Jan 01/01/24 to 01/08/26?

EFT36598	13/08/2026 HAMES SHARLEY (WA) PTY LTD	CONCEPT DESIGN - YORK AQUATIC CENTRE	1		1,468.50
INV WA019256	28/07/2026 HAMES SHARLEY (WA) PTY LTD	CONCEPT DESIGN - YORK AQUATIC CENTRE	1	1,468.50	
EFT36640	13/08/2026 WHITNEY CONSULTING (MAHJAE PTY LTD)	50% COMMENCEMENT OF BUSINESS CASE WRITING - YORK AQUATIC FACILITY	1		21,521.50
INV INV 1110	20/07/2026 WHITNEY CONSULTING (MAHJAE PTY LTD)	50% COMMENCEMENT OF BUSINESS CASE WRITING - YORK AQUATIC FACILITY	1	21,521.50	

Response provided by the Shire President

$167,373 which mainly includes feasibility study, geotechnical investigation and facility design services.

Question 13

IT Vision Annual Subscription - What does this cost specifically cover as I have seen other costs for providing IT services to shire offices??? What is our total cost for IT support for the last financial year?

EFT36600	13/08/2026 IT VISION (READYTECH ON INVOICE)	IT VISION ANNUAL SUBSCRIPTION 2026-2027	1		81,481.50
INV INITV043036	30/04/2026 IT VISION (READYTECH ON INVOICE)	IT VISION ANNUAL SUBSCRIPTION 2026-2027	1	81,481.50	
EFT36676	27/08/2026 FOCUS NETWORKS	MONTHLY PROACTIVE SERVICES - COMPUTERS, SERVER, DEVICES	1		15,001.80
INV MPSD 15736	03/07/2026 FOCUS NETWORKS	MONTHLY PROACTIVE SERVICES - COMPUTERS, SERVER, DEVICES	1	7,333.70	
INV MPSD 15805	04/08/2026 FOCUS NETWORKS	MONTHLY PROACTIVE SERVICES - COMPUTERS, SERVER, DEVICES	1	7,668.10	

Response provided by the Shire President

The IT Vision Annual Subscription is the annual licencing and support for IT Vision/ReadyTech software.

Focus Networks provide the Shire's IT Support, with the total spend for 2025/26 being as follows:

- *$83,377 (Inc. GST) – Monthly Managed Proactive Service Contract*
- *$110,288 (Inc GST) – Monthly Software as a Service Contract*

Question 14

How much longer will Phillip Swain be engaged at our Shire??? This is costing us too much money.

EFT36619	13/08/2026 PHILIP SWAIN	ENVIRONMENTAL HEALTH SERVICES - JULY 2026	1		12,658.25
INV 270702	31/07/2026 PHILIP SWAIN	ENVIRONMENTAL HEALTH SERVICES - JULY 2026	1	12,658.25	

Response provided by the Shire President

Phillip Swain will be engaged with the Shire of York until April 2027 whilst the Shire's full time Environmental Health Officer is on maternity leave. The provision of Environmental Health Services is a mandatory function under the Local Government Act 1995. Alternative arrangements have been made to provide leave cover during this time which should result in a reduction in hours for Mr Swain.

Question 15

I am pleased to see some activity on this but would rather have spent this $6k on the actual repair. Has funding been allocated to repair the broadwalk?

EFT36701	27/08/2026 REHBEIN CONSULTING PTY LTD	STRUCTURAL ENGINEERING INSPECTION, ASSESSMENT AND REPORT - GWAMBYGINE BOARDWALK	1		5,940.00
INV RC 1967	31/07/2026 REHBEIN CONSULTING PTY LTD	STRUCTURAL ENGINEERING INSPECTION, ASSESSMENT AND REPORT - GWAMBYGINE BOARDWALK	1	5,940.00	

Response provided by the Shire President

The structural engineering assessment of the boardwalk has identified widespread structural failures of all components of the bridge. At present, no funding has been allocated to the repair of the boardwalk as it is considered cost prohibitive to repair the structure to the required modern Australian standards. An investigation is now underway to determine a cost to decommission and remove the structure.

Question 16

Rates Refunds – Can you please advise why there are approx. 7 occurrences of rates refunds in these financials?

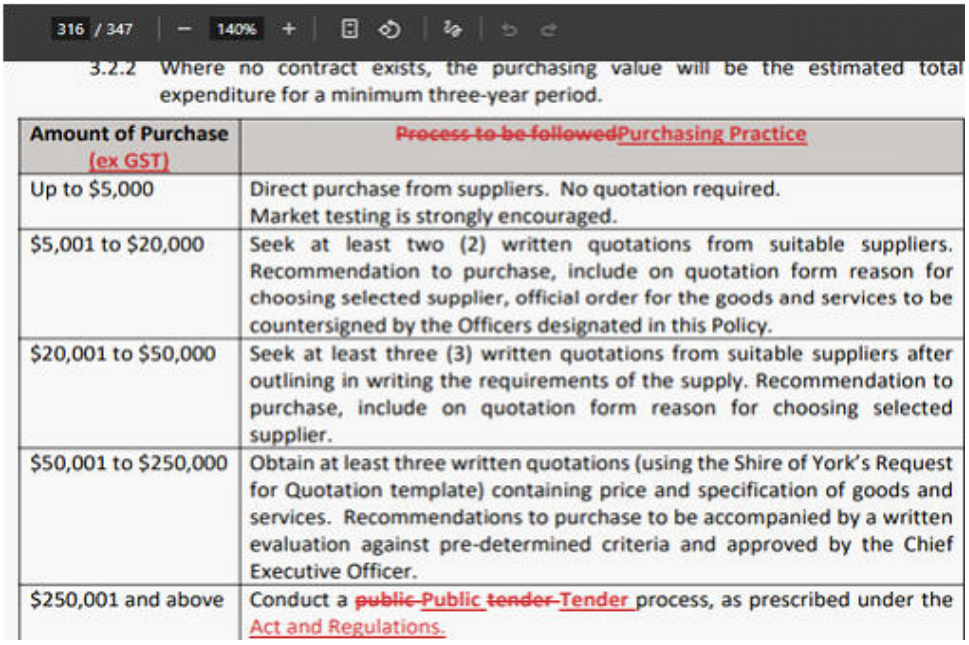
EFT36722	27/08/2026 VICKI PHILIPOFF SETTLEMENTS	RATES REFUND A60560 41 AVON TCE YORK WA 6302	1		2,035.53
INV A60560	05/08/2026 VICKI PHILIPOFF SETTLEMENTS	RATES REFUND A60560 41 AVON TCE YORK WA 6302		2,035.53	

Response provided by the Shire President

End of year processes have been completed including pensioner owned properties that have been sold where a rebate was claimed and received, thus requiring a refund to the original owner.

Question 17

Purchasing is a genuine concern of many ratepayers. I have been told that councillors are included in the process of approving purchases but it is not outlined in this table?



316 / 347 − 140% +

3.2.2 Where no contract exists, the purchasing value will be the estimated total expenditure for a minimum three-year period.

Amount of Purchase (ex GST)	~~Process to be followed~~Purchasing Practice
Up to $5,000	Direct purchase from suppliers. No quotation required. Market testing is strongly encouraged.
$5,001 to $20,000	Seek at least two (2) written quotations from suitable suppliers. Recommendation to purchase, include on quotation form reason for choosing selected supplier, official order for the goods and services to be countersigned by the Officers designated in this Policy.
$20,001 to $50,000	Seek at least three (3) written quotations from suitable suppliers after outlining in writing the requirements of the supply. Recommendation to purchase, include on quotation form reason for choosing selected supplier.
$50,001 to $250,000	Obtain at least three written quotations (using the Shire of York's Request for Quotation template) containing price and specification of goods and services. Recommendations to purchase to be accompanied by a written evaluation against pre-determined criteria and approved by the Chief Executive Officer.
$250,001 and above	Conduct a ~~public~~ Public ~~tender~~ Tender process, as prescribed under the Act and Regulations.

Response provided by the Shire President

Councillors are only involved in purchases above the tender threshold of $250,000, in accordance with the Act and Regulations and as identified in the above table. They are not involved in the process, they are the decision-makers when an item is presented to them for their consideration.

4.2 Public Question Time

Diane Buckley

We are already recording this meeting with video as well as audio. I would like to know when we can start making this live for the people that can't get to the meeting can actually listen to the live meeting.

Response provided by Administration

Will take this on notice

As there were no further questions Public Question Time concluded at 5.22pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Elaine Ashford requests leave 22 September 2026 and 12 October 2026 to 29 October inclusive

RESOLUTION
010926

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

That Council approves Leave of Absence for Cr Elaine Ashford, 22 September 2026 and 12 October 2026 to 29 October inclusive

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

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, Deputy Shire President, advised she had attended the following meetings and events during August 2026:

DAY	MEETING/EVENT DESCRIPTION	VENUE
11/08/26	Concept Forum	Council Chambers
13/08/26	ALGA Masterclass	Online
17/08/26	YDHS Board Meeting	YDHS
18/08/26	Agenda Briefing - Greenhills	Greenhills Hall
20/08/26	Avon Midland Zone Meeting	Online
25/08/26	Special Council Meeting (Budget Adoption)	Council Chambers
25/08/26	OCM	Council Chambers
27/08/26	Marion Kicketts Book Launch	York Town Hall
28/08/26	Intergenerational Skills	CRC
30/08/26	York Motor Show Awards	Avon Tce

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS / RECEIPT OF RECORD

7.1 Receipt of Record of Agenda Briefing Held 15 September 2026

RESOLUTION

020926

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

That the Record of the Agenda Briefing held on the 15 September 2026, as printed and circulated to all Elected Members, be received and noted

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

Against: **Nil**

CARRIED 5/0

7.2 Ordinary Council Meeting / Audit, Risk & Improvements Meeting

RESOLUTION

030926

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

Ordinary Council Meeting – 25 August 2026

Audit, Risk and Improvements Committee Meeting – 8 September 2026

That the minutes of the Ordinary Council Meeting held on 25 August 2026 and the Audit, Risk & Improvement Committee Meeting held on 8 September 2026 be confirmed as a correct record of proceedings

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

Against: **Nil**

CARRIED 5/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Brief announcement, we didn't have anyone from the gallery at the Agenda Briefing last week, but we had a technical failure and had to go through Agenda Briefing using the equipment that we had. I would like to acknowledge the fast work done by the administration to get the equipment back up and running again.

8.1 Meetings and Events Attended

The Shire President advised he had attended the following meetings and events during August 2026:

DAY	MEETING/EVENT DESCRIPTION	VENUE
04/08/26	CEO Meeting	Shire Administration
11/08/26	CEO Meeting	Shire Administration
11/08/26	Concept Forum	Council Chambers
17/08/26	101.3FM Radio Interview	Voice of the Avon
18/08/26	CEO Meeting	Shire Administration
18/08/26	Agenda Briefing - Greenhills	Greenhills Hall
20/08/26	Avon Midland Zone Meeting	Voice of the Avon
21/08/26	Wheatbelt Forum	Shire of Chittering
23/08/26	Canola Classic	York Rec Centre
24/08/26	AMP-UP Waste Facilities & Resources Recovery Workshop	Council Chambers
25/08/26	CEO Meeting	Shire Administration
25/08/26	Special Council Meeting (Budget Adoption)	Council Chambers
25/08/26	OCM	Council Chambers
27/08/26	SOY Video Update	Shire Administration

31/08/26	101.3FM Radio Interview	Voice of the Avon

9 OFFICER'S REPORTS

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

Disclosure of Interest – Cr Kevin Trent – Impartial – Multiyear Funding Acquittal – York District High School 2025/26

Cr Trent read the Impartiality Declaration - … With regard to Multiyear Funding Acquittal – York District High School 2025/26, the matter in Item SY084-09/26. I disclose that I have an association with the applicant (or person seeking a decision – The association is I am a member of the York District High School Board. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

File Number:	**4.11582**
Author:	**Elissa Currie, Community Development Officer**
Authoriser:	**Rebecca Atkinson, Temporary Executive Manager Community & Economic Development**
Previously before Council:	**26 November 2024 (161124)** **26 May 2026 (040526)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Funding Acquittal 2025/26 - YDHS ⇩** **2. Expenditure worksheet ⇩** **3. Shire Recognition ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents the acquittal received from York District High School (YDHS) for 2025/2026 funded activities delivered in December 2025.

BACKGROUND

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

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

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

At its November 2024 Ordinary Meeting, Council considered YDHS' application for multi-year funding and resolved (161124):

"That, with regard to the York District High School - Request for new Multiyear Funding Agreement, Council:

1. ***Receives the request for multiyear funding from York District High School as presented in confidential Appendix 1.***

2. ***Requests the Chief Executive Officer to negotiate a multiyear funding agreement with York District High School under the following conditions:***

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

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

FINANCIAL YEAR	*SPONSORSHIP*	*FIRST PROGRESS PAYMENT (90%)*	*FINAL PAYMENT ON ACQUITTAL (10%)*
2024/25	*$2,500 ex GST*	*1 December 2024*	*1 June 2025*
2025/26	*$2,500 ex GST*	*1 July 2025*	*1 June 2026*
2026/27	*$2,500 ex GST*	*1 July 2026*	*1 June 2027*

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

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

4. ***Authorises the Shire President and Chief Executive Officer to endorse the final multiyear funding agreement.***

5. ***Directs the Chief Executive Officer to include the above agreed amounts in the 2025/26 and 2026/27 budgeting process."***

Council committed a total of $2,500 excluding GST to support delivery of the 2025 YDHS Awards and Graduation ceremonies. YDHS have received the first milestone payment for 25/26 of $2384.16 (ex GST) this is a reduced rate due to an underspend in 2024/25.

COMMENTS AND DETAILS

The following table summarises the MFA acquittal received from YDHS.

TABLE 1.

ORGANISATION	PURPOSE	PROVISION	ACQUITTAL SUMMARY
YDHS	End of Year Awards Ceremony & Graduation Ceremonies 2025	$2,500	YDHS held its annual award ceremonies over two (2) days in December 2025. These events celebrated student success, acknowledged achievements, and marked the completion of the school year for various levels. **Attendees:** 400 **Outcomes Delivered:** The ceremonies enable students to come together to celebrate achievements and is a vital component in building a positive school culture within the local community.

The acquittal is presented in Appendix 1.

In Summary:

- This event continues to support delivery of Council's strategic, economic and community objectives by promoting YDHS and the Shire of York as an attractive place for youth as it celebrates the academic and citizenship achievements of our local community.
- The Shire is acknowledged in speeches, in school newsletters, in the event program and on the school graduation sashes.

- Shire funding contributes to award ceremony expenses such as stage, sound system and chairs, the graduation sashes, medallions, engraving and framing of certificates, student awards and refreshments for the graduation morning tea.
- YDHS received community donations to support expenditure for the End of Year Awards Ceremony & Graduation Ceremonies 2025
- YDHS have reported total expenditure of $6594.50 ex GST, resulting in an exact spend of funds. A breakdown has been provided with the acquittal report and is presented in Appendix 1.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the acquittal as presented in Appendix 1.

Option 2: Council could choose not to accept the acquittal as presented in Appendix 1.

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

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

YDHS

Strategic

Council Plan 2025-2035

Pillar 1: Community and cultural vitality

A strong, inclusive community supporting all cultures and generations.

Pillar 2: Future-ready economy

A diverse, resilient economy with employment and investment growth.

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

C8 Funding: Grants & Sponsorship

Financial

The total funding provided to YDHS was $2384.16 ex GST, this was covered in 2025/26 budget allocations.

Upon successful acquittal YDHS will be able to claim the first milestone payment for the 2026/27 financial year, less the balance of the underspend. This is covered in the existing budget allocations for multiyear funding agreements.

Legal and Statutory

Nil in relation to the receipt of the acquittals.

Risk Related

Should Council choose not to accept the acquittals, this poses a minor reputational, compliance and financial risk. Regular reporting in accordance with the relevant agreement and policy requirements,

including acceptance of acquittals through resolution, provides acceptable treatment controls to manage the risks identified.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
040926

Moved: Cr Denese Smythe **Seconded: Cr Monique Hutchinson**

That, with regard to the Multiyear Funding Acquittal - York District High School 2025/26, Council:

1. **Accepts the York District High School acquittal report for Multiyear Funding for the 2025/26 financial year, as presented in Appendix 1.**
2. **Requests the Chief Executive Officer to release the second milestone payment.**

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

Against: **Nil**

CARRIED 5/0

Funding Acquittal Form

Acquittal

FUNDING ACQUITTAL FORM

Instructions to complete the form:

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

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

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

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

Funding Category

○ Tourism ○ Outstanding Representation ◉ Community ○ Economic Development

Organisation Information

Name of Organisation

YORK DISTRICT HIGH SCHOOL

Street Address

Trews Road, York WA 6302

Postal Address

A/A

Email:

york.dhs@education.wa.edu.au

Website (if applicable)

https://www.yorkdhs.wa.edu.au/

Project Name

End of Year Graduation and Awards Ceremony

Funding Amount

$2,384.16

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

○ One-Off ◉ Multi-Year

Date Funding Granted

01/07/2025

Date project was Delivered

17/12/2025

Who is your target sector of the community? *

TOTAL EXPENSE
$6,594.50

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

Expenditure Breakdown 2025.pdf 717.66KB

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

(•) Yes ( ) No

Was your overall expenditure what you predicted?

(•) Yes ( ) No

Please provide an explanation below

Environmental Impacts and Other Considerations

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

Lessons Learned

What were the key lessons learned whilst delivering the project?

Checklist *

(•) All Supporting documentation as requested (feedback, financials, promotional etc)

DECLARATION

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

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

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

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

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

Acquittal report duly authorised by:

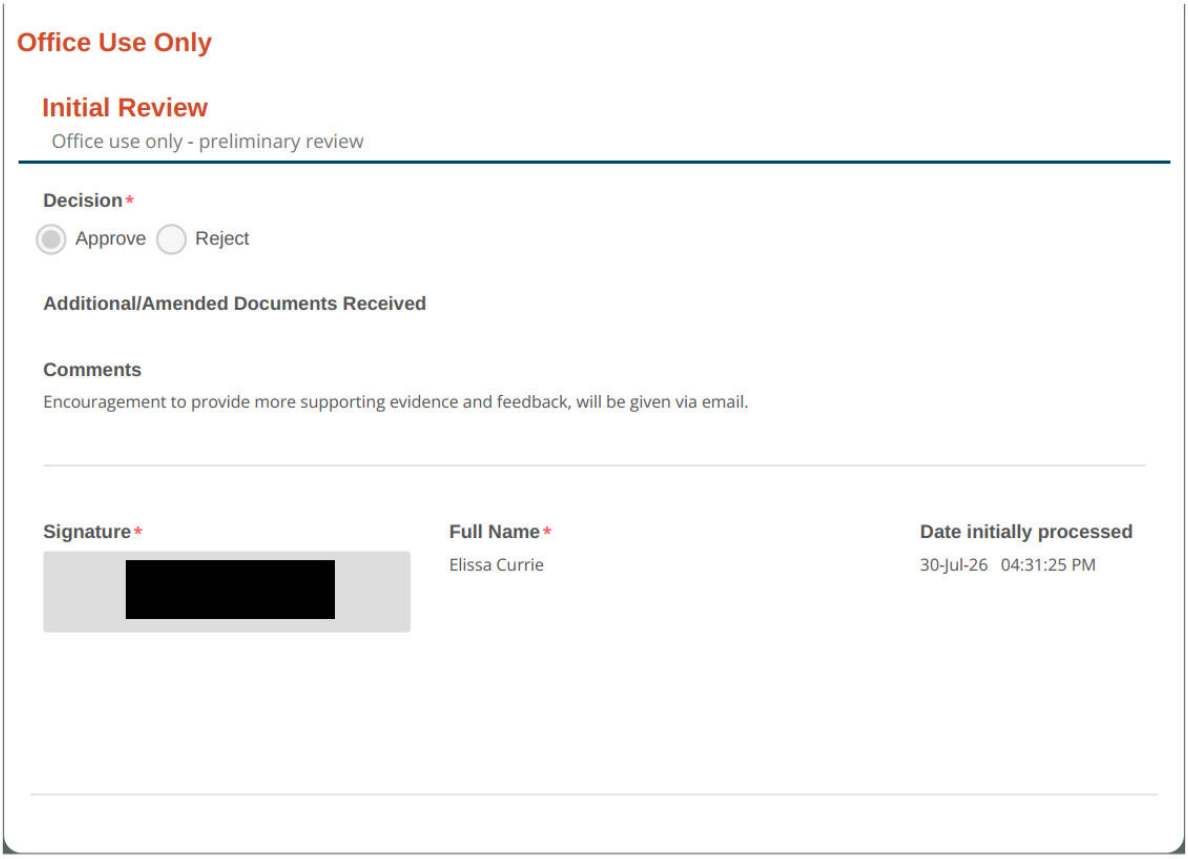
Title [redacted]

First Name (?) * [redacted]

Last Name * [redacted]

E-mail (preferred for correspondence) *
york.dhs@education.wa.edu.au

Position Held
Manager Corporate Services



Office Use Only

Initial Review

Office use only - preliminary review

Decision *

(•) Approve ( ) Reject

Additional/Amended Documents Received

Comments

Encouragement to provide more supporting evidence and feedback, will be given via email.

Signature *

[redacted]

Full Name *

Elissa Currie

Date initially processed

30-Jul-26 04:31:25 PM

RM Finance *York District High School* Page 1

Budget Analysis Report Printed at 15:53 on Tuesday 9th June 2026 - Period 12
Data for 2025

Budget Details (Year to Date)

Account	Description	Heading	Allocated	Spent	Committed	Total	Difference
D2611	Student Awards - END OF YEAR	20EXP	6000.00	6594.50	0.00	6594.50	-594.50

Budget Adjustments (Year to Date)

Description	Date	Type	Allocation	Current Allocated
Initial Budget	27 MAR 2025	ALL	[redacted]	[redacted]
[redacted]	6 NOV 2025	ALL		
	6 NOV 2025	ALL		
	16 NOV 2025	ALL		
	1 DEC 2025	ALL		
	1 DEC 2025	ALL		
	1 DEC 2025	ALL		
	1 DEC 2025	ALL		
	6 JAN 2026	ALL		
	6 JAN 2026	ALL		
	6 JAN 2026	ALL		

Cash Transactions Details (Year to Date)

Account	Description	Order No	Invoice No	Reference	Type	Date	Nett	Tax	Gross	Voucher
Midland Trophies	Honour Board Name & Year Tags	[redacted]				6 JUN 2025	56.36	5.64	62.00	54024
Sheridan's Badges and Eng	End of Year Award - Medallions					24 SEP 2025	1529.00	152.90	1681.90	54916
[redacted]										
Wanneroo Uniforms	Graduation Sashes 2025 x 20					14 NOV 2025	500.00	50.00	550.00	55300
Wanneroo Uniforms	Screen Print Set-up					14 NOV 2025	60.00	6.00	66.00	55301
[redacted]										
Midland Trophies	Engraving, Medallions & Shield					18 DEC 2025	455.45	45.55	501.00	55605

RM Finance *York District High School* Page 2

Budget Analysis Report Printed at 15:53 on Tuesday 9th June 2026 - Period 12
Data for 2025

[redacted]

Midland Trophies	Engraving, Medallions & Shield	[redacted]	ESC	19 DEC 2025	-455.45	-45.55	-501.00	55626
Midland Trophies	Engraving, Medallions & Shield		ESP	19 DEC 2025	455.45	45.55	501.00	55629

[redacted]

	[redacted]
Expenditure	
Income	
Internal Charges	
Totals	

Accrual Transactions Details (Year to Date)

Account	Description	Reference	Type	Date	Nett	Tax	Gross	Voucher
Totals					0.00	0.00	0.00	

Outstanding Orders Detail (Committed)

Account	Analysis	Code	Desc	Ordered	Rec'd	Paid	Nett	To Pay	Order No.
Totals							0.00	0.00	

Allocation profile by period

[redacted]


SHIRE OF
York

OFFICIAL

Kaya wanju Balladong boodja

York District High School

2 Trews Rd, York WA 6302
Ph: (08) 96413100
Email: york.dhs@education.wa.edu.au
www.yorkdhs.wa.edu.au
"An Independent Public School"

17th December, 2025

Shire of York
PO Box 22
York WA 6302

Thank you for your generous donation that assisted us in providing various awards of quality books and prizes for students at our annual School Awards Ceremonies. We were able to acknowledge and reward those students from Pre-Primary to Year 10 who have demonstrated a standard of excellence or achievement across a range of skills and learning programs throughout this year.

We appreciate your most generous support of this important event in 2025 and hope that you may elect to continue your support of our Awards Ceremony for years to come.

Yours sincerely

[redacted]

[redacted]
Principal

Enc

York District High School

Awards Ceremony Year 3 to 6

Tuesday, 16th December 2025
York District High School Undercover Area
9.00am

Welcome to Country [redacted]

National Anthem Advance Australia Fair

Welcome Master of Ceremonies – [redacted]

Principal's Address Mr [redacted]

YDHS Choir (accompanied by YDHS Rock Band) UFO by Sneaky Sound System

Primary Awards

Room 13 Year 3/4 Class Awards
Room 14 Year 3/4 Class Awards
Room 17 Year 4/5 Class Awards
Room 16 Year 5/6 Class Awards
Room 18 Year 5/6 Class Awards

Additional Primary Awards

Awards
Mt Walwalling Indigenous Award
York Culture of Community Award
York & District Co-operative Ltd Award
Health Pharmacy Award
Primary Sports' Star Award
Science Awards
Visual Arts Award
Technologies Award
Moordijt Boodjar Environmental Award (Strong Land)
Instrumental Music Award

YDHS Rock Band Hit Me With Your Best Shot by Pat Benatar

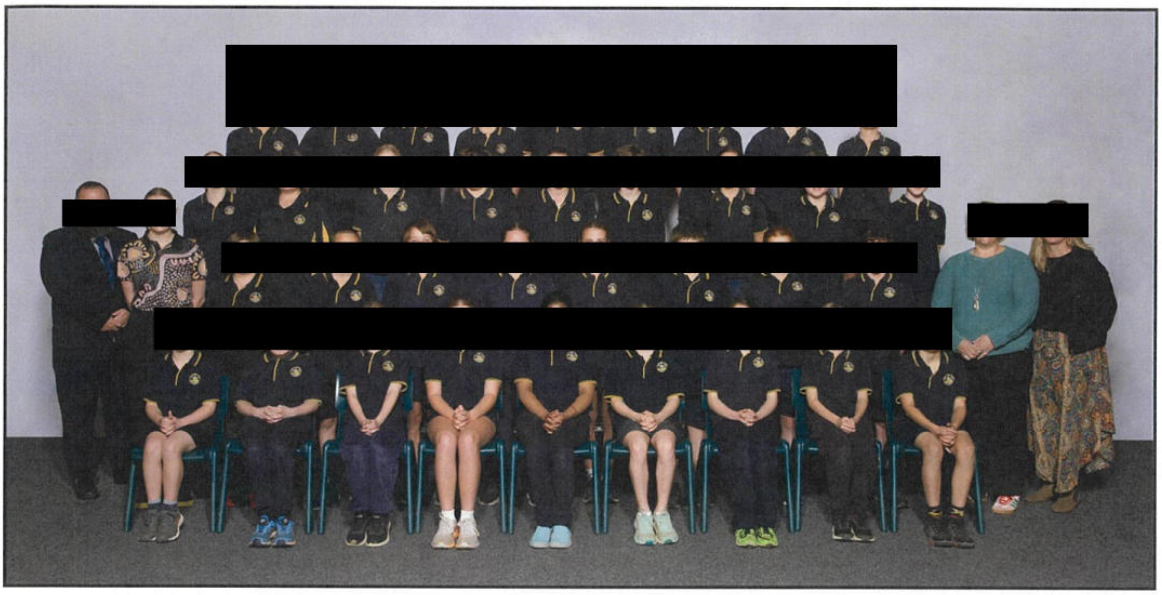
Presentation of Student's Artwork to school

Citizenship Award
Dux Award

YDHS Choir & Rock Band We Didn't Start the Fire by Billy Joel
(updated lyrics by YDHS School Captain John Donovan)

Year 6 Graduation [redacted]

Year 6 Students





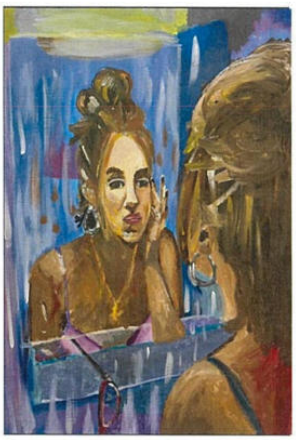
2025 Artwork Awards



'Cat Piano'
[redacted] Year 2



'Ming Vase'
[redacted] Year 6



'Vanity'
[redacted] Year 10

York District High School

Awards Ceremony
Year 7 to 10

Wednesday, 17th December 2025
York District High School Undercover Area
9.00am

Welcome	Mr [redacted]
Acknowledgement of Country	[redacted]
National Anthem	Advance Australia Fair
Principal's Address	Mr [redacted]
YDHS Choir & Rock Band	***We Didn't Start the Fire*** by Billy Joel (updated lyrics by YDHS School Captain John Donovan)

Secondary Awards

Top Student Awards
Year 7
Year 8
Year 9
Most Improved Students
Year 7
Year 8
Year 9
Rocky Year Awards
Year 7
Year 8
Year 9

Secondary Honour Roll

[redacted]	

Additional Secondary Awards

Moordijt Boodjar Environmental Award
York & District Co-operative Ltd Application Award
Mt Walwalling Indigenous Award
Citizenship Award
Nutrien STEM Award- Pigs In Schools
Instrumental Music Award

Year 10 Learning Area & Subject Awards

English	Design & Technology- (Woodwork & Metalwork)
Mathematics	Secondary Sports' Star Award
Science	ADF "Long Tan" Leadership Award
Humanities & Social Science	Bendigo Bank Award – Academic Pathway
Visual Arts	Bendigo Bank Award – Alternative Pathway
Drama	Ampol All Rounder Award
Health & Physical Education	Shire of York YDHS Dux Award
Design & Technology -Textiles	ADF 2025 Future Innovators Award
Rock Band Award	Culture Award

YDHS Rock Band ***Hard Times*** by Paramore
Hit Me With Your Best Shot by Pat Benatar

School Captains Addresses [redacted]

Year 10 Graduation Presented by Mr [redacted] and
Mr [redacted] – Shire of York President

School Board Chairperson's Address [redacted]

Faction Shield Winner
Presentation of Student's Artwork to school
Year 10 Morning Tea

Year 10 Students



[redacted]

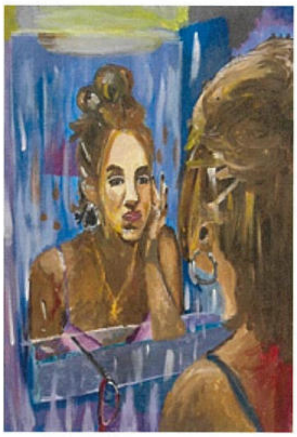
2025 Artwork Award



"Cat Piano"
[redacted] Year 2



"Ming Vase"
[redacted] Year 6



"Vanity"
[redacted] Year 10

York District High School

2025 Sponsors

We sincerely wish to thank and acknowledge the following families, businesses and community groups for their generous contribution towards the success of our Awards Ceremony and support of our school.

Australian Defence Force	Jayelle Hair Salon
Avon Valley Tyre & Auto / [redacted] Family	Rous Electrical
Bendigo Bank	York RSL Sub Branch
CWA, York Branch	Shire of York
Ampol Australia	York Men's Shed
[redacted]	York Health Pharmacy
The Flour Mill Café	Sweet Treats on the Terrace
[redacted] Family	Nutrien Ag Solutions
[redacted] MP	York and Districts Co-operative Ltd
State School Teachers Union – YDHS Branch	

The York District High School staff, wish everyone a safe and happy Christmas and prosperous New Year.

OFFICIAL

York DHS Awards Ceremonies Special Guest Attendance 2025

GUEST	ECE	MUP	SECONDARY
Cr. [redacted]			
Cr.			
[redacted]-RED			
[redacted] NSHS			
Father [redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted] (Men's Shed)			
[redacted] (Bendigo Bank)			
CWA			
RSL			
York Co-op			

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

Disclosure of Interest – Cr Kevin Trent – Impartial – Multiyear Funding Acquittal – 2025/26 RSL York Subbranch

Cr Trent read the Impartiality Declaration - … With regard to Multiyear Funding Acquittal – RSL York Subbranch, the matter in Item SY085-09/26. I disclose that I have an association with the applicant (or person seeking a decision). The association is I am a member of the RSL York Sub Branch. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

File Number:	**4.11582**
Author:	**Elissa Currie, Community Development Officer**
Authoriser:	**Rebecca Atkinson, Temporary Executive Manager Community & Economic Development**
Previously before Council:	**27 August 2024 (130824)** **24 June 2025 (120625)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Funding Acquittal form 2025/26 - RSL ⇩** **2. Financial Evidence ⇩** **3. ANZAC Day - Order of Service ⇩** **4. Statement of Attendance ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents the acquittal received for 2025/26 for funded activities delivered by RSL York Subbranch.

BACKGROUND

The original funding arrangement was considered and approved under the Shire's funding policy framework in place at that time, being Policy C3 – Community Funding: Grants and Sponsorship and Policy C4 – Sponsorship of Tourism Events.

In March 2025, Policies C3 and C4 were rescinded and replaced by Policy C8 – Funding: Grants & Sponsorship, which consolidated the Shire's approach to the provision of financial and in-kind support.

Any subsequent consideration of funding or amendments to the existing arrangement is therefore undertaken within the context of the Shire's current Policy C8 – Funding: Grants & Sponsorship.

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

In certain circumstances, where Council sees significant benefit to the community of maintaining support for a project or activity on an on-going basis it may resolve to consider, via the Integrated Planning and Reporting Framework review cycle or the Annual Budget process, inclusion as a Multiyear Funding Agreement (MFA).

In both instances, acquittal reporting is a requirement of sponsorship. Dependant on the size, scale and frequency of funding, acquittal reporting detail varies. At a minimum acquittal reports must include:

1. Key outcomes
2. Lessons learned
3. Community benefits
4. How the Shire was acknowledged

At its August 2024 Ordinary Meeting Council considered the application for multiyear funding as requested by the RSL York Subbranch and resolved (130824):

"That, with regard to the Request for new Multiyear Funding Agreement - York RSL, Council:

1. ***Receives the request for multiyear funding from the York Returned Services League, as presented in confidential Appendix 1.***
2. ***Requests the Chief Executive Officer to negotiate a multiyear funding agreement with the York Returned Services League under the following conditions:***
   a. ***The Agreement will be in place from 1 July 2024 and expire on 30 June 2027.***
   b. ***The amount of sponsorship will be provided in accordance with the table below:***

FINANCIAL YEAR	*SPONSORSHIP*	*FIRST PROGRESS PAYMENT (80%)*	*FINAL PAYMENT ON ACQUITTAL (20%)*
2024/25	*$3,500 ex GST*	*September 2024*	*1 June 2025 or earlier upon successful acquittal*
2025/26	*$3,500 ex GST*	*July 2025*	*1 June 2026 or earlier upon successful acquittal*
2026/27	*$3,500 ex GST*	*July 2026*	*1 June 2027 or earlier upon successful acquittal*

   c. ***Payment will be subject to all milestone conditions of the Agreement being met on an annual basis.***
3. ***Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the multiyear funding agreement prior to signing.***
4. ***Authorises the Shire President and Chief Executive Officer to engross the final multiyear funding agreement.***
5. ***Directs the Chief Executive Officer to include the above agreed amounts in the 2024/25 - 2026/27 budgeting process."***

COMMENTS AND DETAILS

The following table summarises the MFA acquittal received from RSL York Subbranch.

TABLE 1.

ORGANISATION	PURPOSE	PROVISION	ACQUITTAL SUMMARY

RSL York Subbranch	ANZAC Day Remembrance Day	$3,500 (ex GST)	The RSL York Subbranch held two commemorative events throughout 2025/26 ANZAC Day Services including: • Dawn Service at Wongborel/Mount Brown • The Gunfire Breakfast at the RSL Hall • ANZAC Day march from the RSL Hall. • ANZAC Day service at York War Memorial. Remembrance Day including: • Commemorative service 11 November 2025 In addition to the above services, community engagements undertaken included: • The inclusion of the High School Cadets as flag bearers, and the delivery of speeches by the YDHS Captains at the memorial service. • The inclusion of local Police, Fire Services and Ambulance Offices in the ANZAC Day march. • York Swimming Club and the York Men's Shed assistance at events. **Attendees:** estimated at 250-300 people. **Outcomes Delivered:** ANZAC Day and Remembrance Day commemorative activities enabled the promotion of York as a positive, active and involved community and assisting the Shire in meeting its community, corporate and business goals to facilitate community led initiatives and to support civic and community events. A key outcome for the RSL York Subbranch is to continue the long-standing tradition (about 105 years) of acknowledging the service of Australian men and women who gave service in the defence of Australia, starting with the landing at Gallipoli in 1915. Western Australia was amongst the first states to do this in 1919.

The acquittal is presented in Appendix 1.

In Summary:

- Council invested a total of $3,500 (ex GST) in 2025/26 to support RSL York Subbranch in the continued delivery of annual events.
- These events continue to support delivery of Council's strategic, economic and community objectives by commemorating days important to the York RSL and community. The community responded well to the events and the RSL York Subbranch volunteers involved in the organisation and delivery received many compliments and positive contributions from the public.
- The Shire of York name and logo were included on all printed promotional materials for both Remembrance Day and ANZAC Day, including posters and flyers distributed within the community. The Shire President and Councillors were formally invited to attend the commemorative services and the Gunfire Breakfast at the York RSLWA SB Hall.

- Shire funding contributes to the ceremony expenses such as road traffic plan design, audio visual and technical support and bump in and out support.
- The RSL York Subbranch received community donations to support expenditure for the ANZAC and Remembrance Day ceremonies.
- The RSLWA York Subbranch expenditure prediction was based on previous years and this year they negotiated better outcomes and savings due to community and business support for the event.

- The RSL York Subbranch was allocated $3,500 (ex GST) in Shire funding for 2025/26, with an initial milestone payment of 80%, being $2,800 (ex GST), paid to the Subbranch.

  The acquittal identifies total eligible expenditure of $2,070 (ex GST), resulting in an underspend of $730 against the amount already paid.
  It is proposed that the Shire retain the outstanding 20% milestone payment of $700 (ex GST), leaving a balance of $30 (ex GST) to be reconciled. This remaining $30 would be deducted from the Subbranch's 2026/27 funding payment.

The RSL York Subbranch's acquittal report for 2025/26, including a breakdown of respective expenses, is presented in Appendix 1.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the acquittal report received from the RSL York Subbranch and withhold the final milestone ($700) and reduce the first milestone for 2026/27 by $30.

Option 2: Council could choose to accept the acquittal report received from the RSL York Subbranch and request the $730 be returned to the Shire of York.

Option 3: Council could choose not to accept the acquittal report received from the RSL York Subbranch.

Option 4: Council could choose to seek further details from the RSL York Subbranch.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

RSL York Subbranch

Debrief with Shire Officers

Strategic

Council 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

C3 Community Funding; Grants & Sponsorship (rescinded March 2025)

C8 Funding: Grants & Sponsorship (adopted March 2025)

Financial

The total funding provided to RSL York Subbranch was $2800 (ex GST), this was covered in 2025/26 budget allocations.

Upon successful acquittal RSL York Subbranch will be able to claim the first milestone payment for the 2026/27 financial year, less the balance of the underspend. This is covered in the existing budget allocations for multiyear funding agreements.

Legal and Statutory

Nil in relation to the receipt of the acquittal.

Risk Related

Should Council choose not to accept the acquittals, this poses a minor reputational, compliance and financial risk. Regular reporting in accordance with the relevant agreement and policy requirements, including acceptance of acquittals through resolution, provides acceptable treatment controls to manage the risks identified.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
050926

Moved: Cr Monique Hutchinson Seconded: Cr Kevin Trent

That, with regard to the Multiyear Funding Acquittal 2025/26 - RSL York Subbranch, Council:

1. **Accepts the acquittal report received from the RSL York Subbranch, as presented in Appendix 1.**
2. **Agrees to withhold the final 2025/26 milestone payment of $700 (ex GST) to partially reconcile the $730 (ex GST) underspend identified through the acquittal.**
3. **Requests the Chief Executive Officer to reduce the RSL York Subbranch's first milestone payment for 2026/27 by $30 (ex GST), to reconcile the remaining balance of the 2025/26 underspend.**

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

Against: **Nil**

CARRIED 5/0

Funding Acquittal Form

Acquittal

FUNDING ACQUITTAL FORM

Instructions to complete the form:

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

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

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

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

Funding Category

○ Tourism ○ Outstanding Representation ◉ Community ○ Economic Development

Organisation Information

Name of Organisation

RSL - York Branch

Street Address

160 Avon Terrace, York WA 6302

Postal Address

PO BOX 432, YORK WA 6302

Email:

[redacted]

Website (if applicable)

Project Name

York RSLWA SB Remembrance and ANZAC Days grant

Funding Amount

$3,500.00

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

○ One-Off ◉ Multi-Year

Date Funding Granted

10/11/2025

Date project was Delivered

25/04/2026

Who is your target sector of the community? *

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

Strategic Alignment*

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

Remembrance Day and ANZAC Day commemorations provide accessible, inclusive community events that support all life stages and strengthen the Shire's volunteer-led community organisations.

Delivery of Stated Outcomes*

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

Two commemorative services were delivered during the funding year, Remembrance Day 11 November 2025 and ANZAC Day 25 April 2026.

The Shire of York was acknowledged as a major sponsor of Remembrance Day and ANZAC Day commemorations across all posters, flyers, and social media.

The Shire President and Councilors were formally invited to attend the commemorative services and the Gunfire Breakfast at the York RSLWA SB Hall.

Total Attendees (if applicable)

250 to 300

Please upload supporting documents*

250 to 300 York attendence 2026 services.docx 13.13KB

Marketing, Media and Promotions

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

The Shire of York name and logo were included on all printed promotional materials for both Remembrance Day and ANZAC Day, including posters and flyers distributed within the community.

Please upload supporting documents*

ANZAC Day Order of Service 2026.docx 336.17KB

Feedback from Those Involved

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

Volunteers involved in the organisation and delivery received many compliments and positive contributions from the public.

Formal invitations were extended to many of the Shire's community organisations and groups of which most made representation joining the street parade, services and Gunfire Breakfast.

Please upload supporting documents

FINANCIALS

Please complete the table below outlining your actual income and expenditure

NOTE: Do not included GST in your amounts provided

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

Please provide an explanation below

The grant funding is an historic amount based on previous years expenditures. This year's expenditures, by various negotiation between the York RSLWA SB and suppliers resulted in cost saving.

Was your overall expenditure what you predicted?

○ Yes ◉ No

Please provide an explanation below

Our expenditure prediction was based on previous years and this year our York RSLWA SB negotiated better outcomes and savings.

Environmental Impacts and Other Considerations

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

Both commemorative services were conducted in a manner with consideration and care for the natural environment.

Lessons Learned

What were the key lessons learned whilst delivering the project?

The York RSLWA SB had many interactions with Shire of York staff including the CEO, president and Shire Officers. By this interaction our communications were better administered and either prevented or greatly reduced issues that could have arisen.

All assistance provided by the Shire of York was given in good spirit with the joint aim of organising and delivering memorable commemorative services that regognised the services and sacrifices of all Australian Service personnel, with heavy community involvement and participation.

Checklist *

◉ All Supporting documentation as requested (feedback, financials, promotional etc)

DECLARATION

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

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

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

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

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

Acquittal report duly authorised by:

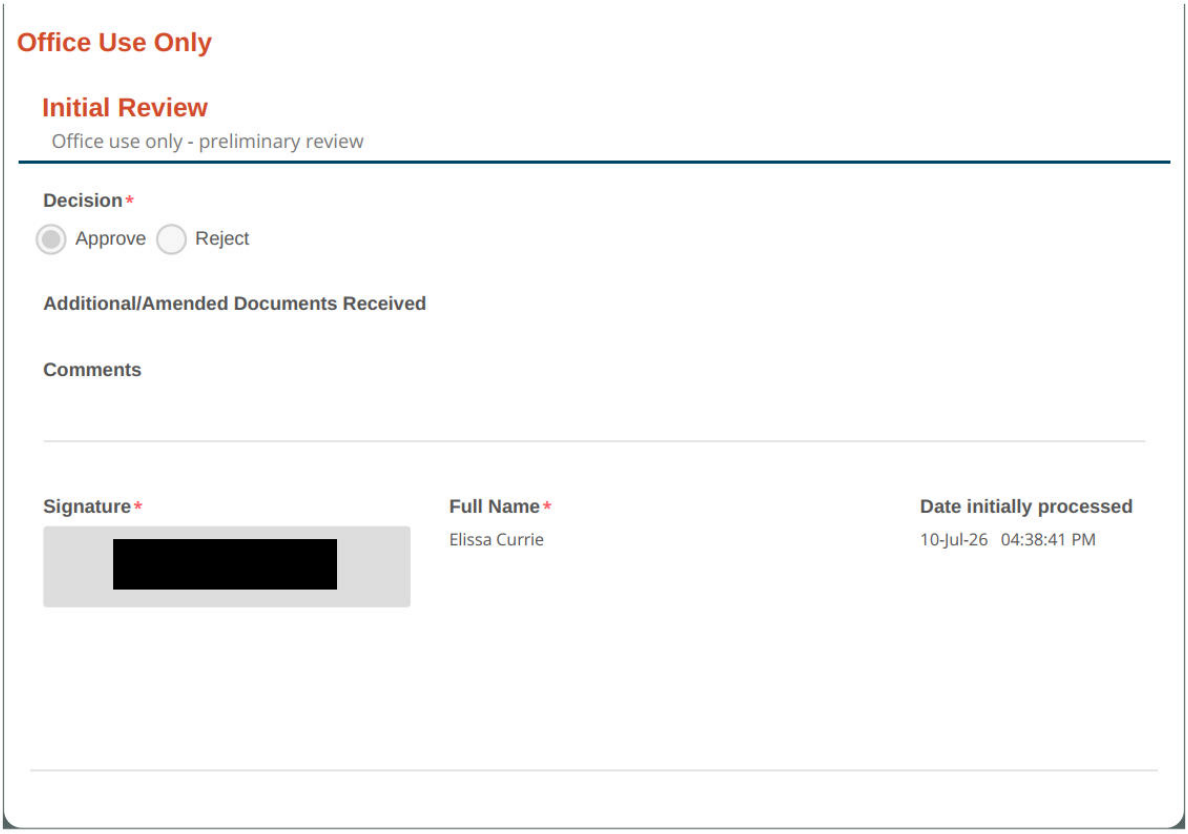
Title	First Name (?) *	Last Name *
[redacted]	[redacted]	[redacted]

E-mail (preferred for correspondence) *

[redacted]

Position Held

Treasurer York RSLWA SB



Office Use Only

Initial Review

Office use only - preliminary review

Decision *

(•) Approve ( ) Reject

Additional/Amended Documents Received

Comments

Signature *

[redacted]

Full Name *

Elissa Currie

Date initially processed

10-Jul-26 04:38:41 PM

TAX INVOICE

R S L York Sub Branch
PO Box 432
YORK WA 6302
AUSTRALIA
ABN: 61 955 178 241 / ACN:

Invoice Date
18 Mar 2026

[redacted]

QTM Pty Ltd

[redacted]

Description	Quantity	Unit Price	GST	Amount AUD
[redacted]- Anzac Day 2026 Design of Traffic Management Plan (Lump Sum)	1.00	1,200.00	10%	1,200.00
		Subtotal		1,200.00
		Total GST 10%		120.00
		Invoice Total AUD		1,320.00
		Total Net Payments AUD		0.00
		Amount Due AUD		**1,320.00**

Due Date: 18 Mar 2026

Bank Account Details
Name of Account: QTM Pty Ltd

[redacted]

Re[redacted]

ENTERE[redacted]
21/03/2[redacted]

PAI[redacted]
21/03/2[redacted]

TERMS & CONDITIONS OF TRADING

Acceptance of this Invoice automatically constitutes acceptance of the following Terms & Conditions of Trading

1. The Customer guarantees to comply with and abide by the Terms and Conditions contained in this document. 2. Terms and Conditions of Trading are **Cash on Delivery *unless otherwise specified by the management.*** 3. Until payment of the invoice price the title to any Goods or Services supplied shall **NOT** pass to the Customer, but the customer shall remain responsible for the care of said Goods and/or Services until payment **is** made in full, and upon non-payment within the trade Terms, the Supplier shall have the right, and is hereby authorised by the Customer, to enter into and upon any premises or vehicle, where the Goods and/or Services may be stored or in use from time to time, with or without others, with such force as is necessary, **and to retake possession of and remove the same**, and the Customer hereby indemnifies the Supplier against any claim, action or damages arising out of any such action, and against the cost of the same. 4. If the Customer defaults in payment of any monthly account, then ALL monies owing to the Supplier shall be immediately due and payable and, "A" the debt will be subject to collection charges which will Ipso Facto be added to the account, and Interest at the rate under *The Magistrates Court (Civil Proceedings) Act 2004 and Civil Judgements Enforcement Act2004* will be claimed up to and including the date on which the debt is paid in full and: "B" All expenses incurred by the Supplier in recovering the monies due, Including Solicitors charges, All Debt Collectors Fees up to and including Forty percent of the amount owing, Court Costs, Process serving Costs, Disbursements, any costs in relation to Security documents, and any Fees on Dishonour, shall be a debt due and owing to the supplier by the customer, payment of which is hereby and herein ***guaranteed*** under any and all circumstances. 5. The Supplier will make every reasonable effort to ensure the best quality available at the time, correct operation of the Goods and/or [redacted] provided, and any or all device or devices supplied, fitted or repaired, but is hereby indemnified from any responsibility for any damage, caused in any way, by any other device or devices which may be operating in conjunction, which may not be in [redacted] operating condition, that may have been provided by the Client for use in Conjunction. 6. In the case of a Trust, the Customer guarantees that the assets of the Trust will be available to pay any amounts of money due and owing by the Customer to [redacted] Suppliers' accounts. 7. Regardless of any application to the contrary, the operations of the Supplier are governed by the Laws of Western Australia, and any action instituted by the Supplier against the Customer, and/or any action instituted by the Customer against the Supplier, will take place under the Laws of Western Australia, and in the Courts, (regardless of the amount) which are located in the City of Perth. 8. This Invoice has been registered on the P.P.S.R. for Security of Possession against Insolvency. © ***COPYRIGHT Donald F. King 1990***

YORK SWIMMING CLUB

YORK

RECEIVED 28/11/25

PAID 30/11/25

ENTERED 30/11/25

York Swimming Club Inc
PO Box 276
YORK WA 6302
[redacted]

TAX INVOICE
[redacted] Issue date 28/11/2026 Due date 15/012/2026

Bill to:
York Returned & Services League
[redacted]
YORK WA 6302
via email: [redacted]

Description	Set up & pack away for Remembrance Day	$500.00
	Tax	N – T
	Subtotal	$500.00
	Total (Inc Tax)	$500.00

Payment Details:
York Swimming Club
[redacted]

Page 1 of 1 [redacted] Due Date: 15/12/2026 Balance due: $500.00

[redacted]
Musician, Sound Engineer & Music Tutor

INVOICE

DATE: 3rd March, 2026
INVOICE #: [redacted]
ABN: [redacted]

York - Perth WA 6302
[redacted]

Bill To:
York RSL Sub-Branch
[redacted]

DESCRIPTION	AMOUNT
11/11/25: Remembrance Day 2025 - AV & Tech Hire	$250
	TOTAL $250.00

RECEIVED 04/03/2026 [redacted]

PAID 04/03/2026 [redacted]

ENTERED 04/03/2026 [redacted]

Payment Details: **EFT Transfer**

Bank: **Bank of Queensland**
[redacted]

Payment Terms: 14 Days From Invoice Date

Please Reference Invoice #

PARADE ARRIVES AT MEMORIAL

WELCOME: Master of Ceremonies: [redacted]

HYMN: "God of Our Fathers" (Lest We Forget)

LAYING OF WREATHS:

THE ODE: York SB RSLWA President- [redacted]

LAST POST.

One minute's silence

ROUSE.

ADDRESS: Guest Speakers:

1 [redacted] Shire President

2 School Captains**:** [redacted]

A VETERANS' PRAYER: Rev [redacted]

HYMN: " Abide with Me"

PRAYER OF REMEMBRANCE: Rev [redacted]

NEW ZEALAND NATIONAL ANTHEM
"God Defend New Zealand"

AUSTRALIAN NATIONAL ANTHEM
"Advance Australia Fair"

PRAYER FOR PEACE: Rev [redacted]

GOD OF OUR FATHERS (*LEST WE FORGET*)

God of our fathers, known of old,
Lord of our far-flung battle-line,
Beneath whose awful Hand we hold
Dominion over palm and pine—
Lord God of Hosts, be with us yet,
Lest we forget — Lest we forget!

The tumult and the shouting dies;
The Captains and the Kings depart:
Still stands Thine ancient sacrifice,
An humble and a contrite heart.
Lord God of Hosts, be with us yet
Lest we forget---Lest we forget

ABIDE WITH ME

Abide with me, fast falls the eventide
The darkness deepens Lord, with me abide
When other helpers fail and comforts flee
Help of the helpless, oh, abide with me

Swift to its close ebbs out life's little day
Earth's joys grow dim, its glories pass away
Change and decay in all around I see
O Thou who changest not, abide with me

Hold Thou Thy cross before my closing eyes
Shine through the gloom and point me to the skies
Heaven's morning breaks, and earth's vain shadows flee
In life, in death, o Lord, abide with me

Turn to back page for National Anthems of New Zealand & Australia

GOD DEFEND NEW ZEALAND

God of Nations at Thy feet,
In the bonds of love we meet,
Hear our voices, we entreat,
God defend our free land.
Guard Pacific's triple star
From the shafts of strife and war,
Make her praises heard afar,
God defend New Zealand.

ADVANCE AUSTRALIA FAIR

Australians all let us rejoice, for we are one and free
We've golden soil and wealth for toil, our home is girt by sea.
Our land abounds in nature's gifts of beauty rich and rare
In history's page let every stage Advance Australia Fair
In joyful strains then let us sing Advance Australia Fair.

DISMISS:
Parade Marshall [redacted] (York RSLWA President) will dismiss the parade

The York Sub Branch RSLWA thank the following community groups for their support for Anzac Day

- **The York Swimming Club**
- **York District High School**
- **York Men's Shed**
- **Peter Hall - Transport**

ANZAC DAY
YORK SUB BRANCH
ORDER OF SERVICE
2026

The price of liberty is eternal vigilance

250 to 300 York residents and visitors attended the commemorative services

This can only be an estimate because this is an “open gate” affair and as such no formal ticket or head counting can be conducted.

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

File Number:	**4.11582**
Author:	**Elissa Currie, Community Development Officer**
Authoriser:	**Rebecca Atkinson, Temporary Executive Manager Community & Economic Development**
Previously before Council:	**27 August 2024 (110824)** **24 June 2025 (100625)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Acquittal Form ⇩** **2. Amended Financials ⇩** **3. Proof of Event ⇩** **4. Shire Recognition ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents the acquittal received from the Flour Mill Emporium for activities delivered in 2025/26.

BACKGROUND

The original funding arrangement was considered and approved under the Shire's funding policy framework in place at that time, being Policy C3 – Community Funding: Grants and Sponsorship and Policy C4 – Sponsorship of Tourism Events.

In March 2025, Policies C3 and C4 were rescinded and replaced by Policy C8 – Funding: Grants & Sponsorship, which consolidated the Shire's approach to the provision of financial and in-kind support.

Any subsequent consideration of funding or amendments to the existing arrangement is therefore undertaken within the context of the Shire's current Policy C8 – Funding: Grants & Sponsorship.

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

In certain circumstances, where Council sees significant benefit to the community of maintaining support for a project or activity on an on-going basis it may resolve to consider, via the Integrated Planning and Reporting Framework review cycle or the Annual Budget process, inclusion as a Multiyear Funding Agreement (MFA).

In both instances, acquittal reporting is a requirement of sponsorship. Dependant on the size, scale and frequency of funding, acquittal reporting detail varies. At a minimum acquittal reports must include:

1. Key outcomes
2. Lessons learned
3. Community benefits
4. How the Shire was acknowledged

5. Budget detailing how the funds were spent

At its August 2024 Ordinary Meeting Council considered the application from the Flour Mill Emporium for a multiyear agreement and resolved (110824):

"That, with regard to the Request for new Multiyear Funding Agreement - Flour Mill Emporium Inc, Council:

1. ***Receives the request for multiyear funding from the Flour Mill Emporium Inc, as presented in confidential Appendix 1.***
2. ***Requests the Chief Executive Officer to negotiate a multiyear funding agreement with the Flour Mill Emporium Inc under the following conditions:***
   a. ***The Agreement will be in place from 1 July 2024 and expire on 30 June 2027.***
   b. ***The amount of sponsorship will be provided in accordance with the table below:***

FINANCIAL YEAR	*SPONSORSHIP*	*FIRST PROGRESS PAYMENT (80%)*	*FINAL PAYMENT ON ACQUITTAL (20%)*
2024/25	*$4,000 ex GST*	*September 2024*	*1 June 2025 or earlier upon successful acquittal*
2025/26	*$3,000 ex GST*	*July 2025*	*1 June 2026 or earlier upon successful acquittal*
2026/27	*$2,000 ex GST*	*July 2026*	*1 June 2027 or earlier upon successful acquittal*

   c. ***Payment will be subject to all milestone conditions of the Agreement being met on an annual basis.***
3. ***Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the multiyear funding agreement prior to signing.***
4. ***Authorises the Shire President and Chief Executive Officer to engross the final multiyear funding agreement.***
5. ***Directs the Chief Executive Officer to include the above agreed amounts in the 2024/25 - 2026/27 budgeting processes."***

COMMENTS AND DETAILS

The following table summarises the MFA acquittal received from The Flourmill Emporium.

