CONFIRMED MINUTES

Ordinary Council Meeting
Tuesday, 23 June 2026

Date: Tuesday, 23 June 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, 23 JUNE 2026 AT 5:00PM

1 OPENING

1.1 Declaration of Opening

Cr Chris Gibbs, Shire President, declared the meeting open at 5:00 pm.

1.2 Acknowledgement / Disclaimer

The Shire President advised the following:

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

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

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

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

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

1.3 Standing Orders

Nil

1.4 Announcement of Visitors

Nil

1.5 Declaration of Proximity Interest

Nil

1.6 Declaration of Financial Interests

Cr Trent – SY046-06/26 Request to vary Multi-Year Funding Agreement - York Motoring Events Inc

Anneke Birleson – SY047-06/26 Acting Chief Executive Officer Arrangements

Alina Behan – SY051-06/26 Completion of Recruitment Process for Appointment of the Chief Executive Officer.

1.7 Disclosure of Impartiality Interest

Nil

2 ATTENDANCE

2.1 Members

Cr Chris Gibbs, Shire President; Cr Denese Smythe, Deputy Shire President; Cr Elaine Ashford; Cr Monique Hutchinson (Via Electronic Method); Cr Kevin Pyke (Via Electronic Method); Cr Kevin Trent; Cr Melissa Welsh

2.2 Staff

Alina Behan, Chief Executive Officer; Anneke Birleson, Acting Executive Manager Corporate & Community Services; Thomas Bruins, Executive Manager Infrastructure & Development Services; Emma Hannington, 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 7 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

DARLENE BARRATT

Question 1

Several meetings back Cr Smythe asked about overdue accounts fees. Since January, the amount has now been climbing to close to $800.00 two (2) again in this agenda for the Co-op. What is being done to stop these overdue accounts fees?

Response provided by the Shire President

Unfortunately, late fees cannot always be avoided. The Shire has comprehensive processes in place to minimise this occurring, with a recent review of processes completed in early 2025/26. Officers continually implement process improvements and share learnings. Every year, the Shire provides refresher training for all staff, which includes a procurement component, where officers are reminded of policies and procedures.

Suppliers are requested to send all invoices through to the Shire's dedicated accounts email address. This is regularly monitored and is one of the key measures the Shire currently uses to ensure invoices are paid in a timely manner.

Question 2

We rent a building & don't know what for under building hire. Eather for $946 or $964 a month since January. I haven't gone back past January 2026 why wouldn't we buy the building instead of renting as at this point a yearly payment close to 12,000 Dollars a year.

Response provided by the Shire President

This is for the hire of the Projects & Assets team transportable office building located at the Shire depot, principally as a site office for the Light Industrial Area (LIA) project. This provides a practical location for the team and proximity to the project area. The hire fees are part of the Shire's co-contribution for the grant funding associated with the LIA project. When the hire agreement ends, the Shire will need to consider more permanent arrangements for staff office space at the depot.

Question 3

Cost to ratepayers for staff turnover the cost are uniforms, induction costs, medicals, and advertising. Staff turnover since Jack Nunn left is twenty-one (21) persons, that's 31% of the shires staff considering 10% to 15% is considered high. What is going to be done about the costs of this with the shire?

Response provided by the Shire President

The Shire of York's turnover rate for the period up to June 2025 was 26.7%, whilst this may appear high in general this is just below the state median for WA local governments.

Local governments including the Shire of York are facing a combination of market pressures to attract and retain staff. Councils are competing more directly with the private sector and other levels of government, often with less competitive remuneration and benefits. York faces additional challenges in relation to housing availability and the current costs of living.

The Shire uses a variety of recruitment and retention strategies including but not limited to:

- *Targeted promotion of vacant roles through professional bodies.*
- *Improving competitiveness through non-financial benefits such as flexible work arrangements.*
- *Investing in training and providing role specific development programs.*
- *Mentorship opportunities.*
- *Improvements to the onboarding and induction programs for new employees.*
- *Encouraging and supporting internal promotion and development.*

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 5:10pm.

4.1 Written Questions – Current Agenda

Nil

4.2 Public Question Time

PETER WRIGHT

Question 1

Did any councillor declare any conflict of interest during the process of selecting the current CEO

Answer provided by the Shire President

There is a general interest that everybody signs in the CEO recruitment process because of proximity so its actually covered in consultation with the HR consultant both by people who are going to be of SCM related to the decision and councillors who are related to the panel as well.