TABLE 1.

ORGANISATION	PURPOSE	PROVISION	ACQUITTAL SUMMARY
The Flour Mill Emporium	Delivery of The Flour Mill Emporium Meet the Makers Workshops and drop-in sessions	$3,000 (ex GST)	The Flour Mill Emporium delivered nine (9) Meet the Makers events and five (5) Jazz Music Event in the 2025/26 funding period. **Attendees:** Approximately 700 attended over the 6 Jazz Music Events and 9 Meet the Makers events. **Outcomes Delivered:**

			1. Increasing community awareness and participation in local arts and crafts. 2. Providing free music and entertainment to visitors and locals. 3. Advertising and promotion of York as a destination. 4. Supporting local musicians and artists. 5. Adding vibrancy to the Old York Mill.

The acquittal is presented in Appendix 1.

In Summary:

Council invested a total of $3,000 (ex GST) in 2025/26 to support the Flour Mill Emporium in the delivery of its Meet the Makers Workshops and drop-in sessions, with the specific objectives of:

- Promoting York as a positive, vibrant community which is creating inclusivity for all through a shared interest in arts and crafts.
- Supporting, encouraging and promoting artist and artisan viability in York.
- Utilising the Flour Mill Emporium to assist the Shire in meeting its community, corporate and business goals to facilitate community led initiatives, to support civic and community events, tourism and business development.
- Increasing community awareness and participation in local arts and crafts.
- Providing free music and entertainment to visitors and locals.
- Advertising and promotion of York as a destination.
- Supporting local musicians and artists.
- Adding vibrancy to the Old York Mill.

- The Flour Mill Emporium expended a total of $10,953.60 in 2025/26.
- The Shire of York's contribution of $3,000 was used specifically for Meet the Makers workshops and musician fees, with Flour Mill Emporium members and musicians contributing $7953.60 worth of in-kind support.
- The Flour Mill Emporium continues to open seven (7) days per week from 9am to 4pm, providing activities for visitors and locals.
- The Shire of York is acknowledged using the Shire of York logo and thanks for sponsorship on all paid advertising - Community Newspaper & Weekend Notes. The Shire of York logo and thanks for sponsorship also appeared on the event posters as well as advertising on Facebook, What's On York Events, Instagram and Gumtree.
- Key lessons learnt, as reported by Meet the Makers organisers are:
  - Advertising and promotion assist in business viability & also helps promote York & local events.
  - Working as a team improves confidence, communications & a sense of worth.
  - There are many nuanced ways they can contribute to the York community.
- Funded events continue to support delivery of Council's strategic, economic and community objectives.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the acquittal from the Flour Mill Emporium.

Option 2: Council could choose not to accept the acquittal from the Flour Mill Emporium.

Option 3: Council could choose to seek further details from the Flour Mill Emporium.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Flour Mill Emporium

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

C3 Community Funding; Grants & Sponsorship (rescinded March 2025)

C4 Sponsorship of Tourism Events (rescinded March 2025)

C8 Funding: Grants & Sponsorship (adopted March 2025)

Financial

The total funding provided to The Flourmill Emporium was $3000 ex GST, this was covered in 2025/26 budget allocations.

Upon successful acquittal The Flourmill Emporium will be able to claim the first milestone payment for the 2026/27 financial year. This is covered in the existing budget allocations for multiyear funding agreements.

Legal and Statutory

Nil in relation to the receipt of the acquittal.

Risk Related

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

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
060926

Moved: Cr Kevin Trent **Seconded: Cr Kevin Pyke**

That, with regard to Multiyear Funding Acquittal 2024/25 - Flour Mill Emporium, Council:

1. **Accepts the acquittal report received from the Flour Mill Emporium, as presented in Appendix 1.**
2. **Requests the Chief Executive Officer to release the second milestone payment of $275.00 ex GST.**

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

Against: **Nil**

CARRIED 5/0

Funding Acquittal Form

Acquittal

FUNDING ACQUITTAL FORM

Instructions to complete the form:

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

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

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

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

Funding Category

○ Tourism ○ Outstanding Representation ◉ Community ○ Economic Development

Organisation Information

Name of Organisation

Flour Mill Emporium Inc

Street Address

10 Henrietta St. York 6302

Postal Address

C/- 384 Knotts Road, Balladong. WA. 6302

Email:

[redacted]

Website (if applicable)

Project Name

Meet The Makers

Funding Amount

$3,000.00

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

○ One-Off ◉ Multi-Year

Date Funding Granted

25/09/2025

Date project was Delivered

31/05/2026

Who is your target sector of the community? *

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

Strategic Alignment*

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

We supported Jazz Music Events at the Old York Mill - this provided a musical outlet & some employment for Musicians. The Jazz Sessions were provided as free events so all manner of people could attend without hindrance. The venue, in the Flour Mill Cafe's garden also catered well for mobility impaired people.

We supported Artists & Craftspeople to help them engage with community & add value to their skill sets by providing monthly working in residence sessions, instructional & information sessions, plus experience in tutorial workshops.

We provided free workshops & instructionals to community members & visitors to York. The benefits to people participating varying on the individual, included social interactions, learning a new skill or craft, talking about their own artistic pursuits, making a gift for someone they love, engaging with the York Community, meeting new friends & a bit of fun.

By providing advertising & promotion of The Flour Mill Emporium, The Old York Mill & York in General we helped promote tourism. We included other events & businesses in our promotions where ever possible.

Delivery of Stated Outcomes*

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

We delivered 5 Jazz Music Events at the Old York Mill - This supported community engagement, entertainment & encouraged interest in the musical arts. By providing these events for free it encouraged inclusiveness for all, a nice vibe at The Old York Mill & the Musicians also received some payment for their services which helped to support their viability & well being.

We delivered 9 Meet The Makers Events including free workshops, working in residence & instructional information sessions - This helped to support, encourage & promote artists and artisan viability, confidence & self worth at the Flour Mill Emporium. Plus it provided community participation, something fun to do in York for free & the chance to learn a new skill or craft or just to have a social outlet.

We promoted The Flour Mill Emporium, Musicians, local businesses & York by 8 paid ads in the York Community Newspaper & online with Weekend Notes. We also posted regularly on the York What's On Events, Instagram, Facebook, Gumtree & Printed Posters.

We used the Shire of York Logo in all of our advertising & promotions and in recognition (with thanks always) to the Shire's sponsorship thus ensuring that our members & the general public were aware of the significant contributions & help the Shire gives in aid of tourism, community & York's development.

Success was measured by talking to people involved at the time of or directly after & gauging the level of positive feeling. We spoke to the Musicians informally directly after each event for feedback. They always expressed enjoyment with the experience & felt a good rapport with the people partaking of their music. We spoke to some of the general public at the same time to see how they felt about either the Jazz Sessions or Meet The Makers. After each Meet The Makers Session we had an informal sit down & discussed how the day went, how it was received by participants & what we needed to do for the next one. Overall people were happy.

Total Attendees (if applicable)

approx 700

Please upload supporting documents*

IMG_5072.JPG 2.97MB

Marketing, Media and Promotions

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

Use of logo and thanks for sponsorship used on all paid advertising - Community Newspaper & Weekend Notes. Use of logo and sponsorship thanks on Posters, Facebook, What's On York Events, Instagram, Gumtree.

Please upload supporting documents*

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

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

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

Acquittal report duly authorised by:

Title [redacted]

First Name (?) * [redacted]

Last Name * [redacted]

E-mail (preferred for correspondence) * [redacted]

Position Held

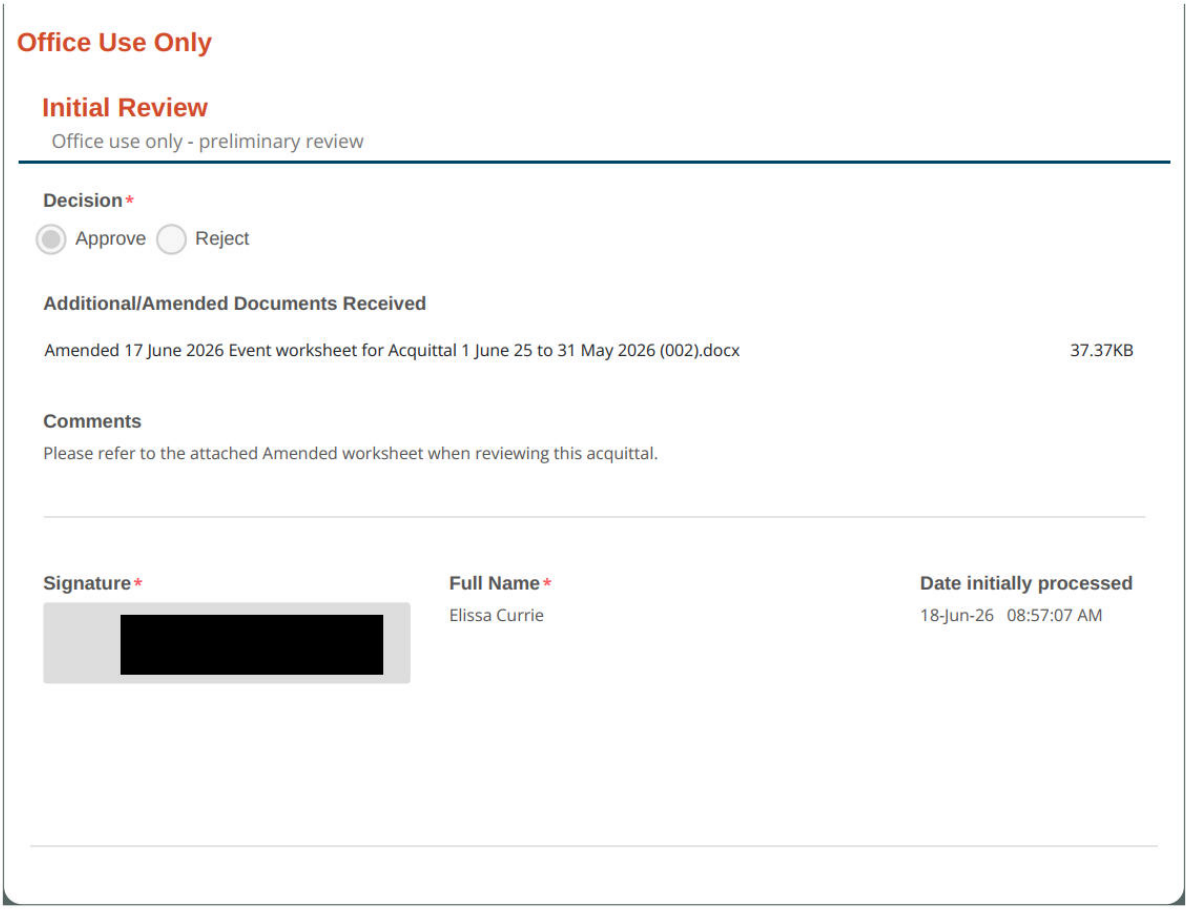
President

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

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

Contact Us:

Shire of York 1 Joaquina Street York WA 6302 (08) 9641 0500 records@york.wa.gov.au ABN: 55 315 676 247



Office Use Only

Initial Review

Office use only - preliminary review

Decision *

(•) Approve ( ) Reject

Additional/Amended Documents Received

Amended 17 June 2026 Event worksheet for Acquittal 1 June 25 to 31 May 2026 (002).docx 37.37KB

Comments

Please refer to the attached Amended worksheet when reviewing this acquittal.

Signature * [redacted]

Full Name *
Elissa Currie

Date initially processed
18-Jun-26 08:57:07 AM

Makers & Musician components

Timeline 1st June 2025 to 31th May 2026

Amended 17/6/26

Acquittal Worksheet

Makers Component =	$50 p/hr x 6 makers =	$300 p/hr
	$300 p/hr x 3 hours =	$900
	$900 per event x 9 events =	$8100
Minus York Shire Contribution		***$246.40***
Balance In Kind Contribution FME Members		$7853.60

Musician Component =	$70 p/hr x 3 musicians =	$210 p/hr
	$210 p/hr x 2 event hours =	$420
	$420 per event x 5 events =	$2100
	Minus 2hrs (one Musician at 1 event)	$140
Minus Flour Mill Café Contribution		$250
Minus York Shire Contribution		***$1150***
Balance In Kind Contribution Musicians		$560


Flour Mill Cafe
Bagels


MEET OUR MAKERS
WORKING IN RESIDENCE
FLOUR MILL
EMPORIUM
POP
IN FOR
A CHAT
SATURDAY
11TH OF APRIL
9.30 TO 12.30
AT THE OLD YORK MILL, 10 HENRIETTA ST, YORK
FOLLOW US ON FACEBOOK FOR UPDATES
SPONSORED WITH THANKS
SHIRE OF
York

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

File Number:	**4.11745**
Author:	**Rebecca Palumbo, Manager Projects & Assets**
Authoriser:	**Thomas Bruins, Executive Manager Infrastructure & Development Services**
Previously before Council:	**Nil**
Disclosure of Interest:	**Nil**
Appendices:	**1. Rural Verge Policy ⇩** **2. Urban Verge Policy ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

The purpose of this report is to present proposed new policies relating to the management of native vegetation on rural and urban road reserves This report seeks Council adoption of two draft policies, presented in Appendix 1 and 2.

BACKGROUND

In accordance with Section 2.7(2) of the *Local Government Act 1995,* Council is to determine the policies of the Shire.

At its June 2025 Ordinary Meeting Council considered a Notice of Motion from an Elected Member regarding the management of street trees and resolved as follows (200625):

"That, with regard to Notice of Motion - Proposed Policy - Verge and Crossover Management, Council:

1. ***Directs the Chief Executive Officer to develop a policy regarding the management of street trees, including the removal of trees where necessary, and to present a copy of that policy to council within the next six (6) months for consideration."***

At its February 2026 Ordinary Council Meeting Council resolved as follows (050226):

"That, with regard to Proposed Policy - Management of Vegetation in Road Reserves, Council:

1. ***Directs the Chief Executive Officer to present the draft policy to Council at its September 2026 Ordinary Meeting."***

COMMENTS AND DETAILS

The adoption of the proposed Policies will support organisational decision-making regarding management of native vegetation in road reserves.

Protection of native vegetation within urban and rural road reserves delivers a range of environmental, social and economic benefits to the York community. Roadside vegetation provides important habitat and movement corridors for native flora and fauna, particularly in landscapes where much of the original vegetation has been cleared over time.

Native vegetation also contributes significantly to the visual character and identity of the Shire. Mature trees and roadside bushland create attractive rural landscapes, reinforce York's heritage and sense of place, and enhance the experience of residents and visitors travelling through the district. In urban areas, street trees and verge vegetation improve streetscape amenity, provide shade, reduce heat impacts, support urban greening objectives and contribute to more attractive and liveable neighbourhoods.

The proposed Urban Verge Vegetation and Treatment Policy and Rural Road Verge Vegetation Management Policy have been developed to provide a clear and consistent framework for the management of vegetation within road reserves under the care, control and management of the Shire of York. Collectively, the policies seek to balance the Shire's responsibilities for public safety, infrastructure protection, accessibility and road maintenance with the environmental, landscape and biodiversity values that vegetation provides within both urban and rural settings.

A key driver for the development of these policies is the need to ensure the Shire's activities and decision-making processes are consistent with applicable legislative obligations, including the Environmental Protection Act 1986, Environmental Protection (Clearing of Native Vegetation) Regulations 2004, Local Government Act 1995 and other relevant legislation. The policies provide guidance to Council, staff, utility providers and adjoining landowners regarding activities within road reserves and establish approval processes, management principles and compliance expectations. In doing so, they aim to provide greater transparency and consistency in decision-making while supporting the responsible stewardship of the Shire's roadside vegetation assets for current and future generations.

The proposed Urban Verge Vegetation Policy expands beyond the traditional management of street trees and vegetation by establishing a comprehensive framework for verge treatments within urban areas. The policy introduces clear guidance regarding permissible and non-permissible verge treatments. This provides greater certainty for residents while ensuring verge treatments remain compatible with public safety, pedestrian access, drainage, utility services and the protection of Shire assets.

To support implementation of the proposed policies, the Shire will develop accompanying Urban Verge Guidelines and Rural Road Verge Guidelines. The guidelines are intended to simplify administration, promote consistency in decision-making and provide a user-friendly reference for the community.

OPTIONS

Council has the following options:

Option 1: Council could choose to adopt the proposed Policies, as presented in Appendix 1.

Option 2: Council could choose to suggest further changes to the Policies and identify what those changes are.

Option 3: Council could choose not to adopt the Policies.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership team

Operations Team

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

Policies should be reviewed at least every three (3) years to ensure relevance and compliance.

Financial

Nil in relation to the adoption of a policy.

Legal and Statutory

Section 2.7(2)(b) of the *Local Government Act 1995* is applicable 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."

Part V Division 2 section 51C of the *Environmental Protect Act 1986* is applicable and states:

"51C Unauthorised clearing of native vegetation

A person who causes or allows clearing commits an offence unless —

(a) the clearing is done in accordance with a clearing permit; or

(b) the clearing is of a kind set out in Schedule 6; or

(c) the clearing is of a kind prescribed for the purposes of this paragraph and is not done in an environmentally sensitive area; or

(d) the clearing is done after the person has received notice under section 51DA(5) that the CEO has decided that the person should not be required to obtain a clearing permit for the clearing."

Risk Related

Without clear policy guidelines there is increased risk that vegetation management and clearing activities within road reserves may be undertaken inconsistently or without appropriate consideration of legislative requirements.

The absence of a transparent policy framework may create uncertainty and inconsistency in decision-making, leading to community concerns that native vegetation is not being adequately protected or that clearing activities are not being assessed fairly and consistently

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
070926

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

That, with regard to New Policies - Management of native vegetation in road reserves, Council:

1. **Adopts the Infrastructure Policy – Urban Road Verge Vegetation and Treatment, as presented in Appendix 1.**
2. **Adopts the Infrastructure Policy – Rural Road Verge Vegetation Management, as presented in Appendix 2.**
3. **Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Policy prior to publication.**

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

Against: **Nil**

CARRIED 5/0

INFRASTRUCTURE POLICIES
Rural Road Verge Vegetation Management

Policy Number:	I4
Relevant Delegation:	Not Applicable
Approved Details:	NEW
Last Review Details:	

POLICY OBJECTIVE:

The objective of this policy is to provide clear and consistent guidance for the management, maintenance, protection and clearing of vegetation within rural road reserves under the care, control and management of the Shire of York. The policy aims to balance the requirements of road safety, infrastructure protection and efficient transport operations with the conservation of native vegetation, biodiversity and environmental values.

POLICY SCOPE:

This policy applies to all rural road reserves and road verges under the care, control and management of the Shire of York. It applies to:

- Road construction and upgrade works
- Road maintenance activities
- Removal of hazardous vegetation
- Utility and service installations
- Landowner activities within road reserves
- Flora roads and environmentally significant road reserves
- Weed management and fire mitigation activities
- Applications by adjoining landowners to undertake approved works within road reserves

This policy does not apply to State roads managed by Main Roads Western Australia or to private property outside a dedicated road reserve.

Rural road verges are associated with road reserves outside designated townsite boundaries.

POLICY STATEMENT:

1. INTRODUCTION

Rural road verges are an important community asset that support the safe operation of the road network while providing environmental, landscape and biodiversity values.

Road construction, maintenance activities, utility services and adjoining landowner access can occasionally require works within road reserves, including the management or removal of roadside vegetation.

This policy establishes the Shire's expectations and requirements to ensure rural road verges are managed safely, responsibly and in accordance with legislative obligations, while minimising impacts on native vegetation, protecting road assets, and maintaining the safety and amenity of the road network for all users.

2. PRINCIPLES

The Shire recognises the environmental, cultural, landscape and biodiversity values of roadside vegetation while maintaining that road safety and the protection of transport infrastructure are the primary considerations in managing rural road reserves. In managing rural road verge vegetation, the Shire will be guided by the following principles:

- Prioritising road safety and the safe movement of road users
- Protecting road infrastructure and associated drainage systems
- Minimising vegetation clearing wherever practicable
- Protecting native vegetation and biodiversity values
- Ensuring compliance with environmental legislation and clearing requirements
- Supporting appropriate utility and service infrastructure
- Preserving Flora Roads and environmentally significant areas
- Managing fire risk and weeds responsibly
- Requiring prior approval for landowner activities within road reserves

3. PROVISIONS

The Shire of York may undertake works within rural road reserves and may consider applications from utility providers and adjoining landowners where activities can be undertaken safely, lawfully and with minimal environmental impact.

3.1 Road Construction and Upgrade Works

Road construction and upgrading activities must be planned and undertaken to minimise impacts on native vegetation wherever practicable. Where clearing outside established maintenance areas is required:

- Appropriate approvals and permits must be obtained where required by legislation
- Clearing must be restricted to the minimum area necessary to achieve the intended outcome
- Consideration must be given to avoiding threatened flora, fauna, ecological communities and significant vegetation

3.2 Road Maintenance Operations

Routine maintenance activities may include grading, gravel re-sheeting, shoulder maintenance, drain cleaning, vegetation slashing, weed control, bitumen maintenance and vegetation pruning.

Maintenance activities will be contained within the established road maintenance corridor and in accordance with the applicable legislation and environmental requirements.

Vegetation disturbance outside the maintenance corridor will be avoided unless required for safety, drainage or infrastructure protection purposes and will only be carried out in accordance with the applicable legislation and environmental requirements.

3.3 Dangerous Vegetation

The Shire may remove or prune trees and vegetation that:

- Create an immediate risk to public safety
- Obstruct road visibility
- Affect road infrastructure
- Have been damaged by storms or natural events
- Otherwise present an unacceptable risk to road users or adjoining properties

Any removal must be undertaken in accordance with applicable legislation and environmental requirements.

3.4 Utilities and Services

Utility providers must consult with the Shire before undertaking works within a road reserve. Where service installation requires vegetation disturbance:

- Infrastructure alignments should minimise impacts on roadside vegetation wherever practicable
- All required approvals and clearing permits must be obtained by the service provider
- Disturbed areas must be reinstated to the satisfaction of the Shire
- All materials, spoil and waste must be removed upon completion of works
- Trenches must be backfilled, adequately compacted and left in a safe condition

3.5 Flora Roads and Environmentally Significant Verges

Road reserves identified as Flora Roads or otherwise recognised for their environmental significance must be managed to minimise disturbance to native vegetation while maintaining a safe and functional road network. Additional environmental assessment or approval requirements may be applied before works are undertaken within these areas.

3.6 Landowner Activities Within Road Reserves

No person may undertake works within a road reserve without prior written approval from the Shire. Activities requiring approval include, but are not limited to:

- Clearing vegetation
- Planting vegetation
- Drainage works
- Fencing
- Burning
- Spraying
- Seed collection
- Earthworks including construction of a crossover or accessway

Applications will be assessed having regard to road safety, environmental impacts, infrastructure requirements and legislative obligations. Approval may be refused where the proposed activity is incompatible with the Shire's present or future road maintenance requirements.

3.7 Fence Line Maintenance

Clearing may be approved along, but no more than 1.5 metres from a fenceline, to provide access to construct or maintain a boundary fence under the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

Landowners wishing to remove vegetation from road verges to allow them to construct or maintain an existing boundary fence must apply in writing to the Shire of York for approval.

All applications will be assessed having regard to the composition and condition of native vegetation and any approval will be limited to the extent necessary to undertake the works.

3.8 Trees across Fences and Boundaries

Where a naturally occurring tree or branch located within a road reserve falls onto an adjoining property or boundary fence due to age, weather, storm damage or other natural causes, the

affected landowner is responsible for repair of the fence and removal of debris located on private property.

The Shire may remove debris or manage vegetation remaining within the road reserve where required for road safety, operational purposes or environmental management. Debris within the road reserve may also be retained where it provides habitat value and does not create an unacceptable safety, access or maintenance risk.

The existence of a tree adjacent to a fence, or the possibility that branches may fall in the future, is not in itself sufficient justification for tree removal.

Requests for removal of healthy roadside trees will only be considered where an unacceptable safety risk exists, significant infrastructure damage is occurring, or another exceptional circumstance is demonstrated. Any removal will comply with the relevant legislation.

Where a compensation claim is made against the Shire as a result of alleged damage to property resulting from a tree or part of a tree, the matter will be referred to the Shire's insurer for a full assessment. Council accepts no liability in the first instance.

3.9 Weed and Pest Management

The Shire may undertake weed management programs within rural road reserves to protect biodiversity values, reduce environmental degradation, improve road safety and support fire management activities. Significant weed control programs outside routine maintenance areas may involve consultation with relevant government agencies or environmental stakeholders.

Residents requesting that the rural road verge adjacent to their property not be sprayed as part of this program must apply to the Shire of York, in writing, for the verge to be placed on the 'Do Not Spray' register. Spraying of drains to the top of the backslope will be undertaken where considered necessary to maintain drainage integrity.

3.10 Fire Risk Management

The Shire may undertake vegetation management activities for fire prevention and emergency management purposes. Vegetation management associated with bushfire mitigation must be undertaken in accordance with relevant policies, local fire control functions, permits or notices and applicable legislation.

Landowners may undertake vegetation management activities for fire prevention, including the burning of vegetative matter, only with the approval of the Shire of York.

Approval for burning will only be granted under the following conditions:

- Roadside burning should only be carried out if no other practical options for fire hazard management are available
- The applicant ensures the protection of standing timber and complies with the Council's objective to protect and preserve natural vegetation on road reserves wherever possible
- No burning of well conserved or semi-conserved bush areas may occur without authorisation from the Council
- In accordance with any restricted burning arrangements

3.11 Unauthorised Clearing

Unauthorised clearing or disturbance within a rural road reserve is prohibited. A person undertaking unauthorised works may be required to:

- Cease works immediately

- Reinstate affected areas where practicable
- Obtain retrospective approvals where applicable
- Comply with enforcement action available under relevant legislation or local laws

RELEVANT LEGISLATION:

- Local Government Act 1995
- Environmental Protection Act 1986
- Environmental Protection (Clearing of Native Vegetation) Regulations 2004
- Environmental Protection Amendment Act 2020
- Bush Fires Act 1954
- Shire of York Local Government Property Local Law
- Utility Providers Code of Practice for Western Australia

PENALTIES:

Unauthorised clearing, disturbance or development within a road reserve may result in enforcement action under applicable Shire local laws, environmental legislation or State Government regulations.

KEY TERMS/DEFINITIONS:

Road Verge - The portion of a road reserve generally located between the edge of the carriageway and the adjoining property boundary.

Road Reserve - Land dedicated for public road purposes, including the carriageway, shoulders, drainage infrastructure, batters and verges.

Rural – the area of the Shire outside designated townsites.

Maintenance Corridor - The area of a road reserve required for the operation, maintenance and protection of road infrastructure, including the running surface, shoulder, table drain and batter to the top of the backslope.

Flora Road - A road reserve recognised for the significance of its native vegetation and managed to protect environmental values while maintaining road safety.

Native Vegetation - Vegetation indigenous to Western Australia, including trees, shrubs, groundcovers and associated ecological communities, including dead vegetation.

Responsible Officer: Executive Manager Infrastructure and Development Services

Contact Officer: Manager Projects and Assets

Relevant Legislation: Environmental Protection Act 1986
Environmental Protection (Clearing of Native Vegetation) Regulations 2004

Related Documents: Fenceline Clearing Guidelines

Review History:

Date Review Adopted:	**Resolution Number**
Former Policy No:	New

INFRASTRUCTURE POLICIES

Urban Road Verge Vegetation and Treatment

Policy Number:	I3
Relevant Delegation:	Not Applicable
Approved Details:	NEW
Last Review Details:	

POLICY OBJECTIVE:

The objective of this policy is to provide clear and consistent guidance for the management, protection and enhancement of urban road verges within the Shire of York. The policy balances public safety, accessibility, infrastructure protection, streetscape amenity, urban greening and environmental sustainability while supporting appropriate verge treatments and the responsible management of street trees and weeds.

POLICY SCOPE:

This policy applies to urban road verges under the care, control and management of the Shire of York, including:

- Verge landscaping
- Street trees
- Irrigation
- Weed management
- Applications for non-standard treatments
- Activities by adjoining owners or occupiers.

It does not apply to works separately approved through planning, crossover or infrastructure processes or to private property outside the road reserve.

Urban road verges are defined as roads verges within designated townsite boundaries as determined by the Local Planning Scheme.

POLICY STATEMENT:

1. INTRODUCTION

Urban verges improve streetscape amenity and environmental quality while providing space for pedestrian access, drainage, public utilities and other infrastructure. Street trees and suitable landscaping support shade, cooling, biodiversity and neighbourhood character. This policy sets out the Shire's requirements to ensure urban verges remain safe, accessible, functional, attractive and environmentally responsible.

2. PRINCIPLES

The Shire recognises the environmental, social, landscape and biodiversity values of urban vegetation and verges while maintaining road safety, facilitating pedestrian movement and protection of infrastructure are the primary consideration in managing urban road verges. To achieve this the Shire will be guided by the following principles:

- Prioritising public safety and accessibility

- Protecting street trees, drainage, utilities and public assets
- Encouraging waterwise and sustainable landscaping
- Maintaining sightlines and pedestrian access
- Promoting urban greening and climate resilience
- Supporting attractive and well-maintained streetscapes
- Applying requirements consistently and transparently

3. PROVISIONS

3.1 Verge Treatments

The Shire may permit verge treatments where they are compatible with public safety, access, infrastructure, street tree protection, drainage, maintenance and the objectives of this policy.

Permissible Verge Treatments

Treatments that comply with the Urban Verge Guidelines may be installed without further approval. These may include waterwise or native gardens, lawn, edible plants, organic mulch, low groundcovers, compliant irrigation and approved permeable treatments. Street tree planting may only be undertaken or approved by the Shire.

Non-Permissible Verge Treatments

Unless expressly approved, prohibited treatments include artificial turf, loose materials such as aggregate, gravel, stones or mulch that may create a hazardous surface, retaining walls, raised beds, fences, bollards, chains, hazardous rocks, in-situ concrete outside approved works, private structures where they create a hazard, permanent excavations and treatments that obstruct access, drainage, sightlines, utilities or maintenance. The Shire may require modification or removal of a non-compliant treatment.

Design Requirements

- Maintain required sightlines at intersections and crossovers
- Preserve safe and equitable pedestrian access
- Allow access to services and infrastructure
- Avoid hazards and drainage impacts
- Protect street tree roots, trunks and canopies
- Remain compatible with the surrounding streetscape
- Be maintained in a safe, neat and tidy condition

3.2 Street Trees

Street trees are Shire assets and form part of the urban green space. The Shire is responsible for their selection, planting, inspection, pruning and removal. A person must not remove, prune, poison, damage, attach items to, excavate near or otherwise interfere with a street tree without written approval.

Tree pruning or removal will not generally be supported solely because of leaf litter, twigs, flowers, fruit, seed pods, shade, views, parking preferences, difficulty establishing plants beneath the tree, or interference with solar panels where reasonable alternatives exist.

Tree Pruning

Pruning may be undertaken to improve the form or health of a tree, and/or to remove or reduce an assessed risk.

Generally**,** pruning services will be provided by the Shire to:

- Maintain required clearances from power lines, streetlights, utilities and other infrastructure
- Maintain appropriate clearances for sightlines, and accessibility for driveways, roads and footpaths
- Maintain visibility of street name signage, directional signage, advanced warning and regulatory traffic signs
- Remove or reduce risk of harm
- Remove or reduce hazardous dead wood
- Correct structural defects in natural growth or form (remedial pruning)
- Re-establish tree after damage (restoration pruning)
- Optimise form and branch structure in a juvenile tree (formative pruning)
- Clear overhanging influence from private buildings

Property owners may request pruning of trees abutting their private property. Unless the requested pruning is for the reasons listed above, authorisation of the request will be at the discretion of the Shire of York.

Residents are authorised to undertake minor pruning of trees located on verge areas abutting their property.

Removal of Street Trees

Applications must be made in writing and include plans showing proposed works, affected trees and assets, supporting information and reasonable alternatives considered.

Removal will generally only be supported where a tree presents an unacceptable safety risk, is dead or in irreversible decline, is causing significant infrastructure damage, is unsuitable for the location and replacement improves the long-term urban greening outcome, or exceptional circumstances exist.

The Shire may apply conditions to any approval including but not limited to, the reimbursement of the costs for removing the tree.

The Shire will consider any advice provided prior to making a decision on any specific issue but is not bound by the opinion of any individual.

The Shire may refuse removal where a reasonable alternative exists, the tree is healthy and structurally suitable, or removal would cause unacceptable loss of vegetation cover, environmental value or streetscape amenity.

Approval for development or subdivision does not imply approval for tree removal. Tree removal applications will be assessed separately and may be refused where a reasonable alternative exists or where removal would result in an unacceptable loss of public amenity, streetscape value, environmental benefit or urban greening.

Trees will not be removed or modified for the following reasons:

- Leaf, twig, flower & fruit drop or deadwood drop
- Bird dropping/ insects/ animal nuisance
- Adjacency to a fence
- To increase sunlight or views or reduce shade
- Tree doesn’t suit the landscape
- Unsubstantiated fear of tree failure
- The height/ size of the tree(s)
- Minor damage to paths or paving

- To increase sunlight to solar panels

Replacement Planting

Where removal is approved, the Shire may require replacement planting. The Shire will determine the number, species and location of replacement trees having regard to the size and community value of the removed tree, available planting space and the objective of maintaining or increasing urban greening. Planting may occur at or near the site or elsewhere in a location determined by the Shire.

Applicant Contribution

Where removal is approved primarily for private benefit, the applicant may be required to pay costs associated with assessment, removal, traffic or pedestrian management, replacement planting and establishment. Charges will be determined under the Shire's adopted fees and charges or an approved cost estimate. Payment does not create an entitlement to removal.

Stump Grinding and Site Reinstatement

Approval for street tree removal does not automatically include stump grinding, root removal or verge reinstatement. Unless the Shire expressly states otherwise in writing, it is to be assumed that stump grinding will not occur and that the tree will be cut as close as reasonably practicable to ground level, with the stump and below-ground roots remaining in place.

The Shire may retain a stump where grinding or root removal could damage underground services, roads, kerbing, footpaths, drainage, nearby trees or other assets, or where removal is not operationally necessary. A request for stump grinding must be included in the tree removal application and will be assessed case by case, considering services, infrastructure, retained vegetation, replacement planting, safety, access and maintenance.

Where stump grinding is approved primarily for private benefit, the applicant may be required to pay all costs associated with grinding, root removal, spoil disposal, remediation and reinstatement. The Shire will determine the required treatment. Retention of a stump does not create an obligation for future grinding or site reinstatement.

Claims for Compensation

Where a compensation claim is made against the Shire as a result of alleged damage to property resulting from a tree or part of a tree, the matter will be referred to the Shire’s insurer for a full assessment. Council accepts no liability in the first instance.

3.3 Property Owner or Occupier Responsibilities

The adjoining owner or occupier is responsible for keeping resident-installed verge treatments safe, neat and tidy, including mowing, watering, weed control, mulching, pruning approved plants, removing rubbish and maintaining compliant irrigation. Street trees must not be pruned or damaged.

Adjoining property owners and occupiers are responsible for maintaining vegetation located on private property so that it does not encroach into the road reserve or create a hazard to pedestrians, cyclists, motorists or Council operations

Property owners may be directed by the Shire to prune or remove vegetation that creates a hazard or obstruction. Where a property owner fails to undertake the required works within the specified timeframe, the Shire may undertake the works and recover the associated costs from the owner in accordance with applicable legislation and local laws.

3.4 Irrigation

Irrigation must be below ground, supplied from the adjoining property, avoid overspray onto roads and footpaths, and not damage public assets, utility services or street trees. The adjoining property owner is responsible for maintenance, repair and removal when required for authorised works.

3.5 Shire and Utility Works

The Shire and authorised utility providers may access and undertake works within the verge. Reasonable care will be taken where practicable, but the Shire will not generally reinstate or compensate for privately installed plants, irrigation or treatments disturbed by authorised works.

3.6 Weed Management and Do Not Spray Register

The Shire may use manual, mechanical or chemical methods to manage weeds. An adjoining owner or occupier may apply in writing for the nominated verge to be included on the Shire's Do Not Spray Register.

- The applicant is responsible for acceptable alternative weed control
- The verge must be maintained to a standard acceptable to the Shire
- Registration applies only to the identified verge area
- Unauthorised signs or markers must not be placed on the verge
- The Shire may review or remove a registration where maintenance is inadequate, or details are no longer current.

The Shire may undertake treatment despite registration where reasonably necessary for public safety, infrastructure, drainage, an emergency, or a legislative or biosecurity obligation. Where practicable, alternative methods will be considered.

3.7 Applications and Variations

A written application is required for a treatment that does not comply with this policy or the Urban Verge Guidelines. The Shire may approve, refuse or condition an application and may withdraw approval if conditions are not met or unacceptable impacts arise.

3.8 Non-Compliance

The Shire may direct work to cease, require a treatment to be removed, modified or reinstated, remove an immediate hazard, recover authorised costs, or take enforcement action under applicable legislation or local laws.

RELEVANT LEGISLATION:

- Local Government Act 1995
- Environmental Protection Act 1986
- Planning and Development Act 2005
- Road Traffic Code 2000
- Disability Discrimination Act 1992
- Shire of York Local Government Property Local Law
- Utility Providers Code of Practice for Western Australia

RELATED DOCUMENTS:

- Shire of York Urban Verge Guidelines
- Shire of York Local Planning Scheme No. 3
- Rural Road Verge Vegetation Management Policy

PENALTIES:

Unauthorised clearing, disturbance or development within a road reserve may result in enforcement action under applicable Shire local laws, environmental legislation or State Government regulations.

KEY TERMS / DEFINITIONS:

Approved Verge Treatment - A treatment complying with this policy and the Urban Verge Guidelines or approved in writing by the Shire.

Do Not Spray Register - A register identifying nominated verge areas where routine herbicide application is not to occur, subject to this policy.

Street Tree - A tree within a road reserve under the care, control or management of the Shire.

Urban Forest - The collective trees and vegetation across public and private urban land.

Urban Verge - The portion of an urban road reserve between a property boundary and the kerb, pavement edge or maintained trafficable surface.

Urban Road Reserve – A road reserve located within a townsite in accordance with the Local Planning scheme.

Verge Treatment - Landscaping, planting, paving, irrigation or another modification within a road verge.

Responsible Officer:	Executive Manager Infrastructure and Development Services
Contact Officer:	Manager Projects and Assets/ Manager Operations
Relevant Legislation:	Environmental Protection Act 1986 Environmental Protection (Clearing of Native Vegetation) Regulations 2004
Related Documents:	Verge Treatment Guidelines

Review History:

Date Review Adopted:	**Resolution Number**
Former Policy No:	New

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

Disclosure of Interest – Cr Trent – Impartial – Naming of the Public Green Space at 142 Avon Terrace, York

Cr Trent read the Impartiality Declaration - … With regard to Naming of the Green Space at 142 Avon Terrace York, the matter in Item SY088-09/26. I disclose that I have an association with the applicant (or person seeking a decision). The association is I am a member of the Aboriginal Advisory Group. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

File Number:	**4.12044**
Author:	**Rebecca Palumbo, Manager Projects & Assets**
Authoriser:	**Thomas Bruins, Executive Manager Infrastructure & Development Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

To seek Council endorsement of a proposed name for the planned public open space located at 142 Avon Terrace, York, prior to submission to Landgate for consideration and formal approval where required.

BACKGROUND

The Shire is undertaking development of a new public open space at 142 Avon Terrace, York. Naming the reserve will assist with place identification, community recognition and the establishment of a distinct identity for the site.

Under the State's geographical naming framework, local governments play an important role in proposing names for parks and reserves, with naming conventions guided by Landgate's Policies and Standards for Geographical Naming in Western Australia. The framework encourages names that recognise local history, cultural heritage, environmental features and community identity

COMMENTS AND DETAILS

The Shire has sought to adopt a Ballardong Noongar name for the site, reflecting the Council Plan 2025–2035 commitment to continue dual naming of key places. As this is a new public space with no existing legacy name, there is an opportunity to establish a single Noongar name rather than applying a dual-name approach.

Officers have been working with the Shire of York Aboriginal Advisory Group to identify proposed names for the site.

Several Noongar naming options have been developed to reflect the aspiration for the public green space to become a place where the community can gather together, building social connections.

Linguistic technical advice has been sought from the Noongar Boodjar Language, Cultural Aboriginal Corporation.

The list of names considered are:

1. Kambarniny Maya – Gathering Place
2. Kendjil Bidi – Everyone's Track
3. Kendjil Danjoo – Everyone Together
4. Kendjil Kambarniny – Everyone gathering together
5. Kendjil Nyin – A place for everyone to come and sit together
6. Moort Wanjoo – Welcome family/people

At the Aboriginal Advisory Group Meeting held 20 August 2026 the group agreed that the recommended name was **"Kambarning Maya".**

The second choice was **Kendjil Nyin** - A place for everyone to come sit together.

The Preferred name that is recommended to Council is *"Kambarning Maya"* which means Gathering Place in the Noongar language. (Kam/ba/rn/i/ny may/a).

The naming of parks and reserves is guided by Landgate's *Policies and Standards for Geographical Naming in Western Australia*. Any required approvals will be sought in accordance with the applicable State processes.

The use of a Ballardong Noongar name aligns with contemporary naming practices across Western Australia and supports State geographical naming principles that encourage recognition of Aboriginal cultural heritage through place naming.

The name will provide a meaningful and lasting legacy that reflects both the cultural heritage of the district and the Shire's commitment to reconciliation and cultural recognition.

Following Council endorsement of the name ***"Kambarning Maya"*** the required approvals will be sought and the public use of the name can commence.

OPTIONS

Option 1: Council could choose to endorse the proposed preferred and second choice name as presented.

Option 2: Council could choose to not endorse the proposed name as presented.

Option 3: Council could choose to propose a different name.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Shire of York Aboriginal Advisory Group

Noongar Boodjar Language, Cultural Aboriginal Corporation

Strategic

Council Plan 2025-2035

Pillar 1: Community and cultural vitality

A strong, inclusive community supporting all cultures and generations.

Policy Related

Nil

Financial

Nil

Legal and Statutory

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.

The naming of parks and reserves is guided by Landgate's *Policies and Standards for Geographical Naming in Western Australia*. Any required approvals will be sought in accordance with the applicable State processes.

Risk Related

Without a formally endorsed name, an informal nickname may become established within the community.

Adopting a name through an appropriate Council process demonstrates a clear commitment to development of the site and recognises the Ballardong people as the Traditional Owners of this Country.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

MOTION

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

That, with regard to the Naming of the public green space at 142 Avon Terrace, Yorke York, Council:

1. **Endorse the name "Kambarning Maya" for the public open space located at 142 Avon Terrace, York.**
2. **Authorise the Chief Executive Officer to undertake any consultation and administrative actions required under Landgate's Policies and Standards for Geographical Naming in Western Australia.**
3. **Subject to any required approvals, adopt the name "Kambarning Maya" as the official name of the site.**
4. **Endorse the use of the second-choice name "Kendjil Nyin" if "Kambarning Maya" is rejected through the Landgate approval process.**

In Favour: Cr Kevin Trent

Against: Crs Chris Gibbs, Denese Smythe, Monique Hutchinson and Kevin Pyke

lost 1/4

CARRIED: 5/0

Debate occurred, Cr Gibbs foreshadowed a motion

RESOLUTION

080926

Moved: Cr Chris Gibbs **Seconded: Cr Kevin Trent**

That, with regard to the Naming of the public green space at 142 Avon Terrace York, Council:

1. **Endorse the name "Kambarning Maya" for the public open space located at 142 Avon Terrace, York.**
2. **Authorise the Chief Executive Officer to undertake any consultation and administrative actions required under Landgate's Policies and Standards for Geographical Naming in Western Australia.**
3. **Subject to any required approvals, adopt the name "Kambarning Maya" as the official name of the site.**
4. **Endorse the use of the second-choice name "Kendjil Nyin" if "Kambarning Maya" is rejected through the Landgate approval process.**
5. **Direct the CEO to investigate dual naming options and consult with the community on the Second name.**

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

Against: **Nil**

CARRIED 5/0

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

File Number:	**4.11582**
Author:	**Rebecca Atkinson, Temporary Executive Manager Community & Economic Development**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

To seek Council's permission to undertake a public Request for Proposal (RFP) process inviting submissions from suitably qualified and experienced parties interested in operating the York Gym.

BACKGROUND

The York Gym is located within the York Recreation and Convention Centre (YRCC).

Prior to September 2021, the York Gym was managed and operated directly by the Shire of York.

From September 2021 to December 2023, the York Gym was operated by Belgravia Leisure as part of the external management arrangement for the York Recreation and Convention Centre.

Following the conclusion of this arrangement in December 2023, management and operation of the York Gym returned to the Shire of York under an internal management model.

The operation of the York Gym under the current internal management model requires ongoing Shire resources associated with administration, membership management, facility access, customer enquiries, maintenance coordination and general service delivery.

Administration has identified a number of ongoing operational challenges associated with the current model, including staff resourcing and logistical requirements, management of customer enquiries and complaints, and the ongoing management of gym equipment. Many items of equipment are ageing and require ongoing maintenance and routine servicing and safety checks, with future equipment replacement and upgrades also anticipated to ensure the facility continues to meet community expectations.

COMMENTS AND DETAILS

A review of the current operating model has been prompted by a recent approach to the Shire from an independent third party expressing an interest in operating the York Gym under an alternative operating model.

No commitment or agreement has been made with the interested party.

The approach has provided an opportunity for Administration to consider whether there may be broader market interest from suitably qualified and experienced operators, and whether an alternative operating model could provide improved service delivery while reducing some of the operational and resourcing requirements currently borne by the Shire.

Rather than progressing directly with the party that approached the Shire, Administration considers that undertaking an open market process would provide an appropriate, transparent and equitable mechanism to test market interest.

Administration proposes undertaking a public Request for Proposal (RFP) process inviting suitably qualified and experienced parties to submit proposals for the future operation of the York Gym.

The purpose of the RFP would be to test the market and better understand the range of operating models, service offerings and commercial arrangements that may be available.

The RFP would enable respondents to demonstrate matters including:

- relevant experience in operating gym, fitness or recreation facilities;
- proposed operating and management model;
- proposed service levels and accessibility for the community;
- staffing and customer service arrangements;
- proposed investment in gym equipment and facilities;
- membership and pricing approach;
- financial and commercial arrangements;
- capacity to meet relevant legislative, insurance, safety and industry requirements; and
- demonstrated ability to provide a sustainable service over the proposed term.

The RFP process would not commit the Shire to appointing an external operator.

At the conclusion of the process, Administration would assess the submissions received against predetermined evaluation criteria and report the outcome back to Council.

Council would then be in a position to consider the proposals received, including whether to:

- progress negotiations with a preferred respondent;
- retain the current Shire-managed operating model; or
- consider another future service delivery option.

Any proposed lease or other disposal of Shire property arising from the RFP would be subject to the applicable requirements of the *Local Government Act 1995* before any final agreement was entered into.

This approach is consistent with processes undertaken by other Western Australian local governments when seeking external operators for local government-owned facilities.

OPTIONS

Council has the following options:

Option 1: Council could authorise the Chief Executive Officer to undertake a public Request for Proposal process seeking submissions from suitably qualified and experienced parties for the operation of the York Gym.

Following completion of the process, a further report would be presented to Council outlining the submissions received and any recommended future operating arrangement.

Option 2: Council could choose not to undertake a Request for Proposal process and retain the existing Shire-managed operating model.

Option 3: Council could request Administration undertake further investigation or provide additional information prior to commencing a market process.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

No formal community consultation has been undertaken in relation to the proposed Request for Proposal process.

Strategic

Shire of York Council Plan 2025–2035

Pillar 1: Community and Cultural Vitality

Priority 1.5 – Facilitate access to community facilities for all life stages

Pillar 2: Future-ready economy

Priority 2.3 – Position York as investment ready to attract diverse business and industries

Pillar 4: Comfortable and connected places

Supporting the effective use and management of community infrastructure.

Pillar 5: Strong governance, responsive leadership

Priority 5.4 – Continued improvement in governance and service delivery

Policy Related

Policy F2 – Procurement

Financial

Costs can be accommodated within the existing operational budget.

No commitment to expenditure, lease terms, rental concessions, facility upgrades or other financial contribution is being sought through this report.

Legal and Statutory

Section 3.58 of the *Local Government Act 1995* applies to the disposal of local government property and defines disposal to include leasing property.

Regulation 30 of the *Local Government (Functions and General) Regulations 1996* prescribes certain dispositions that are exempt from the application of section 3.58.

Risk Related

There is a governance and reputational risk in progressing directly with an unsolicited proposal without providing an opportunity for the broader market to participate.

Undertaking an open Request for Proposal process reduces this risk by providing a transparent and competitive process and enabling proposals to be assessed against consistent predetermined criteria.

Workforce

Preparation, administration and evaluation of the Request for Proposal can be managed within existing operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
090926

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

That, with regard to Request for Proposal – Operation of York Gym, Council:

1. **Authorises the Chief Executive Officer to undertake a public Request for Proposal process seeking submissions from suitably qualified and experienced parties for the operation of the York Gym.**
2. **Notes that undertaking the Request for Proposal process does not commit the Shire to appointing an external operator or entering into any lease or other agreement.**
3. **Directs the Chief Executive Officer to report back on submissions received, including any preferred proposal and associated financial, operational and property arrangements.**

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

Against: **Nil**

CARRIED 5/0

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

File Number:	**4.11745**
Author:	**Rebecca Atkinson, Temporary Executive Manager Community & Economic Development**
Authoriser:	**Anneke Birleson, Temporary Executive Manager Corporate Services**
Previously before Council:	**25 March 2025 (060325)**
Disclosure of Interest:	**Nil**
Appendices:	**1. C8 - Funding Grants and Sponsorship Policy - Original ⇩** **2. C8 - Funding Grants and Sponsorship Policy- Track Changes ⇩** **3. C8-Funding Grants and Sponsorship Policy - Updated Policy ⇩** **4. Shire of York Funding Guidelines ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the revised C8 Funding: Grants and Sponsorship Policy for Council consideration and adoption, incorporating proposed changes to the Shire's funding application, assessment and acquittal processes.

BACKGROUND

Policy C8 Funding: Grants and Sponsorship Policy was last presented to Council at its March 2025 Ordinary Meeting where Council resolved (060325):

"That Council, That, with regard to Policy Review - Funding: Grants and Sponsorship, Council:

1. Adopts the following new Policy as presented in Appendix 3:

a. Policy C8 – Funding: Grants and Sponsorship

2. Rescinds the following Policies:

a. Policy C3 – Community Funding: Grants and Sponsorship, as presented in Appendix 1.

b. Policy C4 – Sponsorship of Tourism, as presented in Appendix 2.

3. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Policy prior to publication.

4. Notes that Policy C8 – Funding: Grants and Sponsorship will be updated upon adoption of the new Council Plan in any reference to strategic priorities."

As part of good governance, all Council policies are regularly reviewed to ensure continued legislative compliance and alignment with the operations of the organisation.

COMMENTS AND DETAILS

Officers have undertaken a review of Council Policy C8 – Funding: Grants and Sponsorship to assess the effectiveness of the current funding framework and identify opportunities to improve the administration, assessment and financial oversight of Shire funding.

A key consideration of the review was establishing a more consistent and equitable approach to the assessment of funding applications. Bringing the Tourism, Community (Major and Minor) and Economic Development funding streams into a single annual funding period will enable applications to be assessed collectively, providing Shire Officers and Council with a consolidated understanding of the nature and value of funding requests received. This will support consistent assessment across funding categories and provide Council with greater visibility of proposed funding commitments as part of its annual budget-setting process.

The review also considered the impact of multi-year funding commitments on future budgets. Removing multi-year funding will ensure Council is not committed to funding in future financial years prior to consideration and adoption of the relevant annual budget. Applicants seeking continued support for a project will instead be required to submit a new application, allowing the request to be considered alongside other funding priorities for that financial year.

The acquittal process has also been adjusted to improve administrative efficiency. It is proposed that acquittal reports be reviewed and accepted by an authorised Shire Officer, with a summary of acquittal outcomes provided to Council. This approach enables acquittals to be processed in a timely fashion while ensuring Council oversight of funding outcomes.

The proposed amendments to Policy C8 – Funding: Grants and Sponsorship are detailed in the table below.

TABLE 1.

POLICY	AMENDMENTS
Policy C8 – Funding: Grants and Sponsorship	• Consolidation of Tourism Growth Funding, Community Funding (Minor and Major) and Economic Development Funding into a single annual funding round, opening 1 November and closing 31 January. • Removal of multi-year funding provisions, with continued or subsequent funding for a project requiring a new application. • Amendment of the acquittal process to enable acquittal reports to be reviewed and accepted by an authorised Shire Officer, with a summary of acquittal outcomes provided to Council. • Amendment of eligibility provisions to limit successful applicants to one allocation of Shire financial assistance per financial year, including funding, sponsorship, fee waivers or other financial assistance.
	A copy of the revised Policy C8 is presented in Appendix 1. A copy of the original Policy C8 is presented in Appendix 2. A copy of the revised Policy C8, with track changes is presented in Appendix 3. A copy of the revised funding guidelines is presented in Appendix 4.

The proposed amendments to Policy C8 – Funding: Grants and Sponsorship are intended to provide greater clarity and consistency for Council, Shire Administration and funding applicants, while improving the assessment, administration and financial oversight of Shire funding.

The revised funding structure provides a more coordinated approach to the consideration of funding requests and better aligns the funding process with Council's annual budget-setting process. The

amendments also seek to improve administrative efficiency while maintaining appropriate Council oversight and accountability.

OPTIONS

Council has the following options:

Option 1: Council could choose to adopt the proposed amendments to Policy C8 – Funding: Grants and Sponsorship and instruct the Chief Executive Officer to publish and communicate the revised Policy and associated funding arrangements.

Option 2: Council could choose not to adopt the proposed amendments to Policy C8 – Funding: Grants and Sponsorship, resulting in the current Policy and funding arrangements remaining in place.

Option 3: Council could choose to propose further amendments to Policy C8 – Funding: Grants and Sponsorship and identify the changes required.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Council Concept Forum 11 August 2026

Executive Leadership Team

Internal staff

Previous funding recipients

Strategic

Shire of York Council Plan 2025–2035

Pillar 1: Community and Cultural Vitality

Priority 1.6: – Strengthen community stewardship and volunteerism

Pillar 2: Future-ready Economy

Priority 2.1 – Strategic growth of cultural tourism and the destination economy
Priority 2.2 – Strengthen small business support

Pillar 5: Strong Governance, Responsive Leadership

Priority 5.4 – Continued improvement in governance and service

Policy Related

The Shire's website will be updated with the new policy if adopted.

Financial

The proposed amendments provide for funding applications to be considered collectively through a single annual funding round, supporting greater visibility of funding requests prior to Council's annual budget-setting process.

The removal of multi-year funding arrangements will also ensure that funding is not committed against future financial year budgets prior to Council considering and adopting those budgets.

All funding remains subject to the availability of funds allocated by Council through the Annual Budget.

LEGAL AND STATUTORY

Section 2.7 of the Local Government Act 1995 sets out the role of Council, including Council's responsibility for determining the local government's policies. Relevant provisions of section 2.7 state:

"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

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

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
100926

Moved: Cr Kevin Trent **Seconded: Cr Kevin Pyke**

That, with regard to the review of Policy C8 - Funding: Grants and Sponsorship, Council:

1. **Adopts the amendments to Policy C8 - Funding: Grants and Sponsorship, as presented in Appendix 1;**

2. **Directs the Chief Executive Officer to publish and communicate the revised Policy and associated funding arrangements; and**

3. **Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Policy prior to publication.**

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

Against: **Nil**

CARRIED 5/0

COMMUNITY POLICIES

Funding: Grants and Sponsorship

Policy Number:	C8
Relevant Delegation:	Not Applicable
Adoption Details:	Original C3 & C4 adopted 22 February 2016
Last Review Details:	Original C3 & C4 reviewed 27 April 2021
Current Review:	25 March 2025

POLICY OBJECTIVE:

This policy establishes a transparent and accountable framework for the allocation of funding by the Shire of York to support community initiatives, tourism events, and economic development projects that provide measurable benefits to the local region. The policy ensures a fair, consistent, and accountable distribution of public funds; safeguards alignment with the Shire's strategic objectives; and provides clarity on eligibility, application processes, assessment criteria, and funding obligations.

POLICY SCOPE:

This policy applies to applications for funding from the Shire of York. Council may approve funding and sponsorship outside this policy by resolution.

POLICY STATEMENT:

INTRODUCTION

The Shire has a strategic objective to support initiatives that enhance community participation, improve wellbeing and connection, promote cultural diversity, empower residents to contribute positively to their community, support economic development and foster business growth.

The Council recognises that providing financial support is an important mechanism for encouraging community based not-for-profit organisations or commercial entities to invest their time and resources.

This policy sets out the parameters for Council assistance, processes and accountability requirements.

PRINCIPLES

a) Applications for funding should clearly demonstrate an alignment to the social, economic, environmental and/or civic objectives of the Shire as outlined in the Shire's Strategic Community Plan 2020 - 2030.

b) Assistance which involves in-kind support and/or waiver of fees has a value and is a cost to the Shire, such as: a time resource (labour), wear and tear on assets, or a loss of revenue.

As such, the financial benefit to community groups and projects of this in-kind support needs to be understood and factored into decisions over time.

c) Funding will be on a case-by-case basis with levels determined by the overall level of funding available in any one year for dispersal.

d) A level of economic benefit must be identified and delivered to receive funding for Tourism Growth applications designed to attract visitors from outside of the local area.

e) On-going funding will be determined, in part, by analysis and feedback, including identified economic benefits derived from the project or event, as part of the acquittal process.

f) Self-funding capability in the medium and longer term, and growth of the project/event activity is desirable, but extent of funding over time will be on a case-by-case basis.

g) All projects and events must be held in the Shire of York, unless a direct regional benefit is demonstrated.

PROVISIONS

1. FUNDING CATEGORIES

Funding is available under the following categories:

1.1 **Outstanding Representation Sponsorship (ORS) ($200 - $500)**

a) Support for individuals who have been selected to represent in cultural or sporting activities at a regional, state or national level.

1.2 **Community Funding** *(Events/projects benefiting local residents incl. environment and heritage)*

a) Minor Community Funding (up to $2,000): Small community projects or events with a clear local benefit.

b) Major Community Funding ($2,001 - $10,000): Larger community initiatives that enhance services, events, or infrastructure.

1.3 **Economic Development Funding (up to $2,000)**

a) Initiatives that stimulate economic activity, or enhance the investment appeal of the Shire.

b) Assist with marketing campaigns, industry events, and regional development programs.

c) Projects driving local business growth & investment.

1.4 **Tourism Growth Funding** *(Events/projects that attract visitors/generate economic impact)*

a) Designed to enhance the Shire's profile to a wider audience, and support local businesses through increased visitor spending.

b) Must demonstrate measurable economic benefits beyond revenue for the applicant.

c) Minor Tourism Growth Funding (up to $10,000): Projects/events attracting visitors to York

d) Major Tourism Growth Funding ($10,000 and over): Larger events demonstrating a greater economic impact.

2. GENERAL ELIGIBILITY CRITERIA

2.1 To be eligible, applicants must:

a) Be a legal entity (e.g., not-for-profit, incorporated association, business, or registered organisation).
b) Demonstrate financial viability and capacity to deliver the project.
c) Show clear alignment with the Shire's strategic objectives.
d) Provide evidence of other funding sources or self-contribution where applicable.
e) Have an ABN or a nominated Auspice organisation (ORS applications may be exempt)

2.2 Funding will NOT be provided for:

a) On-going operational costs of the applicant organisation (e.g. salaries, administration costs).
b) Consumables and general running expenses.
c) Retrospective applications (projects already completed).
d) Activities outside the Shire of York (unless a direct regional benefit is demonstrated).
e) Events or projects that compete with existing funded initiatives.
f) Applications from individuals (except for Outstanding Representation Funding (ORS)).
g) Individual requests for purchase of sports uniforms (team requests will be considered).
h) Applications for support that do not show parallel efforts to raise other funds.
i) More than one application from the same source in the same funding round.
j) Events focused solely on fund raising or revenue raising for a community group or private business which provides no additional economic or community benefit (as defined in this policy).
k) Events which compete with existing community or tourism events. This does not preclude similar kinds of events being held but they must not be held at a time or in a way that undermines the viability of existing events.
l) Shire of York Councillors or employees

3. BUDGET AND TIMEFRAMES FOR FUNDING

3.1 The Council will allocate funding within its Annual Budget to support these requests.

3.2 The Funding budget will be used for:

a) allocation of direct financial support.

b) re-imbursement of Council labour costs and payment of any 'use fee' for any Council equipment where in-kind value is provided by the Council.

c) if the fund is exhausted before the end of the financial year, this will be notified to the community and applications will be closed for the remaining period.

3.3 Should there be a remaining amount at the end of the financial year, the Council may resolve to either:

a) carry over that funding to the following financial year.

b) allocate that funding to an agreed community project or initiative.

3.4 Applications for Community Funding (Minor and Major categories); and Economic Development Funding will be accepted in the designated funding rounds, typically April and September of each year. Each round is open from the first of the relevant month and closes on the last day of that month. The rounds will be advertised for a minimum four-week period during each round.

3.5 Applications for Tourism Growth Funding and Outstanding Representation Sponsorship may be made to the Shire at any time. Preference is that applications are made, where possible, before March in any calendar year to enable Council consideration in context of its annual budget setting processes.

3.6 Applications received will be considered at the next available Ordinary Council meeting. Allow for these processing time frames when assessing the delivery date of the project or event.

4. APPLICATIONS PROCESS

4.1 Applicants will be required to complete the online funding application form provided on the Shire of York Funding webpage. Selecting the most appropriate funding type and amount will dictate the level of detail and information required for each application.

4.2 Applications that demonstrate consideration and alignment with the *Shire of York Access and Inclusion Plan (AIP) 2024-2029* will be viewed favourably.

4.3 Applicants will be encouraged to attend the relevant Council meeting where their application is being considered. There is an opportunity for applicants to present to Council before the funding decision is finalised.

4.4 Should an application be received, and the application is more relevant to another Council budgeted funding pool than the one applied for, the applicant will be contacted to discuss the reassignment to that funding pool application process before the application period closes.

5. DURATION OF ASSISTANCE

5.1 The majority of funding will be for a single project which will be completed in an identified period. In exceptional circumstances the Council may consider support for a project for a maximum period of three years where it considers the project presents major benefits to the

community and it is consistent with strategic direction. Consideration must include the cost vs benefit of effectively reducing the available funding pool for other recipients over this period.

5.2 Should Council see significant benefit to the community of maintaining support for a project or activity on an on-going basis, it may resolve to consider inclusion as a Multi - Year Funding Agreement to the Annual Budget process. Consideration does not imply approval.

6. LOBBYING OF COUNCILLORS AND SHIRE OFFICERS

6.1 Applicants for funding (or their representatives) must not seek to influence their application through lobbying of Shire of York Councillors or Shire officers.

6.2 If an Applicant, whether personally or by an agent, canvasses any of the Shire's Councillors or Shire officers with a view to influencing the outcome of the application made by it or by any other Applicant, then regardless of whether the canvassing had or may have had any influence on the outcome of such application, the Shire may at its discretion omit the application from further consideration.

6.3 Applicants are encouraged to contact the nominated Shire Funding Representative outlined in the Funding Guidelines prior to application. Assistance to applicants can be provided in this way prior to submitting applications.

7. REJECTED APPLICATIONS

7.1 If an application is rejected, the Council will:

a) provide feedback to the applicant if requested.

b) redirect the application, if the recipient agrees, to another Council funding pool if it is deemed more appropriate for the application.

7.2 If the application relates to a matter that might be better considered for budgeted resourcing and the Council directs that it be considered as part of review and budgeting processes, this will be followed up with the applicant. Consideration as part of the budgeting process does not imply approval.

8. ACQUITTAL

8.1 The recipient of funding will be required to provide a written acquittal report to the Shire within three months of completing the project or event, including for each year if it is part of multi-year funding approval. An acquittal report template will be provided to the recipient when the offer of funding is accepted.

8.2 An income and expenditure statement, for the funded project only, is required in the acquittal and does not include information pertaining to the whole organisation. Supporting documentation, such as receipts and/or invoices, shall be included.

8.3 Outstanding Representation Sponsorship funding recipients are exempt from submitting a full acquittal report. A condensed version template will be supplied for submission post-representation.

8.4 Acquittal reports will be presented to Council for review and acceptance.

8.5 The Council reserves the right to withdraw funding where there has been any failure to comply with requirements set out in the funding agreement including the failure to submit a completed acquittal within the required timeframes.

RELEVANT LEGISLATION:

Local Government Act 1995

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Term	Meaning
Policy	This Shire of York Council policy titled 'Funding: Grants & Sponsorship'.
Recipients	An individual or organisation that receives a contribution in cash and/or in kind from Council.
Sponsorship or Funding	An arrangement under which Council provides a contribution in cash and/or in kind to a recipient for the provision of a service, program, event, activity or endeavour that may contribute to the economic, social, environmental or cultural development of the Shire.
Tourism Growth	Events or activities which have been designed with the intent of attracting visitors to the Shire or town of York and can show an economic benefit beyond revenue generation for the applicant/s.
Outstanding Representation Funding	Support for individuals who have been selected to represent in cultural or sporting activities at a state, national or international level.
Economic benefit	(a) direct financial spend in the Shire or York by visitors attending a tourism event which exceeds the level of spend that would normally be expected to occur if that event did not take place. (b) local jobs created by the event in the short, medium or long term. (c) any multiplier effect derived from the spend occurring under (a) or (b).

	(d) improved profile or marketing of the Shire or the town which can be shown to increase the likelihood of visitors beyond the event itself. (e) a financial contribution from the event revenue to the advancement of community projects within the Shire (exceeds by at least two-fold any funding provided by the Shire for the event).
Economic Development	The improvement of the Shire of York's economic landscape through job creation, increased revenue of local businesses, increased tourism spending with local providers, enhanced infrastructure or increased business opportunities within the district.

Responsible Officer: Executive Manager Corporate and Community Services

Contact Officer: Manager Tourism and Economic Development

Manager Community and Place

Relevant Legislation: Local Government Act 1995

Associated Documents: Funding Guidelines 2025/26
Funding Application Form 2025/26
Funding Acquittal Report 2025/26
Funding Arrangement Acceptance Form 2025/26
Funding Assessment Form 2025/26
Council Policy C5 Public Events in York

Review History:

Review History				
Council Adoption	**Date**	25 March 2025	**Resolution No.**	060325
Reviewed	**Date**		**Resolution No.**	
Reviewed	**Date**		**Resolution No.**	
Reviewed	**Date**		**Resolution No.**	

Former Policy No: C3

Last Reviewed	**Date**	27 April 2021	**Resolution No.**	050421

Former Policy No: C4

Last Reviewed	**Date**	27 April 2021	**Resolution No.**	050421

COMMUNITY POLICIES

Funding: Grants and Sponsorship

Policy Number:	C8
Relevant Delegation:	Not Applicable
Adoption Details:	Original C3 & C4 adopted 22 February 2016
Last Review Details:	Original C3 & C4 reviewed 27 April 2021
Current Review:	25 March 2025

Commented [RA1]: C8 Funding: Grants and Sponsorship adopted 25 March 2025

Commented [RA2]: N/A

Commented [RA3]: 26 August 2026

POLICY OBJECTIVE:

This policy establishes a transparent and accountable framework for the allocation of funding by the Shire of York to support community initiatives, tourism events, and economic development projects that provide measurable benefits to the local region. The policy ensures a fair, consistent, and accountable distribution of public funds; safeguards alignment with the Shire's strategic objectives; and provides clarity on eligibility, application processes, assessment criteria, and funding obligations.

POLICY SCOPE:

This policy applies to applications for funding from the Shire of York. Council may approve funding and sponsorship outside this policy by resolution.

POLICY STATEMENT:

INTRODUCTION

The Shire has a strategic objective to support initiatives that enhance community participation, improve wellbeing and connection, promote cultural diversity, empower residents to contribute positively to their community, support economic development and foster business growth.

The Council recognises that providing financial support is an important mechanism for encouraging community based not-for-profit organisations or commercial entities to invest their time and resources.

This policy sets out the parameters for Council assistance, processes and accountability requirements.

PRINCIPLES

a) Applications for funding should clearly demonstrate an alignment to the social, economic, environmental and/or civic objectives of the Shire as outlined in the Shire's Strategic Community Plan 2020 - 2030.

b) Assistance which involves in-kind support and/or waiver of fees has a value and is a cost to the Shire, such as: a time resource (labour), wear and tear on assets, or a loss of revenue.

As such, the financial benefit to community groups and projects of this in-kind support needs to be understood and factored into decisions over time.

c) Funding will be on a case-by-case basis with levels determined by the overall level of funding available in any one year for dispersal.

d) A level of economic benefit must be identified and delivered to receive funding for Tourism Growth applications designed to attract visitors from outside of the local area.

e) On-going funding will be determined, in part, by analysis and feedback, including identified economic benefits derived from the project or event, as part of the acquittal process.

f) Self-funding capability in the medium and longer term, and growth of the project/event activity is desirable, but extent of funding over time will be on a case-by-case basis.

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PROVISIONS

1. FUNDING CATEGORIES

Funding is available under the following categories:

1.1 **Outstanding Representation Sponsorship (ORS) ($200 - $500)**

a) Support for individuals who have been selected to represent in cultural or sporting activities at a regional, state or national level.

1.2 **CEO Sponsorship (up to $1000)**

a) Supports small-scale initiatives, projects or activities that provide a community, economic or promotional benefit to the Shire.

~~a)~~ b) Provides a flexible funding option for minor opportunities that fall outside the formal funding rounds.

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~~1.2~~1.3 **Community Funding** *(Events/projects benefiting local residents incl. environment and heritage)*

a) Minor Community Funding (up to $2,000): Small community projects or events with a clear local benefit.

b) Major Community Funding ($2,001 - $10,000): Larger community initiatives that enhance services, events, or infrastructure.

~~1.3~~1.4 **Economic Development Funding (up to $2,000)**

a) Initiatives that stimulate economic activity, or enhance the investment appeal of the Shire.

b) Assist with marketing campaigns, industry events, and regional development programs.

c) Projects driving local business growth & investment.

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impact)

a) Designed to enhance the Shire's profile to a wider audience, and support local businesses through increased visitor spending.
b) Must demonstrate measurable economic benefits beyond revenue for the applicant.
c) Minor Tourism Growth Funding (up to $10,000): Projects/events attracting visitors to York
d) Major Tourism Growth Funding ($10,000 and over): Larger events demonstrating a greater economic impact.

2. GENERAL ELIGIBILITY CRITERIA

2.1 To be eligible, applicants must:

a) Be a legal entity (e.g., not-for-profit, incorporated association, business, or registered organisation).
b) Demonstrate financial viability and capacity to deliver the project.
c) Show clear alignment with the Shire's strategic objectives.
d) Provide evidence of other funding sources or self-contribution where applicable.
e) Have an ABN or a nominated Auspice organisation (ORS applications may be exempt)

2.2 Funding will NOT be provided for:

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e) Events or projects that compete with existing funded initiatives.
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g) Individual requests for purchase of sports uniforms (team requests will be considered).
h) Applications for support that do not show parallel efforts to raise other funds.
i) More than one application from the same source in the same funding round.
j) Events focused solely on fund raising or revenue raising for a community group or private business which provides no additional economic or community benefit (as defined in this policy).
k) Events which compete with existing community or tourism events. This does not preclude similar kinds of events being held but they must not be held at a time or in a way that undermines the viability of existing events.
l) Shire of York Councillors or employees

Commented [RA5]: Funding round or financial year as stipulation here

3. BUDGET AND TIMEFRAMES FOR FUNDING

3.1 The Council will allocate funding within its Annual Budget to support these requests.

3.2 The Funding budget will be used for:

a) allocation of direct financial support.

b) re-imbursement of Council labour costs and payment of any 'use fee' for any Council equipment where in-kind value is provided by the Council.

c) if the fund is exhausted before the end of the financial year, this will be notified to the community, and applications will be closed for the remaining period.

3.3 Should there be a remaining amount at the end of the financial year, the Council may resolve to either:

a) carry over that funding to the following financial year.

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~~3.4 Applications for Community Funding (Minor and Major categories); and Economic Development Funding will be accepted in the designated funding rounds, typically April and September of each year. Each round is open from the first of the relevant month and closes on the last day of that month. The rounds will be advertised for a minimum four-week period during each round.~~

~~3.5 Applications for Tourism Growth Funding and Outstanding Representation Sponsorship may be made to the Shire at any time. Preference is that applications are made, where possible, before March in any calendar year to enable Council consideration in context of its annual budget setting processes.~~

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4. APPLICATIONS PROCESS

4.1 Applicants will be required to complete the online funding application form provided on the Shire of York Funding webpage. Selecting the most appropriate funding type and amount will dictate the level of detail and information required for each application.

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4.4 Should an application be received, and the application is more relevant to another Council budgeted funding pool than the one applied for, the applicant will be contacted to discuss the reassignment to that funding pool application process before the application period closes.

5. DURATION OF ASSISTANCE

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Commented [RA6]: 1 Remove this and re write 3.4 as Applications for Outstanding Representation Sponsorshi may be made to the Shire at any time. Preference is that applications are made, where possible, before March in any calendar year to enable Council consideration in context of its annual budget setting processes.

Commented [RA7]: 1 Applications for Tourism Growth Funding, Community Funding (Minor and Major categories); and Economic Development Funding will be accepted in the annual funding round, open for application submission 1 November through to close dat 31 January. Applications will be considered after the clos date. The rounds will be advertised for a minimum four-week period before the rounds commencement.

Commented [RA8R7]: Add CEO Delegation here too

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Commented [RA9]: Applications received within the funding application period will be processed after the funding close date only. Applications will then be processed presented to an internal grant funding panel, then presente to council and the next available Ordinary Councill Meeting

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~~community and it is consistent with strategic direction. Consideration must include the cost vs benefit of effectively reducing the available funding pool for other recipients over this period.~~

~~5.2 Should Council see significant benefit to the community of maintaining support for a project or activity on an on-going basis, it may resolve to consider inclusion as a Multi – Year Funding Agreement to the Annual Budget process. Consideration does not imply approval.~~

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8. ACQUITTAL

8.1 The recipient of funding will be required to provide a written acquittal report to the Shire within three months of completing the project or event, ~~including for each year if it is part of multi-year funding approval.~~ An acquittal report template will be provided to the recipient when the offer of funding is accepted.

Commented [RA10]: Funding will be for a single project which will be completed in an identified period.

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8.2 An income and expenditure statement, for the funded project only, is required in the acquittal and does not include information pertaining to the whole organisation. Supporting documentation, such as receipts and/or invoices, shall be included.

8.3 Outstanding Representation Sponsorship funding recipients are exempt from submitting a full acquittal report. A condensed version template will be supplied for submission post-representation.

~~8.4~~ Acquittal reports will be presented to ~~Council for review and acceptance.~~

8.5 The Council reserves the right to withdraw funding where there has been any failure to comply with requirements set out in the funding agreement including the failure to submit a completed acquittal within the required timeframes.

Commented [RA13]: Add delegation of CEO sponsorship in here

Commented [RA14]: No longer reviewed by council - review wording

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RELEVANT LEGISLATION:

Local Government Act 1995

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

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Policy	This Shire of York Council policy titled 'Funding: Grants & Sponsorship'.
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Responsible Officer: Executive Manager Corporate and Community Services

Contact Officer: Manager Tourism and Economic Development

Manager Community and Place

Relevant Legislation: Local Government Act 1995

Associated Documents: Funding Guidelines 2025/26
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Funding Acquittal Report 2025/26
Funding Arrangement Acceptance Form 2025/26
Funding Assessment Form 2025/26
Council Policy C5 Public Events in York

Review History:

Review History				
Council Adoption	**Date**	25 March 2025	**Resolution No.**	060325
Reviewed	**Date**		**Resolution No.**	
Reviewed	**Date**		**Resolution No.**	
Reviewed	**Date**		**Resolution No.**	

Former Policy No: C3

Last Reviewed	**Date**	27 April 2021	**Resolution No.**	050421

Former Policy No: C4

Last Reviewed	**Date**	27 April 2021	**Resolution No.**	050421

COMMUNITY POLICIES

Funding: Grants and Sponsorship

Policy Number:	C8
Relevant Delegation:	Not Applicable
Adoption Details:	C8 Funding: Grants and Sponsorship 25 March 2025
Last Review Details:	C8 Funding: Grants and Sponsorship 25 March 2025
Current Review:	31 August 2026

POLICY OBJECTIVE:

This policy establishes a transparent and accountable framework for the allocation of funding by the Shire of York to support community initiatives, tourism events, and economic development projects that provide measurable benefits to the local region. The policy ensures a fair, consistent, and accountable distribution of public funds; safeguards alignment with the Shire's strategic objectives; and provides clarity on eligibility, application processes, assessment criteria, and funding obligations.

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This policy applies to applications for funding from the Shire of York. Council may approve funding and sponsorship outside this policy by resolution.

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The Council recognises that providing financial support is an important mechanism for encouraging community based not-for-profit organisations or commercial entities to invest their time and resources.

This policy sets out the parameters for Council assistance, processes and accountability requirements.

PRINCIPLES

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b) Assistance which involves in-kind support and/or waiver of fees has a value and is a cost to the Shire, such as: a time resource (labour), wear and tear on assets, or a loss of revenue.

As such, the financial benefit to community groups and projects of this in-kind support needs to be understood and factored into decisions over time.

c) Funding will be on a case-by-case basis with levels determined by the overall level of funding available in any one year for dispersal.

d) A level of economic benefit must be identified and delivered to receive funding for Tourism Growth applications designed to attract visitors from outside of the local area.

e) On-going funding will be determined, in part, by analysis and feedback, including identified economic benefits derived from the project or event, as part of the acquittal process.

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PROVISIONS

1. FUNDING CATEGORIES

Funding is available under the following categories:

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a) Support for individuals who have been selected to represent in cultural or sporting activities at a regional, state or national level.

b)

1.2 **CEO Sponsorship (up to $1000)**

a) Supports small-scale initiatives, projects or activities that provide a community, economic or promotional benefit to the Shire.

b) Provides a flexible funding option for minor opportunities that fall outside the formal funding rounds.

1.3 **Community Funding** *(Events/projects benefiting local residents incl. environment and heritage)*

a) Minor Community Funding (up to $2,000): Small community projects or events with a clear local benefit.

b) Major Community Funding ($2,001 - $10,000): Larger community initiatives that enhance services, events, or infrastructure.

1.4 **Economic Development Funding (up to $2,000)**

a) Initiatives that stimulate economic activity or enhance the investment appeal of the Shire.

b) Assist with marketing campaigns, industry events, and regional development programs.

c) Projects driving local business growth & investment.

1.5 **Tourism Growth Funding** *(Events/projects that attract visitors/generate economic impact)*

a) Designed to enhance the Shire's profile to a wider audience, and support local businesses through increased visitor spending.
b) Must demonstrate measurable economic benefits beyond revenue for the applicant.
c) Minor Tourism Growth Funding (up to $10,000): Projects/events attracting visitors to York
d) Major Tourism Growth Funding ($10,000 and over): Larger events demonstrating a greater economic impact.

2. GENERAL ELIGIBILITY CRITERIA

2.1 To be eligible, applicants must:

a) Be a legal entity (e.g., not-for-profit, incorporated association, business, or registered organisation).
b) Demonstrate financial viability and capacity to deliver the project.
c) Show clear alignment with the Shire's strategic objectives.
d) Provide evidence of other funding sources or self-contribution where applicable.
e) Have an ABN or a nominated Auspice organisation (ORS applications may be exempt)

2.2 Funding will NOT be provided for:

a) On-going operational costs of the applicant organisation (e.g. salaries, administration costs).
b) Consumables and general running expenses.
c) Retrospective applications (projects already completed).
d) Activities outside the Shire of York (unless a direct regional benefit is demonstrated).
e) Events or projects that compete with existing funded initiatives.
f) Applications from individuals (except for Outstanding Representation Funding (ORS)).
g) Individual requests for purchase of sports uniforms (team requests will be considered).
h) Applications for support that do not show parallel efforts to raise other funds.
i) More than one application from the same source in the same financial year – Applicants who receive funding will not be eligible for any further Shire funding, sponsorship, fee waiver or other financial assistance within the same financial year.
j) Events focused solely on fund raising or revenue raising for a community group or private business which provides no additional economic or community benefit (as defined in this policy).
k) Events which compete with existing community or tourism events. This does not preclude similar kinds of events being held but they must not be held at a time or in a way that undermines the viability of existing events.
l) Shire of York Councillors or employees

3. BUDGET AND TIMEFRAMES FOR FUNDING

3.1 The Council will allocate funding within its Annual Budget to support these requests.

3.2 The Funding budget will be used for:

a) allocation of direct financial support.

b) re-imbursement of Council labour costs and payment of any 'use fee' for any Council equipment where in-kind value is provided by the Council.

c) if the fund is exhausted before the end of the financial year, this will be notified to the community, and applications will be closed for the remaining period.

3.3 Should there be a remaining amount at the end of the financial year, the Council may resolve to either:

a) carry over that funding to the following financial year.

b) allocate that funding to an agreed community project or initiative.

3.4 Applications for Outstanding Representation Sponsorship and CEO Sponsorship may be submitted to the Shire at any time. Where possible, applicants are encouraged to submit applications prior to March each year to enable Council to consider funding requests as part of its annual budget-setting process.

3.5 Applications for Tourism Growth Funding, Community Funding (Minor and Major categories) and Economic Development Funding will be accepted through one annual funding round. The annual funding round will open on 1 November and close on 31 January, with applications assessed following the closing date. The funding round will be advertised for a minimum of four weeks prior to its commencement.

3.6 Applications received during the funding application period will be assessed following the funding round closing date. Applications will then be considered by an internal Grant Funding Panel before being presented to Council for consideration at the next available Ordinary Council Meeting.

4. APPLICATIONS PROCESS

4.1 Applicants will be required to complete the online funding application form provided on the Shire of York Funding webpage. Selecting the most appropriate funding type and amount will dictate the level of detail and information required for each application.

4.2 Applications that demonstrate consideration and alignment with the *Shire of York Access and Inclusion Plan (AIP) 2024-2029* will be viewed favourably.

4.3 Applicants will be encouraged to attend the relevant Council meeting where their application is being considered. There is an opportunity for applicants to present to Council before the funding decision is finalised.

4.4 Should an application be received, and the application is more relevant to another Council budgeted funding pool than the one applied for, the applicant will be contacted to discuss the reassignment to that funding pool application process before the application period closes.

5. DURATION OF ASSISTANCE

5.1 Funding will be provided for a single project to be completed within an identified period. Any request for continued or subsequent funding for the project will require a new application and will be subject to the applicable funding eligibility and assessment requirements

6. LOBBYING OF COUNCILLORS AND SHIRE OFFICERS

6.1 Applicants for funding (or their representatives) must not seek to influence their application through lobbying of Shire of York Councillors or Shire officers.

6.2 If an Applicant, whether personally or by an agent, canvasses any of the Shire's Councillors or Shire officers with a view to influencing the outcome of the application made by it or by any other Applicant, then regardless of whether the canvassing had or may have had any influence on the outcome of such application, the Shire may at its discretion omit the application from further consideration.

6.3 Applicants are encouraged to contact the nominated Shire Funding Representative outlined in the Funding Guidelines prior to application. Assistance to applicants can be provided in this way prior to submitting applications.

7. REJECTED APPLICATIONS

7.1 If an application is rejected, the Council will:

a) provide feedback to the applicant if requested.

b) redirect the application, if the recipient agrees, to another Council funding pool if it is deemed more appropriate for the application.

7.2 If the application relates to a matter that might be better considered for budgeted resourcing and the Council directs that it be considered as part of review and budgeting processes, this will be followed up with the applicant. Consideration as part of the budgeting process does not imply approval.

8. ACQUITTAL

8.1 The recipient of funding will be required to provide a written acquittal report to the Shire within three months of completing the project or event. An acquittal report template will be provided to the recipient.

8.2 An income and expenditure statement, for the funded project only, is required in the acquittal and does not include information pertaining to the whole organisation. Supporting documentation, such as receipts and/or invoices, shall be included.

8.3 Outstanding Representation Sponsorship funding and CEO Sponsorship recipients are exempt from submitting a full acquittal report. A condensed version template will be supplied for submission post-representation.

8.4 Acquittal reports will be reviewed and accepted by an authorised Shire Officer and a summary of acquittal outcomes will be shared with council.

8.5 The Council reserves the right to withdraw funding where there has been any failure to comply with requirements set out in the funding agreement including the failure to submit a completed acquittal within the required timeframes.

RELEVANT LEGISLATION:

Local Government Act 1995

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Term	Meaning
Policy	This Shire of York Council policy titled C8 'Funding: Grants & Sponsorship'.
Recipients	An individual or organisation that receives a contribution in cash and/or in-kind from Council.
Sponsorship or Funding	An arrangement under which Council provides a contribution in cash and/or in kind to a recipient for the provision of a service, program, event, activity or endeavor that may contribute to the economic, social, environmental or cultural development of the Shire.
Tourism Growth	Events or activities which have been designed with the intent of attracting visitors to the Shire or town of York and can show an economic benefit beyond revenue generation for the applicant/s.
Outstanding Representation Funding	Support for individuals who have been selected to represent in cultural or sporting activities at a state, national or international level.
Economic benefit	(a) direct financial spend in the Shire or York by visitors attending a tourism event which exceeds the level of spend that would normally be expected to occur if that event did not take place. (b) local jobs created by the event in the short, medium or long term. (c) any multiplier effect derived from the expenditure occurring under (a) or (b).

	(d) improved profile or marketing of the Shire or the town which can be shown to increase the likelihood of visitors beyond the event itself. (e) a financial contribution from the event revenue to the advancement of community projects within the Shire (exceeds by at least two-fold any funding provided by the Shire for the event).
Economic Development	The improvement of the Shire of York's economic landscape through job creation, increased revenue of local businesses, increased tourism spending with local providers, enhanced infrastructure or increased business opportunities within the district.

Responsible Officer: Executive Manager Corporate and Community Services

Contact Officer: Manager Tourism and Economic Development

Relevant Legislation:

Local Government Act 1995

Associated Documents: Funding Guidelines 2025/26
Funding Application Form 2025/26
Funding Acquittal Report 2025/26
Funding Arrangement Acceptance Form 2025/26
Funding Assessment Form 2025/26
Council Policy C5 Public Events in York

Review History:

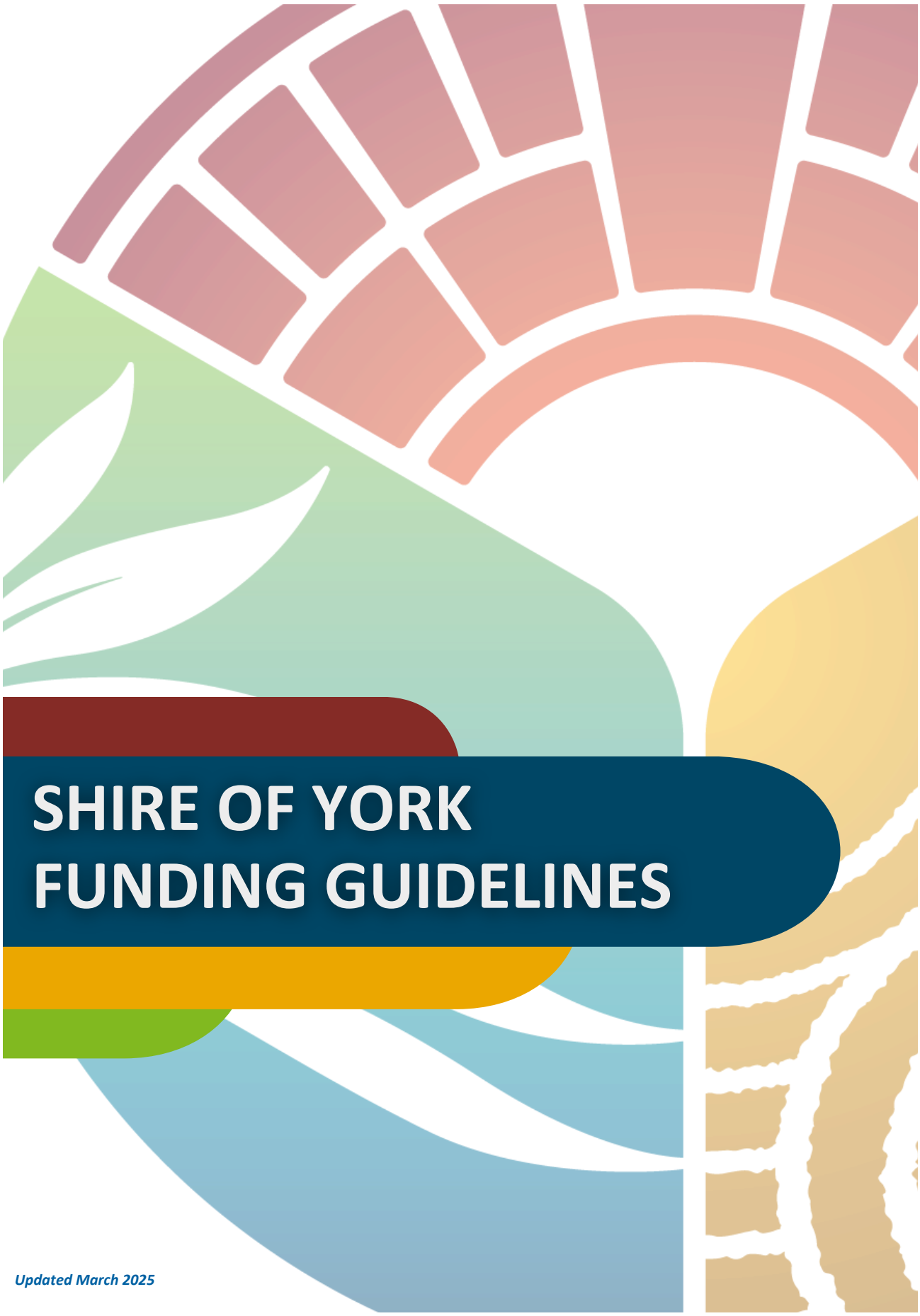
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Former Policy No: C4

Last Reviewed	**Date**	27 April 2021	**Resolution No.**	050421


SHIRE OF YORK
FUNDING GUIDELINES
Updated March 2025

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INTRODUCTION

The Shire of York recognises that providing financial support is an important mechanism for encouraging community-based organisations or commercial entities to invest their time and resources into initiatives that enhance our way of living.

THIS CONTRIBUTES TOWARDS:

- INCREASED COMMUNITY PARTICIPATION
- IMPROVED WELLBEING & CONNECTION
- PROMOTING CULTURAL DIVERSITY
- SUPPORTING ECONOMIC DEVELOPMENT
- FOSTERING BUSINESS GROWTH
- INCREASING TOURISM IMPACT

These guidelines aim to assist you in submitting the best application possible.

We want you to succeed!



FUNDING CATEGORIES

The following categories are available for funding applications. Each category is designed to serve specific outcomes and offers different funding limits. Funding amounts over $2,000 will only cover up to 60% of the overall project/event cost. If unsure which category to apply for, speak to the Shire representatives listed on the last page.

OUTSTANDING REPRESENTATION SPONSORSHIP (ORS)

Open all year

$250 - $500

Support for individuals who have been selected to represent in cultural or sporting activities at a national or international level

CEO Sponsorship

Open all year

Up to $1000

Supports small-scale initiatives, projects or activities that provide a community, economic or promotional benefit to the Shire.

TOURISM GROWTH

Open 1st November to 31st January each year

MINOR - Up to $10,000 Events & projects attracting visitors to York

MAJOR - Over $10,000 Larger events demonstrating greater economic impact

ECONOMIC DEVELOPMENT

Open 1st November to 31st January each year

Up to $2,000

Initiatives that stimulate ongoing economic activity, or enhance the investment appeal of the Shire

COMMUNITY FUNDING

Open 1st November to 31st January each year

MINOR - Up to $2,000 Small community projects or events with a clear local benefit

MAJOR - $2,001 to $10,000 Larger community initiatives that enhance services, events, or infrastructure



ELIGIBILITY

The following eligibility criteria will be applied to all applications.

To be **ELIGIBLE**, applicants must:

- Be a legal entity (e.g., not-for-profit, incorporated association, registered business or organisation).
- Demonstrate financial viability and capacity to deliver the project.
- Show clear alignment with the Shire's strategic objectives.
- Provide evidence of other funding sources or self-contribution where applicable.
- Have an ABN or a nominated Auspice organisation (ORS applications may be exempt)
- Have a nominated and monitored email address to received electronic communications
- Outstanding Representation Sponsorship applications do not need to meet the above requirements. They will only need the invitation to compete and their personal contact details and an authorised adult contact (if applicant is under 18)

The following is **INELIGIBLE** for funding:

- On-going operational costs of the applicant organisation (e.g. salaries, administration costs).
- Consumables and general running expenses.
- Retrospective applications (projects already started or completed).
- Activities outside the Shire of York (unless a direct regional benefit is demonstrated).
- Events or projects that compete with existing funded initiatives.
- Applications from individuals (except for registered Sole Traders and Outstanding Representation Funding (ORS)).
- Individual requests for purchase of sports uniforms (team requests will be considered).
- Applications for support that do not show parallel efforts to contribute other funds.
- More than one application from the same source in the same funding round.
- Events focused solely on revenue raising for a community group or private business which provides no additional economic or community benefit.
- Events which compete with existing community or tourism events. This does not preclude similar kinds of events being held but they must not be held at a time or in a way that undermines the viability of existing events.
- Shire of York Councillors or employees

INFORMATION REQUIRED

The following information will be required to submit an application. The level of detail will depend on the type of funding requested. Outstanding Representation applications only require the invite to participate at nominated event, event information and various contact details.

ALL APPLICATIONS

- organisation details, including ABN and/or registration status (Not-for-profit, tax structure etc)
- committee or board information (if applicable)
- primary contact details
- project/event title
- detailed project/event details including start and finish dates
- details of how funding will be utilised specifically
- intended outcomes and how these achievements will be measured
- project/event location information
- target audience/community impacts
- expected attendee numbers (if applicable)
- alignment with the Shire of York Strategic Community Plan (SCP) 2020 – 2030
- how Shire of York support will be publicly recognised
- project/event budget including other financial contributions and costings
- environmental impact (if applicable)
- approvals required (if applicable)
- letters of support (if applicable)

TOURISM GROWTH APPLICATIONS

In addition to the "All Applications" information required, applications for Tourism Growth funding will also require:

- an event project plan with timelines.
- detailed visitor numbers (including an assessment of visitors from intrastate, interstate and international) with rationale for numbers.
- probity mechanisms for management of funds.
- previous experience in running events, if any.
- overall marketing plan for event promotion including outlining public acknowledgement of Council sponsorship.



HOLDING AN EVENT?

When holding an event in York, whether it is aimed at local participation or tourism attraction, please refer to the York Public Events Guide and view the Shire of York Planning Your Event in York page to ensure you are aware of all requirements. If after reading the guide, you are unsure what applies to your intended event, please discuss this and your Event Application Approval with the relevant Shire representative listed at the end of these guidelines. This is separate to any funding applications for events.

APPLICATION PROCESS

- All applications are to be made online through the Shire of York website **HERE**
- Printed applications will not be accepted.
- Using the lists from the previous "Information Required" page, collect as much information as possible before starting your application.
- Once you have started the application form online, you can **SAVE** and return to complete at a later time if required. A direct link will be sent to your nominated email address when you **SAVE AS DRAFT**. Your application will not be visible to Shire staff until you press **SUBMIT** upon full completion.
- Once received, your application will enter the funding approval process, including evaluation against the assessment criteria outlined below. You will be advised of the outcome.

ASSESSMENT CRITERIA



ALL APPLICATIONS

- the individual or community group is based in the Shire of York.
- the project outcomes and/or event occurs in the Shire of York.
- any benefits arising from the activity accrue to the Shire of York community and/or environment in some way.
- facilitates inclusion and equitable access to facilities, services, open spaces and activities.
- the quality and depth of information provided in the application form presents a clear and detailed overview of the intent and expected outcomes if funding is successful
- the proposal has been well thought through and the application for support is well ahead of any final decision to proceed.
- Applications that demonstrate consideration and alignment with the Shire of York Access and Inclusion Plan (AIP) 2024-2029 will be viewed favourably.

SELECTING THE RIGHT FUNDING CATEGORIES

When considering funding from the Shire of York, applicants should select the funding stream that best aligns with their project, event or initiative. Consider the intended outcomes and benefits, the amount of funding required, and whether the primary benefit is to the local community, tourism and visitation, or economic development.
Community and Tourism funding rounds are open annually from 1 November to 31 January. Applicants should review the eligibility and purpose of each funding stream before applying. If you are unsure which funding stream best suits your proposal, please contact the relevant Shire representative listed at the end of these guidelines.

OUTSTANDING REPRESENTATION SPONSORSHIP (ORS) APPLICATIONS

ORS applications require less information compared to standard funding. In addition to applicant particulars and details of the opportunity to represent, please provide:

- a formal invitation to participate from an official body/organisation, offering you the opportunity to compete in your chosen field. It must be a recognised event at either national or international level. $250 is available to represent at a national event and $500 is available to represent at an International event. For further clarification, please contact the Shire.
- No formal acquittal is required.

CEO SPONSORSHIP APPLICATIONS

CEO Sponsorship provides funding of up to $1,000 to support or co-support small-scale projects, activities, initiatives or opportunities that provide a community, economic, tourism or promotional benefit to the Shire of York. It requires less infromtion compared to standard funding.

Supports or co-supports small-scale initiatives, activities and opportunities that:

- provide a positive benefit to the local community.
- support local events, activities or community participation.
- contribute to tourism, visitation or promotion of the Shire of York.
- support local businesses or small-scale economic development initiatives.
- encourage community connection, participation and wellbeing.
- provide an opportunity to promote York or enhance the Shire's profile.
- respond to minor or time-sensitive opportunities that may fall outside formal funding rounds.

COMMUNITY FUNDING (MINOR AND MAJOR) APPLICATIONS

In addition to the criteria listed under *All Applications*, the Council will take the following into consideration when assessing Community Funding applications (where applicable):

- encourages general involvement in local endeavours including sport and cultural activities.
- improves collaboration and coordination of community support and services.
- assists a community group to expand their ability to provide support for individual and community health and wellbeing.
- increases community knowledge and understanding of their local natural and built environments.
- focuses on protection and restoration of the Shire's natural environment, including the Avon River, and the protection and restoration of the built environment.
- events designed for local residents which increase a sense of belonging, and of being socially connected to the community. They are events not developed to leverage tourism or economic development but have a strong community focus.
- requests to procure professional assistance for community groups to develop submissions for significant external grants (seed funding).

ECONOMIC DEVELOPMENT FUNDING

In addition to the criteria listed under All Applications, the Council will take the following into consideration when assessing Economic Development applications (where applicable):

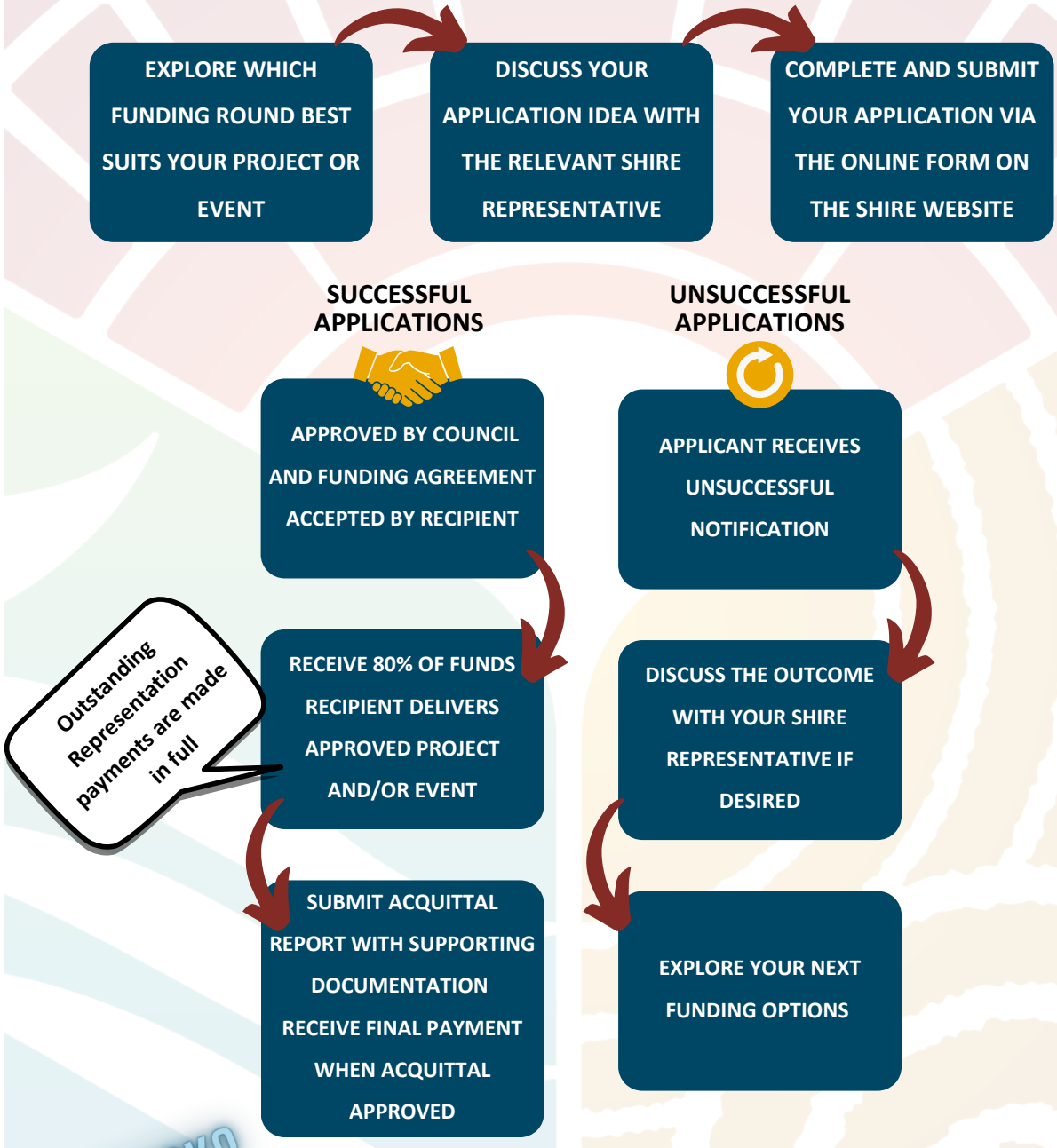
- demonstrates the positive economic impact of the project beyond the applicant's increased revenue
- brings increased professional, industry and regional development opportunities
- enhances investment appeal of the district and drives local business growth

TOURISM GROWTH FUNDING

In addition to the criteria listed under All Applications, the Council will take the following into consideration when assessing Tourism Growth applications (where applicable):

- potential to attract visitors to the town through tourism ventures or events
- encourage overnight stays.
- proven record of experience running similar events.
- demonstrated positive economic impact
- links to wider heritage and natural environment opportunities where relevant.
- opportunities to work with and include the wider Shire of York community
- the extent to which the event complements the overall event calendar.

HOW TO APPROACH YOUR APPLICATION



STUCK?

- HEAD TO THE SHIRE OF YORK WEBSITE - HERE
- GET IN TOUCH WITH THE RELEVANT SHIRE REPRESENTATIVE - DETAILS ON LAST PAGE

SUCCESSFUL FUNDING MANAGEMENT

Funding Acceptance and Agreement

All successful applicants will be required to sign a formal acceptance of funding.
Depending on the level of funding granted, a separate funding agreement may also be required.

Signing these documents enters your organisation into a legally binding agreement with the Shire of York.

If your organisation has a Board or Committee, ensure their agreement to accept the funding has been recorded in your meeting minutes prior to receiving your first payment. A copy will be requested. It is recommended you do this before applying to confirm your committee's support.

Payment Arrangements

All funding, with the exception of ORS, will be paid as 80% initial payment and the remaining 20% upon acceptance of a completed acquittal report

All payments will be made electronically to the nominated bank account provided in the funding acceptance form.

Allocate Roles and Responsibilities

Designating roles and responsibilities early in the project, and allocating dates for deliverables, will help share the accountability throughout your team or organisation.

Doing this early will reduce the level of stress that may arise as impending dates approach.

Record Keeping

To assist your reporting requirements at the completion of your project, maintain clear and detailed recording of financials (including invoices or receipts), in-kind specifics, public acknowledgement of Shire support and important milestones as your project progresses. This includes photos that will support your project delivery success.

Maintaining this data as you go will make compiling the completion and acquittal report a smooth process.

GST Requirements

All successful applicants must have an ABN or be auspiced by an organisation with an ABN

Applicants that are registered for GST must provide completed details before they can be paid

GST registered applicants are required to report the funding GST on their BAS. Applicants who are not registered for GST will not be required to take any further action.

Variations to agreement

If a change to your agreed project arises, you must seek a formal variation from Council before reassigning Shire of York funding to a different outcome.

Variations will be presented to Council at the next Ordinary Council Meeting (OCM) for approval.

Presentation of a variation does not automatically mean approval and Council reserves the right not to accept a variation.

TERMS AND CONDITIONS

If successful in obtaining funding, applicants will be subject to the following conditions in addition to any project specific terms and conditions included in the funding agreement.

- The Funding must be used solely for the project and/or event as detailed in the signed funding agreement form.
- First payment will be made on receipt of all required documentation.
- The recipient must complete the project/event by the date nominated in the signed funding agreement form.
- The Shire of York funding must be publicly acknowledged on all promotional material, media and/or by appropriate signage.
- The recipient must notify the Shire immediately if the project/event is terminated or altered in any way.
- Any variation to the approved funding must be submitted in writing for approval. Variations are subject to Council approval and Council reserves the right to deny any variations.
- If the project/event is terminated, the Shire will request the refund of whole or part of the funding previously paid to the recipient.
- If any funding conditions are breached or the project/event is not proceeding satisfactorily, Council may choose to withhold payment or require repayment of a determined amount.
- The Shire reserves the right to publicise benefits accruing as a result of the provision of funding.
- The Shire has the right to issue a mutually agreed media release regarding the project/event.
- The Shire will include the successful recipient's name and funding amount in its Annual Report.
- The recipient must comply with all relevant Local Laws, Federal, and State legislation.
- The recipient must engage suitably qualified trades persons to complete works requiring certification, where applicable.
- The recipient shall ensure their funded project/event and all contractors/ employees have appropriate insurance coverage.
- After signing the funding agreement, neither the Shire nor the recipient will at any time disparage the other party or make any statement or publication, whether oral or in writing, which does or is likely to bring the other party into disrepute or ridicule, or otherwise adversely affect its reputation.

ACQUITTAL AND PROJECT COMPLETION

On completion of the project/event, all funding recipients will be required to complete an acquittal and completion report. The level of detail required will be commensurate with the amount of funding provided.

A template with the information applicable to your project will be provided with your acceptance of funding at the beginning of the project. Use this information to gather the required supporting documentation throughout your project, as it will assist you when completing the final report.

The acquittal report will include, but not be limited to, the following:

- a detailed description of the project/event and its outcomes, including local and non-local participation.
- an outline of any project/event amendments that have occurred during delivery including approved variations if applicable.
- any lessons learnt during project delivery.
- if a tourism growth event, assessed visitor numbers, their place of origin, and estimated economic impact, including how these numbers we obtained.
- feedback from those impacted by the project and/or event attendees
- a final income and expenditure report of the project/event.
- where audited financials cannot be supplied, proof of expenditure will be sufficient
- photos and other supporting images or plans



FREQUENTLY ASKED QUESTIONS

1. Can I get Shire of York funding outside the advertised rounds and dates?

The type of funding you're applying for will depict when you can submit an application.

One annual funding round, opening 1 November and closing 31 January.

-Tourism Growth Funding
-Community Funding (Minor and Major)
-Economic Development Funding

Open all year

- Outstanding Representation Sponsorship
- Delegation of CEO Sponsordhip (Up to $1000)

No applications will be accepted outside the advertised open dates for each round. The system will automatically close at the advertised time and Shire staff cannot override this.

2. Can I submit a physical application form or does it have to be online?

All applications must be submitted via the online application form found on the Shire website Funding and Sponsorship page. If you need access to a computer, please contact the York CRC.

3. Can I save my application and come back to it later?

Yes you can. Once you have started an application and provided your contact details, including the email of the preferred contact person, you can click the "SAVE AS DRAFT" button at the bottom of the form. This will close the form and send a link to your nominated email address. When you are ready to continue your application, click this link and it will open your application.

4. Can the Shire see my application before I click SUBMIT?

No. Until you click SUBMIT, the Shire cannot see your application. Be sure to click SUBMIT once you have provided all the necessary documentation and BEFORE the closing date and time of that round.

Late applications cannot be accepted.

5. How do I know if my project/event aligns with the Shire's strategic plan?

You can find the Shire of York Strategic Community Plan here. Select the goal/s that most reflect the intent and outcome of your project/event.

6. Can I have a list of the information I need to have ready before starting my application?

You can find all the information about applying for funding in the Shire of York Funding Guidelines here. If you would like only the list of information required, click here or see page 5 of these Funding Guidelines.

7. Do Outstanding Representation recipients have the same application and reporting requirements as other funding categories?

No. Outstanding Representation applicants do not need to provide as much detail as other categories when applying for sponsorship. Providing the official request to participate, personal contact details, including a nominated adult if under 18, and some context of the event.

FREQUENTLY ASKED QUESTIONS

8. How do I get help with my application?

Contact the relevant Shire Officer for help PRIOR to submission.

Records
records@york.wa.gov.au

Rebecca Atkinson – Manager Tourism and Economic Development
rebecca.atkinson@york.wa.gov.au

9. What qualifies for the Outstanding Representation Sponsorship (ORS) funding?

To be eligible for ORS funding, you must be able to provide formal invitation to participate from an official body/organisation, offering you the opportunity to compete in your chosen field. It must be a recognised event at either state, national or international level. Applications for ORS can be made at any time of the year. Please apply as soon as you are able. Please allow time for your submission to be presented at the next Ordinary Council Meeting (OCM) for approval and subsequent processing.

10. What type of project or event could apply for Tourism Growth funding?

Tourism Growth funding is designed to build the economic impact of tourism events and other projects. Applications must demonstrate how the project or event will attract additional visitors to the York district and produce a positive economic impact wider than just increased revenue for the organiser.

11. How does a tourism project or event produce "economic outcomes"?

Tourism projects/events produce economic outcomes by:

- Stimulating the local economy through community and business partnerships and involvement and/or;
- Increases tourist visitation or length of stay from visitors outside the district and/or;
- Generates positive state-wide, national or international media coverage for the event and the Shire.

12. Do I have to submit an Event Application Approval if I receive funding to hold an event?

Yes. Obtaining funding from the Shire of York to assist in holding an event does not remove the requirement to submit an Event Application Approval form. Please refer to the York Public Events Guide for a comprehensive overview of your requirements.

FREQUENTLY ASKED QUESTIONS

13. Do I need to contribute funds towards the project?

Whilst contributing cash or in-kind towards your project is looked upon favourably, the amount required as co-contribution depends on your funding amount.

- $2,000 or under – Up to 100% of project can be covered by funding
- $2,001 and over – Up to 60% of project can be covered by funding

Your co-contribution can be:

- In-kind
- Cash
- Funding from other sources

14. What does "In-Kind" mean?

In-kind is a term used to described various goods, services or labour not involving the exchange of money but would normally cost you in monetary terms. Examples of this are:

- Volunteer labour (maximum reportable contribution is 20% of the total cost of the project)
  - > In-kind labour charged at maximum $25/hr
  - > Records of in-kind labour should be maintain throughout and be provided at acquittal
- Donated materials
- Provision of skills ie registered tradespeople donating time and skills. A copy of a quote outlining the cost of the services donated is required if using as part of your formal co-contribution in your application and final acquittal.

15. Can I use the funding amount for something other than what I outlined in my application?

No. The funding must be used ONLY for what is outlined in your application and signed funding agreement. If something changes in your project/event and it will affect how you planned to utilise the Shire of York funding, you must contact the relevant Shire officers (see FAQ #4 or page 15) as soon as possible. Any changes to the use of Shire funding must be formerly approved and often requires resubmission to Council for variation.

16. What is an acquittal report? Do I have to do one?

An acquittal report is produced by the funding recipient at the end of a project or event. It provides a detailed report on the outcomes of the project and provides evidence of financial income and expenditure.

All funding recipients need to provide a post project/event acquittal report. The amount of information required will depend on the funding type and amount provided. A template detailing the required information will be provided upon signing the funding agreement. It is advised you compile this information as you progress through the project to assist your acquittal report process at the end.

17. Can I appeal the decision if my funding application is not successful?

No. The Council's decision on funding allocation is final. Feedback is available on request. Please contact the relevant Shire officer listed at FAQ #4 or on page 15 if you would like to receive this.

MORE INFORMATION AND ASSISTANCE

Before submitting a funding application, please contact the relevant Shire officer to discuss your application and confirm the best funding category and round to submit to.