As there were no further questions Public Question Time concluded at 5:12pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PRESENTATIONS

6.1 Petitions

Nil

6.2 Presentations

York Police – To receive the Australia Day funding from 2025 for the Blue Light Unit.

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 May 2026:

DAY	MEETING/EVENT DESCRIPTION	VENUE
06/05/2026	CEO Section Meeting	Perth
08/05/2026	State Budget Breakfast	YRCC
11/05/2026	AMP-UP Governance Group Meeting	Toodyay
12/05/2026	Concept Forum	Council Chambers
14/05/2026	ALGA Masterclass	Via Teams
18/05/2026	YDHS Board Meeting	YDHS
19/05/2026	Special Council Meeting	Council Chambers
19/05/2026	Agenda Briefing	Council Chambers
26/05/2026	Ordinary Council Meeting	Council Chambers

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RESOLUTION
010626

Moved: Cr Melissa Welsh **Seconded: Cr Denese Smythe**

That the minutes of the Ordinary Council Meeting held on 26 May 2026 be confirmed as a correct record of proceedings.

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

Against: **Nil**

CARRIED 7/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Meetings and Events Attended

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

DAY	MEETING/EVENT DESCRIPTION	VENUE
05/05/2026	CEO Meeting	Shire Administration
06/05/2026	CEO Section Meeting	Perth
08/05/2026	State Budget Breakfast	YRCC
12/05/2026	CEO Meeting	Shire Administration
12/05/2026	Concept Forum	Council Chambers
19/05/2026	CEO Meeting	Shire Administration
19/05/2026	Special Council Meeting	Council Chambers
19/05/2026	Agenda Briefing	Council Chambers
25/05/2026	101.3FM Interview	York W.A
26/05/2026	CEO Meeting	Shire Administration
26/05/2026	Ordinary Council Meeting	Council Chambers

9 OFFICER'S REPORTS

SY046-06/26 REQUEST TO VARY MULTI-YEAR FUNDING AGREEMENT - YORK MOTORING EVENTS INC

File Number:	**4.9687**
Author:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**25 March 2025 (040325)** **22 April 2025 (080425)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Letter from VCCC ⇩** **2. Minutes - VCCC Meeting June 2024 ⇩** **3. Minutes - VCCC Meeting June 2026 ⇩** **4. Minutes - YME Meeting May 2026 ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report seeks Council's approval to pay the final milestone payment of $4,425.03 for delivery of the 2024 York Motor Show to York Motoring Events Inc (YME).

This is a variation as the original multiyear funding agreement was with Veteran & Classic Car Club of WA Inc - York Branch (VCCC). The event has been run by YME since 2024 and acquitted as such.

BACKGROUND

The multiyear funding agreement (MYFA) with VCCC was for $10,000 ex GST across three years, 20212/22 to 2023/24.

In February of 2022, VCCC wrote to the Shire advising that due to COVID it would be unable to deliver the 2022 York Motor Show and discussed the possibility of re-allocating the funds to support the 2024 Motor Show instead.

In 2023 the Veteran Car Club of WA advised that the York Branch would not be covered under its umbrella for future York Motor Show events. Members of the York Branch have since formed YME to continue running the annual Motor Show however, funds were to be acquitted through the VCCC as per the original MYFA.

At its March 2025 Ordinary Meeting Council resolved to reallocate funds for the 2022 York Motor Show to the 2024 event (040325):

"That, with regard to the Request to vary Multi-Year Funding Agreement - York Motoring Events Inc, Council:

1. **Receives the request from York Motoring Events for the re-allocation of funds from 2022/23 to support the delivery of the 2024 York Motor Show in 2024/25.**
2. **Approves the retention of $4,248.85 in underspent funds from previous events to fund the delivery of the 2024/25 Motor Show.**

3. **Notes there is a proposed allocation of $5,751.15 in the Mid-Year Budget Review to fund the 2024/25 Motor Show.**
4. **Notes that funds will be made available to the Veteran Car Club of WA – York Branch upon acquittal of the 2024/25 funding allocation.**
5. **Directs the Chief Executive Officer to provide written notice of Council's resolution to the Veteran Car Club of WA and York Motoring Events Inc."**

In accordance with point 2 of the above resolution, the underspend was retained as partial funding for the 2024 event. The additional $5,751.15 brought the total funding support for the 2024 event to $10,000.