CONTACT:
Records
records@york.wa.gov.au
9461 0500

CONTACT:
Manager Tourism and Economic Development
Rebecca Atkinson
rebecca.atkinson@york.wa.gov.au

HELPFUL LINKS TO ASSIST YOUR APPLICATION

Shire of York Funding and Sponsorship page
https://www.york.wa.gov.au/community/our-community/community-sponsorship.aspx

Shire of York Planning Your Event in York page
https://www.york.wa.gov.au/community/our-community/planning-your-event-in-york.aspx

Access and Exclusion Plan 2024-2029
https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/ACCESS__INCLUSION_PLAN_2024-2029.pdf

Shire of York Strategic Community Plan (SCP) 2020 – 2030
https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/SCP-30_SEP_2023-FINAL_FILES-SCREEN_QUALITY.pdf

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

Declaration Of Interest – Cr Monique Hutchinson – Impartial – Request for Approval to Explore Management Proposal of Pioneer Memorial Lodge

Cr Hutchinson read the Impartiality Declaration - … With regard to Request for Approval to Explore Management Proposal of Pioneer Memorial Lodge, the matter in Item SY091-09/26. I disclose that I have an association with the applicant (or person seeking a decision). The association is I am the Chairperson of HSWY and as such I am a member of YHAG. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

File Number:	**4.11745**
Author:	**Caitlin Tonkin, Executive Support Officer**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**May 2026 (060526)**
Disclosure of Interest:	**Nil**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative / Strategic

PURPOSE OF REPORT

The purpose of this report is to advise Council of progress towards the investigation and due diligence reporting in relation to a proposal received concerning the future management and potential ownership of the Pioneer Memorial Lodge (PML) located at 50 Macartney Street, York.

BACKGROUND

At the 26 May 2026 Ordinary Council meeting, Council considered the request from York Hospital Advisory Group (YHAG) for the management of the PML to be transferred to a new Incorporated Not For Profit (INFP). Council resolved (060526):

> ***"That, with regard to Update on Request for Approval to Explore Management Proposal of Pioneer Memorial Lodge***
>
> ***1. Authorises Shire officers to commence exploration of potential management and ownership options as outlined in 'Plan for Pioneer Memorial Lodge - Final Submission' in Appendix 2.***
>
> ***2. Directs the Chief Executive Officer to provide a progress report outlining potential management options of Pioneer Memorial Lodge at its September 2026 Ordinary Council Meeting, or earlier."***

COMMENTS AND DETAILS

Officers met with the Chair of the York Health Advisory Group (YHAG) and the Pro-Bono Consultant on 15 July 2026 to further discuss the transfer of PML.

Following workforce changes and periods of leave for key personnel, the Administration can now commence works on the requested actions which will include:

- Financial analysis and long-term sustainability assessments;
- Legal and statutory considerations, including compliance with the *Local Government Act 1995* and associated regulations governing the disposal of property;
- Asset condition assessment, valuation, and identification of capital upgrade requirements (if any);
- Governance capability and risk assessment of any proposed INFP entity;
- Operational implications for WA Country Health Services (WACHS) and continuity of service provision;
- Consultation with both WACHS and the Department of Housing and Works to ascertain their appetite for a transition.

At the July meeting it was recommended that the proponents commence work towards:

- A suitable governance structure including board composition and constitution
- A business case demonstrating financial sustainability

These will demonstrate that suitable governance and financial controls are in place to ensure the longevity of the outsourcing.

It is proposed that Officers prepare a report to Council in December 2026 detailing progress against the above.

OPTIONS

Council has the following options:

Option 1: Council could choose to note the progress to date and request the Chief Executive Officer to provide a progress report to Council in December 2026.

Option 2: Council could choose to note the progress to date and request the Chief Executive Officer to provide a report to Council at another date that they identify.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Community project leads

Strategic

Council 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

F11 – Financial Planning and Sustainability

G13 – Community Engagement

O5 – Asset Management

Financial

Cost implications of the asset disposal and reduction of the Shire's asset portfolio.

Legal and Statutory

"3.58. Disposing of property

(1) In this section —

***dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***property** includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

(a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or

(b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or

(c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or

(d) any other disposition that is excluded by regulations from the application of this section."

Regulation 30 of the Local Government (Functions and General) Regulations 1996 is also applicable to property disposals and states:

"***30. Dispositions of property excluded from Act s. 3.58***

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if —

*(a) the land is disposed of to an owner of adjoining land (in this paragraph called the **transferee**) and —*

(i) its market value is less than $5 000; and

(ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;

or

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

or

(c) the land is disposed of to —

(i) the Crown in right of the State or the Commonwealth; or

(ii) a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or

(iii) another local government or a regional local government;

or

(d) it is the leasing of land to an employee of the local government for use as the employee's residence; or

(e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or

(f) it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the dental profession or medical profession to be used for carrying on the person's dental practice or medical practice; or

(g) it is the leasing of residential property to a person.

(2a) A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —

(a) put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or

(b) the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable; or

(c) the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including —

(i) the names of all other parties concerned; and

(ii) the consideration to be received by the local government for the disposition; and

(iii) the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.

(2b) Details of a disposition of property under subregulation (2a) must, for a period of 1 year beginning on the day of the initial auction or tender —

(a) be made available for public inspection; and

(b) be published on the local government's official website.

(3) A disposition of property other than land is an exempt disposition if —

(a) its market value is less than $20 000; or

(b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than $75 000."

Risk Related

The potential transfer of a community asset to a new and untested not for profit organisation presents as a high reputational risk to the Shire. Particularly when consideration is given to the recent failure of the York Community Resource Centre Inc (YCRC).

Should the transfer be approved and later fail, the financial risk to the Shire is high. Community assets returned to local government ownership are often in a degraded condition. The recent Deed of Company Arrangement for the YCRC to become Shire managed necessitated an unbudgeted Shire spend of approximately $360,000.

Robust due diligence must be applied to mitigate these risks.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

MOTION

Moved: Cr Kevin Trent Seconded: Cr Denese Smythe

That, with regard to Update on Request for Approval to Explore Management Proposal of Pioneer Memorial Lodge

1. Notes the Officer's progress to date.

2. Directs the Chief Executive Officer to provide a progress report outlining potential management options of Pioneer Memorial Lodge at its December 2026 Ordinary Council Meeting, or earlier.

RESOLUTION
110926

Moved: Cr Monique Hutchinson Seconded: Cr Denese Smythe

That, with regard to Update on request for Approval to Explore Management Proposal of Pioneer Memorial Lodge

3. Directs the Chief Executive Officer to present the following proof of good governance from the proponents with their final proposal:

a. Details of the Incorporated Not For Profit structure including key board membership,

and a defined constitution.

b. Business case demonstrating financial sustainability for the first five years of operation.

4. Directs the Chief Executive Officer to obtain written confirmation from the affected state government departments of their willingness to enter into a lease/agreement with the proponents.

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

Against: **Nil**

CARRIED 5/0

RESOLUTION
120926

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

That, with regard to Update on Request for Approval to Explore Management Proposal of Pioneer Memorial Lodge

1. Notes the Officer's progress to date.

2. Directs the Chief Executive Officer to provide a progress report outlining potential management options of Pioneer Memorial Lodge at its December 2026 Ordinary Council Meeting, or earlier.

3. Directs the Chief Executive Officer to present the following proof of good governance from the proponents with their final proposal:

c. Details of the Incorporated Not For Profit structure including key board membership, and a defined constitution.

d. Business case demonstrating financial sustainability for the first five years of operation.

4. Directs the Chief Executive Officer to obtain written confirmation from the affected state government departments of their willingness to enter into a lease/agreement with the proponents.

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

Against: **Nil**

CARRIED 5/0

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

File Number:	**4.11745**
Author:	**Gail D'Arcy, Council Support Officer**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**25 July 2023 (050723)** **23 July 2024 (060724)** **22 July 2025 (110725)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Report on Councillor Training 2025/26 ⇩**

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 2025 to 30 June 2026.

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 2025 election are:

1. Cr Kevin Trent – returning Councillor not required to do training
2. Cr Elaine Ashford (term ends 20 October 2029)
3. Cr Melissa Welsh (term ends 20 October 2029)
4. Cr Monique Hutchinson (term ends 16 October 2027)

COMMENTS AND DETAILS

Councillors Ashford, Welsh and Hutchinson are required to have completed the mandatory training by October 2026. Councillor Trent is exempt from the requirement to complete the mandatory training as he successfully completed his Diploma of Local Government and was presented with his certificate at the WALGA Local Government Convention in September 2021.

Presented in Appendix 1 is the report on Councillor training and professional development completed in 2025/26. 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 register is available on the Shire's website for viewing.

To date, Cr Ashford has completed all five (5) mandatory modules within the required timeframe, while both Cr Hutchinson and Welsh have modules to complete before the October deadline.

In addition to the mandatory modules, other professional development opportunities were undertaken by Councillors throughout 2025/26. These included attendance at the WALGA Local Government Convention, webinars/courses and strategic workshops.

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
130926

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

That, with regard to the Report on Training Undertaken by Councillors in 2025/26, Council:

1. **Notes the report prepared on the training and professional development completed by Councillors in 2025/26, as presented in Appendix 1.**
2. **Notes that the Chief Executive Officer has published the report on the local government's website.**

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

Against: **Nil**

CARRIED 5/0

REPORT ON COUNCILLOR TRAINING – 2025/26

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 Gibbs 2024	Cr Smythe 2023	Cr Trent 2025	Cr Ashford 2025	Cr Pyke 2023	Cr Hutchinson 2025	Cr Welsh 2025
			Online Subscription $6,000 per annum for unlimited users (Band 3)				
Understanding Local Government Provider: WALGA via e-learning	Completed 26/04/2024	N/A	N/A	Completed 11/06/2026	Completed 27/08/2024	Completed 04/12/2025	Commenced
Serving on Council Provider: WALGA via e-learning	Completed 04/05/2024	N/A	N/A	Completed 09/06/2026	Completed 06/08/2024	Commenced	Commenced
Meeting Procedures Provider: WALGA via e-learning	Completed 17/05/2024	N/A	N/A	Completed 09/06/2026	Completed 08/07/2024	Commenced	Commenced
Conflicts of Interest Provider: WALGA via e-learning	Completed 30/04/2024	N/A	N/A	Completed 17/11/2025	Completed 07/07/2024	Completed 29/12/2025	Commenced
Understanding Financial Reports & Budgets Provider: WALGA via e-learning	Completed 18/05/2024	N/A	N/A	Completed 12/07/2026	Completed 27/08/2024	Completed 29/12/2025	Commenced

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 Gibbs	Cr Smythe	Cr Trent	Cr Ashford	Cr Pyke	Cr Hutchinson	Cr Welsh
WALGA Annual Conference	✓	✓	N/A	N/A	N/A	N/A	N/A
Cyber Awareness Training	✓	✓	×	✓	✓	✓	✓
AROC Joint Councillor Induction Event	N/A	N/A	N/A	N/A	N/A	✓	✓
Council Strategic Induction Session	✓	✓	✓	✓	✓	✓	✓
Informal Induction Catchup	✓	✓	✓	✓	✓	✓	✓
Induction Training Part B	✓	✓	✓	×	✓	✓	✓
Effective Council Training with Paige McNeil	✓	✓	✓	✓	✓	✓	✓
CEO Recruitment Course	✓	✓	N/A	✓	N/A	✓	✓

REPORT ON COUNCILLOR TRAINING – 2025/26

Other Professional Development	Cr Gibbs	Cr Smythe	Cr Trent	Cr Ashford	Cr Pyke	Cr Hutchinson	Cr Welsh
ALGWA Masterclass (Various)	N/A	✓	N/A	N/A	N/A	N/A	N/A
WHS Training Part A	✓	✓	✓	✓	✓	✓	✓

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

File Number:	**4.11745**
Author:	**Gail D'Arcy, Council Support Officer**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**25 November 2025 (191125)**
Disclosure of Interest:	**Nil**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

The purpose of this report is to seek Council's consideration of proposed changes to Council delegates supporting the Aboriginal Advisory Group (AAG).

BACKGROUND

At its November 2025 Ordinary meeting Council appointed Cr Monique Hutchinson as delegate to the AAG and appointed Cr Kevin Trent as Deputy.

RESOLUTION A-D (EN-BLOC)
191125

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

That, with regard to the Appointment of Delegates to Council Working Groups and External Committees, Council:

1. **Appoints Cr Monique Hutchinson as delegate to the Aboriginal Advisory Group with Cr Kevin Trent as Deputy.**
2. **Appoints Cr Kevin Trent and Cr Melissa Welsh as Members of the Joint Development Assessment Panel, with Cr Denese Smythe as Alternate (Deputy) Members.**
3. **Confirms the appointment of the Shire President, Cr Chris Gibbs, and appoints Cr Denese Smythe as Deputy delegate to the WALGA Avon-Midland Country Zone.**
4. **Confirms the appointment of the Shire President, Cr Chris Gibbs, and appoints Cr Denese Smythe as Deputy delegate to the Avon Regional Organisation of Councils, with the Chief Executive Officer (ex-officio).**
5. **Appoints Cr Kevin Trent as delegate to the Wheatbelt North Regional Roads Group and Avon Sub-Group with Cr Melissa Welsh as Deputy and the Executive Manager Infrastructure and Development Services (ex-officio).**
6. **Appoints Cr Kevin Trent as delegate to the Rural Water Council with Cr Monique Hutchinson as Deputy and the Executive Manager Infrastructure and Development Services (ex-officio).**

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

Against: **Nil**

CARRIED 6/0 BY ABSOLUTE MAJORITY

COMMENTS AND DETAILS

On the 23 July 2026 the appointed Council delegate to the AAG, Cr Monique Hutchinson, advised of their intention to step down from the role of Chair of this working group.

It is now proposed that Cr Kevin Trent, the current Deputy, would assume the position of Chair, with Cr Hutchinson transitioning to role of Deputy Chair of the AAG.

This proposed transition is intended to support the ongoing effectiveness of the working group and provide an appropriate balance of experience and leadership within the committee.

Officers now seek Council's approval of this change.

OPTIONS

Council has the following options:

Option 1: Council appoints Cr Kevin Trent as delegate and Cr Monique Hutchinson as Deputy of the Aboriginal Advisory Group.

Option 2: Council does not endorse the proposed leadership changes and retains the current leadership structure of the Aboriginal Advisory Group.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Nil

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G9 Reference or Working Groups

Financial

All costs, where applicable, are included in the 2026/27 budget.

Legal and Statutory

Sections 5.8, 5.9, 5.10,5.11A and 5.11 of the *Local Government Act 1995* are applicable and state:

"5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

5.9. Committees, types of

(1) In this section —

***other person** means a person who is not a council member or an employee.*

(2) A committee is to comprise —

(a) council members only; or

(b) council members and employees; or

(c) council members, employees and other persons; or

(d) council members and other persons; or

(e) employees and other persons; or

(f) other persons only.

5.10. Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed by the local government to be members of the committee (other than those referred to in paragraph (b)); and*

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11A. Deputy committee members

(1) The local government may appoint a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*

** Absolute majority required.*

(2) A person who is appointed as a deputy of a member of a committee is to be —

(a) if the member of the committee is a council member — a council member; or

(b) if the member of the committee is an employee — an employee; or

(c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or

(d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.

(3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.

(4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or

(b) the person resigns from membership of the committee; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first.

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the term of the person's appointment as a committee member expires; or

(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first."

In relation to the Audit and Risk Committee, Section 7.1A of the *Local Government Act 1995* is applicable and states:

"7.1A. Audit committee

(1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

(2) The members of the audit committee of a local government are to be appointed by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

** Absolute majority required.*

(3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.

(4) An employee is not to be a member of an audit committee."

Risk Related

Council could be exposed to legislative risk by not complying with the requirements for committee membership outlined in the *Local Government Act 1995*.

Council could be exposed to reputational risk by not providing adequate representation on strategic external committees.

Workforce

The time to administer and participate in Committees and reference/working groups can be managed within existing resources.

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
140926

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

That, with regard to the Appointment of Delegates to the Aboriginal Advisory Group, Council:

1. **Appoints Cr Trent as delegate to the Aboriginal Advisory Group with Cr Hutchinson as Deputy.**

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

Against: **Nil**

CARRIED 5/0 BY ABSOLUTE MAJORITY

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

File Number:	**4.11745**
Author:	**Abi Parker, Governance Officer**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**26 September 2023 (080923)** **24 September 2024 (070924)** **30 September 2025 (200925)**
Disclosure of Interest:	**Nil**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

The purpose of this report is to present the proposed closure of Shire facilities and services during the 2026/27 Christmas and New Year period for Council's consideration.

BACKGROUND

Each year, Council considers and approves the days on which each of the Shire's facilities and services will be closed during the Christmas and New Year Period.

COMMENTS AND DETAILS

Officers are proposing the following closures:

TABLE 1.

FACILITY/SERVICE	PROPOSED CLOSURE PERIOD	COMMENTS
Administration Office and Library	Close 1:00pm Thursday 24 December 2026. Reopen Monday 4 January 2027.	The Administration Office will be closed the standard public holidays, plus three (3) full days and one half day (1/2) day.
Shire Depot	Close 1:00pm Thursday 24 December 2025. Reopen Monday 4 January 2027.	The on-call service will continue to operate over this period. A skeleton staff (Depot-based) will be available to address any issues that arise.
Containers for Change	No closure required.	No closure required.
Swimming Pool	Closed Christmas Day, Boxing Day and New Year's Day.	Since trialling being open on Boxing Day in 2022, attendance has steadily decreased, making it no longer

		viable to remain open on Boxing Day.
Residency Museum	Close 3:00pm Friday 18 December 2026. Reopen Friday 8 January 2027.	Remaining open on the Friday before Christmas has proven to be worthwhile to the community and visitors.
Visitors Centre	Close 1:00pm Thursday 24 December 2026. Closed Christmas Day and Boxing Day. Closed Monday 28 December 2026. Reduced hours (10:00am until 2:00pm) Tuesday 29 December 2026 through Thursday 31 December 2026. Closed New Years. Reopen Saturday 2 January 2027.	In 2025 the Visitor Centre trialled being open for longer hours, but did not report any increase in visitor attendance, making it no longer viable to remain open for longer hours.
Community Resource Centre	Close 1:00pm Thursday 24 December 2026. Reopen Monday 4 January 2027.	This is in line with the Administration Office closure.
York Recreation and Convention Centre	Not applicable.	Opening hours will be determined by the current Lessee, York Bowling Club Inc. The Shire of York currently have no staff based at this facility.

The Chief Executive Officer will ensure the on-call service will be active during the Christmas/New Year period and a skeleton staff (Depot-based) will be available to address any issues that arise. Staff will take leave for those days the organisation is closed which are not public holidays.

The proposed closures have been based previous years which seemed to work well with the community and visitors.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the proposed closures.

Option 2: Council could choose to make changes to the proposed closures. However, officers have consulted with staff and taken into consideration historical precedence when proposing the recommended closures.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Stakeholders have been consulted to develop this list of closures.

The public will be advised of the closures once agreed upon by Council.

Avon Waste is yet to advise of the changes to the Waste Service during the closure period. Once advice is received the Shire will ensure that the public is notified.

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

Nil

Financial

Nil

Legal and Statutory

Nil

Risk Related

The main risk during this period is responding to emergencies or undertaking emergency maintenance and/or essential services. The Chief Executive Officer will ensure the on-call service will be active during the Christmas/New Year period and a skeleton staff (Depot-based) will be available to address any issues that arise. The Chief Executive Officer will also ensure a Senior Officer will be available on any given day during the period.

Workforce

The proposed closure allows staff to take the gazetted public holidays and accrued leave. Approval may be given for Officers to work on non-public holidays during the closure, upon request. Requests will be considered on a case-by-case basis by Senior Officers. The preference would be for all those working to be at the same location for Work, Health and Safety reasons.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
150926

Moved: Cr Kevin Trent **Seconded: Cr Kevin Pyke**

That, with regard to Shire of York December - January Closure 2026/27, Council:

1. Approves the closure of the Shire of York facilities and services for the 2025/26 Christmas and New Year period as follows:

FACILITY/SERVICE	PROPOSED CLOSURE PERIOD
Administration Office and Library **Shire Depot** **Community Resource Centre (CRC)**	**Close 1:00pm Thursday 24 December 2026** **Reopen Monday 4 January 2027**
Swimming Pool	**Closed Christmas Day, Boxing Day and New Year's Day**
Residency Museum	**Close 3:00pm Friday 18 December 2026** **Reopen Friday 8 January 2027**

Visitors Centre	**Close 1:00pm Thursday 24 December 2026.** **Closed Christmas Day and Boxing Day.** **Closed Monday 28 December 2026.** **Reduced hours (10:00am until 2:00pm) Tuesday 29 December 2026 through Thursday 31 December 2026.** **Closed New Years.** **Reopen Saturday 2 January 2027.**
Containers for Change	**No closure required**

2. Notes the Chief Executive Officer will ensure the on-call service will be active during the Christmas/New Year period and a skeleton staff (Depot-based) will be available to address any issues that arise. The Chief Executive Officer will also ensure a Senior Officer is contactable on any given day during the period.

3. Notes the Chief Executive Officer will publicise these closures widely to the community.

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

Against: **Nil**

CARRIED 5/0

SY095-09/26 INFORMATION STATEMENT 2026/2027

File Number:	**4.11875**
Author:	**Abi Parker, Governance Officer**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate Services**
Previously before Council:	**24 September 2024 (080924)** **30 September 2025 (190925)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Draft Information Statement 2026/2027 - Tracked Changes ⇩** **2. Draft Information Statement 2026/2027 - Clean ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

The purpose of this report is to present the annual review of the Information Statement to Council for consideration.

BACKGROUND

The *Freedom of Information Act 1992* (the FOI Act) requires that each year, Council is to publish an accurate and up-to-date Information Statement.

The last Information Statement was endorsed by Council at its September 2025 Ordinary Meeting, where it resolved (190925):

"That, with regard to the Information Statement 2025/26, Council:

1. Adopts the Shire of York Information Statement 2025/26, as presented in Appendix 2.

2. Requests the Chief Executive Officer to:

a. Forward the adopted Information Statement to the Office of the Information Commissioner.

b. Make the Information Statement available on the Shire's website and in hard copy upon request.

3. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the Information Statement prior to publication and submission."

COMMENTS AND DETAILS

The purpose of the information statement is to provide information to the community about the structure and functions of the local government, how decisions made by Council affect the community and how members of the community can participate in the decision-making process and in the formulation of policies of the local government.

The Information Statement also lists documents held by the Shire and how those documents can be inspected, which documents can be purchased, and what types of documents can only be requested for access through application under the FOI Act.

A comprehensive review was undertaken in 2017/2018 with assistance provided from the office of the Information Commissioner. Only minor changes have been required in the annual reviews undertaken since then.

The changes in publicly available documents are reflected in the Information Statement.

OPTIONS

Council has the following options:

Option 1: Council could choose not to adopt the 2026/27 Information Statement.

Option 2: Council could choose to seek advice from the Office of the Information Commissioner prior to adopting the 2026/27 Information Statement.

Option 3: Council could choose to adopt the reviewed 2026/27 Information Statement as presented in Appendix 2.

Option 3 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Shire Officers

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

Nil

Financial

Nil

Legal and Statutory

Section 94 of the *Freedom of Information Act 1992* is applicable and states:

94. Term used: information statement

*A reference in this Act to an **information statement**, in relation to an agency, is a reference to a statement that contains —*

(a) a statement of the structure and functions of the agency;

(b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;

(c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;

(d) a description of the kinds of documents that are usually held by the agency including —

(i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and

(ii) which kinds of documents can be purchased; and

(iii) which kinds of documents can be obtained free of charge;

(e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;

(f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —

(i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and

(ii) the address or addresses at which access applications can be lodged;

(g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —

(i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and

(ii) the address or addresses at which applications for amendment of personal information can be lodged.

Risk Related

It is a requirement to update and review Information Statements on an annual basis. Failure to do so exposes the Shire to a moderate compliance risk.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
160926

Moved: Cr Denese Smythe Seconded: Cr Kevin Trent

That, with regard to Information Statement 2026/2027, Council:

1. Adopts the Shire of York Information Statement 2026/27, as presented in Appendix 2.

2. Requests the Chief Executive Officer to:

a. Forward the adopted Information Statement to the Office of the Information Commissioner.

b. Make the Information Statement available on the Shire's website and in hard copy upon request.

3. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the Information Statement prior to publication and submission.

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

Against: **Nil**

CARRIED 5/0

Freedom of Information Statement

~~2025/26~~2026/27

Published by Council in accordance with the
Freedom of Information Act 1992

This document is available in alternative formats upon request

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INTRODUCTION

This Information Statement is published by the Shire of York in accordance with the requirements of Part 5, Section 96(1) of the *Freedom of Information Act 1992* (the FOI Act).

The purpose of this document is to provide information to the community about the structure and functions of the local government, how decisions made by the Council affect the community and how members of the community can participate in the decision-making process and in the formulation of policies of the local government.

This statement describes the kinds of documents that are held by the Shire and the ways access may be given to those documents.

A review of the Information Statement must take place every twelve months.

FREEDOM OF INFORMATION LEGISLATION

Further information about Freedom of Information can be found at the Office of the Freedom of Information Commissioner's website at: www.oic.wa.gov.au. A copy of the FOI Act and associated regulations can also be viewed here.

This Information Statement can be accessed through the Shire of York's website at www.york.wa.gov.au.

THE COMMUNITY'S VISION AND PRIORITIES

COMMUNITY VISION

In April 2025, as part of the Major Strategic Review and in response to Local Government Act Reforms, Council adopted a new Council Plan 2025-2035. This document consolidates the Strategic Community Plan and Corporate Business Plan into one cohesive document that outlines a clear pathway from community aspirations to Council priorities and deliverables for the next ten (10) years.

Shire of York Community Pillars:

1. Community and Cultural Vitality
   Aspiration: A strong, inclusive community supporting all cultures and generations.

2. Future-Ready Economy
   Aspiration: A diverse, resilient economy with employment and investment growth.

3. Thriving Natural Environment
   Aspiration: A climate-resilient, healthy natural environment.

4. Comfortable and Connected Places
   Aspiration: Enduring herniate identity, quality infrastructure and built form.

5. Strong Governance, Responsive Leadership
   Aspiration: Community-informed, responsive leadership and strong governance.

THE COUNCIL AND COUNCILLORS

Council is the governing body of the local government and is made up of seven Elected Members (Councillors). The role of the Council is defined in the *Local Government Act 1995* (the LG Act):

- To direct and control the local government's affairs; and

- To be responsible for the performance of the local government's functions.

Councillors do not have an authority to act or make decisions as individuals. They are members of an elected body that makes decisions on behalf of the local government through a formal meeting process.

The role of each Councillor is to:

- Represent the interests of electors, ratepayers and residents of the district.
- Provide leadership and guidance to the community in the district.
- Facilitate communication between the community and the Council.
- Participate in the local government's decision-making processes at Council meetings; and
- Perform such other functions as are given to a Councillor by the *Local Government Act 1995* or any other written law.

Your elected Councillors are ratepayers or residents who have volunteered to work for the community and provide an avenue for public participation and input on important decisions that affect the way you live.

Local government elections take place every second year on the third Saturday in October, with approximately half the Council retiring at each election. Retiring Council members are eligible for re-election. After each election, Elected Members elect a Shire President and Deputy Shire President amongst themselves.

More information relating to your elected members can be found on the Shire of York website at www.york.wa.gov.au.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

Each local government employs a Chief Executive Officer (CEO) to advise Council members on matters under discussion, administer the day-to-day operations of the local government, carry out the policies of Council and implement its decisions.

The CEO is responsible to Council for the implementation of Council policies, decisions and budgeted works, the provision of accurate and timely advice to Council, the employment and management of staff and the efficient administration of the Shire.

PUBLIC PARTICIPATION

Council consults the community to seek its views on a number of projects in which it is involved in. Council seeks these views in several ways including advertising online and in local papers, calling public meetings and seeking responses to surveys and questionnaires.

Public Notices & Advertising

The LG Act and other legislation may require the Shire to provide notice of its intention to take a particular course of action or decision. The Shire may also advertise certain proposed courses of action or decisions to provide the community with an opportunity to make submissions. These notices and advertisements generally appear within The West Australian or York & District Community Matters or other local newspapers within the district. Notices are also placed on the Shire of York noticeboards, website, social media pages and distributed via relevant email contact lists.

Council Agendas & Minutes

To facilitate public participation and awareness of Council meetings, the Shire of York advertises the dates, times and places of meetings that are open to members of the public. The advertisements are

placed in the local newspapers, on Council's website and on public notice boards located at the Shire Office.

Agendas

Agendas relating to any Council meetings are made available for public inspection at the Shire Office, on Council's website at the same time that they are issued to members of Council, which is on the Thursday (sometimes Friday) prior to the Agenda Briefing.

In certain circumstances, members of the public are not entitled to inspect notice papers or agendas which in the Chief Executive Officer's opinion, relate to a meeting or part of a meeting which is likely to be closed to members of the public in accordance with Section 5.23(2) of the LG Act.

Minutes

Council meeting minutes are available on the Shire's website and for inspection at the Shire Office within ~~ten (10)~~ fourteen (14) ~~business~~ days after the meeting.

Recordings
Recordings of the Council meetings are available on the Shire's website.

Council Meetings

An Agenda Briefing for Councillors is usually held on the third Tuesday of each month (except January) at 5.00pm and is open to the public.

The Ordinary Council meeting usually takes place on the fourth Tuesday of each month at 5.00pm (except January). Council considers the recommendations made by staff, debate and resolve the recommendations before them.

Council Meetings are open to the public and are conducted in accordance with the *Shire of York Local Government (Council Meetings) Local Law 2016*.

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Current Shire Committees

Local governments may appoint committees to share in the decision-making workload as well as to utilise expertise effectively. Committees include Council members, staff from the local government and can also include members of the public.

Council Committees - (within the Shire)

Audit, Risk and Improvement Committee - *S5.8 Local Government Act 1995*
Local Emergency Management Committee (LEMC) - *S.38 Emergency Management Act 2005*

Council Working Groups

York Honours Reference Group
Aboriginal Advisory ~~Working~~ Group

Council Representation – External Committees

Avon-Midland Country Zone of WA Local Government Association
Regional Road Group and Avon Sub-Group
~~Avon Regional Organisation of Councils (AROC)~~ Avon-Midland Peri-Urban Partnership (AMP-UP)

Joint Development Assessment Panel
(JDAP) Rural Water Council
York District High School Board

It is noted Council committees are subject to change and the above lists are accurate, at the date of adoption of this document.

The Shire of York publishes an up-to-date list of all Council Committees and representatives, which can be viewed here.

Local Government (Council Meetings) Local Law 2016

This Local Law relates to the way in which Council and committee meetings are run, particularly the conduct of proceedings of the business of the Council and committee meetings. In governing the proceedings of a meeting, standing orders specifically detail issues such as the order of business, conduct of meetings with regard to determinations by the chairperson, rules of debate, voting, motions and amendments to motions and various miscellaneous matters.

A copy of the Local Law relating to Council Meetings is available for public perusal on request ~~or purchase~~ at the Shire Office. It can also be found on the Shire Website.

Delegated Authority

The Council of a local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties. For this to occur, an absolute majority decision is required. There are some limits on powers or duties that can be delegated to the CEO. Comprehensive detail describing such limitations can be found in Section 5.43 of the LG Act.

THE LOCAL GOVERNMENT ACT

Local Government's power is derived from legislation.

The LG Act provides for a system of local government by creating a constitution for elected local government in the State, describing the functions of local governments, providing for the conduct of elections and providing a framework for the administration and financial management of local governments and for the scrutiny of their affairs.

Other important statutes include the *Bush Fires Act*, the *Cemeteries Act*, the *Dog Act*, the *Cat Act* and the *Environmental Protection Act*.

Local governments also derive powers from other Acts. Of these, the most important are the *Health Act,* which vests wide ranging powers in local governments to ensure the health of each community is safeguarded, and the *Town Planning and Development Act*, which gives local governments the power to prepare local planning schemes and ensure orderly development.

POLICIES OF THE LOCAL GOVERNMENT

In order to provide guidance for the officers of the local government, the Council adopts policies that define the structure under which the local government operates.

The policies of the local government are available for public perusal on request at the Shire Office and also on the Shire of York Website.

LOCAL GOVERNMENT LOCAL LAWS

The powers of local governments to provide services and facilities and make local laws are derived from

legislation passed in State Parliament. The principal Act from which local governments gain power is the LG Act.

Local Laws were previously called By-laws. The terminology change was implemented by the LG Act. The terminology change does not in any way change the intent of the original By-law.

There are two types of Local Laws that are the 'law' in any local government area. The first type are local laws made by the Governor which may be applicable to a single local government or even to every local government in the State. There are a few such local laws that are statewide applying to this local government and these have been identified as such in their headings.

The second type of local law is adopted by this local government. These local laws apply only to ratepayers and residents of the Shire of York. The power to make a local law and the extent to which it may be applied must be clearly set out in an Act of Parliament. This is sometimes described as the 'Head of Power'. Several different Acts give such powers with perhaps the most important to Council, being the *LG Act*, the *Health Act, the Town Planning and Development Act* and the *Bush Fires Act*.

All of the Shire's Local Laws are available for perusal on request at the Shire Office and on the Shire of York Website.

PUBLICATIONS

Where the Shire of York is required or has decided to make certain documents available to the public, then those documents will be available in their most recent format on the Shire of York Website http://www.york.wa.gov.au.

The Shire of York will ensure that as much information as possible is made available through the Shire of York website; alternatively, these documents can be made available by attending the Shire of York Administration Office in person or telephoning 9641 0500.

Charges may apply for hard copies of certain documents as per the Council's adopted Fees and Charges.

PUBLICATIONS AVAILABLE

Document Description	Inspection Only	Website
Council Meetings		
Agendas & Minutes (excluding sections closed to the public)		✓
Audio Recordings (excluding sections close to the public)		✓
Council Documents		
Access & Inclusion Plan 2024-2029		✓
Aged Friendly Community Plan		✓
Annual Budgets		✓
Annual Reports		✓
Asset Management Plan - Drainage		✓
Asset Management Plan - Bridges		✓
Asset Management Plan - Buildings		✓
Asset Management Plan - Paths		✓
Asset Management Plan – Public Open Space		✓
Asset Management Plan - Roads		✓
Audit Risk & Improvement Committee Terms of Reference		✓
Business Plans		✓
Business Continuity Plan COVID-19		✓
Business Continuity Plan		✓
CBD Revitalisation Plan		✓

CBD Revitalisation Plan Toolkit		✓
Community Scorecards		✓
Corporate Business Plan(superseded by Council Plan 2025-2035)		✓
Corporate Business Plan (minor review 2023)(superseded by Council Plan 2025 – 2035)		✓
Council Plan 2025 – 2035		✓
Councillor Representation on Committees		✓
COVID Recovery Action Plan – June 2020		✓
Customer Service Charter		✓
Disability Access & Inclusion Plan – 25 June 18 (superseded by Access & Inclusion Plan 2024-2029)		✓
Fees and Charges		✓
Freedom of Information Statement		✓
Long Term Financial Plan 2016-2026		✓
Long Term Financial Plan 2024-2039		✓
Our Priority Projects 2023		✓
Our Priority Projects 2024		✓
Public Interest Disclosure (PID) Guidelines		✓
Recordkeeping Plan		✓
Register of Delegated Authority (reviewed June 2025)		✓
Risk Management Framework		✓
Statement of Business Ethics		✓
Strategic Community Plan 2020-2030(superseded by Council Plan 2025-2035)		✓
Strategic Community Plan (minor review 2023)(superseded by Council Plan 2025-2035)		✓
Trails Masterplan & related documents		✓
York Honours Reference Group – Terms of Reference		✓
Wellbeing Plan 2024-2028		✓
Workforce Plan 2024-2028 2025 - 2029		✓
Registers		
Register of Complaints – Elected Members		✓
Register of Councillor Training		✓
Register of Annual & Primary Returns		✓
Register of Fees & Allowances Paid to Councillors		✓
Register of Gifts & Contributions to Travel		✓
Register of Tenders		✓
Register of Delegated Authority		✓
Register of Burials	✓	
Register of Owners and Occupiers	✓	
Other		
Code of Conduct		✓
Election Information including Candidate Details and Profiles		✓
News & Events – Media Released		✓
Policies		✓
Local Laws		✓
Rate Book (Current)	✓	

A publicly accessible computer is available within the library to support community access to information. This computer provides direct access to the library's catalogue.

Requests for information of a general nature may be made in writing to the CEO. Requests for information that are not otherwise listed as available in this statement will be considered in accordance with the FOI Act.

APPLYING FOR DOCUMENTS UNDER THE FREEDOM OF INFORMATION ACT 1992

The FOI Act gives people the right of access to documents held by Ministers, State Government departments, Local Governments and other statutory authorities subject to some limitations. These bodies are called agencies.

People have the right to apply for access to the documents of an agency or a local government. This right is not affected by any reasons the person has for wishing to obtain access or the local government's belief as to what the reasons are for wishing to obtain access.

However, you cannot apply to access documents under the FOI Act if those documents are available for purchase or free distribution to the public or available for inspection under an enactment.

The FOI Act also provides that certain documents or information are exempt. The exemptions in the FOI Act protect some documents from disclosure because their release would have an adverse effect on the private and business interests of individuals or would hinder the proper functioning of government.

Sometimes access to only part of a document will be provided if it contains information considered to be exempt.

REQUIREMENTS FOR AN ACCESS APPLICATION UNDER THE FOI ACT

Application forms are available at the Shire Office. The use of application forms is not mandatory, however access applications must:

- be in writing;
- give an Australian address to which notices can be sent;
- give enough information so that the documents requested can be identified; and

An application fee of $30 is payable if the applicant is seeking more than their own personal information. Applications may be lodged at the Shire Offices or in person or mailed direct to the:

FOI Coordinator
Shire of York
PO Box 22
YORK WA 6302

Document Definition

A document includes any record or part of a record, and any copy or reproduction. It therefore covers files, computer printouts, maps, plans, photographs, tape recording, films, video tapes or electronically stored information.

Notice of Decision

Applicants will be given a written 'Notice of Decision' by the Decision Maker, of the Shire of York. The 'Notice of Decision' will provide reasons if access to the requested document/s is refused or only partial access granted. An applicant's rights of review will be included in the "Notice of Decision".

Fees & Charges

A scale of fees and charges is set under the *Freedom of Information Regulations 1993.* Apart from the application fee for non-personal information, all charges are discretionary, meaning that it is left to the

Shire's discretion whether a charge will apply or not. Straightforward applications usually incur only the application fee. The charges are as follows:

Type of Fee	
Application - personal information about the applicant	Free of charge
Application Fee under Section 12(1)(e) of the FOI Act (non-personal information)	$30
Type of Charge	
Charge for time taken by staff dealing with the application	$30/hour or pro rata
Charge for access time supervised by staff	$30/hour or pro rata plus, additional cost to agency of any special arrangements (e.g. hire of facilities or equipment)
Charge for photocopying - staff time	$30/hour or pro rata
Charge for photocopying - per copy	$0.20
Charge for transcribing from tape, film or computer	$30/hour or pro rata
Charge for duplicating a tape, file or computer information	At cost
Charge for delivery, packaging and postage	At cost
Advance Deposits	
Advanced deposit may be required under Section 18(1) of the FOI Act, expressed as a percentage of the estimated charges payable in excess of the application fee	25%
Further advanced deposit may be required under Section 18(4) of the FOI Act, expressed as a percentage of the estimated charges payable in excess of the application fee	75%

An estimate of charges will be provided if the cost is expected to exceed $25.00.

For financially disadvantaged applicants, or those issued with prescribed pensioner concession cards, the charges payable are reduced by 25%.

No charges apply for searching, identifying or collating the documents.

Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a thumb drive, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

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- The lodgement must give details of the decision you wish to have reviewed and give an address in Australia to which notices can be sent.
- The Shire is required to provide you with a notice of its internal review decision within 15 days of you lodging your application for review.

External Review by the Information Commissioner

If after an internal review has been completed or if the Chief Executive Officer was the issuing officer of the Notice of Decision and you are still dissatisfied with the Shire's decision, you can make a complaint to the Information Commissioner.

The complaint must be made in writing to the Information Commissioner and you must supply an address to which notices may be sent to you.

You must also give particulars of the decision you want reviewed and attach a copy of the Shire's notice decision on internal review or the decision of the Chief Executive Officer if internal review is not available.

If you are seeking access to documents or an amendment of personal information, your complaint must be lodged within 60 days after being given written notice of the Shire's decision. If you are a third party to an application for access to personal or commercial or business information concerning yourself, your complaint must be lodged within 30 days after being given written notice of the Shire's decision. There is no charge for review by the Information Commissioner.

Further details can be obtained at the Shire Office.

The Information Commissioner can be contacted at the following:

The Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000

Telephone: (08) 6551 7888
Country WA Callers: 1800 621 244 (toll free)

Email: info@oic.wa.gov.au
Internet: http://www.oic.wa.gov.au/

Appeals to the Supreme Court

Section 85 of the FOI Act provides that any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

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The right to amend personal information held by the Shire ensures information does not unfairly harm the person referred to, misrepresent facts about them or give a misleading impression. An application can be made to the Chief Executive Officer to correct or amend any documents containing an individual's personal information.

The application must be in writing, providing details and if necessary, documentation to support claims that the information the applicant seeks to have amended is inaccurate, incomplete, out of date or misleading.

The Shire will inform the applicant of its decision and its reasons and will advise the applicant of their right of review should they be dissatisfied with the Shire's decision.

Freedom of Information Statement

2026/27

Published by Council in accordance with the
Freedom of Information Act 1992

This document is available in alternative formats upon request

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INTRODUCTION

This Information Statement is published by the Shire of York in accordance with the requirements of Part 5, Section 96(1) of the *Freedom of Information Act 1992* (the FOI Act).

The purpose of this document is to provide information to the community about the structure and functions of the local government, how decisions made by the Council affect the community and how members of the community can participate in the decision-making process and in the formulation of policies of the local government.

This statement describes the kinds of documents that are held by the Shire and the ways access may be given to those documents.

A review of the Information Statement must take place every twelve months.

FREEDOM OF INFORMATION LEGISLATION

Further information about Freedom of Information can be found at the Office of the Freedom of Information Commissioner's website at: www.oic.wa.gov.au. A copy of the FOI Act and associated regulations can also be viewed here.

This Information Statement can be accessed through the Shire of York's website at www.york.wa.gov.au.

THE COMMUNITY'S VISION AND PRIORITIES

COMMUNITY VISION

In April 2025, as part of the Major Strategic Review and in response to Local Government Act Reforms, Council adopted a new Council Plan 2025-2035. This document consolidates the Strategic Community Plan and Corporate Business Plan into one cohesive document that outlines a clear pathway from community aspirations to Council priorities and deliverables for the next ten (10) years.

Shire of York Community Pillars:

1. Community and Cultural Vitality
   Aspiration: A strong, inclusive community supporting all cultures and generations.

2. Future-Ready Economy
   Aspiration: A diverse, resilient economy with employment and investment growth.

3. Thriving Natural Environment
   Aspiration: A climate-resilient, healthy natural environment.

4. Comfortable and Connected Places
   Aspiration: Enduring herniate identity, quality infrastructure and built form.

5. Strong Governance, Responsive Leadership
   Aspiration: Community-informed, responsive leadership and strong governance.

THE COUNCIL AND COUNCILLORS

Council is the governing body of the local government and is made up of seven Elected Members (Councillors). The role of the Council is defined in the *Local Government Act 1995* (the LG Act):

- To direct and control the local government's affairs; and

- To be responsible for the performance of the local government's functions.

Councillors do not have an authority to act or make decisions as individuals. They are members of an elected body that makes decisions on behalf of the local government through a formal meeting process.

The role of each Councillor is to:

- Represent the interests of electors, ratepayers and residents of the district.
- Provide leadership and guidance to the community in the district.
- Facilitate communication between the community and the Council.
- Participate in the local government's decision-making processes at Council meetings; and
- Perform such other functions as are given to a Councillor by the *Local Government Act 1995* or any other written law.

Your elected Councillors are ratepayers or residents who have volunteered to work for the community and provide an avenue for public participation and input on important decisions that affect the way you live.

Local government elections take place every second year on the third Saturday in October, with approximately half the Council retiring at each election. Retiring Council members are eligible for re-election. After each election, Elected Members elect a Shire President and Deputy Shire President amongst themselves.

More information relating to your elected members can be found on the Shire of York website at www.york.wa.gov.au.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

Each local government employs a Chief Executive Officer (CEO) to advise Council members on matters under discussion, administer the day-to-day operations of the local government, carry out the policies of Council and implement its decisions.

The CEO is responsible to Council for the implementation of Council policies, decisions and budgeted works, the provision of accurate and timely advice to Council, the employment and management of staff and the efficient administration of the Shire.

PUBLIC PARTICIPATION

Council consults the community to seek its views on a number of projects in which it is involved in. Council seeks these views in several ways including advertising online and in local papers, calling public meetings and seeking responses to surveys and questionnaires.

Public Notices & Advertising

The LG Act and other legislation may require the Shire to provide notice of its intention to take a particular course of action or decision. The Shire may also advertise certain proposed courses of action or decisions to provide the community with an opportunity to make submissions. These notices and advertisements generally appear within The West Australian or York & District Community Matters or other local newspapers within the district. Notices are also placed on the Shire of York noticeboards, website, social media pages and distributed via relevant email contact lists.

Council Agendas & Minutes

To facilitate public participation and awareness of Council meetings, the Shire of York advertises the dates, times and places of meetings that are open to members of the public. The advertisements are

placed in the local newspapers, on Council's website and on public notice boards located at the Shire Office.

Agendas

Agendas relating to any Council meetings are made available for public inspection at the Shire Office, on Council's website at the same time that they are issued to members of Council, which is on the Thursday (sometimes Friday) prior to the Agenda Briefing.

In certain circumstances, members of the public are not entitled to inspect notice papers or agendas which in the Chief Executive Officer's opinion, relate to a meeting or part of a meeting which is likely to be closed to members of the public in accordance with Section 5.23(2) of the LG Act.

Minutes

Council meeting minutes are available on the Shire's website and for inspection at the Shire Office within fourteen (14) days after the meeting.

Recordings
Recordings of the Council meetings are available on the Shire's website.

Council Meetings

An Agenda Briefing for Councillors is usually held on the third Tuesday of each month (except January) at 5.00pm and is open to the public.

The Ordinary Council meeting usually takes place on the fourth Tuesday of each month at 5.00pm (except January). Council considers the recommendations made by staff, debate and resolve the recommendations before them.

Council Meetings are open to the public and are conducted in accordance with the *Shire of York Local Government (Council Meetings) Local Law 2016.*

Current Shire Committees

Local governments may appoint committees to share in the decision-making workload as well as to utilise expertise effectively. Committees include Council members, staff from the local government and can also include members of the public.

Council Committees - (within the Shire)

Audit, Risk and Improvement Committee - *S5.8 Local Government Act 1995*
Local Emergency Management Committee (LEMC) - *S.38 Emergency Management Act 2005*

Council Working Groups

York Honours Reference Group
Aboriginal Advisory Group

Council Representation – External Committees

Avon-Midland Country Zone of WA Local Government Association
Regional Road Group and Avon Sub-Group

Avon-Midland Peri-Urban Partnership
(AMP-UP)Joint Development

Assessment Panel (JDAP) Rural Water
Council
York District High School Board

It is noted Council committees are subject to change and the above lists are accurate, at the date of adoption of this document.

The Shire of York publishes an up-to-date list of all Council Committees and representatives, which can be viewed here.

Local Government (Council Meetings) Local Law 2016

This Local Law relates to the way in which Council and committee meetings are run, particularly the conduct of proceedings of the business of the Council and committee meetings. In governing the proceedings of a meeting, standing orders specifically detail issues such as the order of business, conduct of meetings with regard to determinations by the chairperson, rules of debate, voting, motions and amendments to motions and various miscellaneous matters.

A copy of the Local Law relating to Council Meetings is available for public perusal on request at the Shire Office. It can also be found on the Shire Website.

Delegated Authority

The Council of a local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties. For this to occur, an absolute majority decision is required. There are some limits on powers or duties that can be delegated to the CEO. Comprehensive detail describing such limitations can be found in Section 5.43 of the LG Act.

THE LOCAL GOVERNMENT ACT

Local Government's power is derived from legislation.

The LG Act provides for a system of local government by creating a constitution for elected local government in the State, describing the functions of local governments, providing for the conduct of elections and providing a framework for the administration and financial management of local governments and for the scrutiny of their affairs.

Other important statutes include the *Bush Fires Act*, the *Cemeteries Act*, the *Dog Act*, the *Cat Act* and the *Environmental Protection Act*.

Local governments also derive powers from other Acts. Of these, the most important are the *Health Act,* which vests wide ranging powers in local governments to ensure the health of each community is safeguarded, and the *Town Planning and Development Act*, which gives local governments the power to prepare local planning schemes and ensure orderly development.

POLICIES OF THE LOCAL GOVERNMENT

In order to provide guidance for the officers of the local government, the Council adopts policies that define the structure under which the local government operates.

The policies of the local government are available for public perusal on request at the Shire Office and also on the Shire of York Website.

LOCAL GOVERNMENT LOCAL LAWS

The powers of local governments to provide services and facilities and make local laws are derived from

legislation passed in State Parliament. The principal Act from which local governments gain power is the LG Act.

Local Laws were previously called By-laws. The terminology change was implemented by the LG Act. The terminology change does not in any way change the intent of the original By-law.

There are two types of Local Laws that are the 'law' in any local government area. The first type are local laws made by the Governor which may be applicable to a single local government or even to every local government in the State. There are a few such local laws that are statewide applying to this local government and these have been identified as such in their headings.

The second type of local law is adopted by this local government. These local laws apply only to ratepayers and residents of the Shire of York. The power to make a local law and the extent to which it may be applied must be clearly set out in an Act of Parliament. This is sometimes described as the 'Head of Power'. Several different Acts give such powers with perhaps the most important to Council, being the *LG Act*, the *Health Act, the Town Planning and Development Act* and the *Bush Fires Act*.

All of the Shire's Local Laws are available for perusal on request at the Shire Office and on the Shire of York Website.

PUBLICATIONS

Where the Shire of York is required or has decided to make certain documents available to the public, then those documents will be available in their most recent format on the Shire of York Website http://www.york.wa.gov.au.

The Shire of York will ensure that as much information as possible is made available through the Shire of York website; alternatively, these documents can be made available by attending the Shire of York Administration Office in person or telephoning 9641 0500.

Charges may apply for hard copies of certain documents as per the Council's adopted Fees and Charges.

PUBLICATIONS AVAILABLE

Document Description	Inspection Only	Website
Council Meetings		
Agendas & Minutes (excluding sections closed to the public)		✓
Audio Recordings (excluding sections close to the public)		✓
Council Documents		
Access & Inclusion Plan 2024-2029		✓
Aged Friendly Community Plan		✓
Annual Budgets		✓
Annual Reports		✓
Asset Management Plan - Drainage		✓
Asset Management Plan - Bridges		✓
Asset Management Plan - Buildings		✓
Asset Management Plan - Paths		✓
Asset Management Plan – Public Open Space		✓
Asset Management Plan - Roads		✓
Audit Risk & Improvement Committee Terms of Reference		✓
Business Plans		✓
Business Continuity Plan COVID-19		✓
Business Continuity Plan		✓
CBD Revitalisation Plan		✓

CBD Revitalisation Plan Toolkit		✓
Community Scorecards		✓
Corporate Business Plan(superseded by Council Plan 2025-2035)		✓
Corporate Business Plan (minor review 2023)(superseded by Council Plan 2025 – 2035)		✓
Council Plan 2025 – 2035		✓
Councillor Representation on Committees		✓
COVID Recovery Action Plan – June 2020		✓
Customer Service Charter		✓
DisabilityAccess & Inclusion Plan – 25 June 18 (superseded by Access & Inclusion Plan 2024-2029)		✓
Fees and Charges		✓
Freedom of Information Statement		✓
Long Term Financial Plan 2016-2026		✓
Long Term Financial Plan 2024-2039		✓
Our Priority Projects 2023		✓
Our Priority Projects 2024		✓
Public Interest Disclosure (PID) Guidelines		✓
Recordkeeping Plan		✓
Register of Delegated Authority (reviewed June 2025)		✓
Risk Management Framework		✓
Statement of Business Ethics		✓
Strategic Community Plan 2020-2030(superseded by Council Plan 2025-2035)		✓
Strategic Community Plan (minor review 2023)(superseded by Council Plan 2025-2035)		✓
Trails Masterplan & related documents		✓
York Honours Reference Group – Terms of Reference		✓
Wellbeing Plan 2024-2028		✓
Workforce Plan 2025 - 2029		✓
Registers		
Register of Complaints – Elected Members		✓
Register of Councillor Training		✓
Register of Annual & Primary Returns		✓
Register of Fees & Allowances Paid to Councillors		✓
Register of Gifts & Contributions to Travel		✓
Register of Tenders		✓
Register of Delegated Authority		✓
Register of Burials	□✓	
Register of Owners and Occupiers	□✓	
Other		
Code of Conduct		✓
Election Information including Candidate Details and Profiles		✓
News & Events – Media Released		✓
Policies		✓
Local Laws		✓
Rate Book (Current)	□✓	

A publicly accessible computer is available within the library to support community access to information. This computer provides direct access to the library's catalogue.

Requests for information of a general nature may be made in writing to the CEO. Requests for information that are not otherwise listed as available in this statement will be considered in accordance with the FOI Act.

APPLYING FOR DOCUMENTS UNDER THE FREEDOM OF INFORMATION ACT 1992

The FOI Act gives people the right of access to documents held by Ministers, State Government departments, Local Governments and other statutory authorities subject to some limitations. These bodies are called agencies.

People have the right to apply for access to the documents of an agency or a local government. This right is not affected by any reasons the person has for wishing to obtain access or the local government's belief as to what the reasons are for wishing to obtain access.

However, you cannot apply to access documents under the FOI Act if those documents are available for purchase or free distribution to the public or available for inspection under an enactment.

The FOI Act also provides that certain documents or information are exempt. The exemptions in the FOI Act protect some documents from disclosure because their release would have an adverse effect on the private and business interests of individuals or would hinder the proper functioning of government.

Sometimes access to only part of a document will be provided if it contains information considered to be exempt.

REQUIREMENTS FOR AN ACCESS APPLICATION UNDER THE FOI ACT

Application forms are available at the Shire Office. The use of application forms is not mandatory, however access applications must:

- be in writing;
- give an Australian address to which notices can be sent;
- give enough information so that the documents requested can be identified; and

An application fee of $30 is payable if the applicant is seeking more than their own personal information. Applications may be lodged at the Shire Offices or in person or mailed direct to the:

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PERTH WA 6000

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Country WA Callers: 1800 621 244 (toll free)

Email: info@oic.wa.gov.au
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SY096-09/26 MINUTES AND RECOMMENDATIONS OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 8 SEPTEMBER 2026

File Number:	**4.11745**
Author:	**Caitlin Tonkin, Executive Support Officer**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Unconfirmed Minutes - Audit, Risk and Improvement Committee - 8 September 2026 ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the Unconfirmed Minutes of the Audit, Risk and Improvement Committee (ARIC) Ordinary Meeting held on 8 September 2026.

BACKGROUND

At its Ordinary Meeting held on 8 September 2026, the ARIC was presented with the following reports:

1. Compliance Audit Return 2025
2. Update on the Findings Identified During Annual Financial Audits
3. Risk Management Report Update

The Unconfirmed Minutes of the ARIC's Meeting are presented in Appendix 1.

COMMENTS AND DETAILS

Further details and implications of the reports are identified within the ARIC's Minutes hence are not duplicated here. However, for ease of reference the ARIC's recommendations were:

TABLE 1.

ITEM	RECOMMENDATION
Compliance Audit Return 2025	That, with regard to the Compliance Audit Return 2025, the Audit and Risk Committee recommends that Council: 1. Resolves to adopt the completed 2025 Compliance Audit Return, as presented in Appendix 1, for signing by the Shire President and the Chief Executive Officer in accordance with Regulation 15 of the Local Government (Audit) Regulations 1996. 2. Requests the Chief Executive Officer to submit the signed 2025 Compliance Audit Return to the Inspector, Local Government Inspectorate, prior to 30 September 2025 in accordance with Regulation 20(2) of the Local Government (Audit) Regulations 1996.

	3. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the certified 2025 Compliance Audit Return prior to submission. 4. Directs the Chief Executive Officer to report on remedial actions against the non-compliant actions at the December 2026 Audit Risk and Improvement Committee.
Update on the Findings Identified During Annual Financial Audits	That, with regard to the Update on the Findings Identified During Annual Financial Audits, the Audit, Risk and Improvement Committee recommends to Council that it: 1. Accepts the action taken and residual risk for the following three (3) Findings: a. Non-compliance with depreciation policy. b. Monitoring of grants income and expenses. c. Plant recovery cost base rate and indirect/overhead cost allocation rate. 2. Notes the Findings of the 2025/26 Interim Audit.
Risk Management Report Update	That, with regard to the Risk Management Report Update, the Audit, Risk and Improvement Committee recommends to Council that it: 1. Notes the progress made to date in relation to the Strategic Risk Register. 2. Requests the Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the Audit, Risk and Improvement Committee at its December 2026 meeting.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the ARIC's recommendations.

Option 2: Council could choose to reject the ARIC's recommendations.

Option 3: Council could choose to resolve differently to the ARIC's recommendations.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

ARIC Workshop 8 September 2026
ARIC Ordinary Meeting 8 September 2026

Executive Leadership Team

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G19 Risk Assessment and Management

G25 Compliance

Financial

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

In accordance with Section 5.100(2)(b) of the *Local Government Act 1995* and Council Resolution 170625, the external members of the ARIC are paid a Meeting Fee for attendance with an allocation in the 2025/26 budget at GL: 042200.

Legal and Statutory

Section 7.1A of the *Local Government Act 1995* is applicable and states:

7.1A. Establishment of audit, risk and improvement committee

(1) A local government must establish a committee of its council under section 5.8 to be called the audit, risk and improvement committee.

(2) The following provisions apply in respect of the membership of the audit, risk and improvement committee —

(a) an employee of the local government is not to be a member;

(b) no member is to be nominated by, or is to be appointed to represent, any employee of the local government;

(c) section 5.10(1)(b) does not apply.

(3) The presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.

(4) Any deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.

Regulation 16 and 17 of the *Local Government (Audit) Regulations 1996* are applicable to the functions of an audit committee and state:

16. Functions of audit, risk and improvement committee

An audit, risk and improvement committee has the following functions —

(a) to receive and review reports on, and recommend to the council actions to be taken in relation to —

(i) audits under Part 7 of the Act; and

(ii) compliance audits; and

(iii) reviews under regulation 17;

(b) to otherwise receive and review reports on the appropriateness and effectiveness of, and recommend to the council improvements to, the local government's systems and procedures in relation to —

(i) financial management; and

(ii) legislative compliance; and

(iii) risk management;

(c) to receive and review reports on, and recommend to the council improvements to, the implementation of any actions that the local government —

(i) is required to take under section 7.12A(3); and

(ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and

(iii) has otherwise decided to take in response to a report or recommendation referred to in paragraph (a) or (b); and

(iv) has stated it has done or proposes to do in written advice prepared under section 8.6(1)(a) or 8.23(4)(a);

(d) any other function conferred on the audit, risk and improvement committee under these regulations or another written law.

17. CEO to review certain systems and procedures

(1) The CEO must review the appropriateness and effectiveness of the local government's systems and procedures in relation to the following matters —

(a) financial management;

(b) legislative compliance;

(c) risk management.

(2) Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.

(3) The CEO must report to the audit, risk and improvement committee the results of each review carried out under subregulation (1).

Risk Related

The ARIC plays a key role in overseeing the local government's responsibilities in relation to financial reporting, internal controls, risk management and legislative compliance. This report mitigates the risk of non-compliance.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
170926

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

That, with regard to the Minutes and Recommendations of the Audit, Risk and Improvement Committee Meeting held on 8 September 2026, Council:

1. **Receives the Unconfirmed Minutes of the Audit, Risk and Improvement Committee Meeting held on 8 September 2026, as presented in Appendix 1, and by adopting the following recommendations of the Audit, Risk and Improvement Committee, Council:**
2. **Resolves to adopt the completed 2025 Compliance Audit Return, as presented in Appendix 2, for signing by the Shire President and the Chief Executive Officer in accordance with Regulation 15 of the Local Government (Audit) Regulations 1996.**
3. **Requests the Chief Executive Officer to submit the signed 2025 Compliance Audit Return to the Inspector, Local Government Inspectorate, prior to 30 September 2026 in accordance with Regulation 20(2) of the Local Government (Audit) Regulations 1996.**

4. **Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the certified 2025 Compliance Audit Return prior to submission.**
5. **Directs the Chief Executive Officer to report on remedial actions against the non-compliant actions at the December 2026 Audit Risk and Improvement Committee.**
6. **Accepts the action taken and residual risk for the following three (3) Findings:**
    a. **Non-compliance with depreciation policy.**
    b. **Monitoring of grants income and expenses.**
    c. **Plant recovery cost base rate and indirect/overhead cost allocation rate.**
7. **Notes the Findings of the 2025/26 Interim Audit.**
8. **Notes the progress made to date in relation to the Strategic Risk Register.**
9. **Requests the Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the Audit, Risk and Improvement Committee at its December 2026 meeting.**

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

Against: **Nil**

CARRIED 5/0 BY ABSOLUTE MAJORITY

UNCONFIRMED MINUTES

Audit, Risk and Improvement Committee Meeting

Tuesday, 8 September 2026

Date: **Tuesday, 8 September 2026**

Time: **3:30 PM**

Location: **Council Chambers, York Town Hall, York**

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MINUTES OF SHIRE OF YORK
AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK
ON TUESDAY, 8 SEPTEMBER 2026 AT 3:30 PM

1 OPENING

1.1 Declaration of Opening

Presiding Member Shona Zulsdorf, Presiding Member, declared the meeting open at 3.30pm.

1.2 Acknowledgement / Disclaimer

The Presiding Member advised the following:

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

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

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

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

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

1.3 Attendance via Electronic Means

Nil

1.4 Standing Orders

Nil

1.5 Announcement of Visitors

Nil

1.6 Declarations of Proximity Interest

Nil

1.7 Declaration of Financial Interests

Nil

1.8 Disclosure of Interests that May Affect Impartiality

Nil

2 ATTENDANCE

2.1 Members

Presiding Member Shona Zulsdorf; Deputy Presiding Member Sonia McKeiver; Cr Chris Gibbs; Cr Denese Smythe; Cr Kevin Trent.

2.2 Staff

Alina Behan, Chief Executive Officer; Anneke Birleson, Acting Executive Manager Corporate & Community Services; Thomas Bruins, Executive Manager Infrastructure & Development Services; Denise Gobbart, Manager Finance; Gail D'Arcy, Council Support Officer.

2.3 Apologies

Nil

2.4 Leave of Absence Previously Approved

Nil

2.5 Number of People in the Gallery at Commencement of Meeting

There were 0 people in the Gallery at the commencement of the meeting.

3 QUESTIONS FROM PREVIOUS MEETINGS

Nil

4 PUBLIC QUESTION TIME

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

6.7 Other procedures for question time for the public

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Question Time commenced at 3.34pm.

4.1 Written Questions – Current Agenda

Nil

4.2 Public Question Time

Nil

As there were no questions asked/There being no further questions, Public Question Time concluded at 3.34pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PRESENTATIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RECOMMENDATION

Moved: Cr Kevin Trent **Seconded: Cr Chris Gibbs**

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 9 June 2026 be confirmed as a correct record of proceedings.

CARRIED: 5/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

NIL

OFFICER'S REPORTS

9.1 COMPLIANCE AUDIT RETURN 2025

File Number:	**4.0474**
Author:	**Caitlin Tonkin, Executive Support Officer**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. 2025 Compliance Audit Return ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the Compliance Audit Return (CAR) 2025 for the Audit and Risk Committee's (the Committee) consideration and recommendation to Council.

BACKGROUND

Western Australian local governments are required to complete a CAR annually and submit it to the Local Government Inspectorate (the Inspectorate) in accordance with the requirements of the *Local Government (Audit) Regulations 1996*, in relation to activities undertaken by the local authority in the preceding calendar year.

The CAR is a checklist of a local government's compliance with legislation. The 2025 CAR content focuses on areas considered high risk. It examines whether the Council has complied with each action listed on the return under the following legislation:

1. *Local Government Act 1995* (forty-two (42) audit questions)
2. *Local Government (Administration) Regulations 1996* (fifteen (15) audit questions)
3. *Local Government (Audit) Regulations 1996* (two (2) audit questions)
4. *Local Government (Constitution) Regulations 1998* (two (2) audit questions)

5. *Local Government (Elections) Regulations 1997* (one (1) audit questions)
6. *Local Government (Financial Management) Regulations 1996* (eleven (11) audit questions)
7. *Local Government (Functions and General) Regulations 1996* (twenty-four (24) audit questions)

The audit questions are specific in nature and require a yes/no/NA response. Officers have provided further comment where appropriate.

The CAR covers the period 1 January 2025 to 31 December 2025 and is presented in Appendix 1.

COMMENTS AND DETAILS

The completed 2025 CAR is required to be:

1. Presented for review by the Committee before being presented for consideration and adoption by Council.
2. Returned to the Inspectorate with a copy of the relevant Committee and Council Minutes by 30 September 2026.

The CAR has been undertaken as an internal audit, sourcing evidence of compliance through the Shire's record keeping systems and where required, through additional information held within respective sections of the organisation.

A summary of legislation reviewed as part of the 2025 CAR is provided below:

Audit Focus	**Comment**
Local Government Act 1995	3 areas of non-compliance - Local Law reviews outstanding, Delegation records not maintained and various registers not maintained.
Local Government (Administration) Regulations 1996	3 areas of non-compliance - registers for Returns, Elected Member fees and Elected Member training not maintained and published.
Local Government (Audit) Regulations 1996	No areas of non-compliance.
Local Government (Constitution) Regulations 1998	No areas of non-compliance.
Local Government (Elections) Regulations 1997	2 areas of non-compliance – Electoral Gift Register not established and published.
Local Government (Financial Management) Regulations 1996	1 area of non-compliance – control procedures not documented.
Local Government (Functions and General) Regulations 1996	2 areas of non-compliance - purchasing policy non-compliance, tender register not maintained or published.

OPTIONS

The Committee has the following options:

Option 1: The Committee could choose not to recommend acceptance of the CAR and request changes be made to the document prior to submission. Noting that the CAR is required to be presented to the Committee and Council prior to submission to the Inspectorate by 30 September 2026.

Option 2: The Committee could choose to recommend Council accept the CAR and direct the Chief Executive Officer to submit it to the Inspectorate by 30 September 2026.

Option 2 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Other Officers as required

Strategic

Council plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G18 Integrated Planning & Reporting: (Reporting)

G19 Risk Assessment and Management

O6 Internal Controls

Financial

Nil

Legal and Statutory

Regulations 14, 15 and 20 of the *Local Government (Audit) Regulations 1996* are applicable and state:

"14. Compliance audits by local governments

*(1) A local government must carry out an audit (a **compliance audit**) of the local government's compliance with the statutory requirements prescribed by regulation 13 for the period 1 January to 31 December in each year.*

(1A) Subregulation (1) is subject to regulation 15A.

(2) After a local government has carried out a compliance audit, the CEO must –

(a) prepare a compliance audit return in a form approved by the Inspector; and

(b) give a copy of the compliance audit return to the local government's audit, risk and improvement committee.

(3) The audit, risk and improvement committee must –

(a) review the compliance audit return; and

(b) report to the council the results of that review.

(4) When reporting to the council, the audit, risk and improvement committee must make any recommendations that the committee considers appropriate in relation to the compliance audit return.

(5) The council must consider the compliance audit return and the results of the audit, risk and improvement committee's review (including any recommendations) at a meeting of the council.

(6) The council must –

(a) determine if any matters raised by the audit, risk and improvement committee require action to be taken by the local government; and

(b) either –

(i) Adopt the compliance audit return; or

(ii) Adopt the compliance audit return subject to amendments proposed by the council.

15. Signed compliance audit return and other information must be given to Inspector

(1) After a compliance audit return has been adopted by the council under regulation 14(6)(b), the local government must give the following information to the Inspector —

(a) a copy of the compliance audit return (or amended compliance audit return, if applicable), signed by the mayor or president and by the CEO:

(b) any recommendations made under regulation (14) after the audit, risk and improvement committee has reviewed the compliance audit return;

(c) a copy of the relevant section of the minutes of the meeting at which the compliance audit return was adopted by the council;

(d) any additional information explaining or qualifying the compliance audit.

20. Transitional provisions relating to compliance audits

(1) Regulations 13 to 15, as amended or inserted by the Local Government Regulations Amendment Relations (No. 4) 2025 regulations 13 and 14, apply in relation to the period beginning on 1 January 2025 and ending on 31 December 2025 and to subsequent periods beginning on 1 January and ending on 30 December.

(2) Despite regulation 15(2), as inserted by the Local Government Regulations Amendment Relations (No. 4) 2025 regulation 14, the information relating to the compliance audit for the period beginning on 1 January 2025 and ending on 30 December 2025 must be given to the Inspector no later than 30 September 2026.

(3) The Inspector may extend the 30 September 2026 deadline."

Risk Related

The requirement to lodge an adopted CAR with the Inspectorate is a legislative requirement. Failure to do so exposes Council to non-compliance. This report and its appendix mitigate this risk.

Workforce

The CAR has been completed in-house within existing resources.

Voting Requirements

Absolute Majority: No

COMMITTEE RECOMMENDATION

Moved: Deputy Presiding Member Sonia McKeiver Seconded: Cr Chris Gibbs

That, with regard to the Compliance Audit Return 2025, the Audit and Risk Committee recommends that Council:

1. **Resolves to adopt the completed 2025 Compliance Audit Return, as presented in Appendix 1, for signing by the Shire President and the Chief Executive Officer in accordance with Regulation 15 of the Local Government (Audit) Regulations 1996.**
2. **Requests the Chief Executive Officer to submit the signed 2025 Compliance Audit Return to the Inspector, Local Government Inspectorate, prior to 30 September 2025 in accordance with Regulation 20(2) of the Local Government (Audit) Regulations 1996.**
3. **Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the certified 2025 Compliance Audit Return prior to submission.**

COMMITTEE RECOMMENDATION

Moved: Presiding Member Shona Zulsdorf Seconded: Cr Chris Gibbs

That, with regard to the Compliance Audit Return 2025, the Audit and Risk Committee recommends that Council:

4. **Directs the Chief Executive Officer to report on remedial actions against the non-compliant actions at the December 2026 Audit Risk and Improvement Committee**

In Favour: **Crs Shona Zulsdorf, Sonia McKeiver, Cr Chris Gibbs, Cr Denese Smythe and Cr Kevin Trent**

Against: **Nil**

CARRIED 5/0

COMMITTEE RECOMMENDATION

Moved: Deputy Presiding Member Sonia McKeiver Seconded: Cr Chris Gibbs

That, with regard to the Compliance Audit Return 2025, the Audit and Risk Committee recommends that Council:

1. **Resolves to adopt the completed 2025 Compliance Audit Return, as presented in Appendix 1, for signing by the Shire President and the Chief Executive Officer in accordance with Regulation 15 of the Local Government (Audit) Regulations 1996.**
2. **Requests the Chief Executive Officer to submit the signed 2025 Compliance Audit Return to the Inspector, Local Government Inspectorate, prior to 30 September 2025 in accordance with Regulation 20(2) of the Local Government (Audit) Regulations 1996.**
3. **Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the certified 2025 Compliance Audit Return prior to submission.**
4. **Directs the Chief Executive Officer to report on remedial actions against the non-**

compliant actions at the December 2026 Audit Risk and Improvement Committee

In Favour: **Crs Shona Zulsdorf, Sonia McKeiver, Cr Chris Gibbs, Cr Denese Smythe and Cr Kevin Trent**

Against: **Nil**

CARRIED 5/0

Questions were raised during the meeting; for full details, please refer to the audio recording available on the Shire's website.

GOVERNMENT OF WESTERN AUSTRALIA

Local Government Inspector

2025 Compliance Audit Return

Local Government Authority: The Shire of York

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: No

Comments: 15 Local Laws identified for review. Public Notice published as advice of the impending review.

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: Yes

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: Yes

Comments: Report SY103-08/25 (DRAFT LEASE - LOTS S90 AND PART LOTS S91, S97 AND S98 ON DEPOSITED PLAN 223250 - WHEATBELT REGIONAL CARRIAGE DRIVING CLUB INC)

https://www.york.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council-26-august-2025/412/documents/confirmed-minutes-and-appendices-26-august-2025-ordinary-council-meeting.pdf

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: Yes

Comments: From Report SY103-08/25 (DRAFT LEASE - LOTS S90 AND PART LOTS S91, S97 AND S98 ON DEPOSITED PLAN 223250 - WHEATBELT REGIONAL CARRIAGE DRIVING CLUB INC)

https://www.york.wa.gov.au/news/public-notice-proposed-lease-agreements/10912

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

Comments: There were no major trading undertakings in 2025.

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

Comments: There were no major land transactions in 2025.

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

Comments: There were no major land transactions in 2025.

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

Comments: There were no major land transactions or trading undertakings in 2025.

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

Comments: There were no major land transactions or trading undertakings in 2025.

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: N/A

Comments: No delegations to Committees.

s. 5.16 (2)

Were all delegations to committees in writing?

Response: N/A

Comments: No delegations to Committees.

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: N/A

Comments: No delegations to Committees.

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: N/A

Comments: No delegations to Committees.

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: Yes

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: Yes

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

Comments: Adopted at 27/04/21 OCM

Resolution # 060421

https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/G26_-_Model_Standards_for_CEO_Recruitment_-_Performance___Termination.pdf

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Comments: Adopted at 24/06/25 OCM

Resolution # 160625

https://www.york.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council-24-june-2025/410/documents/confirmed-minutes-and-appendices-24-june-2025-ordinary-council-meeting.pdf

Were all delegations to the CEO in writing?

Response: Yes

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: Yes

Comments: Adopted at 24/06/25 OCM

Resolution # 160625

https://www.york.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council-24-june-2025/410/documents/confirmed-minutes-and-appendices-24-june-2025-ordinary-council-meeting.pdf

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: Yes

Comments: Adopted at 24/06/25 OCM

Resolution # 160625

https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/Shire-of-York-Register-of-Delegated-Authority.pdf

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: No

Comments: Identified missing exercising a delegated power or duty written records. Training and expectation setting to be undertaken. Task has been allocated for action.

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: N/A

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

Comments: https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/O8_-_Employee_Code_of_Conduct.pdf

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: Yes

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: Yes

Comments: Report SY043-04/25 (DRAFT LAND LEASE - YORK & DISTRICT CO-OPERATIVE LTD)

https://www.york.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council-22-april-2025/408/documents/confirmed-minutes-and-appendices-ordinary-council-meeting-22-april-2025.pdf

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: Yes

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: Yes

Comments: Report SY043-04/25 (DRAFT LAND LEASE - YORK & DISTRICT CO-OPERATIVE LTD)

https://www.york.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council-22-april-2025/408/documents/confirmed-minutes-and-appendices-ordinary-council-meeting-22-april-2025.pdf

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: Yes

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: Yes

Comments: https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/Register_-_Primary___Annual_Returns_2024-25.pdf

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

Comments: https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/Register_-_Primary___Annual_Returns_2024-25.pdf

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: No

Comments: Register did not have previous persons removed. Task has been allocated for action.

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

Comments: https://www.york.wa.gov.au/registers/gifts

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

Comments: Policy E2 adopted at 25/02/25 OCM

Resolution # 200225

https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/E9_-_Attendance_at_Events_Policy_Elected_Members___CEOs_-_FINAL.pdf

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

Comments: Calculations considered in the annual Fees & Charges review.

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

Comments: https://www.york.wa.gov.au/

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Comments: Adopted at 23/08/22 OCM

Resolution # 150822

https://www.york.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council-22-march-2022/348/documents/confirmed-minutes-and-appendices-22-march-2022-ocm.pdf

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: No

Comments: No additional requirements necessary.

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

Response: Yes

Comments: https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/E1_-_Code_of_Conduct_-_Council_Members__Committee_Members_and_Candidates_-_Final2.pdf

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: Yes

Comments: Policy E2 adopted at 25/11/25 OCM

Resolution # 131125

https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/E2_-_Councillors_-_Training___Continuing_Professional_Development.pdf

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: Yes

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: Yes

Comments: https://www.york.wa.gov.au/council-meetings/audit-risk-and-improvement-committee-meeting/audit-risk-and-improvement-committee-meeting-2-december-2025/420/documents/unconfirmed-minutes-audit-risk-and-improvement-committee-2-december-2025.pdf

Was a copy of the report given to the Minister within three months of the audit report being received by the local government?

Response: Yes

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: Yes

Comments: https://www.york.wa.gov.au/documents/1421/annual-report-202425

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: Yes

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

Comments: Addressed in section 6 - Personal Benefit

https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/O8_-_Employee_Code_of_Conduct.pdf

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

Comments: Addressed in section 6 - Personal Benefit

https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/O8_-_Employee_Code_of_Conduct.pdf

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

Comments: https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/O8_-_Employee_Code_of_Conduct.pdf

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over $130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance,

available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

Comments: https://www.york.wa.gov.au/documents/1421/annual-report-202425

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: Yes

Comments:
https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/FINAL_Council_Plan_April_2025.pdf

Adoption date or the date of the most recent review: 22/04/2025

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: Yes

Comments:
https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/FINAL_Council_Plan_April_2025.pdf

Date of review: 22/04/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: No

Comments: Registers for Returns and Elected Member fees not published for 2025.

Task has been allocated for action.

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: Yes

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: No

Comments: Elected Member Training Register not published for 2025.

Task has been allocated for action.

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: Yes

Comments: Regulation 17 report received by Council at 19/12/23 OCM

Resolution # 121223

https://www.york.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council-19-december-2023/376/documents/confirmed-minutes-and-appendices-ordinary-council-meeting-19-december-2023.pdf

Date of council's resolution to accept the report: 01/01/2025

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: Yes

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: Yes

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: No

Comments: Electoral Gift Register not established for 2025, however no gifts were received.

Task has been allocated for action.

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: N/A

Comments: No disclosure of gifts forms relating to an unsuccessful candidate were received.

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: No

Comments: Electoral Gift Register not published for 2025, however no gifts were received.

Task has been allocated for action.

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

Comments: No internal audit.

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

Comments: No wards.

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

Comments: Example: SY055-05/25 FINANCIAL REPORT - APRIL 2025 and SY056-05/25 INVESTMENTS - APRIL 2025 (from page 198)

https://www.york.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council-27-may-2025/409/documents/confirmed-minutes-and-appendices-ordinary-council-meeting-27-may-2025.pdf

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

Comments: There were no major trading undertakings or major land transactions in 2025.

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

Comments: Example: SY105-08/25 FINANCIAL REPORT - JUNE 2025 (from page 82)

https://www.york.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council-26-august-2025/412/documents/confirmed-minutes-and-appendices-26-august-2025-ordinary-council-meeting.pdf

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee’s name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

Comments: Example: SY153-12/25 FINANCIAL REPORT - NOVEMBER 2025 (from page 258)

https://www.york.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council-16-december-2025/416/documents/unconfirmed-minutes-and-appendices-ordinary-council-meeting-16-december-2025.pdf

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: No

Comments: Controls are established, however not yet documented in a procedure.

Task has been allocated for action.

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Comments: Example: SY120-09/25 INVESTMENTS - AUGUST 2025 (from page 332)

https://www.york.wa.gov.au/council-meetings/ordinary-meeting-of-council/ordinary-meeting-of-council-30-september-2025/413/documents/confirmed-minutes-and-appendices-30-september-2025-ordinary-council-meeting.pdf

Local Government (Functions and General) Regulations 1996

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?

Response: No

Comments: It was noted in the Year Ending 30 June 2024 Financial Audit that point 11.1 of the Procurement Policy is not always able to be adhered to. the Management Comment for section 5. Untimely approval of purchase orders notes: "At its June 2024 meeting the Audit and Risk Committee (ARC) considered this issue and recommended to Council that appropriate controls were in place and that the treatment for non-compliance would be education and training followed by a HR process where applicable. At its June 2024 Ordinary Council Meeting Council agreed with the recommendation of the ARC and voted to accept the residual risk."

https://www.york.wa.gov.au/Profiles/york/Assets/ClientData/F2_-_Procurement.pdf

https://www.york.wa.gov.au/council-meetings/audit-risk-and-improvement-committee-meeting/audit-risk-and-improvement-committee-meeting-2-december-2025/420/documents/unconfirmed-minutes-audit-risk-and-improvement-committee-2-december-2025.pdf

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: Yes

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: N/A

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: No

Comments: 2025 Tender register not established or published. One (1) tender undertaken. Task allocated for action.

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: Yes

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: Yes

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

r. 21

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: N/A

Comments: No tender expressions of interest undertaken in 2025.

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Comments: No tender expressions of interest undertaken in 2025.

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: N/A

Comments: No tender expressions of interest undertaken in 2025.

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: N/A

Comments: No tender expressions of interest undertaken in 2025.

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: N/A

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: N/A

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: N/A

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: N/A

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: N/A

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

CEO Date

Mayor or President Date

9.2 UPDATE ON THE FINDINGS IDENTIFIED DURING ANNUAL FINANCIAL AUDITS

File Number:	**4.9726**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Chief Executive Officer**
Previously before Council:	**24 March 2026 (100326)** **23 June 2026 (150626)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Audit Findings Snapshot ⇩** **2. Management Letter - 2025/26 Interim Audit ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents an update on the Findings identified in the Annual Audits to the Audit, Risk and Improvement Committee (ARIC) for consideration and, if satisfactory, recommendation to Council for noting and, where appropriate, acceptance.

BACKGROUND

Officers report through the ARIC to Council on the Findings from Annual Audits, with Council last considering the ARIC's recommendations at its June 2026 Ordinary Meeting where it resolved (150626):

"That, with regard to the Minutes and Recommendations of the Audit, Risk and Improvement Committee Meeting held on 9 June 2026, Council:

1. ***Receives the Unconfirmed Minutes of the Audit, Risk and Improvement Committee Meeting held on 9 2026, as presented in Appendix 1, and by adopting the following recommendations of the Audit, Risk and Improvement Committee, Council:***
    a. ***Resolves to adopt the Business Continuity Plan, as presented in Appendix 1.***
    b. ***Notes the Business Continuity Management Procedures, as presented in Appendix 2, that support the Business Continuity Plan***
    c. ***Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication.***
    d. ***Resolves to adopt the Draft Integrity Framework, as presented in Appendix 1.***
    e. ***Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication.***
    f. ***Resolves to adopt the IT Disaster Recovery Plan, as presented in Appendix 1.***
    g. ***Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication.***
    h. ***Adopts the reviewed Policy F4 – Investment, as presented in Appendix 1.***
    i. ***Authorises the Chief Executive Officer to make any minor typographical and formatting changes to Policy F4 – Investment prior to publication.***

j. Notes the progress made to date in relation to the Strategic Risk register.

k. Requests the Temporary Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the Audit, Risk and Improvement Committee at its September 2026 meeting.

l. Accepts the action taken and residual risk for the following one (1) Finding:

i. Untimely preparation and review of bank reconciliations

m. Requests the Temporary Chief Executive Officer to report back on progress against the remaining four (3) Findings:

i. Non-compliance with depreciation policy

ii. Monitoring of grants income and expenses

iii. Plant recovery cost base rate and indirect/overhead cost allocation rate to the Audit, Risk and Improvement Committee at its September 2026 meeting."

In accordance with point m. of the above Resolution, Officers have undertaken a risk assessment of each Finding, identified controls put into place and determined whether further treatment of the risk is required or if Officers are recommending the action taken and residual risk is acceptable.

Officers now present the actions undertaken against Audit Findings that were identified as requiring further treatment and request that ARIC and Council accept the residual risk.

COMMENTS AND DETAILS

Audit Findings are rated by the Auditors as Significant, Moderate or Minor (defined below).

Significant	Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
Moderate	Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
Minor	Those findings that are not of primary concern but still warrant action being taken.

Officers have applied the Risk Management Procedures, as outlined in the Shire's Risk Management Framework, to assess the risks to the organisation for each of the Findings:

1. Each Finding has been risk assessed based on the existing controls being in place and given an overall Risk Rating.
2. Based on the additional controls put in place, as recommended by the Auditors or identified by Shire Officers, the effectiveness of these controls has been identified and a Residual Risk Rating provided.
3. Based on the Residual Risk Rating an assessment of the acceptance level of the residual risk has been made. Where the residual risk is considered unacceptable, further treatment is recommended.

The Audit Findings and risk assessment have been uploaded into the Shire's strategic planning and reporting software, Cascade. This allows individual actions to be allocated to Officers and progress tracked and reported on.

The Audit Plan is presented in Appendix 1. For clarity, only Findings that are to be considered for acceptance are provided.

Officers are seeking recommendation from the ARIC to Council, to accept the residual risk for the following completed item from the Audit Findings:

1. Non-compliance with depreciation policy
2. Monitoring of grants income and expenses
3. Plant recovery cost base rate and indirect/overhead cost allocation rate

There are no further Findings from the 2022/23, 2023/24 and 2024/25 audits that require treatment to bring the risk to an acceptable level.

The 2025/26 Interim Audit was conducted by contract auditors Nexia from 11 to 15 May 2026. Findings identified are presented in Appendix 2 along with the Management Comment. It is important to acknowledge that there were only two (2) moderate findings, demonstrating the Shire's commitment to and significant progress in resolving audit issues over several years.

Both Findings are noted as being reported in a previous year. Officers consider these Findings to be reflective of the changes in staffing within the Finance Team in early 2025/26. The matters have been addressed and additional control measures implemented. Should these Findings remain in the Final 2025/26 Audit they will be assessed and provided to Council through ARIC for consideration.

OPTIONS

The ARIC has the following options:

Option 1: The ARIC could choose to recommend to Council that it accepts the controls put in place and Residual Risk for the remaining three (3) Findings and notes no additional treatment is required. The ARIC could choose to recommend to Council that it notes the Findings from the 2025/26 Interim Audit.

Option 2: The ARIC could choose to recommend to Council that further treatment is required for all or a selection of the Findings and that Council notes the Findings from the 2025/26 Interim Audit.

Option 1 is the recommended option, with the acknowledgement that ongoing assessment and identification of opportunities for improvement will occur for those considered at an Acceptable risk level.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Moore Australia

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G17 Integrated Planning and Reporting - Planning

G19 Risk Assessment and Management

Financial

There are no direct financial implications relating to the risk assessment of the Audit Findings.

Legal and Statutory

Section 7.12A of the *Local Government Act 1995* is applicable and states:

"7.12A. Duties of local government with respect to audits

(1) A local government is to do everything in its power to —

(a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and

(b) ensure that audits are conducted successfully and expeditiously.

(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

(3) A local government must —

(aa) examine an audit report received by the local government; and

(a) determine if any matters raised by the audit report, require action to be taken by the local government; and

(b) ensure that appropriate action is taken in respect of those matters.

(4) A local government must —

(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and

(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

(5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website."

The *Local Government (Audit) Regulations 1996* provides the legislative framework for the conduct of audits in local government and the role of the ARIC in considering the results of those audits.

Risk Related

The remediation of audit findings reduces financial and reputational risk for the Shire.

Workforce

The ongoing treatment of identified risks can be managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

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

That, with regard to the Update on the Findings Identified During Annual Financial Audits, the Audit, Risk and Improvement Committee recommends to Council that it:

1. Accepts the action taken and residual risk for the following three (3) Findings:

a. Non-compliance with depreciation policy.

b. Monitoring of grants income and expenses.

c. Plant recovery cost base rate and indirect/overhead cost allocation rate.

2. Notes the Findings of the 2025/26 Interim Audit.

In Favour:	**Crs Shona Zulsdorf, Sonia McKeiver, Cr Chris Gibbs, Cr Denese Smythe and Cr Kevin Trent**
Against:	**Nil**

CARRIED 5/0

AUDIT SNAPSHOT
02/09/2026

AUDITS PLAN

AUDIT FINDINGS 2024/25

Goal	Audit Rating	Prior Year?	Implication	Risk Assess...	Audit Recom...	Management...	Rate Added ...	Residual Ris...	Treatment	Comment	Completion

Goal	Audit Rating	Prior Year?	Implication	Risk Assess...	Audit Recom...	Management...	Rate Added ...	Residual Ris...	Treatment	Comment	Completion
Non-compliance with depreciation policy	Moderate	No	The absence of depreciation on these assets may lead to misstated financial statements, inaccurate asset valuations, and non-compliance with the Shire's Depreciation Policy. This can result in significant accounting and governance issues, undermining the reliability of financial reporting and internal controls over fixed assets.	Risk Rating: High	We recommend that management review the depreciation rates of all assets to ensure they comply with the Shire's Depreciation Policy. Management should also implement a periodic review process to ensure consistent and accurate application of depreciation rates across all assets.	Officers note the misstatements and have committed to a comprehensive review of the depreciation rates in accordance with Shire policy and will ensure depreciation is processed appropriately for future financial years.	Adequate	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Accept	**Anneke Birleson:** Information was provided to auditors as part of the Interim Audit conducted in May 2026 and is no longer identified as a Finding. Depreciation rates are scheduled for annual reviews, after the closure of the asset register each financial year. *02/09/2026* **Anneke Birleson:** All assets are now being depreciated except those in progress (for example the new Swimming Pool), roads subgrade and septage ponds. This information has been provided to auditors as part of the Interim Audit conducted in May 2026. Officers will seek to close this item if the finding is no longer identified within the Management Report. Depreciation rates will now be scheduled for annual reviews. *03/06/2026*	100%

AUDIT FINDINGS 2022/23

Goal	Audit Rating	Prior Year?	Implication	Risk Assess...	Audit Recom...	Management...	Rate Added ...	Residual Ris...	Treatment	Comment	Completion
Monitoring of grants income and expenses	Significant	Yes	Without regular monitoring of a grant register, the Shire is exposed to an increased risk of non-compliance with agreements, unrecorded transactions in the general ledger, and undisclosed commitments in the financial statements. In addition current practice may result in non-compliance with AASB 15 or 1058 as no assessment has been made to determine the appropriate recognition of revenue of each grant, being either on receipt or over time. Incorrect revenue recognition may cause inaccuracies in the annual financial statements and the Shire's monthly financial information meaning financial decision making may be ill-informed.	Risk Rating: High	The Shire should review its current practice and implement a standard process to ensure its grant register is appropriately maintained to address the risks noted above. The Shire should retrospectively complete a detailed revenue recognition assessment of its grant revenue streams. This is to conclude if a particular grant revenue stream or transaction arises from an enforceable contract with a customer and has sufficiently specific performance obligations. The assessment will trigger the revenue recognition requirements under AASB 15, or if it falls outside this scope, under AASB 1058, so that revenue is not misstated for the 2023-24 financial year.	Historically an excel workbook has been used for the Grants Register where every Responsible Officer is required to add any new grants and update any other relevant information. Senior Finance Officer would update income and expenditure monthly and email register to all staff each month for review and update. This register has been superseded by the Government Frameworks IPR software which will be implemented in 2024. Progress can be tested during Interim and Final Audits for 2023/24.	Adequate	Residual Consequence: Major Residual Likelihood: Possible Residual Risk Rating: Moderate	Accept	**Anneke Birleson:** Consideration has been given to effectively resourcing this task. Additional capacity has been identified and will be dedicated to finalising and updating the grant register on an ongoing basis. *02/09/2026* **Anneke Birleson:** A register of all Capital Project grants has been compiled and is to be consolidated with operational grants. All grants are tracked through the monthly financial reports. Further Treatment is still required. *03/06/2026*	100%

Goal	Audit Rating	Prior Year?	Implication	Risk Assess...	Audit Recom...	Management...	Rate Added ...	Residual Ris...	Treatment	Comment	Completion
Plant recovery cost base rate and indirect/overhead cost allocation rate	Moderate	Yes	The use of outdated base rate for plant recovery cost and the application of indirect/overhead cost recovery rate increases the risk of the project/fixed assets costs being misstated.	Risk Rating: High	The Shire should review the base rate for plant recovery costs and the indirect/overhead cost recovery rate to determine their currency and accuracy.	This work has not been completed but assistance in ensuring a robust process has been sought via the contract with Moore Australia.	Adequate	Residual Consequence: Minor Residual Likelihood: Unlikely Residual Risk Rating: Low	Accept	**Anneke Birleson:** Plant recovery costs and public works overheads were reviewed as part of the 2026/27 budget process and are considered acceptable. Ongoing monitoring and review to continue. *02/09/2026* **Anneke Birleson:** Review of plant recovery costs to be completed as part of 2026/27 budget process. *04/03/2026*	100%

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Serving the Public Interest

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Our Ref: 7972-002

Alina Behan
Chief Executive Officer
Shire of York
1 Joaquina Street
YORK WA 6302

EMAIL: [redacted]@YORK.WA.GOV.AU

Dear Ms Behan

ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2026

We have completed the interim audit for the year ending 30 June 2026. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to primarily evaluate your financial control environment, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management control issues
We would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the President. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on [redacted] if you would like to discuss these matters further.

Yours faithfully

[redacted]
Senior Director
Financial Audit
21 July 2026

Attach

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ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2026

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Index of findings	Potential impact on audit opinion	Rating	Year first raised
1. Inappropriate User Access in Synergy	No	Moderate	2024
2. Lack of documented evidence for approval of new creditors created in the Supplier (Creditor) Masterfile	No	Moderate	2025

Ratings

The ratings in this management letter reflect our assessment of risks based on the likelihood and potential impact if no action is taken. These outcomes consider both quantitative impact (such as financial loss) and qualitative impact (such as inefficiency, non-compliance, poor service to the public or loss of public confidence).

● **Significant** – Findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

● **Moderate** – Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

● **Minor** – Those findings that are not of primary concern but still warrant action being taken.

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SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2026

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Inappropriate user access in Synergy

From our review of the Synergy user access list, we found that the Finance Manager has super user access.

This finding was first reported in 2024.

Rating: Moderate (2024: Moderate)

Implication
Access privileges for users beyond those necessary to perform their assigned duties might result in the recording of unauthorised, non-existent or inaccurate transactions, improper changes to data, or destruction of data which could result in errors or fraud.

Recommendation
Super user access should be limited to privileged users that require this access consistent with their roles and responsibilities. Where super user access is no longer required, this access should be immediately removed or updated. Should this not be deemed practical, a process of review for all actions performed using the super user access should be implemented.

Management comment
Following the 2024 audit recommendation and associated management action, restricted system access controls were implemented and initially demonstrated effectiveness.

Between July and October 2025, significant workforce changes resulted in an increased number of users requiring temporary access. This also brought changes in key oversight roles that limited regular review of system access.

Access has been reviewed and is now limited to three employees. To strengthen controls, superuser oversight has been incorporated into Human Resource processes for both internal and external appointments, supporting the ongoing effective management of restricted access arrangements.

HR ensure access is changed at point of onboarding, offboarding or change in position. The oversight is provided by the Governance team, who are responsible for ICT services including monitoring systems access.

Responsible person: A/EMCCS
Completion date: **30 June 2026**

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ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2026

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

2. Lack of documented evidence for approval of new creditors created in the Supplier (Creditor) Masterfile

During the interim audit visit, we noted that 1 out of the 17 samples tested for new creditors created did not contain evidence of signature or authorisation by the Senior Finance Officer on the new creditor request forms as required by the established approval process.

This finding was first reported in 2025.

Rating: Moderate (2025: Moderate)

Implication
During the interim audit visit, we noted that 1 out of the 17 samples tested for new creditors created did not contain evidence of signature or authorisation by the Senior Finance Officer on the new creditor request forms as required by the established approval process.

This finding was first reported in 2025.

Recommendation
Management should enforce the requirement for Senior Finance Officer authorisation on all new creditor request forms before creating new creditors in the Supplier Masterfile.

Management comment
The Finance team have been reminded that the Senior Finance Officer is required to review and authorise all new creditor requests entered into the Supplier Masterfile. This process includes checking the details have been entered correctly.

The current process, including a recently implemented online form has the Senior Finance Officer sign off once all steps are complete. To have a review point prior to entry into the system and after is currently impractical and could create non-compliance issues through ineffective tracking of the process. However, the team commits to reviewing the process in the 2026/27 financial year.

An added control measure that the Shire has applied is a Purchase Order request cannot be raised until the responsible officer is provided with the Creditor number by the Finance Officer (Creditors).

If the Senior Finance Officer is on leave the approval officer is to be the Manager Finance.

The Shire's procedure is for the Finance Officer (FO) to carry out all the necessary checks and enter the creditor into SynergySoft. The creditor is not used until the Senior Finance Officer (SFO) has signed off on their review. The SFO reviews the documentation and the entry into the system to ensure everything is correct. If the SFO only authorises the form prior to entry, there is a risk of errors being made in the system that may go undetected. Our forms are designed to be signed off upon completion of the whole process.

Responsible person: Senior Finance Officer
Completion date: **30 June 2026**

9.3 RISK MANAGEMENT REPORT UPDATE

File Number:	**4.8787**
Author:	**Kylie Williams, Temporary Manager Governance**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**6 December 2025 (181225)** **24 March 2026 (100326)** **23 June 2026 (150626)**
Disclosure of Interest:	**Nil**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report provides the Audit, Risk and Improvement Committee (ARIC) with an update regarding progress on the Shire's Risk Plan.

BACKGROUND

The Shire of York's Risk Assessment and Management Policy, in conjunction with the Risk Management Framework, sets out the Shire's approach to the identification, assessment, management and monitoring of risks.

The Shire's Risk Management Objectives are:

1. Optimise the achievement of our vision, experiences, strategies, goals and objectives.
2. Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
3. Enhance risk versus return within our risk appetite.
4. Embed appropriate and effective controls to mitigate risk.
5. Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
6. Enhance organisational resilience.
7. Identify and provide for the continuity of critical operations.

It is essential to monitor and review the management of risks as changing circumstances may result in some risks increasing or decreasing in significance. ARIC has previously requested that the Shire review its risk reporting to provide high-level information that supports effective oversight of strategic risks. In response, the Shire has made iterative changes to its risk reporting, with revised reporting formats developed and tested with ARIC through a workshop process. The Shire has also networked with other local governments to identify contemporary approaches and better practice in risk reporting. These activities have informed the development of a new draft risk report that provides clearer oversight of the Shire's strategic risks, while supporting ongoing monitoring of risk movements, residual risk and the effectiveness of controls.

COMMENTS AND DETAILS

On 10 March 2026 the Acting Executive Manager Corporate and Community held a workshop with ARIC, to identity potential steps to improve risk reporting. ARIC provided commentary for consideration, which has been noted by Officers. During the last quarter, the Temporary Manager Governance held a workshop with the Executive Leadership Team, to review the Shire's current Risk Management Framework and Reporting. The outcomes from this workshop identified an agreed and achievable reporting structure for consideration by ARIC.

The revised draft report will be presented to ARIC, at a workshop prior to its September 2026 meeting. The purpose of this workshop will be to view a sample report for feedback, prior to it being finalised in the Government Framework software. Due to this, a Risk Report has not been generated as an appendix for the ARIC Report this quarter.

The revised draft report will include the information described in the table below.

Report Heading	Description
Strategic Risk	Lists the strategic risk being assessed.
Council Plan Alignment	Identifies the relevant Council Plan pillar(s) to which the strategic risk relates, demonstrating the connection between the risk and the Shire's strategic priorities and objectives.
Potential Causes	Identifies the key factors, events or circumstances that could cause or contribute to the risk occurring.
Risk Assessment	Assessment of potential consequences of the risk across relevant impact areas, such as financial, compliance, reputation, people, service interruption, environment, property, project time and project cost. The assessment will also record the overall risk rating and likelihood.
Risk Controls	List the existing measures, processes, policies, or activities in place to prevent the risk from occurring or reduce its likelihood or consequences.
Residual Risk Rating	The level of risk remaining after controls have been considered.
Control Effectiveness	Assessment of how effective the existing controls are managing the risk and may include commentary regarding their operation.
Risk Appetite	Indicates if the residual risk rating is within the Shire's accepted level of risk or whether further treatment or management action is required.
ELT Recommendation	Records any recommendation, action or direction from the Executive Leadership Team in response to the risk assessment, including where additional controls or treatment actions are required.

It is anticipated that the revised report format and data will be finalised in Government Frameworks prior to the December 2026 ARIC meeting.

OPTIONS

The ARIC has the following options:

Option 1: The ARIC could recommend to Council that it notes the reporting progress made to date and requests the Chief Executive Officer to report on progress against the Strategic Risks at its December 2026 Ordinary Meeting.

Option 2: The ARIC could recommend to Council that it notes the progress made to date, requests further development of the reporting tools and requests the Chief Executive Officer to

present the final reporting tools for approval and report on progress against the Strategic Risks at its December 2026 Ordinary Meeting.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Temporary Manager Governance held risk workshop with Acting Executive Manager Corporate and Community, Executive Manager Infrastructure and Development Services and Acting Chief Executive Officer.

Research was completed to view sample risk reports from other Local Governments such as Victoria Park, Shire of Serpentine Jarrahdale and other Local Governments located interstate.

Government Frameworks were consulted to view reporting capabilities against desired objectives and view sample risk reporting structure for other local governments such as City of Maitland in NSW.

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance

Policy Related

G19 Risk Assessment and Management

Financial

Financial implications of the proposed risk mitigation strategies are presented to Council as they emerge and inform the annual budget process.

Legal and Statutory

Regulation 17 of the *Local Government (Audit) Regulations 1996* is applicable and states:

"17. CEO to review certain systems and procedures

(1) The CEO must review the appropriateness and effectiveness of the local government's systems and procedures in relation to the following matters —

(a) financial management;

(b) legislative compliance;

(c) risk management.

(2) Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.

(3) The CEO must report to the audit, risk and improvement committee the results of each review carried out under subregulation (1)."

Risk Related

The development and regular update of a Strategic Risk Register is a risk management tool.

Workforce

It is proposed that risk mitigation actions are undertaken within current resources. Where additional resources are required, this will be identified and submitted as part of the annual budget process.

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

Moved: Cr Chris Gibbs **Seconded: Cr Kevin Trent**

That, with regard to the Risk Management Report Update, the Audit, Risk and Improvement Committee recommends to Council that it:

1. **Notes the progress made to date in relation to the Strategic Risk Register.**
2. **Requests the Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the Audit, Risk and Improvement Committee at its December 2026 meeting.**

In Favour: **Crs Shona Zulsdorf, Sonia McKeiver, Cr Chris Gibbs, Cr Denese Smythe and Cr Kevin Trent**

Against: **Nil**

CARRIED 5/0

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

11 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

12 CLOSURE

The Presiding Member thanked everyone for their attendance and closed the meeting at 3.59pm.

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

File Number:	**4.12043**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Temporary Executive Manager Corporate Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Monthly Financial Report - July 2026 ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

To present the Monthly Financial Report for period ending 31 July 2026 (Appendix 1) to Council.

BACKGROUND

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* require a monthly statement of financial activity, monthly statement of financial position and explanation of material variances to be presented to Council.

The report must be presented at an Ordinary Meeting of Council within two months after the end of the month to which the statement relates. Regulations prescribe the information to be contained in the report.

The Monthly Financial Report has been compiled to comply with the *Local Government Act 1995,* associated regulations, and to the extent they are not inconsistent with the *Local Government Act 1995* and the Australian Accounting Standards.

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996,* Council has adopted on 25 August 2026 the annual material variance threshold of 10% for reporting budget variances within monthly financial reporting for the 2026/27 financial year, subject to a $10,000 minimum, below which, variances are not required to be reported.

COMMENTS AND DETAILS

The Monthly Financial Report for the period ending 31 July 2026 is presented as Appendix 1 and includes the following information as required by legislation:

• Statement of financial activity;

• Statement of financial position;

• Note 1 - Basis of preparation and significant accounting policies;

• Note 2 - Statement of financial activity information; and

• Note 3 - Explanation of material variances

The following additional information provides balances for key financial areas for the Shire of York's financial position as at 31 July 2026.

Outstanding Rates and Services

The total outstanding rates balance as at 31 July 2026 was $2,209,452 compared to $2,065,245 as at 31 July 2025.

TABLE 1.

CURRENT YEAR	PROPERTIES	31/07/2026	%		PROPERTIES	31/07/2025	%
3 years and over	148	$1,230,812	55%		96	$869,631	42%
2 years and over	184	$375,156	17%		123	$239,425	12%
1 year and over	897	$676,400	31%		218	$371,161	18%
Total Aged		$2,282,368	103%			$1,470,217	71%
Current Rates	636	-$72,916	-3%		964	$595,028	29%
Total Rates Outstanding		**$2,209,452**	**100%**			**$2,065,245**	**100%**

**Minor differences in percentage calculations are due to rounding errors as percentages are displayed as whole numbers.*

An appropriately qualified and experienced debt collection contractor has been appointed to assist in resolving outstanding debts. Officers continue to administer payment arrangements outside of the ordinary payment options in line with the current Policy F1 - Revenue Collection.

Outstanding Sundry Debtors

The figure for total outstanding sundry debtors as at 31 July 2026 was $497,440 compared to $685,691 as at 31 July 2025.

Aged sundry debtors greater than ninety (90) days amount is mainly due to two (2) debtors being a BAS refund and standpipe water use of $8,260. A reconciliation of GST paid is being undertaken to resolve this outstanding balance.

The greater than sixty (60) days is mainly due to one (1) debtor for grant funding of $69,370.

The greater than thirty (30) days is mainly due to two (2) debtors being a BAS refund of $74,235 and property lease expenses of $8,333. The BAS refund was paid 03 August 2026.

Current aged debtors are mainly due to two (2) debtors being a long service leave contribution of $7,406 and grant funding totalling $249,087, both these balances were paid in August.

Generally, the aged debts are made up of smaller debts with no single-issue dominating.

TABLE 2.

CURRENT YEAR	31/07/2026	%		31/07/2025	%
90 days and over	$70,818	14%		$15,251	2%
60 days and over	$71,144	14%		$6,195	1%
30 days and over	$95,841	19%		$165,397	24%
Current	$264,172	53%		$500,897	73%
Total Debtors Outstanding	**$501,975**	**100%**		**$687,740**	**100%**
Credits	**-$4,535**			**-$2,049**	
Total Including Credits	**$497,440**			**$685,691**	

**Minor differences in percentage calculations are due to rounding errors as percentages are displayed as whole numbers.*

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

There are no known policy implications associated with this item.

Financial

The presentation of monthly financial reports provides Council with regular updates regarding the status of the financial position and assists to comply with the *Local Government Act 1995* and associated regulations. The prior year figures reported are an estimate following the finalisation of the 2025/26 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 34 and 35 of the Local Government (Financial Management) Regulations 1996 are applicable and state:

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

This item has been evaluated against the Shire's Risk Management Framework, Risk Assessment Matrix. If Council choose not to accept the Officers' recommendation this presents a compliance risk. The perceived level of risk is Moderate prior to treatment. Acceptance of the recommendation presented would reduce the risk to Minor.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

MOTION

Moved: Cr Denese Smythe Seconded: Cr Monique Hutchinson

That, with regard to the Monthly Financial Report for period ending 31 July 2026, Council:

1. **Receives the Monthly Financial Report for period ending 31 July 2026 as presented in Appendix 1.**

SHIRE OF YORK

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 July 2026

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 JULY 2026

	Note	Adopted Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		9,640,060	0	**0**	0		
Grants, subsidies and contributions		787,456	271,617	**298,511**	26,894	9.90%	
Fees and charges		1,852,047	19,435	**21,971**	2,536	13.05%	
Interest revenue		366,700	19,016	**36,335**	17,319	91.08%	▲
Other revenue		670,630	42,798	**21,062**	(21,736)	(50.79%)	▼
Profit on asset disposals		101,465	7,545	**7,545**	0	0.00%	
		13,418,358	**360,411**	**385,424**	**25,013**	6.94%	
Expenditure from operating activities							
Employee costs		(7,173,307)	(577,802)	**(434,326)**	143,476	24.83%	▲
Materials and contracts		(5,067,881)	(382,914)	**(330,317)**	52,597	13.74%	▲
Utility charges		(560,179)	(46,254)	**(17,817)**	28,437	61.48%	▲
Depreciation		(7,051,765)	(597,014)	**0**	597,014	100.00%	▲
Finance costs		(36,153)	0	**3,597**	3,597		
Insurance		(294,242)	(134,041)	**(143,496)**	(9,455)	(7.05%)	
Other expenditure		(624,350)	(39,263)	**(44,561)**	(5,298)	(13.49%)	
Loss on asset disposals		(26,372)	0	**0**	0		
		(20,834,249)	**(1,777,288)**	**(966,920)**	**810,368**	45.60%	
Amounts excluded from operating activities	2(c)	6,992,373	501,972	**(7,545)**	(509,517)	(101.50%)	▼
Amount attributable to operating activities		**(423,518)**	**(914,905)**	**(589,041)**	**325,864**	35.62%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		3,267,805	319,783	**18,997**	(300,786)	(94.06%)	▼
Proceeds from disposal of property, plant and equipment		414,000	14,545	**14,545**	0	0.00%	
		3,681,805	**334,328**	**33,542**	**(300,786)**	(89.97%)	
Outflows from investing activities							
Acquisition of property, plant and equipment		(2,327,198)	(127,229)	**(69,223)**	58,006	45.59%	▲
Acquisition of infrastructure		(4,375,464)	(134,617)	**(31,922)**	102,695	76.29%	▲
		(6,702,662)	**(261,846)**	**(101,145)**	**160,701**	61.37%	
Amount attributable to investing activities		**(3,020,857)**	**72,482**	**(67,603)**	**(140,085)**	(193.27%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		150,000	0	**0**	0		
		150,000	**0**	**0**	**0**		
Outflows from financing activities							
Repayment of borrowings		(145,402)	0	**0**	0		
Transfer to reserves		(826,904)	0	**(19,062)**	(19,062)		▼
		(972,306)	**0**	**(19,062)**	**(19,062)**		
Amount attributable to financing activities		**(822,306)**	**0**	**(19,062)**	**(19,062)**		
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	4,288,372	4,288,372	**4,676,906**	388,534	9.06%	
Amount attributable to operating activities		(423,518)	(914,905)	**(589,041)**	325,864	35.62%	▲
Amount attributable to investing activities		(3,020,857)	72,482	**(67,603)**	(140,085)	(193.27%)	▼
Amount attributable to financing activities		(822,306)	0	**(19,062)**	(19,062)		▼
Surplus or deficit after imposition of general rates		**21,691**	**3,445,949**	**4,001,200**	**555,251**	16.11%	▲

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 JULY 2026

	Actual 30 June 2026	Actual as at 31 July 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	6,779,914	5,389,081
Trade and other receivables	1,778,031	1,885,779
Other financial assets	4,815,213	4,815,213
Inventories	8,860	21,394
Other assets	320,616	320,616
TOTAL CURRENT ASSETS	13,702,634	12,432,083
NON-CURRENT ASSETS		
Trade and other receivables	300,632	300,632
Other financial assets	155,178	155,178
Property, plant and equipment	45,958,106	46,020,329
Infrastructure	132,427,782	132,459,704
Right-of-use assets	919,206	919,206
TOTAL NON-CURRENT ASSETS	179,760,904	179,855,049
TOTAL ASSETS	193,463,538	192,287,132
CURRENT LIABILITIES		
Trade and other payables	1,993,461	1,379,553
Other liabilities	3,514,799	3,514,799
Borrowings	145,402	145,402
Employee related provisions	652,609	652,609
TOTAL CURRENT LIABILITIES	6,306,271	5,692,363
NON-CURRENT LIABILITIES		
Borrowings	411,306	411,306
Employee related provisions	360,257	360,257
TOTAL NON-CURRENT LIABILITIES	771,563	771,563
TOTAL LIABILITIES	7,077,834	6,463,926
NET ASSETS	**186,385,704**	**185,823,206**
EQUITY		
Retained surplus	19,302,895	18,721,337
Reserve accounts	3,341,777	3,360,839
Revaluation surplus	163,741,032	163,741,030
TOTAL EQUITY	**186,385,704**	**185,823,206**

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 JULY 2026

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 with exception to the following:

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 10 September 2026

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 2026-27 Annual Budget. Please refer to the adopted budget document for details of these policies.

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

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

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

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

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 July 2026
Current assets		$	$	$
Cash and cash equivalents		2,680,252	6,779,914	5,389,081
Trade and other receivables		1,742,958	1,778,031	1,885,779
Other financial assets		4,815,213	4,815,213	4,815,213
Inventories		8,860	8,860	21,394
Other assets		0	320,616	320,616
		9,247,283	13,702,634	12,432,083
Less: current liabilities				
Trade and other payables		(2,444,200)	(1,993,461)	(1,379,553)
Other liabilities		(2,599,999)	(3,514,799)	(3,514,799)
Borrowings		(93,466)	(145,402)	(145,402)
Employee related provisions		(652,609)	(652,609)	(652,609)
		(5,790,274)	(6,306,271)	(5,692,363)
Net current assets		3,457,009	7,396,363	6,739,720
Less: Total adjustments to net current assets	2(b)	(3,435,318)	(2,719,457)	(2,738,520)
Closing funding surplus / (deficit)		**21,691**	**4,676,906**	**4,001,200**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(4,018,681)	(3,341,777)	(3,360,839)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings		93,466	145,402	145,402
Add: Current liabilities covered by funds held in reserve account				
- Current portion of employee benefit provisions		474,196	474,196	476,917
- Current portion of other provisions		15,701	2,722	0
Total adjustments to net current assets	2(a)	**(3,435,318)**	**(2,719,457)**	**(2,738,520)**

(c) Amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 July 2026	YTD Actual 31 July 2026
	$	$	$
Less: Profit on asset disposals	(101,465)	(7,545)	(7,545)
Add: Loss on disposal of assets	26,372	0	0
Add: Depreciation	7,051,765	597,014	0
Movement in current liabilities associated funds held in reserve account:			
- Employee benefit provisions	15,701	(39,320)	0
Non-cash movements in non-current assets and liabilities:			
- Pensioner deferred rates	0	(48,177)	0
Total amounts excluded from operating activities	**6,992,373**	**501,972**	**(7,545)**

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

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 2026-27 year is $10,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Interest revenue Reserve $14,062 and Municipal $4,549 Interest higher than expected.	**17,319**	**91.08%**	▲
Other revenue Containers for Change $21,667 lower than expected.	**(21,736)**	**(50.79%)**	▼
Expenditure from operating activities			
Employee costs Adjustment of $86,590 for accrued salaries & wages relating to prior year. Positions not backfilled when staff in acting positions.	**143,476**	**24.83%**	▲
Materials and contracts Valuation Expenses $14,765, higher due to prior year UV Valuations expensed in July. Road Mtc contracts $16,551 & Subcriptions $8,280 higher than expected. Plant Licences $10,796 incorrectly allocated to contracts.	**52,597**	**13.74%**	▲
Utility charges Standpipe Water $6,189, Street Lighting $8,188, Forrest Oval Convention Centre Gas $5,000 lower than expected. All Water & Electricity consumption lower than expected.	**28,437**	**61.48%**	▲
Depreciation Depreciation not run to date as Asset Register is yet to be rolled over to 26/27, This will occur after the annual audit.	**597,014**	**100.00%**	▲
Amounts excluded from operating activities Depreciation not run to date as Asset Register is yet to be rolled over to 26/27, This will occur after the annual audit.	**(509,517)**	**(101.50%)**	▼
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Main Roads WA Regional Road Group funding $266,397 and Blackspot funding $53,386, first 40% claims not submitted in July.	**(300,786)**	**(94.06%)**	▼
Outflows from investing activities			
Acquisition of property, plant and equipment Town Hall Building $30,029 & Swimming Pool Stage One $29,100 lower than expected.	**58,006**	**45.59%**	▲
Acquisition of infrastructure Backup Power Generator $54,617, CBD Upgrade $24,580, Heritage Trails $25,000 and Light Industrial Area project $7,400 lower than expected.	**102,695**	**76.29%**	▲
Outflows from financing activities			
Transfer to reserves Reserve Interest higher than expected as term deposits were established with monthly interest. Generally interest is received on maturity.	**(19,062)**		▼
Surplus or deficit after imposition of general rates Due to variances described above	**555,251**	**16.11%**	▲

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 JULY 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$4.29 M	$4.29 M	$4.68 M	$0.39 M
Closing	$0.02 M	$3.45 M	$4.00 M	$0.56 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$10.20 M	% of total
Unrestricted Cash	$6.84 M	67.1%
Restricted Cash	$3.36 M	32.9%

Refer to 3 - Cash and Financial Assets

Payables

	$1.38 M	% Outstanding
Trade Payables	$0.71 M	
0 to 30 Days		70.2%
Over 30 Days		29.9%
Over 90 Days		12.6%

Refer to 9 - Payables

Receivables

	$0.85 M	% Collected
Rates Receivable	$1.04 M	1.4%
Trade Receivable	$0.85 M	% Outstanding
Over 30 Days		47.8%
Over 90 Days		14.2%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.42 M)	($0.91 M)	($0.59 M)	$0.33 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$0.00 M	% Variance
YTD Budget	$0.00 M	0.0%

Grants and Contributions

YTD Actual	$0.30 M	% Variance
YTD Budget	$0.27 M	9.9%

Refer to 12 - Grants and Contributions

Fees and Charges

YTD Actual	$0.02 M	% Variance
YTD Budget	$0.02 M	13.0%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($3.02 M)	$0.07 M	($0.07 M)	($0.14 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.01 M	%
Adopted Budget	$0.41 M	(96.5%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$0.03 M	% Spent
Adopted Budget	$4.38 M	(99.3%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$0.02 M	% Received
Adopted Budget	$3.27 M	(99.4%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.82 M)	$0.00 M	($0.02 M)	($0.02 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.00 M
Interest expense	$0.00 M
Principal due	$0.56 M

Refer to 10 - Borrowings

Reserves

Reserves balance	$3.36 M
Net Movement	$0.02 M

Refer to 4 - Cash Reserves

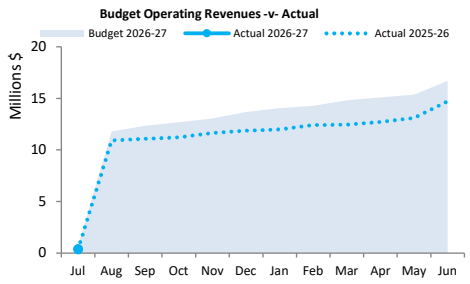
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

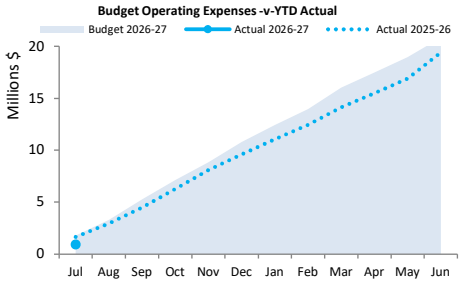
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

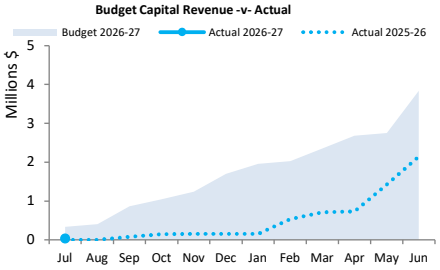


OPERATING EXPENSES

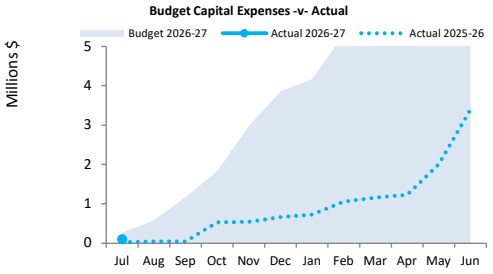


INVESTING ACTIVITIES

CAPITAL REVENUE

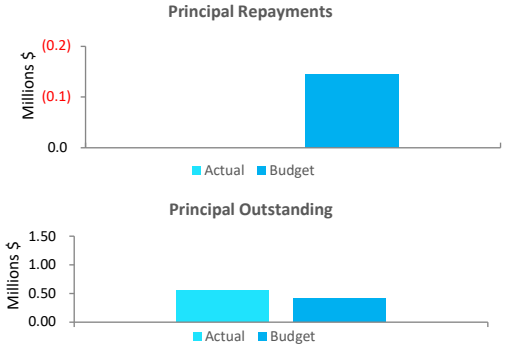


CAPITAL EXPENSES

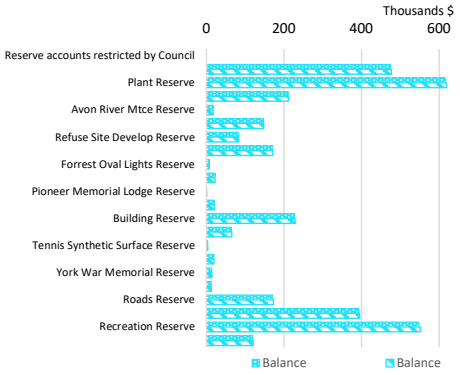


FINANCING ACTIVITIES

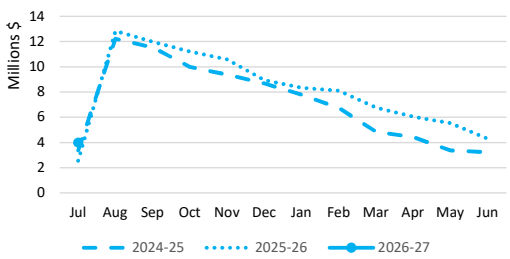
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

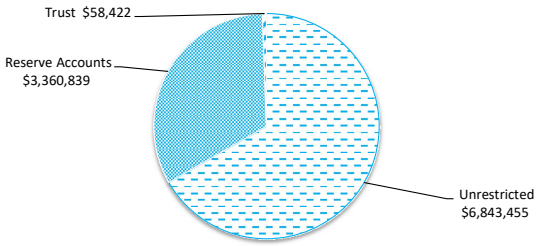
3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on Hand	Cash and cash equivalents	6,330	0	6,330	0		Nil	On Hand
Muni Bank	Cash and cash equivalents	1,749,981	0	1,749,981	0	Bendigo	Nil	Cheque Acc.
Westpac Flexi	Cash and cash equivalents	37,372	0	37,372	0	Westpac	Variable	N/A
AMP Business Saver	Cash and cash equivalents	26	0	26	0	AMP	Variable	N/A
Westpac - LIA Term Deposit	Financial assets at amortised cost	2,576,668	0	2,576,668	0	Westpac	5.32%	20/12/2026
Westpac - LIA Term Deposit	Cash and cash equivalents	500,000	0	500,000	0	Westpac	5.19%	24/09/2026
NAB - Term Deposit	Cash and cash equivalents	1,510,465	0	1,510,465	0	NAB	4.10%	26/08/2026
Trust Bank	Cash and cash equivalents	339,512	0	339,512	0	Bendigo	Nil	Cheque Acc.
Trust Bank	Cash and cash equivalents	0	0	0	58,422	Bendigo	Nil	Cheque Acc.
Bendigo Trust Term Deposit	Financial assets at amortised cost	39,765	0	39,765	0	Bendigo	4.40%	29/01/2027
Bendigo Trust Term Deposit	Financial assets at amortised cost	37,306	0	37,306	0	Bendigo	4.40%	29/01/2027
Bendigo Trust Term Deposit	Financial assets at amortised cost	46,030	0	46,030	0	Bendigo	4.40%	29/01/2027
Reserves Bank	Cash and cash equivalents	0	597,688	597,688	0	Bendigo	Variable	N/A
Reserves Term Deposits	Financial assets at amortised cost	0	1,074,504	1,074,504	0	Westpac	5.61%	08/06/2027
Reserves Term Deposits	Cash and cash equivalents	0	647,707	647,707	0	Westpac	5.41%	21/04/2027
Reserves Term Deposits	Financial assets at amortised cost	0	1,040,940	1,040,940	0	Westpac	5.51%	20/06/2027
Total		**6,843,455**	**3,360,839**	**10,204,294**	**58,422**			
Comprising								
Cash and cash equivalents		4,143,686	1,245,395	5,389,081	58,422			
Financial assets at amortised cost - Term Deposits		2,699,769	2,115,444	4,815,213	0			
		6,843,455	**3,360,839**	**10,204,294**	**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 JULY 2026

4 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by Council								
Leave Reserve	474,196	15,701	0	489,897	474,196	2,721	0	476,917
Plant Reserve	615,513	70,380	0	685,893	615,513	3,532	0	619,045
Land & Infrastructure Reserve	210,313	44,233	0	254,546	210,313	1,207	0	211,520
Avon River Mtce Reserve	16,884	559	0	17,443	16,884	97	0	16,981
Industrial Land Reserve	146,673	4,856	0	151,529	146,673	842	0	147,515
Refuse Site Develop Reserve	82,655	2,737	0	85,392	82,655	474	0	83,129
Centennial Gardens Reserve	170,919	5,659	0	176,578	170,919	980	0	171,899
Forrest Oval Lights Reserve	6,743	223	0	6,966	6,743	39	0	6,782
Bowls Synthetic Surface Reserve	22,376	741	0	23,117	22,376	128	0	22,504
Pioneer Memorial Lodge Reserve	583	19	0	602	583	4	0	587
Carparking Reserve	20,383	675	0	21,058	20,383	117	0	20,500
Building Reserve	227,503	152,533	0	380,036	227,503	1,305	0	228,808
Disaster Reserve	64,883	2,148	0	67,031	64,883	372	0	65,255
Tennis Synthetic Surface Reserve	3,453	114	0	3,567	3,453	20	0	3,473
Tied Grant Funds Reserve	19,557	0	0	19,557	19,557	0	0	19,557
York War Memorial Reserve	13,791	457	0	14,248	13,791	79	0	13,870
Greenhills Townsite Development Reserve	12,281	407	0	12,688	12,281	71	0	12,352
Roads Reserve	171,709	5,685	0	177,394	171,709	985	0	172,694
Swimming Pool Reserve	393,459	327,663	0	721,122	393,459	2,257	0	395,716
Recreation Reserve	547,903	18,141	(150,000)	416,044	547,903	3,143	0	551,046
Bridge Reserve	120,000	123,973	0	243,973	120,000	689	0	120,689
York 2031 Bicentenary Reserve	0	50,000	0	50,000	0	0	0	0
	3,341,777	**826,904**	**(150,000)**	**4,018,681**	**3,341,777**	**19,062**	**0**	**3,360,839**

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Land	25,000	0	0	0
Buildings - non-specialised	1,005,579	80,029	20,900	(59,129)
Furniture and equipment	230,000	0	0	0
Plant and equipment	1,066,619	47,200	48,323	1,123
Acquisition of property, plant and equipment	**2,327,198**	**127,229**	**69,223**	**(58,006)**
Infrastructure - roads	2,741,677	20,000	16,327	(3,673)
Infrastructure - drainage	0	0	41	41
Infrastructure - footpaths	145,000	0	0	0
Infrastructure - other	1,488,787	114,617	15,554	(99,063)
Acquisition of infrastructure	**4,375,464**	**134,617**	**31,922**	**(102,695)**
Total capital acquisitions	**6,702,662**	**261,846**	**101,145**	**(160,701)**
Capital Acquisitions Funded By:				
Capital grants and contributions	3,267,805	319,783	18,997	(300,786)
Other (disposals & C/Fwd)	414,000	14,545	14,545	0
Recreation Reserve	150,000	0	0	0
Contribution - operations	2,870,857	(72,482)	67,603	140,085
Capital funding total	**6,702,662**	**261,846**	**101,145**	**(160,701)**

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
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5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

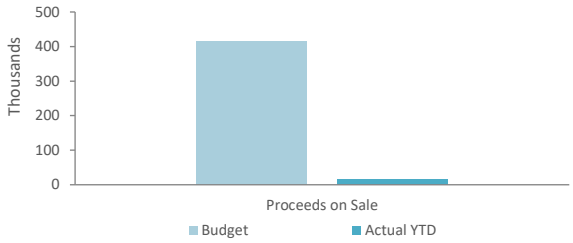
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

	Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		$	$	$	$
042339	Administration Vehicles	192,119	0	0	0
043142	Furniture & Equipment Admin	230,000	0	0	0
053035	Ranger Vehicle Purchase Capital	47,200	47,200	48,323	(1,123)
053304	Law, Order Infrastructure - CCTV	18,500	0	0	0
053306	Backup Power Generator Upgrade	226,262	54,617	0	54,617
068302	PML Building Capital	28,140	0	0	0
101371	Waste Management - Tyre Recyling Shed	132,410	0	0	0
109389	CBD Upgrade	425,000	25,000	420	24,580
112302	Swimming Pool Capital (Stage 1) - Buildings	650,000	50,000	20,900	29,100
113029	Town Hall Building	195,029	30,029	0	30,029
113314 / Job 331401	Candice Bateman Park - Infrastructure	49,152	0	7,485	(7,485)
113335	Heritage Trails Infrastructure	467,897	25,000	0	25,000
113346	Off Road Vehicle Track Infrastructure	205,476	0	15	(15)
122400 / Job 700117	Roads to Recovery - York Tammin Road	0	0	322	(322)
122400 / Job 70101	Roads to Recovery - Mokine Road	125,000	0	0	0
122400 / Job 70141	Roads to Recovery - Wambyn Road	35,000	0	0	0
122400 / Job 70381	Roads to Recovery - Cubbine Road	28,000	0	0	0
122400 / Job 70921	Roads to Recovery - Tenth Road	28,000	0	0	0
122400 / Job 70961	Roads to Recovery - Centennial Drive	30,000	0	0	0
122400 / Job 71001	Roads to Recovery - Bird Street	32,000	0	0	0
122400 / Job 71111	Roads to Recovery - Scarpia Street	32,000	0	0	0
122400 / Job 71271	Roads to Recovery - Howick Street	32,000	0	0	0
122400 / Job 71411	Roads to Recovery - River Street	8,000	0	0	0
122400 / Job 71671	Roads to Recovery - Mansfield Street	31,000	0	0	0
122400 / Job 71811	Roads to Recovery - Macartney Street Reconstruction	325,000	0	0	0
122400 / Job 72151	Roads to Recovery - Plaudit Street	22,000	0	0	0
122400 / Job 724501	Roads to Recovery - Red Swamp Place	75,000	0	1,600	(1,600)
122401 / Job 700611	RRG - Quellington Road	998,240	0	1,805	(1,805)
122403 / Job 2098	Footpath - Broome Street	44,615	0	0	0
122403 / Job 2142	Footpath - Glebe Street	64,135	0	0	0
122403 / Job 2152	Footpath - Railway Street	36,250	0	0	0
122407 / Job 71502	Greenhills Road	476,700	0	0	0
122411 / Job 718101	Macartney Street Drainage	0	0	41	(41)
122416	Light Industrial Area - Capex	463,737	20,000	12,600	7,400
123804	EV Charging Station	96,500	10,000	7,634	2,366
127304	Plant Purchases Capital	827,300	0	0	0
146303	Land Purchase & Development	25,000	0	0	0

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

6 DISPOSAL OF ASSETS

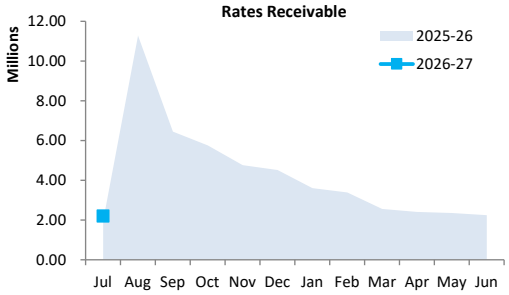
Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
12051	P161 - Isuzu 7T Side Tipper	29,000	68,182	39,182	0	0	0	0	0
12134	P152 - Hino 700S 11T Side Tipper	64,150	70,000	5,850	0	0	0	0	0
12180	P157 - Truck Dual Cab	13,000	22,000	9,000	0	0	0	0	0
12219	P150 - Gianni Ferrari Mower	23,989	7,000	0	(16,989)	0	0	0	0
12177	P125 - Rough Terrain (EWP)	14,500	30,000	15,500	0	0	0	0	0
12226	P175 - Ford Ranger Dual Cab 4x4 (R	16,152	22,000	5,848	0	0	0	0	0
12248	P136 - Isuzu D-Max Spray Ute	25,927	30,000	4,073	0	0	0	0	0
12246	P163 - Isuzu Space Cab	22,024	28,000	5,976	0	0	0	0	0
12231	P176 - Ford TR Van	14,946	20,000	5,054	0	0	0	0	0
12200	P138 - Isuzu D-Max (Ranger Ute)	7,000	14,545	7,545	0	7,000	14,545	7,545	0
12243	P173 - Mazda CX5 (EMIDS)	23,257	22,273	0	(984)	0	0	0	0
82	P183 - MF ZS1 (FM)	20,060	15,000	0	(5,060)	0	0	0	0
12385	P165 - Mazda CX8 (EMCCS)	28,339	25,000	0	(3,339)	0	0	0	0
12386	P140 - Outback (CEO)	36,563	40,000	3,437	0	0	0	0	0
		338,907	**414,000**	**101,465**	**(26,372)**	**7,000**	**14,545**	**7,545**	**0**



SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

7 RECEIVABLES

Rates receivable	30 Jun 2026	31 Jul 2026
	$	$
Opening arrears previous year	2,022,534	2,043,756
Levied this year	8,920,131	0
Less - collections to date	(8,898,909)	(28,990)
Gross rates collectable	**2,043,756**	**2,014,766**
Allowance for impairment of rates receivable	(976,500)	(976,500)
Net rates collectable	**1,067,256**	**1,038,266**
% Collected	81.3%	1.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(4,535)	264,172	95,841	71,144	70,818	497,440
Percentage	(0.9%)	53.1%	19.3%	14.3%	14.2%	
Balance per trial balance						
Sundry Debtors	(4,535)	264,172	95,841	71,144	70,818	497,440
Other receivables	0	142,890	0	0	0	142,890
GST receivable	0	155,233	0	0	0	155,233
Receivables for employee related p	0	51,976	0	0	0	51,976
Other Receivables - Accrued Debtc	0	(26)	0	0	0	(26)
Total receivables general outstanding						**847,513**

Amounts shown above include GST (where applicable)

KEY INFORMATION

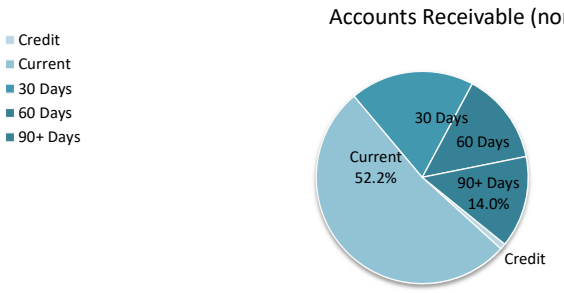
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 JULY 2026

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 July 2026
	$	$	$	$
Financial assets at amortised cost - term deposits	4,815,213	0	0	4,815,213
Inventory				
Fuel	8,860	12,534	0	21,394
Other assets				
Contract assets	320,616	0	0	320,616
Total other current assets	**5,144,689**	**12,534**	**0**	**5,157,223**

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.

Contract assets
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

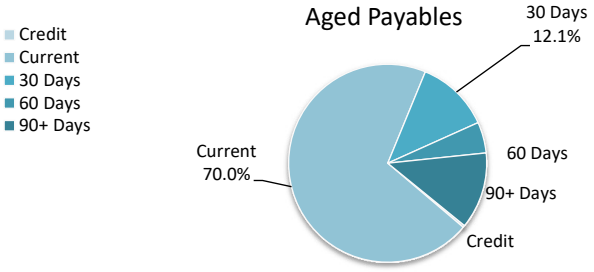
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	(2,280)	478,970	82,557	34,529	85,425	679,201
Percentage	(0.3%)	70.5%	12.2%	5.1%	12.6%	
Balance per trial balance						
Sundry creditors	(2,280)	478,970	82,557	34,529	85,425	707,439
Receipts in Advance - Excess Rates	0	213,625	0	0	0	213,625
Bonds and Deposits	0	458,489	0	0	0	458,489
Total payables general outstanding						**1,379,553**

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 JULY 2026

10 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Forrest Oval Stage 1	62	499,152	0	0	0	(87,846)	499,152	411,306	3,162	(33,885)
Forrest Oval Stage 2	63	22,484	0	0	0	(22,484)	22,484	0	170	(881)
Forrest Oval Stage 3	64	35,072	0	0	0	(35,072)	35,072	0	265	(1,387)
Total		**556,708**	**0**	**0**	**0**	**(145,402)**	**556,708**	**411,306**	**3,597**	**(36,153)**
Current borrowings		145,402					145,402			
Non-current borrowings		411,306					411,306			
		556,708					**556,708**			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2026	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 July 2026
		$	$	$	$	$
Other liabilities						
Capital grant/contributions liabilities		3,514,799	0	0	0	3,514,799
Total other liabilities		3,514,799	0	0	0	3,514,799
Employee Related Provisions						
Provision for annual leave		419,109	0	0	0	419,109
Provision for long service leave		187,699	0	0	0	187,699
Provision for Sick Leave		45,801	0	0	0	45,801
Total Provisions		652,609	0	0	0	652,609
Total other current liabilities		**4,167,408**	**0**	**0**	**0**	**4,167,408**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

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
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12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2026	Current Liability 31 Jul 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
Grant Funds (Untied)	0	0	0	0	0	257,810	0	0
Grant Local Road (Untied)	0	0	0	0	0	102,906	0	0
LGGS Grants	0	0	0	0	0	61,320	15,330	15,330
Australia Day Council	0	0	0	0	0	15,000	0	0
NAIDOC Week	0	0	0	0	0	4,000	0	0
Government Grants - Waugal Rises Project	15,822	0	0	15,822	0	15,822	0	0
Government Grants - CITS Book Grant Project	17,271	0	0	17,271	0	17,271	0	0
Other Grants - Street Lighting	0	0	0	0	0	10,120	0	0
Grant MRWA - Direct	0	0	0	0	0	249,087	249,087	249,087
Grants - Tourism - NVW Grant	0	0	0	0	0	0	0	31,572
York CRC Charges Other Tax Supply (13)	0	0	0	0	0	3,000	3,000	0
	33,093	**0**	**0**	**33,093**	**0**	**736,336**	**267,417**	**295,989**
Contributions								
Rates Debt Recovery Taxable (3)	0	0	0	0	0	50,000	4,167	0
Charges Other Non Tax Supply (03)	0	0	0	0	0	120	10	0
Reimbursements Non Taxable - Welfare (08)	0	0	0	0	0	100	0	0
Reimbursements - Advertising (10)	0	0	0	0	0	750	23	0
Donations Heritage (11)	0	0	0	0	0	150	0	7
York CRC Charges Other Tax Supply (13)	0	0	0	0	0	0	0	2,515
	0	**0**	**0**	**0**	**0**	**51,120**	**4,200**	**2,522**
TOTALS	**33,093**	**0**	**0**	**33,093**	**0**	**787,456**	**271,617**	**298,511**

SHIRE OF YORK
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FOR THE PERIOD ENDED 31 JULY 2026

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2026	Current Liability 31 Jul 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
Government Grant (LAW) - DFES Disaster Ready	17,742	0	0	17,742	17,742	86,050	0	0
Government Grant (LAW) - Crime Prevention CCTV	0	0	0	0	0	18,500	0	0
Government Grants - Crime Prevention	0	0	0	0	0	0	0	18,997
Grants Capital (SAN) - Tyre Drop & Roll	0	0	0	0	0	75,000	0	0
Grants- Other (OCA) - CBD Park Upgrade	100,000	0	0	100,000	100,000	200,000	0	0
Grant Town Hall Heritage	176,529	0	0	176,529	176,529	195,029	0	0
Recreation Grants - Taxable- Lotterywest Trails	34,893	0	0	34,893	34,893	194,915	0	0
Recreation Grants - Taxable - DLGSC ORV	42,892	0	0	42,892	42,892	104,492	0	0
Grants - EV Charger	0	0	0	0	0	31,964	0	0
Road to Recovery - Grants	0	0	0	0	0	926,963	0	0
Grant - RRG - Roads	0	0	0	0	0	665,993	266,397	0
Grant Govt - Black Spot Funding	45,913	0	0	45,913	45,913	305,162	53,386	0
Light Industrial Area - Grants	3,063,737	0	0	3,063,737	3,063,737	463,737	0	0
	3,481,706	**0**	**0**	**3,481,706**	**3,481,706**	**3,267,805**	**319,783**	**18,997**

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

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 2026	Amount Received	Amount Paid	Closing Balance 31 July 2026
	$	$	$	$
Cash in Lieu - Public Open Space	58,422	0	0	**58,422**
	58,422	**0**	**0**	**58,422**

SY098-09/26 INVESTMENTS - AUGUST 2026

File Number:	**4.12043**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Temporary Executive Manager Corporate Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Investment Register - August 2026 ⇩**

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

Details of the Shire's current term deposits and bank balances are presented in Appendix 1.

There was one (1) maturing Municipal investment, that that were reinvested with National Australia Bank Ltd as follows:

- (NAB TD LC 326457) the principal and interest balance of $1,515,554.82 was reinvested for thirty (30) days at 4.10%.

2026/27 Year to Date (YTD) Municipal interest totalling $10,529.82 has been received as at 31 August 2026.

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER

Consultative

Standard and Poor's Australia - Global Credit Ratings

Financial institutions

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

The Shire's public finances are sustainable in the short and long-term.

Policy Related

F4 Investment

Delegation 1.1.19 - Power to Invest and Manage Investments

Financial

Revenue from investments is a funding source for the Shire and assists in maintaining the value of reserve funds. Policies and procedures are in place to ensure appropriate, responsible, and accountable measures protect the Shire's funds.

Legal and Statutory

Section 6.14 of the *Local Government Act 1995* is applicable and states:

"6.14. Power to invest

(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

(2) Regulations in relation to investments by local governments may —

(a) make provision in respect of the investment of money referred to in subsection (1); and

[(b) deleted]

(c) prescribe circumstances in which a local government is required to invest money held by it; and

(d) provide for the application of investment earnings; and

(e) generally provide for the management of those investments."

Regulations 19 and 19C of the *Local Government (Financial Management) Regulations 1996* are applicable and state:

"19. Investments, control procedures for

(1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

(2) The control procedures are to enable the identification of —

(a) the nature and location of all investments; and

(b) the transactions related to each investment.

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

(1) In this regulation —

***authorised institution** means —*

(a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or

(b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;

***foreign currency** means a currency except the currency of Australia.*

(2) When investing money under section 6.14(1), a local government may not do any of the following —

(a) deposit with an institution except an authorised institution;

(b) deposit for a fixed term of more than 3 years;

(c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;

(d) invest in bonds with a term to maturity of more than 3 years;

(e) invest in a foreign currency."

Risk Related

Funds are invested with various financial institutions in accordance with the global credit framework outlined in the Shire's investment policy to reduce risk.

A review of Policy F4 – Investments was adopted by Council at its Ordinary Meeting held on 23 June 2026 (Resolution 150626).

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

MOTION

Moved: Cr Denese Smythe Seconded: Cr Monique Hutchinson

That, with regard to Investments - August 2026, Council:

1. Receives and notes the Shire of York Investment Portfolio, as presented in Appendix 1.

SHIRE OF YORK INVESTMENT PORTFOLIO
31 August 2026

Reference	Deposit Institution	S & P's	Investment Date	Maturity Date		Investment Value	% of total portfolio	Investment Rate	Value at maturity	Total Interest to be paid at maturity
MUNICIPAL - Interest Bearing NCDs/TDs										
LIA Funding	Westpac Banking Corp	AA-	Saturday, 20 June 2026	Sunday, 20 December 2026	**183**	2,576,668.49	26%	5.32%	2,645,395.65	**68,727.16**
LIA Funding	Westpac Banking Corp	AA-	Wednesday, 24 June 2026	Thursday, 24 September 2026	**92**	500,000.00	5%	5.19%	506,540.82	**6,540.82**
Muni	National Australia Bank	AA-	Wednesday, 26 August 2026	Friday, 25 September 2026	**30**	1,515,554.82	15%	4.10%	1,520,662.03	**5,107.21**
MUNICIPAL - Interest Bearing NCDs/TDs						**4,592,223.31**	**46%**	**4.87%**	**4,672,598.51**	**80,375.20**
MUNICIPAL - Other funds										
	Municipal Account 118630623	A-				2,056,094.43	21%	0.00%	2,056,094.43	**0.00**
Flex-i	Westpac	AA-				45,483.82	0%	0.15%	45,483.82	**0.00**
	AMP Business Saver	BBB+				26.12	0%	2.00%	26.12	**0.00**
MUNICIPAL - Other						**2,101,604.37**	**21%**		**2,101,604.37**	**0.00**
RESERVE - Interest Bearing NCDs/TDs										
	Westpac Banking Corp	AA-	Tuesday, 9 June 2026	Tuesday, 8 June 2027	**364**	1,074,503.84	11%	5.61%	1,134,618.36	**60,114.52**
	Westpac Banking Corp	AA-	Tuesday, 21 July 2026	Wednesday, 21 April 2027	**274**	647,707.03	6%	5.41%	674,011.74	**26,304.71**
	Westpac Banking Corp	AA-	Saturday, 20 June 2026	Sunday, 20 June 2027	**365**	1,040,939.51	10%	5.51%	1,098,295.28	**57,355.77**
RESERVE - Interest Bearing NCDs/TDs						**2,763,150.38**	**28%**	**5.51%**	**2,906,925.38**	**143,775.00**
RESERVE - Other funds										
	Reserve Acct 119521748	A-				19,202.09	0%	0.00%	19,202.09	**0.00**
RESERVE - Other						**19,202.09**	**0%**		**19,202.09**	**0.00**

TRUST - Interest Bearing NCDs/TDs										
T2/SUBDIVISIONS	Bendigo Bank	A-	Friday, 29 May 2026	Friday, 29 January 2027	**245**	39,764.79	0.40%	4.40%	40,939.21	**1,174.42**
T40 I/SECTIONS 2513	Bendigo Bank	A-	Friday, 29 May 2026	Friday, 29 January 2027	**245**	37,305.85	0.37%	4.40%	38,407.65	**1,101.80**
T77 C/OVERS 2514	Bendigo Bank	A-	Friday, 29 May 2026	Friday, 29 January 2027	**245**	46,030.14	0.46%	4.40%	47,389.61	**1,359.47**
TRUST - Interest Bearing NCDs/TDs						**123,100.78**	**1%**	**4.40%**	**126,736.47**	**3,635.69**
TRUST - Other funds										
	Trust Acct 118630649	A-				405,453.64	4%	0.00%	405,453.64	**0.00**
TRUST - Other						**405,453.64**	**4%**		**405,453.64**	**0.00**
TOTALS						**10,004,734.57**	**100%**	**4.93%**	**10,232,520.45**	**227,785.88**

Reconcilation

by rating	Value of Investments/Bank accounts	
AA-	7,400,857.51	**74%**
A-	2,603,850.94	**26%**
BBB+	26.12	**0%**
TOTAL	**10,004,734.57**	**100%**

Summary of Amounts

TD's by bank			Bank Accounts - Bendigo Bank	
Bendigo Bank	123,100.78	**2%**	Municipal	2,056,094.43
AMP Banking	0.00	**0%**	Reserve	19,202.09
National Australia Ban	1,515,554.82	**20%**	Trust	405,453.64
Westpac Banking Corp	5,839,818.87	**78%**	AMP Notice	26.12
			Westpac Flex-i	45,483.82
	7,478,474.47	**100%**	**31-Aug-26**	**$ 2,526,260.10**
			Total Cash	**10,004,734.57**

Interest Earnings			Total Cash by Fund	
Fund	**Adopted Budget**	**Year to Date Actual**	**Fund**	
Municipal	$ -	$ 10,529.82	Municipal	**6,693,827.68**
Reserve	$ -	$ 27,157.62	Reserve	**2,782,352.47**
Trust	$ -	$ -	Trust	**528,554.42**
Total	**$ -**	**$ 37,687.44**	**Total**	**10,004,734.57**

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

File Number:	**4.12043**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Temporary Executive Manager Corporate Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Business & Purchase Card Transactions - August 2026 ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

To present the list of payments made by authorised employees using credit, debit and other purchasing cards for the period 1 to 31 August 2026 (Appendix 1).

BACKGROUND

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* requires a list of payments made using credit, debit or other purchasing cards to be presented to Council at the next Ordinary Meeting of Council after the list has been prepared. Regulations prescribe the information to be contained in the report.

Where appropriate, Officers have been authorised to make payments using credit cards in accordance with the Finance Policy F6 – Corporate Credit Card Policy. The Chief Executive Officer (CEO) has authorised use of fuel cards for purchasing fuel to meet operational requirements. The list of payments made by authorised employees using transaction cards has been prepared for all payments made since the previous period reported.

COMMENTS AND DETAILS

Payments using credit, debit or other purchasing cards for the period 1 to 31 August 2026 total $3,713.79. Appendix 1 provides the detail required by legislation.

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 Corporate Credit Card Policy

Financial

There are no financial implications associated with this item. All payments have been made in accordance with provisions of the current budget, relevant policy requirements and authorisations.

Legal and Statutory

Local Government (Financial Management) Regulations 1996

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.

Risk Related

This item has been evaluated against the Shire's Risk Management Framework, Risk Assessment Matrix. If Council choose not to accept the Officers' recommendation this would present a compliance risk. The perceived level of risk is Moderate prior to treatment. Acceptance of the recommendation presented would reduce the risk to Minor.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

MOTION

Moved: Cr Denese Smythe Seconded: Cr Monique Hutchinson

That, with regard to List of Accounts Paid Using Transaction Cards for the Period 1 to 31 August 2026 Council:

1. **Receives the List of Accounts Paid Using Transaction Cards for the Period 1 to 31 August 2026 as presented in Appendix 1.**

MONTHLY LIST OF FUEL CARD TRANSACTIONS
August 2026

DATE	SUPPLIER	REGO	MODEL	ODOMETER	AMOUNT ($)
CARD: 5418 0780					
31/07/2026	Smiths Shell	1IZZ819	2026 Subaru Forester Touring AWD	2519	99.87
31/07/2026	Wex Australia	1IZZ819	2026 Subaru Forester Touring AWD		0.50
9/08/2026	Caltex Osborne Park	1IZZ819	2026 Subaru Forester Touring AWD	3149	20.01
10/08/2026	Smiths Shell	1IZZ819	2026 Subaru Forester Touring AWD	3270	103.84
10/08/2026	Wex Australia	1IZZ819	2026 Subaru Forester Touring AWD		0.50
18/08/2026	Smiths Shell	1IZZ819	2026 Subaru Forester Touring AWD	3849	102.21
18/08/2026	Wex Australia	1IZZ819	2026 Subaru Forester Touring AWD		0.50
28/08/2026	Smiths Shell	1IZZ819	2026 Subaru Forester Touring AWD	5056	98.83
28/08/2026	Wex Australia	1IZZ819	2026 Subaru Forester Touring AWD		0.50
					540.70
CARD: 5983 4647					
19/08/2026	Puma Energy York Roadhouse	1HVF884	2023 Mazda CX5 Auto AWD Wagon		97.13
					97.13
CARD: 8598 1586					
17/08/2026	S24 Sawyers Valley	1IYM923	2026 Mazda CX3	971	65.69
					65.69
CARD: 5260 5069					
9/08/2026	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON	66894	88.94
9/08/2026	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
19/08/2026	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON	67454	119.04
19/08/2026	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
22/08/2026	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON	67775	67.92
22/08/2026	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
27/08/2026	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON	68281	104.34
27/08/2026	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
30/08/2026	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON	68609	66.02
30/08/2026	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
					448.76
CARD: 6245 1553					
3/08/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	80445	1.88
3/08/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	80445	117.99
3/08/2026	Wex Australia	1ICQ468	MAZDA CX-8 SPORT AUTO		0.50
15/08/2026	Puma Energy York Roadhouse	1ICQ468	MAZDA CX-8 SPORT AUTO	81217	127.04
20/08/2026	Caltex Glen Forest	1ICQ468	MAZDA CX-8 SPORT AUTO	81795	132.56
29/08/2026	S24 Sawyers Valley	1ICQ468	MAZDA CX-8 SPORT AUTO	82724	117.54
					497.51
CARD: 7445 3878					
31/07/2026	Dunnings Northam	Y8804	MG ZS SEDAN	41113	83.46
31/07/2026	Wex Australia	Y8804	MG ZS SEDAN		0.50
12/08/2026	Dunnings Northam	Y8804	MG ZS SEDAN	41943	100.64
12/08/2026	Wex Australia	Y8804	MG ZS SEDAN		0.50
20/08/2026	Puma Energy York Roadhouse	Y8804	MG ZS SEDAN	42333	93.28
					278.38
				TOTAL	**1,928.17**

MONTHLY LIST OF BUSINESS CREDIT CARD TRANSACTIONS
August 2026

DATE	TRANSACTIONS	AMOUNT ($)
CARD: M203 Executive Manager Corporate & Community Services		
6/08/2026	Intuit Mailchip - E-newsletter	20.57
30/08/2026	Card fee	4.00
		24.57
CARD: M202 Executive Manager Infrastructure and Development Services		
7/08/2026	Windsocks Australia - Windsock for medivac assistance	599.86
14/08/2026	Adobe - Pro editing services subscription	419.89
15/08/2026	Landgate - Requisition notice of lease to Wheatbelt Regional Carriage Drivers Club	108.30
23/08/2026	Department of Water & Environmental Regulation - Freedom of information application	30.00
27/08/2026	Nesuto Mounts Bay	379.00
28/08/2026	Sydney Tools - Chemical anchor and equipment for Candice Bateman Park upgrades	220.00
30/08/2026	Card fee	4.00
		1,761.05
	TOTAL	**1,785.62**

TOTAL CARD PURCHASES	**$ 3,713.79**

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

File Number:	**4.12043**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Temporary Executive Manager Corporate Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Creditor Payments - August 2026 ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

To present the list of accounts paid by the Chief Executive Officer (CEO) under delegated authority for the period 1 to 31 August 2026 (Appendix 1).

BACKGROUND

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid to be presented to Council at the next Ordinary Meeting of Council after the list has been prepared.

Regulations prescribe the information to be contained in the report.

Under Delegation 1.1.17, Council has delegated to the CEO to make payments from the Municipal and Trust funds, and this function is also sub delegated to other officers, by the CEO as appropriate.

The schedule of accounts has been prepared for all payments of accounts made since the previous period reported.

COMMENTS AND DETAILS

The following is a summary of the accounts and payments made for the period 1 to 31 August 2026 and presented in detail at Appendix 1.

MUNICIPAL FUND	**AMOUNT ($)**
Electronic Payments (EFT 36567 – EFT 36731)	923,760.97
Cheque Payments (31965 - 31967)	8,608.90
Direct Debits	77,998.52
Sub Total	**1,010,368.39**
Payroll Net Salaries	268,698.27
Total - Municipal	**1,279,066.66**

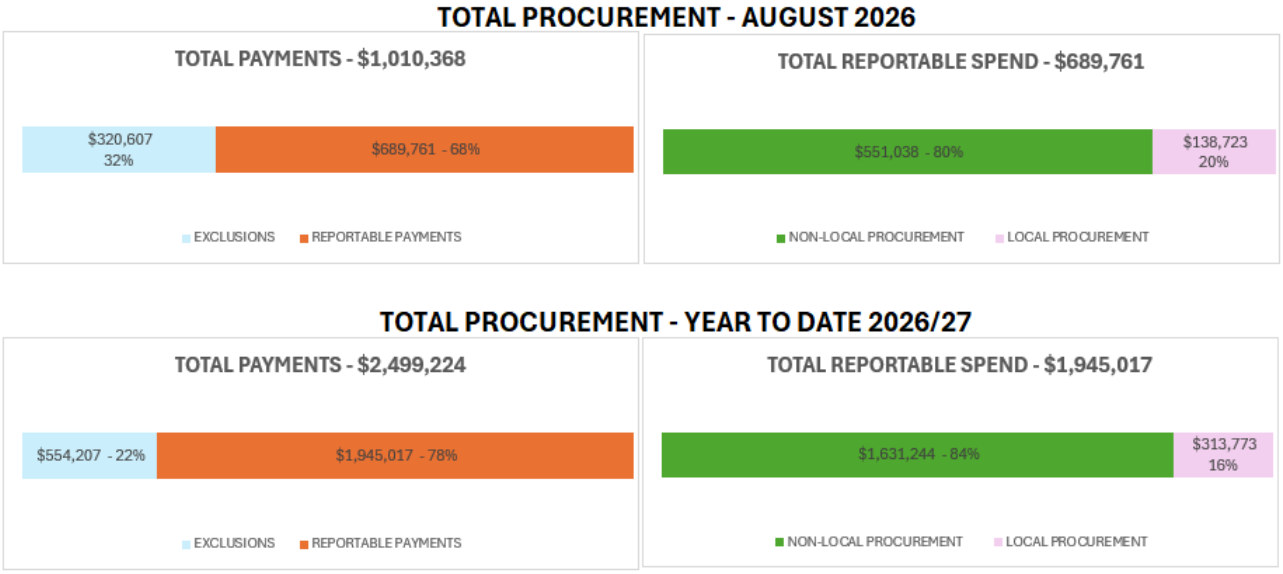
TRUST FUND

Electronic Funds Payments	0.00
Cheque Payments	0.00
Direct Debits Licensing	100,052.10
Total - Trust	**100,052.10**
TOTAL ACCOUNTS PAID	**1,379,118.76**

Appendix 1 does not include 'Payroll Net Salaries' or 'Direct Debits Licensing' as these transactions are recorded into the Shire's financial system (SynergySoft) through a general journal or receipting.

Local Procurement

To support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of August 2026, Officers report the following in relation to local procurement, noting that 20% of payments were made to local businesses by the end of August, with the year-to-date (YTD) figure standing at 16%.



The above figures provide an indication of the levels of local procurement as a percentage of reportable payments. It is important to note that in the development of the above tables, several exclusions apply and are not included in the reportable totals. These include, but are not limited to, payments made for the following:

1. Superannuation
2. Goods and Services Tax
3. Department of Fire and Emergency Services
4. Local Government Insurance Services
5. WA Local Government Association
6. WA Treasury Corporation
7. Office of the Auditor General
8. Utilities (Synergy, Telstra, Water Corporation)
9. Placement of Shire term deposits
10. Elected Member Allowances

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

F5 Authority to make payments from Trust and Municipal Funds

DL 1.1.17 Payments from the Municipal or Trust Funds

Financial

There are no financial implications associated with this item. All payments have been made in accordance with provisions of the current budget, relevant policy requirements and authorisations.

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."

Regulation 13 of the Local Government (Financial Management) Regulations 1996 is applicable and states:

"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.

(b) recorded in the minutes of the meeting at which it is presented."

Risk Related

This item has been evaluated against the Shire's Risk Management Framework and Risk Assessment Matrix. If Council choose not to accept the Officers' recommendation, this presents a compliance risk. The perceived level of risk is Moderate prior to treatment. Acceptance of the recommendation presented would reduce the risk to Minor.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

1. Receives the list of accounts totalling $1,379,118.76 as summarised below:

MUNICIPAL FUND	**AMOUNT ($)**
Electronic Payments (EFT 36567 – EFT 36731)	**923,760.97**
Cheque Payments (31965 - 31967)	**8,608.90**
Direct Debits	**77,998.52**
Sub Total	**1,010,368.39**
Payroll Net Salaries	**268,698.27**
Total - Municipal	**1,279,066.66**
TRUST FUND	
Electronic Funds Payments	**0.00**
Cheque Payments	**0.00**
Direct Debits Licensing	**100,052.10**
Total - Trust	**100,052.10**
TOTAL ACCOUNTS PAID	**1,379,118.76**

MOTION

Moved: Cr Denese Smythe Seconded: Cr Monique Hutchinson

That, with regard to the List of Payments made from the Municipal and Trust Funds for the Period 1 to 31 August 2026, Council

Debate occurred please see audio

RESOLUTION
180926

Moved: Cr Denese Smythe Seconded: Cr Monique Hutchinson

That, Council pass SY097-09/26, SY098-09/26, SY099-09/26 & SY100-09/26 as En Bloc, due to technical issues.

In Favour: **Crs Chris Gibbs, Denese Smythe, Monique Hutchinson and Kevin Pyke**

Against: **Cr Kevin Trent**

CARRIED 4/1

Date: 03/09/2026
Time: 3:44:37PM

Shire of York
LIST OF PAYMENTS AUGUST 2026

USER: Rebecca Adams
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
31965	11/08/2026	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 10/08/2026	1		2,565.90
INV CFC REIMBURS	10/08/2026	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 10/08/2026	1	2,565.90	
31966	20/08/2026	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 19/08/2026	1		2,949.70
INV CFC REIMBURS	19/08/2026	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 19/08/2026	1	2,949.70	
31967	27/08/2026	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 26/08/2026	1		3,093.30
INV CFC REIMBURS	26/08/2026	SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 26/08/2026	1	3,093.30	
EFT36567	05/08/2026	CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES JULY 2026	1		4,109.17
INV 31072026	31/07/2026	CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES JULY 2026	1	4,109.17	
EFT36568	05/08/2026	DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES JULY 2026	1		1,872.08
INV 31072026	31/07/2026	DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES JULY 2026	1	1,872.08	
EFT36569	05/08/2026	ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES JULY 2026	1		1,369.75
INV 31072026	31/07/2026	ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES JULY 2026	1	1,369.75	
EFT36570	05/08/2026	KEVIN PYKE	ELECTED MEMBER ALLOWANCES JULY 2026	1		1,369.75
INV 31072026	31/07/2026	KEVIN PYKE	ELECTED MEMBER ALLOWANCES JULY 2026	1	1,369.75	
EFT36571	05/08/2026	KEVIN RICHARD TRENT	ELECTED MEMBERS ALLOWANCES JULY 2026	1		1,369.75
INV 31072026	31/07/2026	KEVIN RICHARD TRENT	ELECTED MEMBERS ALLOWANCES JULY 2026	1	1,369.75	
EFT36572	05/08/2026	LESCHENAULT PRESS	PUBLISHING DR MARION KICKETT'S BOOK ABOUT YORK RESERVE - INSTALLMENT 2	1		7,287.50
INV LPYS27014	03/08/2026	LESCHENAULT PRESS	PUBLISHING DR MARION KICKETT'S BOOK ABOUT YORK RESERVE - INSTALLMENT 2	1	7,287.50	
EFT36573	05/08/2026	MELISSA DIANNE WELSH	ELECTED MEMBER ALLOWANCES JULY 2026	1		1,369.75
INV 31072026	31/07/2026	MELISSA DIANNE WELSH	ELECTED MEMBER ALLOWANCES JULY 2026	1	1,369.75	
EFT36574	05/08/2026	MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES JULY 2026	1		1,369.75
INV 31072026	31/07/2026	MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES JULY 2026	1	1,369.75	
EFT36575	11/08/2026	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	DISTILLATE - DEPOT	1		22,101.84

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INV 811131	05/08/2026	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	DISTILLATE - DEPOT	1	22,101.84	
EFT36576	12/08/2026	WATER CORPORATION OF WA	WATER USAGE 15/05/2026-14/07/2026 AND SERVICE CHARGES 01/07/2026-31/08/2026 - MANNAVALE ROAD STANDPIPE	1		1,138.21
INV 90 07951 69 4	15/07/2026	WATER CORPORATION OF WA	WATER USAGE 15/05/2026-14/07/2026 AND SERVICE CHARGES 01/07/2026-31/08/2026 - MANNAVALE ROAD STANDPIPE	1	707.49	
INV 90 07879 10 0	22/07/2026	WATER CORPORATION OF WA	WATER USAGE 21/05/2026-21/07/2026 - CEMETERY	1	430.72	
EFT36577	13/08/2026	ADAM STEEL	REFUND OF KERB BOND LOT 114 (8) DURABLE STREET, YORK - RECEIPT #278636 - PAID ON 19/06/2025	1		1,500.00
INV T4	12/08/2026	ADAM STEEL	REFUND OF KERB BOND LOT 114 (8) DURABLE STREET, YORK - RECEIPT #278636 - PAID ON 19/06/2025	1	1,500.00	
EFT36578	13/08/2026	ANDREA FLINT	PURCHASE OF ABORIGINAL ARTWORK FOR SHIRE ART COLLECTION	1		3,315.00
INV 310726	30/07/2026	ANDREA FLINT	PURCHASE OF ABORIGINAL ARTWORK FOR SHIRE ART COLLECTION	1	3,315.00	
EFT36579	13/08/2026	AUDREY NETTLE	PANTECHNICA GALLERY STORYTELLER RESIDENCY DAY	1		483.50
INV 1	04/08/2026	AUDREY NETTLE	PANTECHNICA GALLERY STORYTELLER RESIDENCY DAY	1	307.50	
INV 2	04/08/2026	AUDREY NETTLE	TRAVEL ALLOWANCE FOR ARTISTS AND STORYTELLERS - NAIDOC EXHIBITION OPENING	1	176.00	
EFT36580	13/08/2026	AUSTRALIAN MUSEUMS AND GALLERIES ASSOCIATION WA (AMAGA WA)	AMAGA ORGANISATION MEMBERSHIP 01/08/2026-31/07/2027	1		268.00
INV 7214	25/06/2026	AUSTRALIAN MUSEUMS AND GALLERIES ASSOCIATION WA (AMAGA WA)	AMAGA ORGANISATION MEMBERSHIP 01/08/2026-31/07/2027	1	268.00	
EFT36581	13/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		269.00
INV 163	06/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 163	06/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 163	06/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 163	06/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 163	06/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 163	06/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	

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INV 163	06/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		21.50	
INV 163	06/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 163	06/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 163	06/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
EFT36582	13/08/2026	AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 04/08/2026	1		36,002.00
INV PAYG PPE 04/(	06/08/2026	AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 04/08/2026	1	36,002.00	
EFT36583	13/08/2026	AVON MIDLAND COUNTRY ZONE WALGA	WHEATBELT FORUM GENERAL REGISTRATIONS FOR COUNCILLORS AND STAFF	1		650.00
INV WF26 14	31/07/2026	AVON MIDLAND COUNTRY ZONE WALGA	WHEATBELT FORUM GENERAL REGISTRATIONS FOR COUNCILLORS AND STAFF	1	650.00	
EFT36584	13/08/2026	AVON VALLEY TYRE SERVICE	30,000 KM SERVICE ON ISUZU 3T TIPPER - P155	1		1,959.48
INV INV 1616	08/07/2026	AVON VALLEY TYRE SERVICE	30,000 KM SERVICE ON ISUZU 3T TIPPER - P155	1	1,231.11	
INV INV 1681	24/07/2026	AVON VALLEY TYRE SERVICE	COMPLETED 30,000 KM SERVICE ON ISUZU UTE - P169	1	728.37	
EFT36585	13/08/2026	AVON WASTE	GENERAL WASTE AND RECYCLING SERVICES	1		31,454.29
INV 77037	29/05/2026	AVON WASTE	EMPTY AND RETURN OF MATTESS HOOK BIN - 11 MAY 2026	1	770.00	
INV 78113	24/07/2026	AVON WASTE	GENERAL WASTE AND RECYCLING SERVICES	1	29,703.75	
INV 78114	24/07/2026	AVON WASTE	MONTHLY RENTAL OF HOOK BIN - JULY 2026	1	138.07	
INV 78115	24/07/2026	AVON WASTE	SERVICE OF MATTRESS BIN	1	842.47	
EFT36586	13/08/2026	BELLISSIMO YORK	CATERING FOR JULY OCM	1		300.00
INV 378	09/08/2026	BELLISSIMO YORK	CATERING FOR JULY OCM	1	300.00	
EFT36587	13/08/2026	BLUE FORCE PTY LTD	IP AND GPRS COMMERCIAL ALARM MONITORING SERVICE JULY-SEPTEMBER 2026 - YRCC	1		275.78
INV 249950	01/07/2026	BLUE FORCE PTY LTD	IP AND GPRS COMMERCIAL ALARM MONITORING SERVICE JULY-SEPTEMBER 2026 - YRCC	1	275.78	
EFT36588	13/08/2026	BOC GASES	GAS AND CONTAINER RENT 26/08/2026-28/07/2026	1		43.31
INV 5006936947	29/07/2026	BOC GASES	GAS AND CONTAINER RENT 26/08/2026-28/07/2026	1	43.31	
EFT36589	13/08/2026	BUSH CONTRACTING	FLOAT BOMAG ROLLER FROM GWAMBYGINE AREA TO MILLS ROAD - P179	1		396.00
INV INV 0757	01/08/2026	BUSH CONTRACTING	FLOAT BOMAG ROLLER FROM GWAMBYGINE AREA TO MILLS ROAD - P179	1	396.00	

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EFT36590	13/08/2026	CITY OF KALAMUNDA	BUILDING SERVICES ONBOARDING INTO KALAMUNDA SYSTEMS	1		500.00
INV 39191	13/07/2026	CITY OF KALAMUNDA	BUILDING SERVICES ONBOARDING INTO KALAMUNDA SYSTEMS	1	500.00	
EFT36591	13/08/2026	CLASSIC HOME & GARAGE INNOVATIONS	REFUND OF KERB BOND LOT 2 (56) SUBURBAN ROAD, YORK - RECEIPT #279458 - PAID ON 12/08/2025	1		1,500.00
INV T4	12/08/2026	CLASSIC HOME & GARAGE INNOVATIONS	REFUND OF KERB BOND LOT 2 (56) SUBURBAN ROAD, YORK - RECEIPT #279458 - PAID ON 12/08/2025	1	1,500.00	
EFT36592	13/08/2026	CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE CHARGES JULY 2026 - ADMIN	1		304.76
INV 1014884121	03/08/2026	CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE CHARGES JULY 2026 - ADMIN	1	304.76	
EFT36593	13/08/2026	D & A PLUMBING & GAS SERVICES	CLEARED BLOCKAGE AT AVON PARK DISABILITY TOILET	1		132.00
INV 3761249477	28/07/2026	D & A PLUMBING & GAS SERVICES	CLEARED BLOCKAGE AT AVON PARK DISABILITY TOILET	1	132.00	
EFT36594	13/08/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL REIMBURSEMENT FOR JULY 2026	1		1,288.48
INV T6	12/08/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL REIMBURSEMENT FOR JULY 2026	1	1,288.48	
EFT36595	13/08/2026	EV CHARGING SYSTEMS PTY LTD	WESTERN POWER NEW PILLAR INSTALLATION - 9 HOWICK STREET	1		8,397.30
INV 941231	13/07/2026	EV CHARGING SYSTEMS PTY LTD	WESTERN POWER NEW PILLAR INSTALLATION - 9 HOWICK STREET	1	8,397.30	
EFT36596	13/08/2026	EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTING SERVICES MAY 2026	1		637.25
INV URP 4789	02/06/2026	EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTING SERVICES MAY 2026	1	637.25	
EFT36597	13/08/2026	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	AD BLUE - DEPOT	1		594.00
INV 803078	23/07/2026	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	AD BLUE - DEPOT	1	594.00	
EFT36598	13/08/2026	HAMES SHARLEY (WA) PTY LTD	CONCEPT DESIGN - YORK AQUATIC CENTRE	1		1,468.50
INV WA019256	28/07/2026	HAMES SHARLEY (WA) PTY LTD	CONCEPT DESIGN - YORK AQUATIC CENTRE	1	1,468.50	
EFT36599	13/08/2026	HEARTLANDS VET HOSPITAL	EUTHANASIA OF CAT	1		140.00
INV 3844323	20/07/2026	HEARTLANDS VET HOSPITAL	EUTHANASIA OF CAT	1	140.00	

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EFT36600	13/08/2026	IT VISION (READYTECH ON INVOICE)	IT VISION ANNUAL SUBSCRIPTION 2026-2027	1		81,481.50
INV INITV043036	30/04/2026	IT VISION (READYTECH ON INVOICE)	IT VISION ANNUAL SUBSCRIPTION 2026-2027	1	81,481.50	
EFT36601	13/08/2026	JASON SIGNMAKERS	MANUFACTURED INTERPRETIVE BIN PANELS AND GRAPHIC PRINTING	1		9,163.33
INV 57596	09/07/2026	JASON SIGNMAKERS	MANUFACTURED INTERPRETIVE BIN PANELS AND GRAPHIC PRINTING	1	9,163.33	
EFT36602	13/08/2026	JLT RISK SOLUTIONS PTY LTD	MARINE CARGO INSURANCE RENEWAL 30/06/2026-30/06/2027	1		346.50
INV 62 220230	06/07/2026	JLT RISK SOLUTIONS PTY LTD	MARINE CARGO INSURANCE RENEWAL 30/06/2026-30/06/2027	1	346.50	
EFT36603	13/08/2026	KLEENWEST DISTRIBUTORS	BATHROOM SUPPLIES - ADMIN, TOWN HALL, AVON PARK & HOWICK STREET TOILETS, DEPOT, YRCC	1		1,376.44
INV 126821	22/07/2026	KLEENWEST DISTRIBUTORS	BATHROOM SUPPLIES - ADMIN, TOWN HALL, AVON PARK & HOWICK STREET TOILETS, DEPOT, YRCC	1	1,171.56	
INV 127093	29/07/2026	KLEENWEST DISTRIBUTORS	ROLL DISPENSOR, BAMBOO WIPES - YRCC	1	204.88	
EFT36604	13/08/2026	KLK FARMS PTY LTD T/A JONLORRIE FARMS	GRAVEL - DEPOT, GOLDFIELDS ROAD, WALLABY ROAD	1		1,047.20
INV INV 0514	10/08/2026	KLK FARMS PTY LTD T/A JONLORRIE FARMS	GRAVEL - DEPOT, WALLABY ROAD, NORTHBOURNE ROAD	1	462.00	
INV INV 0515	10/08/2026	KLK FARMS PTY LTD T/A JONLORRIE FARMS	GRAVEL - DEPOT, GOLDFIELDS ROAD, WALLABY ROAD	1	585.20	
EFT36605	13/08/2026	LANDMARK PRODUCTS PTY LTD	STEEL SLATTED BENCHES - CANDICE BATEMAN PARK	1		8,233.72
INV 147884	27/07/2026	LANDMARK PRODUCTS PTY LTD	STEEL SLATTED BENCHES - CANDICE BATEMAN PARK	1	8,233.72	
EFT36606	13/08/2026	LGIS WA	LGIS WA INSURANCE RENEWAL 26/27 - FIRST INSTALLMENT	1		219,362.71
INV 100 165596 01	06/07/2026	LGIS WA	LGIS WA INSURANCE RENEWAL 26/27 - FIRST INSTALLMENT	1	122,149.29	
INV 100 165596 01	06/07/2026	LGIS WA	LGIS WA INSURANCE RENEWAL 26/27 - FIRST INSTALMENT	1	78,926.82	
INV 100 165596 01	06/07/2026	LGIS WA	LGIS WA INSURANCE RENEWAL 26/27 - FIRST INSTALMENT	1	18,286.60	
EFT36607	13/08/2026	LLOYD INVESMENT - COMMUNITY MATTERS	COMMUNITY UPDATE PAGE - AUGUST 2026	1		2,044.70
INV INV 4534	30/07/2026	LLOYD INVESMENT - COMMUNITY MATTERS	COMMUNITY UPDATE PAGE - AUGUST 2026	1	1,652.70	
INV INV 4534	30/07/2026	LLOYD INVESMENT - COMMUNITY MATTERS	LOCAL LAW REVIEW PUBLIC NOTICE	1	392.00	
EFT36608	13/08/2026	LLOYD INVESTMENT GROUP LTD	REPLACEMENT FIRE EXTINGUISHERS AND SIGNS - TOWN HALL, CRC, STADIUM, YRCC, DEPOT	1		573.90

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INV INV 4530	24/07/2026	LLOYD INVESTMENT GROUP LTD	REPLACEMENT FIRE EXTINGUISHERS AND SIGNS - TOWN HALL, CRC, STADIUM, YRCC, DEPOT	1	573.90	
EFT36609	13/08/2026	LO-GO APPOINTMENTS	CONTRACTING SERVICES FOR EXECUTIVE SUPPORT OFFICER - WEEK ENDING 01/08/2026	1		3,922.88
INV H7233	29/07/2026	LO-GO APPOINTMENTS	CONTRACT EXECUTIVE SUPPORT OFFICER - WEEK ENDING 25/07/2026	1	1,743.50	
INV H7271	05/08/2026	LO-GO APPOINTMENTS	CONTRACTING SERVICES FOR EXECUTIVE SUPPORT OFFICER - WEEK ENDING 01/08/2026	1	2,179.38	
EFT36610	13/08/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2026-2027 FULL INDIVIDUAL MEMBERSHIP - CEO	1		560.00
INV 35939	01/07/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2026-2027 FULL INDIVIDUAL MEMBERSHIP - CEO	1	560.00	
EFT36611	13/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		75.00
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT36612	13/08/2026	MAXIM KONOWALOW	PIGEON CULLING - TOWN HALL	1		550.00

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INV 47	26/07/2026	MAXIM KONOWALOW	PIGEON CULLING - TOWN HALL	1	550.00	
EFT36613	13/08/2026	METRO FILTERS	INTERNAL AND EXTERNAL CLEANING OF FLUE AND FAN ASSEMBLY - TOWN HALL KITCHEN	1		1,581.90
INV 194603	24/07/2026	METRO FILTERS	INTERNAL AND EXTERNAL CLEANING OF FLUE AND FAN ASSEMBLY - TOWN HALL KITCHEN	1	1,581.90	
EFT36614	13/08/2026	MINT COLLABORATIVE	PROJECT COMMENCEMENT, START UP MEETING WITH ELT, OMG WORKSHOP	1		7,150.00
INV INV 20260730	30/07/2026	MINT COLLABORATIVE	PROJECT COMMENCEMENT, START UP MEETING WITH ELT, OMG WORKSHOP	1	7,150.00	
EFT36615	13/08/2026	MINUTEMAN PRESS MIDLAND	BUSINESS CARDS - CEO	1		192.50
INV 28894	29/07/2026	MINUTEMAN PRESS MIDLAND	BUSINESS CARDS - CEO	1	192.50	
EFT36616	13/08/2026	NGUYENS BAKERY CAFE	CATERING FOR NAIDOC EVENT	1		180.00
INV 1870473	06/07/2026	NGUYENS BAKERY CAFE	CATERING FOR NAIDOC EVENT	1	180.00	
EFT36617	13/08/2026	NUTRIEN AG SOLUTIONS	40 X SUPERGREEN HORTICULTURE 25 KG BAG - FORREST OVAL	1		1,311.64
INV 914830749	20/07/2026	NUTRIEN AG SOLUTIONS	40 X SUPERGREEN HORTICULTURE 25 KG BAG - FORREST OVAL	1	1,311.64	
EFT36618	13/08/2026	OFFICEWORKS	STATIONARY SUPPLIES - DEPOT	1		256.97
INV 631101575	29/07/2026	OFFICEWORKS	STATIONARY SUPPLIES - DEPOT	1	256.97	
EFT36619	13/08/2026	PHILIP SWAIN	ENVIRONMENTAL HEALTH SERVICES - JULY 2026	1		12,658.25
INV 270702	31/07/2026	PHILIP SWAIN	ENVIRONMENTAL HEALTH SERVICES - JULY 2026	1	12,658.25	
EFT36620	13/08/2026	RJD CONTRACTING (WA) PTY LTD	WET HIRE OF WATER CART 06/07/2026-17/07/2026 - ROAD MAINTENANCE	1		10,395.00
INV INV 2809	20/07/2026	RJD CONTRACTING (WA) PTY LTD	WET HIRE OF WATER CART 06/07/2026-17/07/2026 - ROAD MAINTENANCE	1	10,395.00	
EFT36621	13/08/2026	ROCK SOLID CONCRETE RESURFACING	RESURFACING OF OUTDOOR BASKETBALL COURT - CANDICE BATEMAN PARK	1		16,087.50
INV 677	07/08/2026	ROCK SOLID CONCRETE RESURFACING	RESURFACING OF OUTDOOR BASKETBALL COURT - CANDICE BATEMAN PARK	1	16,087.50	
EFT36622	13/08/2026	ROUS ELECTRICAL	INSPECTED AND REPAIRED BBQ'S AT AVON PARK	1		1,023.00
INV 4612	31/07/2026	ROUS ELECTRICAL	INSPECTED AND REPAIRED BBQ'S AT AVON PARK	1	418.00	
INV 4613	03/08/2026	ROUS ELECTRICAL	INSTALLED PLUG IN FRONT OFFICE - CRC	1	385.00	
INV 4614	03/08/2026	ROUS ELECTRICAL	REPAIRED LIGHT ON DONGA - DEPOT	1	220.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT36623	13/08/2026	SAVING AVON VALLEY ANIMALS INCORPORATED	IMPOUNDED CAT JUNE 2026	1		162.00
INV YORK2604	30/06/2026	SAVING AVON VALLEY ANIMALS INCORPORATED	IMPOUNDED CAT JUNE 2026	1	81.00	
INV YORK2605	06/08/2026	SAVING AVON VALLEY ANIMALS INCORPORATED	IMPOUNDED CAT JULY 2026	1	81.00	
EFT36624	13/08/2026	SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR JULY 2026	1		35.00
INV T6	12/08/2026	SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR JULY 2026	1	35.00	
EFT36625	13/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		130.00
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 163	06/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT36626	13/08/2026	SHORE REFRIGERATION & AIR	SERVICED AIR CON UNITS - CRC	1		550.00
INV 1444	03/08/2026	SHORE REFRIGERATION & AIR	SERVICED AIR CON UNITS - CRC	1	550.00	
EFT36627	13/08/2026	SMITHS SHELL SERVICE	UNLEADED - P122	1		19.38
INV 18318784	03/07/2026	SMITHS SHELL SERVICE	UNLEADED - P122	1	19.38	
EFT36628	13/08/2026	SONIA MCKEIVER	REIMBURSEMENT FOR TRAVEL FOR AUDIT, RISK AND COMMITTEE MEETING	1		147.89
INV 06082026	06/08/2026	SONIA MCKEIVER	REIMBURSEMENT FOR TRAVEL FOR AUDIT, RISK AND COMMITTEE MEETING	1	147.89	
EFT36629	13/08/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD (BELMONT)	FIRST AID KITS AND DEFIBRILLATORS SERVICING	1		1,395.11
INV FAINV0141439	04/06/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD (BELMONT)	FIRST AID KITS AND DEFIBRILLATORS SERVICING	1	1,395.11	
EFT36630	13/08/2026	STATEWIDE TRAFFIC SERVICES	TRAFFIC MANAGEMENT 01/07/2026 - YORK-TAMMIN ROAD	1		2,866.38
INV INV 2388	07/07/2026	STATEWIDE TRAFFIC SERVICES	TRAFFIC MANAGEMENT 01/07/2026 - YORK-TAMMIN ROAD	1	2,866.38	
EFT36631	13/08/2026	STEPHEN CARRICK ARCHITECTS PTY LTD	HERITAGE ADVISORY SERVICES - JULY 2026	1		3,448.50
INV 2196	23/07/2026	STEPHEN CARRICK ARCHITECTS PTY LTD	HERITAGE ADVICE - 3 WILLIAM STREET	1	1,270.50	
INV 2199	28/07/2026	STEPHEN CARRICK ARCHITECTS PTY LTD	HERITAGE ADVISORY SERVICES - JUNE 2026	1	726.00	
INV 2201	31/07/2026	STEPHEN CARRICK ARCHITECTS PTY LTD	HERITAGE ADVISORY SERVICES - JULY 2026	1	1,452.00	
EFT36632	13/08/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JASON SIGNMAKERS	1		292.25
INV 630 S337610	12/07/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JASON SIGNMAKERS	1	34.46	
INV 631 S337610	19/07/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JASON SIGNMAKERS	1	198.97	

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INV 632 S337610	26/07/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - TOTALLY WORKWEAR	1	58.82	
EFT36633	13/08/2026	THE GOOD LIFE STORE	CITIZENSHIP GIFTS - JULY 2026	1		139.75
INV INV 1046	17/07/2026	THE GOOD LIFE STORE	CITIZENSHIP GIFTS - JULY 2026	1	139.75	
EFT36634	13/08/2026	TOCOJEPA PTY LTD T/A T-QUIP	RIDE ON MOWER WHEEL - P130	1		696.93
INV 151708	27/07/2026	TOCOJEPA PTY LTD T/A T-QUIP	EYE BOLTS - P151	1	14.74	
INV 151763	28/07/2026	TOCOJEPA PTY LTD T/A T-QUIP	RIDE ON MOWER WHEEL - P130	1	583.23	
INV 151822	29/07/2026	TOCOJEPA PTY LTD T/A T-QUIP	STUD DRIVE - P130	1	98.96	
EFT36635	13/08/2026	VOCUS PTY LTD	IP VOICE CALL AND SIP LINE CHARGES JULY 2026 - ADMIN	1		1,279.58
INV 81021 020726	02/07/2026	VOCUS PTY LTD	IP VOICE CALL AND SIP LINE CHARGES JULY 2026 - ADMIN	1	640.56	
INV 81021 020826	02/08/2026	VOCUS PTY LTD	VOICE CALL CHARGES - ADMIN	1	639.02	
EFT36636	13/08/2026	WA RANGERS ASSOCIATION	PROFESSIONAL DEVELOPMENT CONFERENCE - RANGER	1		700.00
INV INV 0513	20/07/2026	WA RANGERS ASSOCIATION	PROFESSIONAL DEVELOPMENT CONFERENCE - RANGER	1	700.00	
EFT36637	13/08/2026	WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT RENTAL AND SERVICE AUGUST 2026 - ADMIN	1		85.78
INV 5559034	01/08/2026	WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT RENTAL AND SERVICE AUGUST 2026 - ADMIN	1	85.78	
EFT36638	13/08/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	ASSOCIATION SUBSCRIPTIONS - 2026/2027	1		29,829.50
INV SI 019572	20/07/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	ASSOCIATION SUBSCRIPTIONS - 2026/2027	1	29,829.50	
EFT36639	13/08/2026	WESTWIDE WINDSCREENS PTY LTD	INSTALLED NEW WINDSCREEN TO JOHN DEERE GRADER - P143	1		902.00
INV INV 27384	24/06/2026	WESTWIDE WINDSCREENS PTY LTD	INSTALLED NEW WINDSCREEN TO JOHN DEERE GRADER - P143	1	902.00	
EFT36640	13/08/2026	WHITNEY CONSULTING (MAHJAE PTY LTD)	50% COMMENCEMENT OF BUSINESS CASE WRITING - YORK AQUATIC FACILITY	1		21,521.50
INV INV 1110	20/07/2026	WHITNEY CONSULTING (MAHJAE PTY LTD)	50% COMMENCEMENT OF BUSINESS CASE WRITING - YORK AQUATIC FACILITY	1	21,521.50	
EFT36641	13/08/2026	WOODLANDS DISTRIBUTORS PTY LTD	COMPOSTABLE DOG WASTE BAGS - PARKS	1		1,259.28
INV INV 1647	27/07/2026	WOODLANDS DISTRIBUTORS PTY LTD	COMPOSTABLE DOG WASTE BAGS - PARKS	1	1,259.28	
EFT36642	13/08/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	GIFT CARDS FOR OUSTIDE STAFF SAFETY BONUS	1		1,336.47

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INV 02 6639	29/06/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	MILK - MUSEUM	1	3.69	
INV 04 9686	03/07/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	NAIDOC COMMUNITY MORNING TEA	1	188.77	
INV 02 8829	03/07/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	68.68	
INV 03 5552	09/07/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	20.39	
INV 04 1841	14/07/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	18.09	
INV 02 5334	16/07/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	MILK AND CLEANING PRODUCTS - ADMIN	1	17.28	
INV 02 5336	16/07/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	TEABAGS - ADMIN	1	5.20	
INV 02 5737	17/07/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS FOR CITIZENSHIP CEREMONY AND OMG MEETING	1	101.25	
INV 02 7941	21/07/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	16.50	
INV 02 8973	23/07/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	17.38	
INV 02 1401	28/07/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	98.83	
INV 05 2455	31/07/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	GIFT CARDS FOR OUSTIDE STAFF SAFETY BONUS	1	700.00	
INV 02 4621	03/08/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	MILK - DEPOT	1	20.00	
INV 02 5217	04/08/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	25.33	
INV 03 2926	07/08/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	35.08	
EFT36643	13/08/2026	YORK BOWLING CLUB INC	WAGES CONTRIBUTION - JULY 2026	1		5,000.00
INV INV 0152	02/07/2026	YORK BOWLING CLUB INC	WAGES CONTRIBUTION - JULY 2026	1	5,000.00	
EFT36644	13/08/2026	YORK CONCRETE	REPLACEMENT OF DAMAGED KERB - BRUNSWICK/GREY STREET	1		2,530.00
INV 2163	30/07/2026	YORK CONCRETE	REPLACEMENT OF DAMAGED KERB - BRUNSWICK/GREY STREET	1	2,530.00	
EFT36645	13/08/2026	YORK MENS SHED INC	REPAIRS TO WALLS ON THE ROTUNDA - AVON PARK	1		600.00
INV 2026 03	26/07/2026	YORK MENS SHED INC	REPAIRS TO WALLS ON THE ROTUNDA - AVON PARK	1	600.00	
EFT36646	13/08/2026	YORK MITRE 10	GIFT CARDS FOR OUTSIDE STAFF SAFETY BONUS	1		1,425.43
INV 10125373	10/07/2026	YORK MITRE 10	PLUG, HOSE, SILICONE SPRAY - DEPOT	1	52.25	
INV 10126263	15/07/2026	YORK MITRE 10	HEAVY DUTY PRESSURE SPRAYER - WEED CONTROL	1	33.60	
INV 10126534	16/07/2026	YORK MITRE 10	PLIERS, 11L STORAGE CONTAINER - CONTAINERS FOR CHANGE	1	32.85	
INV 10127655	23/07/2026	YORK MITRE 10	TOILET SEAT - CRC	1	186.00	
INV 10128317	27/07/2026	YORK MITRE 10	KEYS CUT, KEY TAG - MUSEUM	1	17.60	

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INV 10128387	28/07/2026	YORK MITRE 10	RIBBED MAT - VC	1	26.30	
INV 10128434	28/07/2026	YORK MITRE 10	TAP DIE SET - MAIN STREET BINS	1	89.00	
INV 10128436	28/07/2026	YORK MITRE 10	MASKING TAPE, 4L PAINT - CANDICE BATEMAN PARK	1	87.81	
INV 10128498	29/07/2026	YORK MITRE 10	TIE DOWNS - P155	1	68.27	
INV 10128597	30/07/2026	YORK MITRE 10	SNAP ANCHOR, QUICKSPRAY PAINT - MAIN STREET BINS	1	71.20	
INV 10128620	30/07/2026	YORK MITRE 10	GAFFER TAPE, ELECTRICIANS MARKER, GENERAL PURPOSE MARKER - P122	1	45.55	
INV 10128708	30/07/2026	YORK MITRE 10	OIL FILTER WRENCH - P122	1	16.90	
INV 10128819	31/07/2026	YORK MITRE 10	DRILL BIT - MAIN STREET BINS	1	40.00	
INV 10129397	03/08/2026	YORK MITRE 10	CARRIAGE DOOR WHEEL, SCREEN DOOR WHEEL ASSEMBLY - DEPOT	1	58.10	
INV 10129416	03/08/2026	YORK MITRE 10	GIFT CARDS FOR OUTSIDE STAFF SAFETY BONUS	1	600.00	
EFT36647	13/08/2026	YORK MOTORING EVENTS INC	YORK MOTOR SHOW COMMUNITY GRANT FUNDING FINAL MILESTONE PAYMENT	1		4,425.03
INV 2604	25/06/2026	YORK MOTORING EVENTS INC	YORK MOTOR SHOW COMMUNITY GRANT FUNDING FINAL MILESTONE PAYMENT	1	4,425.03	
EFT36648	18/08/2026	TELSTRA	LAND LINE PHONE RENTAL 25/07/2026-24/08/2026	1		295.34
INV 943 4282 000 J	29/07/2026	TELSTRA	LAND LINE PHONE RENTAL 25/07/2026-24/08/2026	1	295.34	
EFT36649	18/08/2026	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 64 INTEREST PAYMENT - BOWLS, TENNIS, NETBALL LIGHTS	1		19,681.66
INV 63	11/08/2026	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 63 INTEREST PAYMENT - STAGE 3 OF FORREST OVAL REDEVELOPMENT		7,688.57	
INV 64	11/08/2026	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 64 INTEREST PAYMENT - BOWLS, TENNIS, NETBALL LIGHTS		11,993.09	
EFT36650	21/08/2026	WATER CORPORATION OF WA	TRADE WASTE PERMIT 29697 - 51 SOUTH STREET	1		637.65
INV 90 25344 49 2	09/07/2026	WATER CORPORATION OF WA	TRADE WASTE PERMIT 29697 - 51 SOUTH STREET	1	371.91	
INV 90 23598 40 5	21/07/2026	WATER CORPORATION OF WA	TRADE WASTE PERMIT 62459 - 200 JANET MILLET LANE	1	265.74	
EFT36651	25/08/2026	CALTEX AUSTRALIA PTY LTD	FUEL CARD PURCHASES JULY 2026	1		1,142.30
INV 141 718 338 9	31/07/2026	CALTEX AUSTRALIA PTY LTD	FUEL CARD PURCHASES JULY 2026	1	1,142.30	
EFT36652	25/08/2026	YORK AGRICULTURAL SOCIETY INC.	80% MILESTONE SPONSORSHIP PAYMENT FOR YORK AG SHOW 2026	1		16,215.00
INV SHIRE OF YORK	05/08/2026	YORK AGRICULTURAL SOCIETY INC.	YORK AG SHOW STALLHOLDER FEE	1	75.00	

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INV 3423	22/08/2026	YORK AGRICULTURAL SOCIETY INC.	80% MILESTONE SPONSORSHIP PAYMENT FOR YORK AG SHOW 2026	1	16,140.00	
EFT36653	27/08/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	EMERGENCY FAULT REPAIRS ON JOHN DEERE GRADER - P143	1		4,293.81
INV 3120018	31/07/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	EMERGENCY FAULT REPAIRS ON JOHN DEERE GRADER - P143	1	4,293.81	
EFT36654	27/08/2026	ALDEN CHARLES THYNNE	RATES REFUND A60183 13 CAMFIELD PLACE YORK 6302	1		127.00
INV A60183	05/08/2026	ALDEN CHARLES THYNNE	RATES REFUND A60183 13 CAMFIELD PLACE YORK 6302		127.00	
EFT36655	27/08/2026	AUSCO MODULAR PTY LTD	MULTIPURPOSE UNIT HIRE - AUGUST 2026	1		943.49
INV 7540169	01/08/2026	AUSCO MODULAR PTY LTD	MULTIPURPOSE UNIT HIRE - AUGUST 2026	1	943.49	
EFT36656	27/08/2026	AUSTRALIAN AND NEW ZEALAND RECYCLING PLATFORM LIMITED	40FT CONTAINER HIRE JULY 2026 - TRANSFER STATION	1		148.50
INV INV 0449	31/07/2026	AUSTRALIAN AND NEW ZEALAND RECYCLING PLATFORM LIMITED	40FT CONTAINER HIRE JULY 2026 - TRANSFER STATION	1	148.50	
EFT36657	27/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		269.00
INV 164	20/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 164	20/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 164	20/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 164	20/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 164	20/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 164	20/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 164	20/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		21.50	
INV 164	20/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 164	20/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
INV 164	20/08/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		27.50	
EFT36658	27/08/2026	AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 23/06/2026	1		102,437.00
INV PAYG PPE 23/(	30/06/2026	AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 23/06/2026	1	64,177.00	
INV PAYG PPE 18/(	20/08/2026	AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 18/08/2026	1	38,260.00	
EFT36659	27/08/2026	AVON WASTE	GENERAL WASTE AND RECYCLING SERVICES	1		15,701.24

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INV 77826	10/07/2026	AVON WASTE	GENERAL WASTE AND RECYCLING SERVICES	1	15,701.24	
EFT36660	27/08/2026	BAKERS CREEK PTY LTD	REPAIRED REAR STEPS AT TOWN HALL	1		1,144.00
INV 682	14/08/2026	BAKERS CREEK PTY LTD	REPAIRED REAR STEPS AT TOWN HALL	1	1,144.00	
EFT36661	27/08/2026	BASICS APPROVAL SERVICES	BUILDING SURVEYING SERVICES - 34 CLIFFORD STREET YORK	1		330.00
INV 20260114	10/08/2026	BASICS APPROVAL SERVICES	BUILDING SURVEYING SERVICES - 34 CLIFFORD STREET YORK	1	330.00	
EFT36662	27/08/2026	BLUE ASSIST MONITORING PTY LTD	ALARM MONITORING SERVICES 13/08/2026-12/09/2026 - VC	1		20.00
INV INV 10570	13/08/2026	BLUE ASSIST MONITORING PTY LTD	ALARM MONITORING SERVICES 13/08/2026-12/09/2026 - VC	1	20.00	
EFT36663	27/08/2026	BROLLY AUSTRALASIA PTY LTD	ANNUAL SUBSCRIPTION 2026/2027 - SOCIAL MEDIA ARCHIVING	1		1,425.60
INV INV 2026933	07/08/2026	BROLLY AUSTRALASIA PTY LTD	ANNUAL SUBSCRIPTION 2026/2027 - SOCIAL MEDIA ARCHIVING	1	1,425.60	
EFT36664	27/08/2026	CENTRAL REGIONAL TAFE - NORTHAM	REGULATORY OFFICER COMPLIANCE SKILLS TRAINING	1		1,333.92
INV I0037793	06/08/2026	CENTRAL REGIONAL TAFE - NORTHAM	REGULATORY OFFICER COMPLIANCE SKILLS TRAINING	1	1,333.92	
EFT36665	27/08/2026	CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES AUGUST 2026	1		4,109.17
INV 31082026	31/08/2026	CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES AUGUST 2026	1	4,109.17	
EFT36666	27/08/2026	CITADINES ST GEORGES TERRACE (PERTH)	ACCOMMODATION FOR WALGA CONFERENCE 16/09/2026-18/09/2026	1		1,505.00
INV 22327505	12/08/2026	CITADINES ST GEORGES TERRACE (PERTH)	ACCOMMODATION FOR WALGA CONFERENCE 16/09/2026-18/09/2026	1	1,505.00	
EFT36667	27/08/2026	COOLMIST SYSTEMS AUSTRALIA THE TRUSTEE FOR COOL MIST TRUST	INSTALLED MIST LINE COOLING SYSTEM - CONTAINERS FOR CHANGE	1		9,757.33
INV 6963	07/08/2026	COOLMIST SYSTEMS AUSTRALIA THE TRUSTEE FOR COOL MIST TRUST	INSTALLED MIST LINE COOLING SYSTEM - CONTAINERS FOR CHANGE	1	9,757.33	
EFT36668	27/08/2026	CORSIGN WA	STREET NAME PLATES, NO DUMPING SIGN, BRACKETS & BOLTS - SIGN REPLACEMENTS	1		669.35
INV 105786	03/07/2026	CORSIGN WA	STREET NAME PLATES, NO DUMPING SIGN, BRACKETS & BOLTS - SIGN REPLACEMENTS	1	669.35	
EFT36669	27/08/2026	COUNTRY COPIERS	COPY COSTS 01/07/2026-03/08/2026 - VC	1		43.59
INV 230159	03/08/2026	COUNTRY COPIERS	COPY COSTS 01/07/2026-03/08/2026 - VC	1	43.59	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT36670	27/08/2026	CROWN PERTH	ACCOMMODATION FOR LG PRO STATE CONVENTION - CEO	1		988.65
INV PCM15688788	21/08/2026	CROWN PERTH	ACCOMMODATION FOR LG PRO STATE CONVENTION - CEO	1	988.65	
EFT36671	27/08/2026	DA CHRISTIE PTY LTD	ELECTRIC COOKTOP - AVON PARK	1		3,333.00
INV 5318170	12/08/2026	DA CHRISTIE PTY LTD	ELECTRIC COOKTOP - AVON PARK	1	3,333.00	
EFT36672	27/08/2026	DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES AUGUST 2026	1		1,872.08
INV 31082026	31/08/2026	DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES AUGUST 2026	1	1,872.08	
EFT36673	27/08/2026	DENNIS FREDERICK KICKETT	LEAD ARTWORK COMMISSION PHASES 2/3 - ABORIGINAL RIVER TRAIL WAUGAL PROJECT	1		5,757.50
INV 7	13/08/2026	DENNIS FREDERICK KICKETT	WELCOME TO COUNTRY - WAUGAL RISING EXHIBITION OPENING	1	450.00	
INV 7	13/08/2026	DENNIS FREDERICK KICKETT	GALLERY RESIDENCY DAY - WAUGAL RISING EXHIBITION	1	307.50	
INV 9	13/08/2026	DENNIS FREDERICK KICKETT	LEAD ARTWORK COMMISSION PHASES 2/3 - ABORIGINAL RIVER TRAIL WAUGAL PROJECT	1	5,000.00	
EFT36674	27/08/2026	DRACO AIR	REPLACED ALL INDOOR UNIT SENSORS AND CONTROL PCB ON FRONT OFFICE AIR CON - ADMIN	1		1,167.67
INV 18982	07/08/2026	DRACO AIR	REPLACED ALL INDOOR UNIT SENSORS AND CONTROL PCB ON FRONT OFFICE AIR CON - ADMIN	1	1,167.67	
EFT36675	27/08/2026	ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES AUGUST 2026	1		1,369.75
INV 31082026	31/08/2026	ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES AUGUST 2026	1	1,369.75	
EFT36676	27/08/2026	FOCUS NETWORKS	MONTHLY PROACTIVE SERVICES - COMPUTERS, SERVER, DEVICES	1		15,001.80
INV MPSD 15736	03/07/2026	FOCUS NETWORKS	MONTHLY PROACTIVE SERVICES - COMPUTERS, SERVER, DEVICES	1	7,333.70	
INV MPSD 15805	04/08/2026	FOCUS NETWORKS	MONTHLY PROACTIVE SERVICES - COMPUTERS, SERVER, DEVICES	1	7,668.10	
EFT36677	27/08/2026	INDUSTRIAL AUTOMATION	STANDPIPE REMOTE ACCESS CHARGES - MANNAVALE, GWAMBYGINE, LINCOLN, RAILWAY, BURGES & CLOUD SERVER ACCESS	1		4,587.00
INV SINV 16383	19/08/2026	INDUSTRIAL AUTOMATION	STANDPIPE REMOTE ACCESS CHARGES - MANNAVALE, GWAMBYGINE, LINCOLN, RAILWAY, BURGES & CLOUD SERVER ACCESS	1	4,587.00	
EFT36678	27/08/2026	INTEGRITY MANAGEMENT SOLUTION PTY LTD	ATTAIN SOFTWARE SUPSCRIPTION RENEWAL 2026-2027	1		9,742.70
INV INV 0430	02/08/2026	INTEGRITY MANAGEMENT SOLUTION PTY LTD	ATTAIN SOFTWARE SUPSCRIPTION RENEWAL 2026-2027	1	9,742.70	

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EFT36679	27/08/2026	KEVIN PYKE	ELECTED MEMBERS ALLOWANCES AUGUST 2026	1		1,369.75
INV 31082026	31/08/2026	KEVIN PYKE	ELECTED MEMBERS ALLOWANCES AUGUST 2026	1	1,369.75	
EFT36680	27/08/2026	KEVIN RICHARD TRENT	ELECTED MEMBER ALLOWANCES AUGUST 2026	1		1,369.75
INV 31082026	31/08/2026	KEVIN RICHARD TRENT	ELECTED MEMBER ALLOWANCES AUGUST 2026	1	1,369.75	
EFT36681	27/08/2026	KLEENWEST DISTRIBUTORS	BATHROOM SUPPLIES - ADMIN, TOWN HALL, AVON PARK & HOWICK STREET TOILETS, DEPOT	1		799.04
INV 127680	12/08/2026	KLEENWEST DISTRIBUTORS	BATHROOM SUPPLIES - ADMIN, TOWN HALL, AVON PARK & HOWICK STREET TOILETS, DEPOT	1	799.04	
EFT36682	27/08/2026	LEISURE INSTITUTE OF WESTERN AUSTRALIA AQUATICS INC	WA AQUATIC & RECREATION CONFERENCE TICKETS - SWIMMING POOL MANAGER & DUTY MANAGER	1		1,496.00
INV ME8658	12/08/2026	LEISURE INSTITUTE OF WESTERN AUSTRALIA AQUATICS INC	WA AQUATIC & RECREATION CONFERENCE TICKETS - SWIMMING POOL MANAGER & DUTY MANAGER	1	1,496.00	
EFT36683	27/08/2026	LESCHENAULT PRESS	PUBLISHING DR MARION KICKETT'S BOOK ABOUT YORK RESERVE - INSTALLMENT 3	1		7,287.50
INV LPYS27015	03/08/2026	LESCHENAULT PRESS	PUBLISHING DR MARION KICKETT'S BOOK ABOUT YORK RESERVE - INSTALLMENT 3	1	7,287.50	
EFT36684	27/08/2026	LO-GO APPOINTMENTS	CONTRACTING SERVICES FOR EXECUTIVE SUPPORT OFFICER - WEEK ENDING 08/08/2026	1		2,179.38
INV H7310	12/08/2026	LO-GO APPOINTMENTS	CONTRACTING SERVICES FOR EXECUTIVE SUPPORT OFFICER - WEEK ENDING 08/08/2026	1	2,179.38	
EFT36685	27/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		75.00
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT36686	27/08/2026	MAXIM KONOWALOW	FOLLOW UP PIGEON CULL IN TOWN	1		575.00
INV 49	13/08/2026	MAXIM KONOWALOW	FOLLOW UP PIGEON CULL IN TOWN	1	575.00	
EFT36687	27/08/2026	MCLEODS LAWYERS	LEGAL ADVICE JULY 2026 - ALLAWUNA LANDFILL	1		1,140.70
INV 153161	31/07/2026	MCLEODS LAWYERS	LEGAL ADVICE JULY 2026 - ALLAWUNA LANDFILL	1	1,140.70	
EFT36688	27/08/2026	MELISSA DIANNE WELSH	ELECTED MEMBER ALLOWANCES AUGUST 2026	1		1,369.75
INV 31082026	31/08/2026	MELISSA DIANNE WELSH	ELECTED MEMBER ALLOWANCES AUGUST 2026	1	1,369.75	
EFT36689	27/08/2026	MICHELLE KICKETT	GALLERY RESIDENCY DAY - WAUGAL RISING PROJECT	1		246.00
INV 23	13/08/2026	MICHELLE KICKETT	GALLERY RESIDENCY DAY - WAUGAL RISING PROJECT	1	246.00	
EFT36690	27/08/2026	MM & D BRENNAN	D IANNE BRENNAN REFUND CAT TRAP BOND 6 # 286818	1		100.00
INV T1	20/08/2026	MM & D BRENNAN	D IANNE BRENNAN REFUND CAT TRAP BOND 6 # 286818	1	100.00	
EFT36691	27/08/2026	MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES AUGUST 2026	1		1,369.75
INV 31082026	31/08/2026	MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES AUGUST 2026	1	1,369.75	
EFT36692	27/08/2026	MORRIS PEST & WEED CONTROL	BEE AND WASP RELOCATION/TREATMENT - ULSTER ROAD	1		425.00
INV INV 20260812	12/08/2026	MORRIS PEST & WEED CONTROL	BEE AND WASP RELOCATION/TREATMENT - ULSTER ROAD	1	425.00	
EFT36693	27/08/2026	NATIONAL ASSOCIATION FOR THE VISUAL ARTS	NAVA ANNUAL SUBSCRIPTION MEMBERSHIP	1		400.00
INV 249190	11/08/2026	NATIONAL ASSOCIATION FOR THE VISUAL ARTS	NAVA ANNUAL SUBSCRIPTION MEMBERSHIP	1	400.00	
EFT36694	27/08/2026	NOONGAR BOODJAR LANGUAGE CULTURAL ABORIGINAL CORPORATION	SMALL NOONGAR TRANSLATION	1		462.00

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INV 20064	31/07/2026	NOONGAR BOODJAR LANGUAGE CULTURAL ABORIGINAL CORPORATION	SMALL NOONGAR TRANSLATION	1	462.00	
EFT36695	27/08/2026	OARS ACROSS THE WATERS PTY LTD	COUNCELLING SERVICES JUNE 2026	1		1,959.35
INV 9132	30/07/2026	OARS ACROSS THE WATERS PTY LTD	COUNCELLING SERVICES JUNE 2026	1	1,959.35	
EFT36696	27/08/2026	OFFICEWORKS	KEY CABINET - DEPOT	1		337.95
INV 631103327	01/08/2026	OFFICEWORKS	KEY CABINET - DEPOT	1	337.95	
EFT36697	27/08/2026	PATRICIA ELIZABETH PRUNSTER	RATES REFUND A4952 49 MACARTNEY ST YORK 6302	1		804.00
INV A4952	04/08/2026	PATRICIA ELIZABETH PRUNSTER	RATES REFUND A4952 49 MACARTNEY ST YORK 6302		804.00	
EFT36698	27/08/2026	PRO 1 SECURITY PTY LTD	SECURITY MONITORING FEES OCTOBER-DECEMBER 2026 - MUSEUM	1		178.75
INV INV 86380	16/08/2026	PRO 1 SECURITY PTY LTD	SECURITY MONITORING FEES OCTOBER-DECEMBER 2026 - MUSEUM	1	178.75	
EFT36699	27/08/2026	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TRANSWA TICKET SALES AND COMMISSION JULY 2026	1		52.16
INV 3999340 JUL	04/08/2026	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TRANSWA TICKET SALES AND COMMISSION JULY 2026	1	52.16	
EFT36700	27/08/2026	REBECCA LEE-ANNE ATKINSON	REIMBURSEMENT FOR PARKING AND MEAL EXPENSES FROM CIRCUIT WEST SHOWCASE	1		267.91
INV 12082026	12/08/2026	REBECCA LEE-ANNE ATKINSON	REIMBURSEMENT FOR PARKING AND MEAL EXPENSES FROM CIRCUIT WEST SHOWCASE	1	267.91	
EFT36701	27/08/2026	REHBEIN CONSULTING PTY LTD	STRUCTURAL ENGINEERING INSPECTION, ASSESSMENT AND REPORT - GWAMBYGINE BOARDWALK	1		5,940.00
INV RC 1967	31/07/2026	REHBEIN CONSULTING PTY LTD	STRUCTURAL ENGINEERING INSPECTION, ASSESSMENT AND REPORT - GWAMBYGINE BOARDWALK	1	5,940.00	
EFT36702	27/08/2026	RJD CONTRACTING (WA) PTY LTD	9 DAYS WET HIRE OF WATER CART 20/07/2026-31/07/2026 - ROAD MAINTENANCE	1		11,319.00
INV INV 2821	04/08/2026	RJD CONTRACTING (WA) PTY LTD	9 DAYS WET HIRE OF WATER CART 20/07/2026-31/07/2026 - ROAD MAINTENANCE	1	10,395.00	
INV INV 2824	11/08/2026	RJD CONTRACTING (WA) PTY LTD	GRAVEL SUPPLY FOR JUNE AND JULY 2026 - ROAD MAINTENANCE	1	924.00	
EFT36703	27/08/2026	ROUS ELECTRICAL	RECTIFY RCD FAULT - 24 FORD STREET	1		1,386.00
INV 4628	10/08/2026	ROUS ELECTRICAL	RECTIFY RCD FAULT - 24 FORD STREET	1	858.00	

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INV 4629	10/08/2026	ROUS ELECTRICAL	REPAIRED FLOODLIGHTS AT REC CENTRE OVAL	1	528.00	
EFT36704	27/08/2026	SEAN EDWARD O'DONNELL	REIMBURSEMENT FOR POLICE CLEARANCE	1		95.50
INV 19082026	19/08/2026	SEAN EDWARD O'DONNELL	REIMBURSEMENT FOR POLICE CLEARANCE	1	95.50	
EFT36705	27/08/2026	SHANTI SINNATAMBY	REIMBURSEMENT FOR UNIFORMS	1		505.26
INV 14082026	14/08/2026	SHANTI SINNATAMBY	REIMBURSEMENT FOR UNIFORMS	1	505.26	
EFT36706	27/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		130.00
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 164	20/08/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT36707	27/08/2026	SIGMA PROJECTS WA	SITE INSPECTION AND TECHNICAL MEMO - RED SWAMP PLACE	1		1,760.00
INV INV 0065	30/07/2026	SIGMA PROJECTS WA	SITE INSPECTION AND TECHNICAL MEMO - RED SWAMP PLACE	1	1,760.00	
EFT36708	27/08/2026	SMITHS INDUSTRIAL FANS PTY LTD	RATES REFUND A1930 GREAT SOUTHERN HWY GWAMBYGINE 6302	1		1,186.05
INV A1930	04/08/2026	SMITHS INDUSTRIAL FANS PTY LTD	RATES REFUND A1930 GREAT SOUTHERN HWY GWAMBYGINE 6302		1,186.05	
EFT36709	27/08/2026	SMITHS SHELL SERVICE	UNLEADED, CARBY AND THROTTLE BODY CLEANER - P122	1		56.94
INV 18320903	05/08/2026	SMITHS SHELL SERVICE	UNLEADED FOR WATER TRAILER - P122	1	24.07	
INV 18321491	13/08/2026	SMITHS SHELL SERVICE	UNLEADED, CARBY AND THROTTLE BODY CLEANER - P122	1	32.87	
EFT36710	27/08/2026	ST JOHN AMBULANCE ASSOCIATION - YORK	COUNTRY HALL HIRE 30/06/2026-01/07/2026 - ACCIDENTAL COUNSELLING TRAINING	1		900.00
INV FAINV0143527	06/08/2026	ST JOHN AMBULANCE ASSOCIATION - YORK	COUNTRY HALL HIRE 30/06/2026-01/07/2026 - ACCIDENTAL COUNSELLING TRAINING	1	900.00	
EFT36711	27/08/2026	STEVEN JOHN WILLIAMS	RATES REFUND A3800 59 YORK RD COLD HARBOUR 6302	1		804.00
INV A3800	04/08/2026	STEVEN JOHN WILLIAMS	RATES REFUND A3800 59 YORK RD COLD HARBOUR 6302		804.00	
EFT36712	27/08/2026	Sanokil WA	SANITARY WASTE DISPOSAL UNITS 4 WEEKLY SERVICE	1		522.50
INV W00001633	01/08/2026	Sanokil WA	SANITARY WASTE DISPOSAL UNITS 4 WEEKLY SERVICE	1	522.50	
EFT36713	27/08/2026	TALIS CONSULTANTS	INITIATION & INVESTIGAION WORKS, WESTERN POWER NETWORK CONNECTION SERVICES APPLICATION JULY 2026 - LIGHT INDUSTRIAL AREA	1		15,845.50
INV 40687	31/07/2026	TALIS CONSULTANTS	INITIATION & INVESTIGAION WORKS, WESTERN POWER NETWORK CONNECTION SERVICES APPLICATION JULY 2026 - LIGHT INDUSTRIAL AREA	1	13,860.00	
INV 40694	31/07/2026	TALIS CONSULTANTS	PROJECT WORK DRAWINGS - YORK QUELLINGTON ROAD	1	1,985.50	
EFT36714	27/08/2026	TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	INSTALLED FIRE RADIO, REVERSE CAMERA, CANOPY, REAR LIGHTS - RANGER VEHICLE	1		7,042.74

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INV INV 5600	12/08/2026	TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	INSTALLED FIRE RADIO, REVERSE CAMERA, CANOPY, REAR LIGHTS - RANGER VEHICLE	1	6,314.74	
INV INV 5623	13/08/2026	TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	2 NEW BATTERIES FOR ISUZU TRUCK - P161	1	728.00	
EFT36715	27/08/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - WOODLANDS, T-QUIP	1		202.71
INV 633 S337610	02/08/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - WOODLANDS, T-QUIP	1	202.71	
EFT36716	27/08/2026	TESS HOSKING	PARKING REIMBURSEMENT FOR ATTENDANCE AT VISITOR CENTRE TRAINING ACADEMY	1		80.77
INV 25082026	25/08/2026	TESS HOSKING	PARKING REIMBURSEMENT FOR ATTENDANCE AT VISITOR CENTRE TRAINING ACADEMY	1	80.77	
EFT36717	27/08/2026	THE ESTATE OF LANCE WAYNE THOMAS	RATES REFUND A9260 1 FORD ST YORK 6302	1		710.00
INV A9260	05/08/2026	THE ESTATE OF LANCE WAYNE THOMAS	RATES REFUND A9260 1 FORD ST YORK 6302		710.00	
EFT36718	27/08/2026	TOTALLY WORKWEAR	FLEXIFIT MINI OTTOMANS - PROTECTIVE CLOTHING	1		71.43
INV MD53521 D1	31/07/2026	TOTALLY WORKWEAR	FLEXIFIT MINI OTTOMANS - PROTECTIVE CLOTHING	1	71.43	
EFT36719	27/08/2026	TOURISM COUNCIL WESTERN AUSTRALIA	VISITOR CENTRE TRAINING ACADEMY REGISTRATION FEES	1		325.00
INV I 00017123	10/08/2026	TOURISM COUNCIL WESTERN AUSTRALIA	VISITOR CENTRE TRAINING ACADEMY REGISTRATION FEES	1	325.00	
EFT36720	27/08/2026	TRACEY SHARON KICKETT	RATES REFUND A9320 8 THORN ST YORK 6302	1		804.00
INV A9320	04/08/2026	TRACEY SHARON KICKETT	RATES REFUND A9320 8 THORN ST YORK 6302		804.00	
EFT36721	27/08/2026	VANGUARD PRINT	WINDOW FACE ENVELOPES - ADMIN	1		1,094.50
INV 51726	06/08/2026	VANGUARD PRINT	WINDOW FACE ENVELOPES - ADMIN	1	1,094.50	
EFT36722	27/08/2026	VICKI PHILIPOFF SETTLEMENTS	RATES REFUND A60560 41 AVON TCE YORK WA 6302	1		2,035.53
INV A60560	05/08/2026	VICKI PHILIPOFF SETTLEMENTS	RATES REFUND A60560 41 AVON TCE YORK WA 6302		2,035.53	
EFT36723	27/08/2026	VOCUS PTY LTD	UC ACCESS AND LANDLINE PHONE SERVICES JULY 2026 - ADMIN	1		770.00
INV P1473171	01/07/2026	VOCUS PTY LTD	UC ACCESS AND LANDLINE PHONE SERVICES JULY 2026 - ADMIN	1	385.00	
INV P1486266	01/08/2026	VOCUS PTY LTD	UC ACCESS AND LANDLINE PHONE SERVICES AUGUST 2026 - ADMIN	1	385.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT36724	27/08/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA LG CONVENTION TICKETS - THOMAS BRUINS, ALINA BEHAN, CR DENESE, CR GIBBS, ANNEKE BIRLESON	1		7,757.20
INV LGC26 245	11/08/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA LG CONVENTION TICKET - CR TRENT	1	625.90	
INV LGC26 248	11/08/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA LG CONVENTION TICKETS - THOMAS BRUINS, ALINA BEHAN, CR DENESE, CR GIBBS, ANNEKE BIRLESON	1	7,131.30	
EFT36725	27/08/2026	WESTRAC EQUIPMENT PTY LTD	HYDO ADV 10 20L, COOLANT - P188	1		318.59
INV PI 2525535	23/07/2026	WESTRAC EQUIPMENT PTY LTD	HYDO ADV 10 20L, COOLANT - P188	1	318.59	
EFT36726	27/08/2026	WESTWIDE WINDSCREENS PTY LTD	WINDSCREEN CHIP REPAIR TO WATER CART TRUCK - P174	1		121.00
INV INV 27673	09/08/2026	WESTWIDE WINDSCREENS PTY LTD	WINDSCREEN CHIP REPAIR TO WATER CART TRUCK - P174	1	121.00	
EFT36727	27/08/2026	WINC AUSTRALIA PTY LIMITED	OTTERBOX FOR IPHONE 17	1		49.49
INV 9050870435	13/07/2026	WINC AUSTRALIA PTY LIMITED	OTTERBOX FOR IPHONE 17	1	49.49	
EFT36728	27/08/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - DEPOT	1		223.42
INV 02 5331	04/08/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	BLU TACK AND WATER - VC	1	22.10	
INV 02 2618	17/08/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - DEPOT	1	146.15	
INV 02 3414	18/08/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	41.23	
INV 04 8492	18/08/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	WATER - ADMIN	1	6.00	
INV 02 4755	20/08/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	7.94	
EFT36729	27/08/2026	YORK BOWLING CLUB INC	WAGE CONTRIBUTION - AUGUST 2026	1		5,000.00
INV INV 0156	06/08/2026	YORK BOWLING CLUB INC	WAGE CONTRIBUTION - AUGUST 2026	1	5,000.00	
EFT36730	27/08/2026	YORK MITRE 10	PADLOCK AND KEYS - DEPOT	1		579.12
INV 10130568	11/08/2026	YORK MITRE 10	ANCHOR BOLTS - CANDICE BATEMAN PARK	1	10.32	
INV 10130706	12/08/2026	YORK MITRE 10	PADLOCK AND KEYS - DEPOT	1	354.50	
INV 10130944	13/08/2026	YORK MITRE 10	SCREWS, ANCHORS - MAIN STREET BINS	1	67.85	
INV 10131097	14/08/2026	YORK MITRE 10	PADLOCK, KEY CUT - CRC	1	62.00	
INV 10131675	17/08/2026	YORK MITRE 10	VELCRO, QUICKSPRAY PAINT - MAIN STREET BINS	1	79.50	
INV 10131760	18/08/2026	YORK MITRE 10	STORAGE CONTAINER - COUNCIL	1	4.95	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT36731	28/08/2026	WATER CORPORATION OF WA	WATER USAGE 26/05/2026-29/07/2026 AND SERVICE CHARGES 01/07/2026-31/08/2026 - RAILWAY ROAD STANDPIPE	1		10,221.28
INV 90 07946 74 8	30/07/2026	WATER CORPORATION OF WA	WATER USAGE 26/05/2026-29/07/2026 AND SERVICE CHARGES 01/07/2026-31/08/2026 - GWAMBYGINE ROAD STANDPIPE	1	2,458.55	
INV 90 07946 88 7	30/07/2026	WATER CORPORATION OF WA	WATER USAGE 26/05/2026-29/07/2026 AND SERVICE CHARGES 01/07/2026-31/08/2026 - RAILWAY ROAD STANDPIPE	1	7,467.55	
INV 90 07947 16 9	30/07/2026	WATER CORPORATION OF WA	WATER USAGE 26/05/2026-29/07/2026 - GWAMBYGINE TOILETS	1	117.47	
INV 90 07946 37 7	31/07/2026	WATER CORPORATION OF WA	WATER USAGE 27/05/2026-30/07/2026 - BURGES SIDING STANDPIPE	1	177.71	
DD19587.1	07/08/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PPE 04/08/2026	1		29,662.21
INV SUPERANNUA	07/08/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PPE 04/08/2026	1	29,662.21	
DD19587.2	24/08/2026	SYNERGY	ELECTRICITY USAGE 01/07/2026-31/07/2026 - POWERWATCH 1000 MH WP	1		1,200.10
INV 2168542026	04/08/2026	SYNERGY	ELECTRICITY USAGE 01/07/2026-31/07/2026 - POWERWATCH 1000 MH WP	1	1,200.10	
DD19587.3	26/08/2026	SYNERGY	ELECTRICITY USAGE 25/06/2026-24/07/2026 - STREET LIGHTING	1		8,038.43
INV 2580015528	05/08/2026	SYNERGY	ELECTRICITY USAGE 25/06/2026-24/07/2026 - STREET LIGHTING	1	8,038.43	
DD19587.4	28/08/2026	SYNERGY	ELECTRICITY USAGE 09/07/2026-06/08/2026 - SWIMMING POOL	1		336.66
INV 2768019825	10/08/2026	SYNERGY	ELECTRICITY USAGE 09/07/2026-06/08/2026 - SWIMMING POOL	1	336.66	
DD19587.5	24/08/2026	WATER CORPORATION OF WA	WATER USAGE 27/05/2026-31/07/2026 - TRANSFER STATION	1		51.20
INV 90 07965 28 7	03/08/2026	WATER CORPORATION OF WA	WATER USAGE 27/05/2026-31/07/2026 - TRANSFER STATION	1	51.20	
DD19587.6	26/08/2026	WATER CORPORATION OF WA	SERVICE CHARGES - 01/07/2026-31/08/2026 - EMIDS RESIDENCE	1		158.24
INV 90 16178 46 1	10/08/2026	WATER CORPORATION OF WA	WATER USAGE 09/06/2026-07/08/2026 & SERVICE CHARGES 01/07/2026-31/08/2026 - CEO RESIDENCE	1	106.42	
INV 90 16178 48 8	10/08/2026	WATER CORPORATION OF WA	SERVICE CHARGES - 01/07/2026-31/08/2026 - EMIDS RESIDENCE	1	51.82	
DD19587.7	30/08/2026	TELSTRA	MOBILE PHONE SERVICE 11/08/2026-10/09/2026 AND CALLS TO 10/08/2026	1		1,734.29
INV 333 4864 703	11/08/2026	TELSTRA	MOBILE PHONE SERVICE 11/08/2026-10/09/2026 AND CALLS TO 10/08/2026	1	1,734.29	
DD19591.1	28/08/2026	EXETEL PTY LTD	INTERNET CHARGES SEPTEMBER 2026 - ADMIN	1		107.00

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INV E87451771	14/08/2026	EXETEL PTY LTD	INTERNET CHARGES SEPTEMBER 2026 - ADMIN	1	107.00	
DD19591.2	31/08/2026	WATER CORPORATION OF WA	WATER USAGE 28/05/2026-06/08/2026 & SERVICE CHARGES 01/07/2026-31/08/2026 - 17 FORBES STREET	1		332.98
INV 90 07884 26 8	14/08/2026	WATER CORPORATION OF WA	SERVICE CHARGES 01/07/2026-31/08/2026 - 38 FRASER STREET	1	51.82	
INV 90 07884 30 5	14/08/2026	WATER CORPORATION OF WA	SERVICE CHARGES 01/07/2026-31/08/2026 - 2 DINSDALE STREET	1	51.82	
INV 90 07884 52 4	14/08/2026	WATER CORPORATION OF WA	SERVICE CHARGES 01/07/2026-31/08/2026 - 24 FORD STREET	1	49.02	
INV 90 07890 03 5	14/08/2026	WATER CORPORATION OF WA	WATER USAGE 28/05/2026-06/08/2026 & SERVICE CHARGES 01/07/2026-31/08/2026 - 17 FORBES STREET	1	180.32	
DD19620.1	20/08/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PPE 18/08/2026	1		32,342.47
INV SUPERANNUA	20/08/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PPE 18/08/2026	1	32,342.47	
DD19620.2	07/08/2026	NODE1 INTERNET	NETWORK ACCESS AUGUST 2026 - ADMIN, MUSEUM, DEPOT	1		1,631.70
INV 6895191	01/08/2026	NODE1 INTERNET	NETWORK ACCESS AUGUST 2026 - ADMIN, MUSEUM, DEPOT	1	1,631.70	
DD19620.3	12/08/2026	BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NETWORK ACCESS 06/08/226-05/09/2026 - YRCC, CRC	1		193.00
INV 6908447	06/08/2026	BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NETWORK ACCESS 06/08/226-05/09/2026 - YRCC, CRC	1	193.00	
DD19625.1	14/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	EMCCS CREDIT CARD JULY 2026	1		1,375.32
INV M203JUL2026	31/07/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	EMCCS CREDIT CARD JULY 2026	1	1,375.32	
DD19626.1	31/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		11.70
INV 31082026	31/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	11.70	
DD19627.1	01/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		91.71

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 01082026	01/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	91.71	
DD19627.2	03/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		186.58
INV 03082026	03/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	186.58	
DD19627.3	03/08/2026	COMMONWEALTH BANK - CLIENT SUPPORT	CBA EFTPOS MERCHANT FEES	1		511.18
INV 03082026	03/08/2026	COMMONWEALTH BANK - CLIENT SUPPORT	CBA EFTPOS MERCHANT FEES	1	511.18	
DD19627.4	06/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	2		11.85
INV 06082026	06/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	2	11.85	
DD19627.5	12/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		0.15
INV 12082026	12/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	0.15	
DD19627.6	17/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		10.65
INV 17082026	17/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	10.65	
DD19627.7	20/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		10.80
INV 20082026	20/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	10.80	
DD19627.8	25/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		0.30
INV 25082026	25/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	0.30	
DD19632.1	06/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES CHARGED TO WRONG ACCOUNT	2		-11.85

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 06082026	06/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES CHARGED TO WRONG ACCOUNT	2	-11.85	
DD19633.1	06/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		11.85
INV 06082026	06/08/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	11.85	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	**1,010,368.39**
TOTAL		**1,010,368.39**

SY101-09/26 POLICY REVIEW - FINANCE POLICIES

File Number:	**4.12043**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Temporary Executive Manager Corporate Services**
Previously before Council:	**26 May 2020 (130520)** **19 December 2023 (121223)** **17 December 2024 (061224)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Policy F2 - Procurement ⇩** **2. Policy F5 - Authority to Make Payments from Trust and Municipal Funds ⇩** **3. Policy F6 - Corporate Credit Card ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents a review of the following policies for consideration and approval by Council:

- F2 – Procurement
- F5 – Authority to Make Payments from Trust and Municipal Funds
- F6 – Corporate Credit Card

BACKGROUND

In accordance with Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*, the CEO is to *"undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly and report to the local government the results of those reviews".*

The policies were last reviewed as follows:

Policy	Review Date
F2 – Procurement	19 December 2023
F5 – Authority to Make Payments from Trust and Municipal Funds	26 May 2020
F6 – Corporate Credit Card	17 December 2024

The Register of Delegated Authority was reviewed in June and July 2026. Delegations and policies have a direct impact on the effectiveness and efficiency of financial processes. It is recommended the associated policies are also reviewed to ensure compliance.

In addition, the Shire has experienced an extended period of officers operating in acting and temporary positions. Following the appointment of the Chief Executive Officer, the Shire is now undertaking a workforce review to ensure staff resources, skills and costs are appropriately aligned with community needs and Council's strategic goals.

It has been identified that during periods where executive or manager positions are vacant and acting of temporary arrangements are put in place that procurement and payment processes can be negatively impacted creating an uneven distribution of responsibility and delays.

Officers have reviewed the above three policies as a priority to ensure procurement and payment activities of the Shire remain effective, efficient and sustainable through any future changes in staff and compliance with the current Register of Delegated Authority.

COMMENTS AND DETAILS

Officers have referred to Guidelines provided by the Department of Local Government, Industry Regulation and Safety (LGIRS) as well as templates provided by the WA Local Government Association (WALGA).

The key changes from the review are summarised below:

F2 - Procurement

- Removal of commentary relating to previous reviews and repetition of statements.
- Alignment of the Principles with the WALGA template.
- Inclusion of the tender exempt and emergency procurement clauses within the 'Purchasing Practices' table.
- Removal of procedural matters.
- Improved wording in relation to anti-avoidance based on the WALGA template.
- Removal of specific roles and replaced with reference to the hierarchical position, for example Executive Manager or Manager.
- Increase to the Local Price Preference in relation to construction contracts in recognition of increased costs and to improve competitiveness of local contractors.

F5 – Authority to Make Payments from Trust & Municipal Funds

- Removal of specific roles and replaced with reference to Executive Manager.
- Updated reference to the Executive Leadership Team (previously Executive Management Group)

F6 – Corporate Credit Card

- Removal of commentary relating to previous reviews and repetition of statements.
- Removal of specific roles and replaced with reference to Executive Manager.
- Increase to the collective limit on fuel cards from $4,000 to $5,000.
- Addition of the card type 'transaction card' with a $500 credit limit.
- Change of responsibility for the policy and processes to the Manager Finance.

Tracked change and clean versions of the reviewed policies are presented in Appendix 1 to 3 respectively.

OPTIONS

Council has the following options:

Option 1: Council could choose to adopt the reviewed policies as presented.

Option 2: Council could choose to not adopt one, two or all of the reviewed policies.

Option 3: Council could choose to request amendments be made to one, two or all of the reviewed policies. Council will need to identify what changes are requested.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

WALGA

LGIRS

Strategic

Strategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together.

Policy Related

The Shire of York website will be updated if the proposed Policy is adopted by Council.

Financial

Nil

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 —

(a) governs the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

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

(a) oversee the allocation of the local government's finances and resources; and

(b) determine the local government's policies."

Regulation 11A of the *Local Government (Functions & General) Regulations 1996* is applicable and states:

"11A. Purchasing policies for local governments

(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $250 000 or less or worth $250 000 or less.

(2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).

(3) A purchasing policy must make provision in respect of —

(a) the form of quotations acceptable; and

(ba) the minimum number of oral quotations and written quotations that must be obtained; and

(b) the recording and retention of written information, or documents, in respect of —

(i) all quotations received; and

(ii) all purchases made.

[(4) deleted]"

Risk Related

The changes made to the policies seek to improve the long term continuity of service to the community and the Shire's creditors along with compliance, thus reducing reputational risk whilst still maintaining effective controls to reduce the risk of fraud related incidents.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
190926

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

That, with regard to the Policy Review - Finance Policies, that Council:

1. **Adopts the review of Policy F2 – Procurement, as presented in Appendix 1.**
2. **Adopts the review of Policy F5 – Authority to Make Payments from Trust & Municipal Funds, as presented in Appendix 2.**
3. **Adopts the review of Policy F6 – Corporate Credit Card, as presented in Appendix 3.**
4. **Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the policies prior to publication.**

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

Against: **Nil**

CARRIED 5/0

FINANCE POLICIES
Procurement

Policy Number:	F2
Relevant Delegation:	1.1.12 Expressions of Interest for Goods and Services
	1.1.13 Tenders for Goods and Services – Call Tenders
	1.1.14 Tenders for Goods and Services – Accepting and Rejecting Tenders, Varying Contracts, Exercising Contract Extension Options
	1.1.15 Panels of Pre-Qualified Suppliers for Goods and Services
	1.1.17 Payments from the Municipal or Trust Funds
Adoption Details:	28 January 2016
Last Review Details:	19 December 2023

POLICY OBJECTIVE:

To provide a clear approach for the procurement of all goods and services to ensure practices are efficient, transparent, ethical, provide value for money and meet all legislative requirements.

POLICY SCOPE:

This ~~Policy~~ policy applies to all Council Members and Shire officers who are involved in purchasing activities. ~~undertaken by the Shire's officers and makes provision for regional price preference.~~

POLICY STATEMENT:

INTRODUCTION

The Shire procures a considerable number of products and services and it is essential that it is done in a way that achieves value for money, is transparent, accountable, without bias or preference and effective.

The Shire is committed to applying the principles and practices outlined in this policy to all purchasing activity and to ensuring alignment with the Shire's strategic and operational objectives. ~~Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.~~

~~This policy was created to ensure appropriate procurement of all goods and services and therefore good governance. A full review of relevant legislation and industry best practice was undertaken in the process of preparing this policy and the following is in accordance with the Shire of York's Statement of Business Ethics.~~

PRINCIPLES

The Shire's purchasing activities will:

(a) Achieve best value for money that considers sustainable benefits, such as environmental, social and local economic factors;

(b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;

(c) Use consistent, efficient and accountable purchasing processes and decision-making, including competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements.

(d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;

(e) Commit to probity and integrity, including the avoidance of bias and perceived and actual conflicts of interest;

(f) Comply with the *Local Government Act 1995* (the Act), *Local Government (Functions and General) Regulations 1996* (the Regulations), other relevant legislation, Codes of Practice, Standards and the Shire's policies and procedures;

(g) Purchasing outcomes contribute to efficiencies (time and resources) for the Shire;

~~(a) Procurement undertaken by the Shire is carried out in a consistent, efficient, effective and transparent manner.~~

~~(b) Retaining the integrity of the procurement process by maintaining fair and ethical practices and adherence to statutory obligations is a fundamental requirement.~~

~~(c) Value for money will be sought in a way that achieves the most advantageous outcomes for the Shire.~~

~~(d) Where appropriate, local suppliers and/or suppliers using significant local resources to be given preferential consideration in order to support the local economy.~~

~~(e) Wherever possible, other sustainable benefits such as environmental and social factors will be considered in the overall value for money assessment.~~

~~(f)~~(h) ~~There should be no conflicts of interest which might compromise equity, probity and integrity and the avoidance of bias in the procurement process.~~

~~(g)~~(i) Procurement records will be maintained in accordance with the *State Records Act 2000* and the Shire's Recordkeeping Plan;~~.~~

~~(h)~~(j) Confidentiality protocols that protect commercial-in-confidence information are applied with information released only where appropriately approved; and~~.~~

~~(i)~~(k) Risks related to the procurement process are identified and managed within the Shire's Risk Management Framework.

PROVISIONS

~~1.1~~ All Council Members and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activities and decision making~~,~~ and act in an honest and professional manner that supports the standing of the Council.

~~The following principles, standards and behaviour must be observed and enforced through all stages of the purchasing process, to ensure the fair and equitable treatment of all parties.~~

~~(i) Full accountability shall be taken for all purchasing decisions and the efficient, effective, and proper expenditure of public monies based on achieving value for money.~~

~~(ii) All purchasing practices shall comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996* and requirements consistent with the Shire's Policies, Procedures and Code of Conduct.~~

~~(iii) Purchasing is to be undertaken on a competitive basis, in which all potential suppliers are treated impartially, honestly and consistently.~~

~~(iv) All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable procedures and audit requirements.~~

~~(v) Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.~~

2.1 Value for money is an important principle governing purchasing, that allows the best possible outcome to be achieved for the Shire. ~~It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.~~

~~2.2~~ An assessment of the best value for money outcome for any purchasing should consider:

(i) All relevant whole of life costs, benefits of whole of life cycle costs (for goods), and whole of contract life costs (for services), including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal~~;~~;~~.~~

(ii) The technical merits of the goods or services offered in terms of compliance with specifications, contractual terms and conditions, and any relevant methods of assuring quality~~;~~;~~.~~

(iii) The supplier's ~~F~~financial viability and capacity to supply without risk of default , including the ~~(~~competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history~~)~~;~~;~~.~~

(iv) A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable~~;~~;~~.~~

(v) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from its supply, operation and maintenance;

(vi) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this policy and any other relevant Shire policy including Local Economic Benefit; and

~~(v)~~(vii) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required~~.~~

~~2.3~~2.2 It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks. Where a higher priced, conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

3.1 The Shire of York must comply with all requirements, including purchasing thresholds and processes, as prescribed within legislation, this ~~Policy~~ policy and associated procedures in effect at the Shire of York.

3.2 The following table outlines the purchasing value thresholds and applicable practices relating to purchasing activities.

3.2.1 Purchasing value for the purposes of this policy is exclusive of GST.

3.2.2 Where no contract exists, the purchasing value will be the estimated total expenditure for a minimum three-year period.

Amount of Purchase (ex GST)	~~Process to be followed~~Purchasing Practice
Up to $5,000	Direct purchase from suppliers. No quotation required. Market testing is strongly encouraged.
$5,001 to $20,000	Seek at least two (2) written quotations from suitable suppliers. Recommendation to purchase, include on quotation form reason for choosing selected supplier, official order for the goods and services to be countersigned by the Officers designated in this Policy.
$20,001 to $50,000	Seek at least three (3) written quotations from suitable suppliers after outlining in writing the requirements of the supply. Recommendation to purchase, include on quotation form reason for choosing selected supplier.
$50,001 to $250,000	Obtain at least three written quotations (using the Shire of York's Request for Quotation template) containing price and specification of goods and services. Recommendations to purchase to be accompanied by a written evaluation against pre-determined criteria and approved by the Chief Executive Officer.
$250,001 and above	Conduct a ~~public~~ **Public** ~~tender~~ **Tender** process, as prescribed under the Act and Regulations. *OR* **Tender Exempt** arrangements (i.e. WALGA Preferred Supplier Arrangement, WA State Government Common Use Arrangement or other tender exemption under *F&G Reg.11(2)*) requires written responses from suppliers by invitation under a formal Request for Quotation. The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to: • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.~~*Local Government (Functions and General) Regulations 1996.*~~
Emergency Purchases *(No budget allocation available)*	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the Act, the Shire President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.

	The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next Ordinary Council Meeting.
WALGA Services (excluding Preferred Supplier Program)	For the purchasing of WALGA services, a minimum of one (1) written quotation is to be sought and recorded.
Local Government Insurance Services (LGIS) and affiliated companies.	For the purchasing of LGIS services, a minimum of one (1) written quotation is to be sought and recorded. The suite of LGIS insurances is established in accordance with s.9.58(6)(b) of the ~~*Local Government Act 1995*~~Act and is provided to WALGA Member Local Governments as the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-based service and is not defined as a purchasing activity subject to this Policy.

See also Clause 11.

~~3.3 The *Local Government (Functions and General) Regulations 1996* were amended in April 2020 and the tender threshold raised from $150,000 to $250,000.~~

~~3.4 *Western Australian Local Government Association (WALGA)/State Government Common Use Arrangement (CUA)*~~

~~3.4.1 Where the intended purchase is within the $250,000 threshold, the above quotation process still applies with respect to obtaining quotations from either WALGA preferred suppliers or non-WALGA suppliers.~~

~~3.4.2 Where the intended purchase is over $250,000 and the Shire wishes to use the Council Purchasing Service of WALGA without going through the tender process, the Shire must still follow the process of obtaining quotations from the WALGA panel.~~

~~3.5 Emergency purchases not included in the adopted budget must be authorised in advance by the Shire President in accordance with Section 6.8 of the *Local Government Act 1995*~~Act.

~~3.6 Purchasing Procedures~~

~~The Shire has developed a comprehensive Procurement Manual and procedures relating to all aspects of procurement which must be adhered to at all times.~~

~~4.1~~ It is recognised that in some cases, it may not be possible to obtain three quotations in accordance with the above. In this case, officers must seek an Override to this Policy via the Shire's ~~Altus P~~procurement system before submitting a request for Purchase Order approval. Officers must include notation as to why the purchase ~~this~~ is exempt. Officers must outline the details of the companies contacted (date, method, contact details) and their response.

~~5.1~~ The procurement of goods and/or services available from only one private sector source of supply is permitted without the need to call for competitive quotation provided that there is genuinely only one source of supply. Written information regarding endeavours to find other sources must be included on the request for Override of the Procurement Policy.

6.1 Panels will be established in accordance with the provisions of Part 4, Division 3 of the Regulations ~~*Local Government (Functions and General) Regulations 1996*~~ and the Council's Finance Policy F9 Panels of Pre-Qualified Suppliers.

~~7.1~~

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.~~Shire Officers are not to enter into two (2) or more contracts for the purchase of goods and services in order to avoid the requirements of the above monetary thresholds~~.

~~2~~8 **Exemptions**~~8.1~~ Notwithstanding that the principles of ethics and integrity as outlined in Section 1 apply at all times, in addition to the regulatory Tender exemptions for purchasing as set out in Regulation 11(2) of the Regulations, certain circumstances may arise where it is not reasonably practicable to adhere to the purchasing thresholds outlined in Section 3.

8.2 The following purchases are exempt from the requirement to undertake a competitive purchasing process as outlined in Section 3, where the total value of the purchase is within the Shire's approved annual budget, does not exceed $50,000 in value, and where the overall business risk has been assessed as low to medium:

- Emergency reactive building maintenance purchases under $5,000
- Advance/Prior Payment of Services (accommodation, travel services, seminars, training courses)
- Annual memberships/subscriptions
- Annual license/software maintenance/support fees
- Conferences
- Purchases of consumables, defined as items which are able to be consumed and likely to be used up or depleted over a short period of time
- Purchases of goods or services supplied by or obtained through the Western Australian State Government or the Commonwealth or any of its agencies, or by a local government or a regional local government
- Purchase of legal services where that service is obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement
- Reimbursements (TAFE, training course fees, accommodation/meal costs, telephone and internet)
- Reimbursements for Shop Local Programs made in accordance with approved budget allocations
- Procurement of performing arts, defined as forms of creative activity that are performed in front of an audience, such as drama, music or dance.
- Procurement of visual artists in accordance with C6 – Public Art as appropriate where a specific outcome or artistic medium has been identified.
- Provision of utility services
- Where the contract is for petrol, oil or other liquid or gas used for internal combustion engines
- Purchases from Original Equipment Manufacturer (OEM's), or a sole agent thereof, where warranty provisions may otherwise be void

- Purchases of goods, services or works where there is genuinely only one private sector source of supply (manufacturer, supplier or agency) in line with Section 5 of this Policy
- Purchases of goods or services with demonstrated unique technical requirements that integrate explicitly with existing Shire systems, deviation from which would be inefficient and would otherwise not be considered value for money
- Emergency purchases in line with Section 3.5 of this Policy
- Sponsorships and donations made in accordance with Policy C8 Funding: Grants and Sponsorship ~~C3 *Community Funding: Grants and Sponsorship* or Policy C4 *Sponsorship of Tourism Events*~~

~~6~~9 Record Keeping

~~9.1~~ All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

~~7~~10 Creation of New Suppliers

10.1 A background check of all new suppliers should be undertaken prior to the supplier being created in the system.

10.2 Checks serve as an anti-fraud control measure and should be stored against the completed new creditor documents.

~~8~~11 Authorisation of Official Orders and Certification of Invoices

11.1 Authorisation of Official Orders

At all times, an order must be raised, with full supporting quotation documentation, prior to the official engagement of a creditor. The authorisation of official orders the supply of goods and services can only be exercised through the Shire's ~~Altus P~~procurement ~~program~~ system by those Officers indicated in the following schedule, and only to the extent indicated.

Chief Executive Officer	Tender related purchasing - to a maximum value in accordance with the approved tender as determined by Council
	Non-tender related purchases - to a maximum of $250,000 in any one transaction within the approved Budget Allocations
Executive Manager~~s Corporate and Community Services~~	To a maximum of $50,000 in any one transaction within the approved Budget Allocations
~~Executive Manager Infrastructure and Development Services~~	~~To a maximum of $50,000 in any one transaction within the approved Budget Allocations~~
~~Coordinators and Supervisors, excluding Curator, Senior~~	To a maximum of $5,000 in any one transaction within the approved Budget Allocations for their responsible area only

~~Project Manager, Pool Managers and Finance Manager~~ Managers (excluding Manager Finance)	
These also apply during any acting or temporary arrangements	

11.2 Certification of Invoices.

Shire employees that receive the goods or have evidence that the service has been delivered must sign and date the supplier invoice acknowledging that they have carried out this function and also attached the supplier delivery note if provided.

~~The Accounts Payable Officer must check all invoices to the approved purchase order to make sure that only approved goods and services have been delivered by the supplier.~~

~~Where supplier invoices are not supported by preapproved purchase orders the invoice must be authorised in accordance with purchase authorisation authority. This includes where a variation is over 10% of the original approved purchase. In this instance a variation must be formally approved by the original approver.~~

12 Officers in acting capacity

12.1 Officers in acting capacity of an authorised officer as designated in 11.1, may sign official orders and authorise an invoice for payment of goods and services, as detailed within this ~~Policy~~policy.

~~12.2 Acting capacity is defined when the Chief Executive Officer and/or the Officer for the time being appointed as Acting Chief Executive Officer is absent, on annual leave, long service leave, sick leave, conferences, meetings or absent from office during the course of business.~~

~~13 All official orders for goods and services must be countersigned as follows:~~

~~13.1 All Purchases up to the designated value for public tenders to be called (being $250,000) shall be approved by the officers designated in Clause 11.1.~~

~~13.2 Purchases above $250,000 (excluding GST), conduct a public tender with a report to Council to award the contract.~~

~~14 Sustainable Procurement~~

~~14.1~~**13 Local Economic Benefit**

13.1 The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support).
- ensure that procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses.

- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. These criteria will relate to local economic benefits that result from Tender processes.

~~14.2~~13.2 Local Price Preference

A preference will be applicable to all locally based contractors and suppliers with a permanent office and staff located within the Shire of York. This also applies to contractors based outside the Shire of York who use goods, materials or services which are sourced from within the Shire.

(a) Goods and Services

(i) A 10% price preference, to a maximum of $5,000, applies to goods and services, sourced and used in the Shire of York.

(ii) A 5% price preference to a maximum of $2,500 applies to goods and services sourced within the Avon Valley.

(b) Construction

(i) A 5% price preference, to a maximum of $~~5~~10,000, applies to all construction conducted by businesses/contractors based within the Shire of York.

(ii) A 2.5% price preference, to a maximum of $~~2,~~5,000, applies to all construction conducted by business/contractors based within the Avon Valley.

14 Socially Sustainable Procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

~~(ii)~~

~~14.3~~14.1 Purchasing from Australian Disability Enterprises

Where possible and appropriate, Australian Disability Enterprises (ADE) are to be invited to quote to supply goods, services or works under the tender threshold.

For purchases above the tender threshold, an ADE may be contracted without the need to undertake a ~~public~~ Public Tender process. The ADE will still need to be issued a request for quotation document, and a value for money assessment of the ADE's offer must be made to demonstrate benefits for the Shire's achievement of its strategic and operational objectives.

~~14.4~~14.2 Purchasing from Aboriginal Businesses

A business registered in the current Aboriginal Business Directory WA (managed by the Chamber of Commerce and Industry WA and Industry Capability Network WA),or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ~~(produced by the~~

~~Small Business Development Corporation)~~ may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth $250,000 or less;
- the Shire is satisfied that the contract represents value for money;~~,~~ and
- a best and sustainable value assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

~~A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.~~

15 Non-Compliance

15.1 Purchasing activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

15.2 A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

15.3 Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided.
- a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*.
- misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.

KEY TERMS/DEFINITIONS:

Not applicable.

Responsible Officer:	~~Executive Manager Corporate & Community Services~~Manager Finance
Contact Officer:	~~Executive Manager Corporate & Community Services~~Manager Finance
Relevant Legislation:	*Local Government Act 1995* – Section 3.57 and ~~*Local Government Act 1995* –~~ Section 6.10 Local Government (Functions and General) Regulations 1996 – Part 4 *Local Government (Financial Management) Regulations 1996* – Regulation 11
Other Relevant Documents:	E1 Code of Conduct: Council Members, Committee members & Candidates O8 Employee Code of Conduct F5 Authority to make Payments from Trust and Municipal Funds Shire of York Procurement Manual F6 Corporate Credit Card Policy F9 Panels of Pre-Qualified Suppliers Policy

Shire of York Record Keeping Plan

~~Department of Local Government Guideline No 11 – Use of Corporate Credit Cards~~

Review History:

Date Review Adopted:	**Resolution Number**
Adopted – 28 January 2016	
Reviewed – 24 October 2016	121016
Reviewed – 18 September 2017	
Reviewed – 29 July 2019	
Reviewed – 25 November 2019	291119
Reviewed – 27 April 2021	050421
Reviewed – 22 June 2021	130621
Reviewed – 19 December 2023	121223
Reviewed – 28 March 2023	420323
Former Policy No:	F1.2

FINANCE POLICIES
Procurement

Policy Number:	F2
Relevant Delegation:	1.1.12 Expressions of Interest for Goods and Services
	1.1.13 Tenders for Goods and Services – Call Tenders
	1.1.14 Tenders for Goods and Services – Accepting and Rejecting Tenders, Varying Contracts, Exercising Contract Extension Options
	1.1.15 Panels of Pre-Qualified Suppliers for Goods and Services
	1.1.17 Payments from the Municipal or Trust Funds
Adoption Details:	28 January 2016
Last Review Details:	19 December 2023

POLICY OBJECTIVE:

To provide a clear approach for the procurement of all goods and services to ensure practices are efficient, transparent, ethical, provide value for money and meet all legislative requirements.

POLICY SCOPE:

This policy applies to all Council Members and Shire officers who are involved in purchasing activities.

POLICY STATEMENT:

INTRODUCTION

The Shire procures a considerable number of products and services and it is essential that it is done in a way that achieves value for money, is transparent, accountable, without bias or preference and effective.

The Shire is committed to applying the principles and practices outlined in this policy to all purchasing activity and to ensuring alignment with the Shire's strategic and operational objectives.

PRINCIPLES

The Shire's purchasing activities will:

(a) Achieve best value for money that considers sustainable benefits, such as environmental, social and local economic factors;

(b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;

(c) Use consistent, efficient and accountable purchasing processes and decision-making, including competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements.

(d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;

(e) Commit to probity and integrity, including the avoidance of bias and perceived and actual conflicts of interest;

(f) Comply with the *Local Government Act 1995* (the Act), *Local Government (Functions and General) Regulations 1996* (the Regulations), other relevant legislation, Codes of Practice, Standards and the Shire's policies and procedures;

(g) Purchasing outcomes contribute to efficiencies (time and resources) for the Shire;

(h) Procurement records will be maintained in accordance with the *State Records Act 2000* and the Shire's Recordkeeping Plan;

(i) Confidentiality protocols that protect commercial-in-confidence information are applied with information released only where appropriately approved; and

(j) Risks related to the procurement process are identified and managed within the Shire's Risk Management Framework.

PROVISIONS

All Council Members and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activities and decision making and act in an honest and professional manner that supports the standing of the Council.

2 Value for money is an important principle governing purchasing, that allows the best possible outcome to be achieved for the Shire.

An assessment of the best value for money outcome for any purchasing should consider:

(i) All relevant whole of life costs, benefits of whole of life cycle costs (for goods), and whole of contract life costs (for services), including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal;

(ii) The technical merits of the goods or services offered in terms of compliance with specifications, contractual terms and conditions, and any relevant methods of assuring quality;

(iii) The supplier's financial viability and capacity to supply without risk of default , including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;

(iv) A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;

(v) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from its supply, operation and maintenance;

(vi) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this policy and any other relevant Shire policy including Local Economic Benefit; and

(vii) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required

2.2 It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks. Where a higher priced, conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

3.1 The Shire of York must comply with all requirements, including purchasing thresholds and processes, as prescribed within legislation, this policy and associated procedures in effect at the Shire of York.

3.2 The following table outlines the purchasing value thresholds and applicable practices relating to purchasing activities.

3.2.1 Purchasing value for the purposes of this policy is exclusive of GST.

3.2.2 Where no contract exists, the purchasing value will be the estimated total expenditure for a minimum three-year period.

Amount of Purchase (ex GST)	**Purchasing Practice**
Up to $5,000	Direct purchase from suppliers. No quotation required. Market testing is strongly encouraged.
$5,001 to $20,000	Seek at least two (2) written quotations from suitable suppliers. Recommendation to purchase, include on quotation form reason for choosing selected supplier, official order for the goods and services to be countersigned by the Officers designated in this Policy.
$20,001 to $50,000	Seek at least three (3) written quotations from suitable suppliers after outlining in writing the requirements of the supply. Recommendation to purchase, include on quotation form reason for choosing selected supplier.
$50,001 to $250,000	Obtain at least three written quotations (using the Shire of York's Request for Quotation template) containing price and specification of goods and services. Recommendations to purchase to be accompanied by a written evaluation against pre-determined criteria and approved by the Chief Executive Officer.
$250,001 and above	Conduct a **Public Tender** process, as prescribed under the Act and Regulations. *OR* **Tender Exempt** arrangements (i.e. WALGA Preferred Supplier Arrangement, WA State Government Common Use Arrangement or other tender exemption under *F&G Reg.11(2)*) requires written responses from suppliers by invitation under a formal Request for Quotation. The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to: • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.
Emergency Purchases	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the Act, the Shire

(No budget allocation available)	President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next Ordinary Council Meeting.
WALGA Services (excluding Preferred Supplier Program)	For the purchasing of WALGA services, a minimum of one (1) written quotation is to be sought and recorded.
Local Government Insurance Services (LGIS) and affiliated companies.	For the purchasing of LGIS services, a minimum of one (1) written quotation is to be sought and recorded. The suite of LGIS insurances is established in accordance with s.9.58(6)(b) of the Act and is provided to WALGA Member Local Governments as the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-based service and is not defined as a purchasing activity subject to this Policy.

See also Clause 11.

It is recognised that in some cases, it may not be possible to obtain three quotations in accordance with the above. In this case, officers must seek an Override to this Policy via the Shire's procurement system before submitting a request for Purchase Order approval. Officers must include notation as to why the purchase is exempt. Officers must outline the details of the companies contacted (date, method, contact details) and their response. The procurement of goods and/or services available from only one private sector source of supply is permitted without the need to call for competitive quotation provided that there is genuinely only one source of supply. Written information regarding endeavours to find other sources must be included on the request for Override of the Procurement Policy.

Panels will be established in accordance with the provisions of Part 4, Division 3 of the Regulations and the Council's Finance Policy F9 Panels of Pre-Qualified Suppliers.

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature..

8 Exemptions Notwithstanding that the principles of ethics and integrity as outlined in Section 1 apply at all times, in addition to the regulatory Tender exemptions for purchasing as set out in Regulation 11(2) of the Regulations, certain circumstances may arise where it is not reasonably practicable to adhere to the purchasing thresholds outlined in Section 3.

8.2 The following purchases are exempt from the requirement to undertake a competitive purchasing process as outlined in Section 3, where the total value of the purchase is within the Shire's approved annual budget, does not exceed $50,000 in value, and where the overall business risk has been assessed as low to medium:

- Emergency reactive building maintenance purchases under $5,000
- Advance/Prior Payment of Services (accommodation, travel services, seminars, training courses)
- Annual memberships/subscriptions
- Annual license/software maintenance/support fees
- Conferences

- Purchases of consumables, defined as items which are able to be consumed and likely to be used up or depleted over a short period of time
- Purchases of goods or services supplied by or obtained through the Western Australian State Government or the Commonwealth or any of its agencies, or by a local government or a regional local government
- Purchase of legal services where that service is obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement
- Reimbursements (TAFE, training course fees, accommodation/meal costs, telephone and internet)
- Reimbursements for Shop Local Programs made in accordance with approved budget allocations
- Procurement of performing arts, defined as forms of creative activity that are performed in front of an audience, such as drama, music or dance.
- Procurement of visual artists in accordance with C6 – Public Art as appropriate where a specific outcome or artistic medium has been identified.
- Provision of utility services
- Where the contract is for petrol, oil or other liquid or gas used for internal combustion engines
- Purchases from Original Equipment Manufacturer (OEM's), or a sole agent thereof, where warranty provisions may otherwise be void
- Purchases of goods, services or works where there is genuinely only one private sector source of supply (manufacturer, supplier or agency) in line with Section 5 of this Policy
- Purchases of goods or services with demonstrated unique technical requirements that integrate explicitly with existing Shire systems, deviation from which would be inefficient and would otherwise not be considered value for money
- Emergency purchases in line with Section 3.5 of this Policy
- Sponsorships and donations made in accordance with Policy C8 Funding: Grants and Sponsorship

9 Record Keeping

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

10 Creation of New Suppliers

10.1 A background check of all new suppliers should be undertaken prior to the supplier being created in the system.

10.2 Checks serve as an anti-fraud control measure and should be stored against the completed new creditor documents.

11 Authorisation of Official Orders and Certification of Invoices

11.1 Authorisation of Official Orders

At all times, an order must be raised, with full supporting quotation documentation, prior to the official engagement of a creditor. The authorisation of official orders the supply of goods and services can only be exercised through the Shire's procurement system by those Officers indicated in the following schedule, and only to the extent indicated.

Chief Executive Officer	Tender related purchasing - to a maximum value in accordance with the approved tender as determined by Council
	Non-tender related purchases - to a maximum of $250,000 in any one transaction within the approved Budget Allocations
Executive Managers	To a maximum of $50,000 in any one transaction within the approved Budget Allocations
Managers (excluding Manager Finance)	To a maximum of $5,000 in any one transaction within the approved Budget Allocations for their responsible area only
These also apply during any acting or temporary arrangements	

11.2 Certification of Invoices.

Shire employees that receive the goods or have evidence that the service has been delivered must sign and date the supplier invoice acknowledging that they have carried out this function and also attached the supplier delivery note if provided.

12 Officers in acting capacity

12.1 Officers in acting capacity of an authorised officer as designated in 11.1, may sign official orders and authorise an invoice for payment of goods and services, as detailed within this policy.

13 Local Economic Benefit

13.1 The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support).
- ensure that procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses.
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. These criteria will relate to local economic benefits that result from Tender processes.

13.2 Local Price Preference

A preference will be applicable to all locally based contractors and suppliers with a permanent office and staff located within the Shire of York. This also applies to contractors based outside the Shire of York who use goods, materials or services which are sourced from within the Shire.

(a) Goods and Services

(i) A 10% price preference, to a maximum of $5,000, applies to goods and services, sourced and used in the Shire of York.

(ii) A 5% price preference to a maximum of $2,500 applies to goods and services sourced within the Avon Valley.

(b) Construction

(i) A 5% price preference, to a maximum of $10,000, applies to all construction conducted by businesses/contractors based within the Shire of York.

(ii) A 2.5% price preference, to a maximum of $5,000, applies to all construction conducted by business/contractors based within the Avon Valley.

14 Socially Sustainable Procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

14.1 Purchasing from Australian Disability Enterprises

Where possible and appropriate, Australian Disability Enterprises (ADE) are to be invited to quote to supply goods, services or works under the tender threshold.

For purchases above the tender threshold, an ADE may be contracted without the need to undertake a Public Tender process. The ADE will still need to be issued a request for quotation document, and a value for money assessment of the ADE's offer must be made to demonstrate benefits for the Shire's achievement of its strategic and operational objectives.

14.2 Purchasing from Aboriginal Businesses

A business registered in the current Aboriginal Business Directory WA (managed by the Chamber of Commerce and Industry WA and Industry Capability Network WA),or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth $250,000 or less;

- the Shire is satisfied that the contract represents value for money; and
- a best and sustainable value assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

15 Non-Compliance

15.1 Purchasing activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

15.2 A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

15.3 Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided.
- a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*.
- misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.

KEY TERMS/DEFINITIONS:

Not applicable.

Responsible Officer:	Manager Finance
Contact Officer:	Manager Finance
Relevant Legislation:	*Local Government Act 1995* – Section 3.57 and Section 6.10 Local Government (Functions and General) Regulations 1996 – Part 4 *Local Government (Financial Management) Regulations 1996* – Regulation 11
Other Relevant Documents:	E1 Code of Conduct: Council Members, Committee members & Candidates O8 Employee Code of Conduct F5 Authority to make Payments from Trust and Municipal Funds Shire of York Procurement Manual F6 Corporate Credit Card Policy F9 Panels of Pre-Qualified Suppliers Policy Shire of York Record Keeping Plan

Review History:

Date Review Adopted:	**Resolution Number**
Adopted – 28 January 2016	
Reviewed – 24 October 2016	121016
Reviewed – 18 September 2017	
Reviewed – 29 July 2019	
Reviewed – 25 November 2019	291119
Reviewed – 27 April 2021	050421

Reviewed – 22 June 2021	130621
Reviewed – 19 December 2023	121223
Reviewed – 28 March 2023	420323
Former Policy No:	F1.2

FINANCE POLICIES

Authority to Make Payments from Trust & Municipal Funds

Policy Number:	F5
Relevant Delegation:	1.1.17 Payments from the Municipal or Trust Funds
Adoption Details:	28 January 2016
Last Review Details:	26 May 2020

POLICY OBJECTIVE:

To ensure there are appropriate systems to authorise payments from Trust and Municipal Funds in order to safeguard financial resources.

POLICY SCOPE:

This ~~Policy~~ policy applies to ~~the~~ Shire employees involved with the authorisation of all payments made from the Trust or Municipal Funds.

POLICY STATEMENT:

INTRODUCTION

It is imperative that the ability to make payments from the Shire's bank accounts is restricted to key staff. Shire funds need to be kept secure and payments need to be supported by appropriate records and approval processes. A lack of good governance around funds could expose the Shire to significant financial loss.

PRINCIPLES

(a) the ability to make payments from the Shire's bank accounts is restricted.

(b) all payments processed by the Shire, both cheque and EFT, are supported by proper verification, record keeping and authorisation.

PROVISIONS

1.1 In accordance with Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*~~, 12 and 13~~, the Chief Executive Officer, ~~the Executive Manager Corporate and Community Services and the Executive Manager Infrastructure and Development Services~~and Executive Managers be delegated to authorise payments on behalf of the Council.

1.2 All cheques, from both the Municipal and Trust Funds, must be countersigned by the Chief Executive Officer, ~~the Executive Manager Corporate and Community Services or the Executive Manager Infrastructure and Development Services~~ or an Executive Manager and one other authorised officer. Authorised officers are listed in ~~council delegation~~ Delegation ~~DE3 1~~1.1.17. (For the avoidance of doubt, members of the Executive ~~Management Group~~Leadership Team may sign jointly).

1.3 Sufficient supporting documentation must be recorded against cheque details and stored in the financial system.

1.4 Electronic Fund Transfers (EFT) from the Trust and Municipal Fund be subject to the following conditions:

(a) The EFT payments ~~relating to payroll~~ must be authorised by ~~at least~~ two officers.

(b) One authorising officer must be a member of the Executive ~~Management Group~~Leadership Team.

(c) ~~The EFT payments other than payroll be authorised by two officers, with at least one being a signatory to Council cheques as per 1.0 above~~.

(d) Authorisation of appropriate officers will be as per Delegation ~~No. DE1~~1.1.17.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

EFT means Electronic Funds Transfer

Executive ~~**Management Group**~~**Leadership Team** – Chief Executive Officer and Executive Managers~~, Executive Manager Corporate and Community Services, Executive Manager Infrastructure and Development Services~~ as a collective.

Responsible Officer:	Chief Executive Officer
Contact Officer:	Chief Executive Officer
Relevant Legislation:	Local Government Act 1995 – Section 6.10 Local Government (Financial Management) Regulations 1996 & 13(2)

Review History:

Date Review Adopted:	**Resolution Number**
Date Adopted – 28 January 2016	
Reviewed – 24 October 2016	121016
Reviewed – 25 November 2019	291119
Reviewed – 26 May 2020	130520
Former Policy No:	F1.5

FINANCE POLICIES

Authority to Make Payments from Trust & Municipal Funds

Policy Number:	F5
Relevant Delegation:	1.1.17 Payments from the Municipal or Trust Funds
Adoption Details:	28 January 2016
Last Review Details:	26 May 2020

POLICY OBJECTIVE:

To ensure there are appropriate systems to authorise payments from Trust and Municipal Funds in order to safeguard financial resources.

POLICY SCOPE:

This policy applies to Shire employees involved with the authorisation of all payments made from the Trust or Municipal Funds.

POLICY STATEMENT:

INTRODUCTION

It is imperative that the ability to make payments from the Shire's bank accounts is restricted to key staff. Shire funds need to be kept secure and payments need to be supported by appropriate records and approval processes. A lack of good governance around funds could expose the Shire to significant financial loss.

PRINCIPLES

(a) the ability to make payments from the Shire's bank accounts is restricted.

(b) all payments processed by the Shire, both cheque and EFT, are supported by proper verification, record keeping and authorisation.

PROVISIONS

1.1 In accordance with Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*, the Chief Executive Officer, and Executive Managers be delegated to authorise payments on behalf of the Council.

1.2 All cheques, from both the Municipal and Trust Funds, must be countersigned by the Chief Executive Officer, or an Executive Manager and one other authorised officer. Authorised officers are listed in Delegation 1.1.17. (For the avoidance of doubt, members of the Executive Leadership Team may sign jointly).

1.3 Sufficient supporting documentation must be recorded against cheque details and stored in the financial system.

1.4 Electronic Fund Transfers (EFT) from the Trust and Municipal Fund be subject to the following conditions:

(a) The EFT payments must be authorised by two officers.

(b) One authorising officer must be a member of the Executive Leadership Team.

(c) Authorisation of appropriate officers will be as per Delegation 1.1.17.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

EFT means Electronic Funds Transfer

Executive Leadership Team – Chief Executive Officer and Executive Managersas a collective.

Responsible Officer: Chief Executive Officer

Contact Officer: Chief Executive Officer

Relevant Legislation: Local Government Act 1995 – Section 6.10
Local Government (Financial Management) Regulations 1996 & 13(2)

Review History:

Date Review Adopted:	**Resolution Number**
Date Adopted – 28 January 2016	
Reviewed – 24 October 2016	121016
Reviewed – 25 November 2019	291119
Reviewed – 26 May 2020	130520
Former Policy No:	F1.5

FINANCE POLICIES

Corporate Credit Card Policy

Policy Number:	F6
Relevant Delegation:	Not Applicable
Adoption Details:	28 January 2016
Last Review Details:	17 December 2024

POLICY OBJECTIVE:

The objective of this policy is to:

- Provide guidance in the issue and use of corporate purchasing and credit cards in order to ensure good governance.
- Reduce the risk of fraud and misuse of corporate purchasing and credit cards and minimise the Shire's financial and reputational risk.
- Fulfil all statutory requirements of the Local Government Act with respect to the use of corporate purchasing and credit cards.
- Adopt best practice in developing a clear and comprehensive policy on the use of corporate purchasing and credit cards.

POLICY SCOPE:

The requirements of this policy covers all Shire employees that are issued with and/or use the corporate purchasing and/or credit card cards.

This policy does not extend to Elected Members, as the Local Government Act does not make any provision for Elected Members to be issued with a ~~Corporate~~ corporate ~~Credit~~ credit ~~Card~~card. A Local Government can only pay allowances or reimburse expenses to a Councillor.

POLICY STATEMENT:

INTRODUCTION

~~The Shire will operate a corporate purchasing and credit cards system which permits an appropriate level of cards to be issued within the organisation. The number of cards issued has been reviewed in accordance with the review of this policy to ensure the appropriateness of the number of cards being used and the reason for which the card was issued.~~

Corporate purchasing and credit cards can serve as an effective way for the Shire to make payment for goods and services. The risks associated with corporate purchasing and credit card use can be minimised through the implementation of effective controls and administration processes. This policy must be understood by the employee/card holder prior to the issuing of corporate purchasing and credit cards.

~~This policy was created to ensure controlled use of corporate purchasing and credit cards and therefore good governance. Consultation of relevant legislation and industry best practice was undertaken. This policy was reviewed with consideration for the Department of Local Government's Operational Guidelines and WALGA's template policy suite.~~

PRINCIPLES

(a) There are always adequate controls in place surrounding the issuing and use of corporate purchasing and credit cards.

(b) There are effective acquittal practices in place surrounding the use of corporate purchasing and credit cards.

(c) Purchases made on corporate purchasing and credit cards adhere to the Procurement Policy.

(d) Purchases made on corporate purchasing and credit cards are as transparent as those processed through the Accounts Payable process.

PROVISIONS

1. ADVANTAGES OF CORPORATE CREDIT CARD USE

The use of corporate purchasing and credit cards shall only be approved if there is a demonstrated need and advantage to the Shire. These include:

(a) eliminating or reducing time spent on paper-based ordering and payments.

(b) reduction of administrative costs.

~~(c) reducing the number of payments per month.~~

~~(d)~~(c) provision of a useful resource in an emergency situation.

~~(e)~~(d) reducing the need to carry cash on the premises.

2. CUSTODIANSHIP AND CONDITIONS OF USE

2.1 ~~The Shire of York will hold two (2) credit cards.~~ All applications for a corporate credit card shall be approved by the ~~Council~~Chief Executive Officer.

2.2 ~~The~~ A corporate credit card may only be used under the direction of the approved custodian.

~~2.3 All credit card expenditure will be reported to Council with the monthly financial report.~~

~~2.4~~2.3 The requirement for corporate fuel or transaction cards will be determined on a case-by-case basis and approved by the Chief Executive Officer.

~~2.5~~2.4 Fuel cards will only be used for purchasing fuel for the Shire vehicle (or hire vehicle where appropriate) to which the application relates.

~~2.6~~2.5 All credit card, fuel card and transaction card expenditure will be reported to Council ~~within the list of~~ monthly ~~creditors payments~~.

~~2.7~~2.6 Custodians and account limits are as follows:

Card Type	Custodian	Limit
Credit Card	Executive Manager~~s, Corporate & Community Services~~	$5,000 per card
~~Credit Card~~	~~Executive Manager, Infrastructure & Development Services~~	~~$5,000~~
Fuel Cards	Various employees as approved by the CEO	$~~4~~5,000 collective limit
Transaction Cards	Various employees as approved by the CEO	$500 per card

3. REGISTER

~~3.1~~ A register shall be maintained by the ~~Executive Manager Corporate and Community Services~~Manager Finance of all ~~Corporate~~ corporate ~~Credit~~ credit ~~Cards~~cards, ~~and Fuel~~ fuel ~~Cards~~cards and transaction cards issued and kept in a secure location. The register shall include:

(a) Date of approval by Chief Executive Officer.

(b) Name of card holder.

(c) Card number and expiry date.

(d) Conditions of use of the card.

(e) A review date for continuing use of the card, not exceeding 24 months.

4. POLICIES AND PROCEDURES GOVERNING THE USE OF CORPORATE CARDS

~~4.1~~ The following shall be complied with for controlling the use of ~~Corporate~~ corporate ~~Credit~~ credit ~~Cards~~cards:

(a) An agreement shall be signed by the cardholder which sets out the cardholder's responsibilities and legal obligations when using the corporate purchasing and credit cards.

(b) A secure register managed by the ~~Executive Manager Corporate and Community Services~~Manager Finance of all current cardholders should be kept which includes card number, expiry date of the card and credit limit. Details of goods and services the cardholder has authority to purchase are outlined in the cardholder agreement.

(c) All new and existing cardholders shall be provided with a copy of the policies and procedures relating to the use of corporate purchasing and credit cards and shall formally sign the register to acknowledge that they have read and understood the requirements of the policy.

(d) When an employee misplaces their corporate ~~purchasing~~ transaction or credit card, they shall promptly report the matter to the ~~Executive Manager Corporate and Community Services~~Manager Finance who shall immediately cancel the card.

(e) Credit ~~Cards~~ cards shall not be transferred to other users.

(f) Use of ~~the~~ reward schemes, such as Fly Buys and Frequent Flyers, will not be permitted for personal gain.

(g) All surrendered Credit Cards shall be destroyed by the ~~Executive Manager Corporate and Community Services~~Manager Finance in the presence of another employee.

(h) In the event that a cardholder fails to comply with the policy's requirements, the Chief Executive Officer shall withdraw the use of the corporate ~~purchasing~~ transaction or credit card and take appropriate disciplinary action. All criminal/illegal acts of alleged misuse shall be reported to the Police and other relevant authorities.

(i) The use of corporate purchasing and credit cards for any personal use whatsoever is strictly prohibited.

(j) Use of the corporate credit cards for purchases over the internet should be restricted to trusted secure sites.

(k) The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of the Shire of York.

5. PURCHASING

5.1 Corporate ~~purchasing~~ transaction and credit~~-~~ cards~~-~~ shall only be used for purchasing goods and services on behalf of the Shire and in circumstances when the issue of a Purchase Order Number from the Shire is not accepted, appropriate or convenient.

5.2 Fuel ~~Cards~~ cards will be issued to employees where applicable and must only be used when purchasing fuel for Shire vehicles.

5.3 The nominated fuel card should be used in preference to a credit card when purchasing fuel unless it is not accepted by the retailer and then the vehicle odometer reading and fuel receipt are to be recorded at the time of purchase.

~~5.3~~5.4 Personal expenditure is strictly prohibited.

~~5.4~~5.5 A ~~Credit~~ credit ~~Card~~ card shall not be used for cash withdrawals.

~~5.5~~5.6 Purchases by facsimile, telephone or over the internet shall be authorised by the person and all paperwork shall be kept and verified.

~~5.6~~5.1 ~~The nominated fuel card should be used in preference to a credit card when purchasing fuel unless it is not accepted by the retailer and then the vehicle odometer reading and fuel receipt are to be recorded at the time of purchase.~~

5.7 Credit card purchases are to comply with the Procurement Policy for acquiring of goods and services.

5.8 The use of ~~the Corporate Credit Card~~a transaction card for purchase of library books can only be exercised by the person responsible for the library collection acquisitions function.

5.9 The purchase of meals in York with ~~the~~a Corporate ~~Credit~~ credit ~~Card~~ card is limited to hosting visiting dignitaries, Council functions and other purposes authorised in advance by the Chief Executive Officer ~~following consultation with the Shire President~~.

5.10 ~~Meals purchased while away from York are to comply with the limit value approved from year to year by Council during the budget process.~~

6. PAYMENTS AND ACQUITTALS

6.1 The cardholder will be responsible for providing appropriate and sufficient documentary evidence of all charges, ~~as required, on a monthly basis~~within seven (7) days of the purchase. Information should include a copy of the GST invoice, account number for costing purposes and an explanation as to why the expense was incurred. ~~Full information requirements are outlined in the Corporate Purchasing and Credit Cards Acquittal and Reporting Procedure.~~

~~6.2~~ Time frames for all payment of accounts shall be monitored by the ~~Executive Manager Corporate and Community Services~~Manager Finance to ensure that credit charges are minimised and accounts are paid so as not incur ~~a~~ penalty ~~or~~ interest.

~~6.3 Cardholders cannot approve expenditure incurred on their own cards – these will be referred to the Chief Executive Officer for approval.~~

~~6.4~~6.2 ~~All transactions requested by~~ Officers other than the cardholder must complete ~~the~~ a ~~Credit~~ Corporate Business Card Payment Authority Form, which is approved by the ~~Chief Executive Officer~~cardholder.

6.56.3 The signed corporate credit card statement and all supporting documentation are to be given to the Chief Executive Officer for certification, prior to payment monthly card balance being made.

6.6 All transactions on Corporate corporate Credit purchasing Cards cards are to be listed and form part of thereported monthly financial reports to Council in accordance with the requirements of Regulation 13A of the *Local Government (Financial Management) Regulations 1996*13.

6.4

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Not applicable.

Responsible Officer:	Executive Manager Corporate & Community ServicesManager Finance
Contact Officer:	Finance ManagerManager Finance
Relevant Legislation:	Local Government Act 1995 – Section 2.7 (2)(a) and (b), Local Government Act 1995 – Section 6.5(a) *Local Government (Financial Management) Regulations 1996* –11 and *Local Government (Financial Management) Regulations 1996* –13A
Relevant Documents:	Department of Local Government, Industry Regulation and Safety and Communities (Government of Western Australia) ''Guidance: Local Government Operational Guidelines - Number 11' for the 'Use of Corporate Credit Cards'.

Review History:

Date Review Adopted:	**Resolution Number**
Adopted – 28 January 2016	
Reviewed – 24 October 2016	121016
Reviewed – 29 July 2019	
Reviewed – 25 November 2019	291119
Reviewed – 23 August 2022	200822
Reviewed – 17 December 2024	061224
Former Policy No:	F1.6

FINANCE POLICIES

Corporate Credit Card Policy

Policy Number:	F6
Relevant Delegation:	Not Applicable
Adoption Details:	28 January 2016
Last Review Details:	17 December 2024

POLICY OBJECTIVE:

The objective of this policy is to:

- Provide guidance in the issue and use of corporate purchasing and credit cards in order to ensure good governance.
- Reduce the risk of fraud and misuse of corporate purchasing and credit cards and minimise the Shire's financial and reputational risk.
- Fulfil all statutory requirements of the Local Government Act with respect to the use of corporate purchasing and credit cards.
- Adopt best practice in developing a clear and comprehensive policy on the use of corporate purchasing and credit cards.

POLICY SCOPE:

The requirements of this policy covers all Shire employees that are issued with and/or use the corporate purchasing and/or credit card cards.

This policy does not extend to Elected Members, as the Local Government Act does not make any provision for Elected Members to be issued with a corporate credit card. A Local Government can only pay allowances or reimburse expenses to a Councillor.

POLICY STATEMENT:

INTRODUCTION

Corporate purchasing and credit cards can serve as an effective way for the Shire to make payment for goods and services. The risks associated with corporate purchasing and credit card use can be minimised through the implementation of effective controls and administration processes. This policy must be understood by the employee/card holder prior to the issuing of corporate purchasing and credit cards.

PRINCIPLES

(a) There are always adequate controls in place surrounding the issuing and use of corporate purchasing and credit cards.

(b) There are effective acquittal practices in place surrounding the use of corporate purchasing and credit cards.

(c) Purchases made on corporate purchasing and credit cards adhere to the Procurement Policy.

(d) Purchases made on corporate purchasing and credit cards are as transparent as those processed through the Accounts Payable process.

PROVISIONS

1. ADVANTAGES OF CORPORATE CREDIT CARD USE

The use of corporate purchasing and credit cards shall only be approved if there is a demonstrated need and advantage to the Shire. These include:

(a) eliminating or reducing time spent on paper-based ordering and payments.

(b) reduction of administrative costs.

(c) provision of a useful resource in an emergency situation.

(d) reducing the need to carry cash on the premises.

2. CUSTODIANSHIP AND CONDITIONS OF USE

2.1 All applications for a corporate credit card shall be approved by the Chief Executive Officer.

2.2 A corporate credit card may only be used under the direction of the approved custodian.

2.3 The requirement for corporate fuel or transaction cards will be determined on a case-by-case basis and approved by the Chief Executive Officer.

2.4 Fuel cards will only be used for purchasing fuel for the Shire vehicle (or hire vehicle where appropriate) to which the application relates.

2.5 All credit card, fuel card and transaction card expenditure will be reported to Council monthly.

2.6 Custodians and account limits are as follows:

Card Type	Custodian	Limit
Credit Card	Executive Managers	$5,000 per card
Fuel Cards	Various employees as approved by the CEO	$5,000 collective limit
Transaction Cards	Various employees as approved by the CEO	$500 per card

3. REGISTER

A register shall be maintained by the Manager Finance of all corporate credit cards, fuel cards and transaction cards issued and kept in a secure location. The register shall include:

(a) Date of approval by Chief Executive Officer.

(b) Name of card holder.

(c) Card number and expiry date.

(d) Conditions of use of the card.

(e) A review date for continuing use of the card, not exceeding 24 months.

4. POLICIES AND PROCEDURES GOVERNING THE USE OF CORPORATE CARDS

The following shall be complied with for controlling the use of corporate credit cards:

(a) An agreement shall be signed by the cardholder which sets out the cardholder's responsibilities and legal obligations when using the corporate purchasing and credit cards.

(b) A secure register managed by the Manager Finance of all current cardholders should be kept which includes card number, expiry date of the card and credit limit. Details of goods and services the cardholder has authority to purchase are outlined in the cardholder agreement.

(c) All new and existing cardholders shall be provided with a copy of the policies and procedures relating to the use of corporate purchasing and credit cards and shall formally sign the register to acknowledge that they have read and understood the requirements of the policy.

(d) When an employee misplaces their corporate transaction or credit card, they shall promptly report the matter to the Manager Finance who shall immediately cancel the card.

(e) Credit cards shall not be transferred to other users.

(f) Use of reward schemes, such as Fly Buys and Frequent Flyers, will not be permitted for personal gain.

(g) All surrendered Credit Cards shall be destroyed by the Manager Finance in the presence of another employee.

(h) In the event that a cardholder fails to comply with the policy's requirements, the Chief Executive Officer shall withdraw the use of the corporate transaction or credit card and take appropriate disciplinary action. All criminal/illegal acts of alleged misuse shall be reported to the Police and other relevant authorities.

(i) The use of corporate purchasing and credit cards for any personal use whatsoever is strictly prohibited.

(j) Use of the corporate credit cards for purchases over the internet should be restricted to trusted secure sites.

(k) The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of the Shire of York.

5. PURCHASING

5.1 Corporate transaction and credit cards shall only be used for purchasing goods and services on behalf of the Shire and in circumstances when the issue of a Purchase Order Number from the Shire is not accepted, appropriate or convenient.

5.2 Fuel cards will be issued to employees where applicable and must only be used when purchasing fuel for Shire vehicles.

5.3 The nominated fuel card should be used in preference to a credit card when purchasing fuel unless it is not accepted by the retailer and then the vehicle odometer reading and fuel receipt are to be recorded at the time of purchase.

5.4 Personal expenditure is strictly prohibited.

5.5 A credit card shall not be used for cash withdrawals.

5.6 Purchases by facsimile, telephone or over the internet shall be authorised by the person and all paperwork shall be kept and verified.

5.7 Credit card purchases are to comply with the Procurement Policy for acquiring of goods and services.

5.8 The use of a transaction card for purchase of library books can only be exercised by the person responsible for the library collection acquisitions function.

5.9 The purchase of meals in York with a Corporate credit card is limited to hosting visiting dignitaries, Council functions and other purposes authorised in advance by the Chief Executive Officer.

6. PAYMENTS AND ACQUITTALS

6.1 The cardholder will be responsible for providing appropriate and sufficient documentary evidence of all charges, within seven (7) days of the purchase. Information should include a copy of the GST invoice, account number for costing purposes and an explanation as to why the expense was incurred. Time frames for all payment of accounts shall be monitored by the Manager Finance to ensure that credit charges are minimised and accounts are paid so as not incur penalty interest.

6.2 Officers other than the cardholder must complete a Corporate Business Card Payment Authority Form, which is approved by the cardholder.

6.3 The signed corporate credit card statement and all supporting documentation are to be given to the Chief Executive Officer for certification, prior to payment monthly card balance being made.

6.4 All transactions on corporate purchasing cards are to be listed and reported monthly to Council in accordance with the requirements of Regulation 13A of the *Local Government (Financial Management) Regulations 1996.*

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Not applicable.

Responsible Officer:	Manager Finance
Contact Officer:	Manager Finance
Relevant Legislation:	*Local Government Act 1995* – Section 2.7 (2)(a) and (b), Section 6.5(a) *Local Government (Financial Management) Regulations 1996* –11 and 13A
Relevant Documents:	Department of Local Government, Industry Regulation and Safety 'Guidance: Local Government Operational Guidelines - Use of Corporate Credit Cards'.

Review History:

Date Review Adopted:	**Resolution Number**
Adopted – 28 January 2016	
Reviewed – 24 October 2016	121016
Reviewed – 29 July 2019	
Reviewed – 25 November 2019	291119
Reviewed – 23 August 2022	200822
Reviewed – 17 December 2024	061224
Former Policy No:	F1.6

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

13 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

Nil

14 CLOSURE

The Shire President thanked everyone for their attendance and closed the meeting at 6.18pm.