At its April 2025 Ordinary Meeting Council resolved to accept the acquittal for the 2024 York Motor Show event the following (080425):

"That, with regard to Request to vary Multi-Year Funding Agreement - York Motoring Events Inc, Council:

1. **Accepts the acquittal report from the Vintage Car Club of WA Inc. – York Branch, as presented in Appendix 1.**
2. **Requests the Chief Executive Officer to reduce the final milestone payment to $4,425.03 excluding GST to reconcile unspent funds."**

The acquittal was submitted by YME with VCCC listed as the holders of the multiyear funding agreement. To date, the final milestone payment has not been paid.

YME has since received funding for the 2025 event (Resolution 150625).

COMMENTS AND DETAILS

Officers made attempts to pay the balance of funds to VCCC in keeping with the original agreement.

On 25 February 2026 the Shire received a letter from VCCC stating they were unable to accept the funds, presented as Appendix 1.

Officers note that whilst the Veteran Car Club of WA is incorporated, the VCCC York Branch are not. YME is incorporated and would therefore be a more appropriate body to provide funds to in accordance with current policies and procedures.

Officers wrote to both groups on 11 May 2026 requesting confirmation of permission to proceed with the proposal of paying the final milestone from 2024/25 to YME.

Both groups have provided responses and are outlined below.

VCCC have provided minutes where they transferred $10,301.85 to YME on 25 June 2026, being the total funding provided to VCCC for the 2024/25 event (Appendix 2). VCCC have also provided minutes approving for YME to receive the final balance of the 2024/25 funds Appendix 3).

YME have provided their minutes confirming acceptance of the funds (Appendix 4)

Officers noticed the minutes, although referring to the 2024/25 funding, unfortunately reference the 2023 event. The funding relates to the 2024 event and the amount referenced is correct. Officers have subsequently obtained confirmation from VCCC and YME that these should be for the 2024/25 and the amounts match.

Officers support the decisions of the groups and recommend Council approve the final payment for 2024/25, totalling $4,425.03 (ex GST) to YME.

OPTIONS

Council has the following options:

Option 1: Council could choose to approve the payment of the acquitted funds ($4,425.03 ex GST) to York Motoring Events Inc.

Option 2: Council could choose not to approve the payment to York Motoring Events Inc and either retain the funds or propose an alternative.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Veteran & Classic Car Club of WA Inc – York Branch

York Motoring Events Inc

Strategic

Council Plan 2025-2035

Pillar 1: Community and cultural vitality
A strong, inclusive community supporting all cultures and generations.
Pillar 2: Future-ready economy
A diverse, resilient economy with employment and investment growth.
Pillar 5: Strong governance, responsive leadership
Community-informed, responsive leadership and strong governance.

Policy Related

C8 Funding: Grants and Sponsorship

Financial

An amount of $4,425.03 (ex GST) would be required to support this request. Funds have been allocated in GL 132150 - Festivals and Event Funding as part of the Mid-year Review process in anticipation of this request.

Legal and Statutory

Nil

Risk Related

There is a low to moderate reputational risk should Council decide not to approve the payment of the balance of funds. While the reputational risk is considered low, this does not diminish the event's importance to the community or its role in attracting visitors.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
020626

Moved: Cr Denese Smythe **Seconded: Cr Elaine Ashford**

That, with regard to the Request to vary Multi-Year Funding Agreement - York Motoring Events Inc, Council:

1. **Approves the payment of the retained $4,425.03 (ex GST) funds for the delivery of the 2024/25 Motor Show to York Motoring Events Inc.**

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

CARRIED 6/0

Cr Trent declared a financial interest and left the room at 5:17 pm
Cr Trent returned to the room at 5:18pm

Veteran & Classic Car Club of W.A. York Branch

PO Box 326, York WA 6302

[redacted]

25th February 2026

Samatha Good
Community & Place Manager
Shire of York
[redacted]

Dear Samatha

RE: 2024 York Motor Show Acquittal

Thank you for your email dated 23rd February 2026 received by our member [redacted] regarding the above mentioned 2024 York Motor Show Acquittal.

We can confirm:

- The 2022 York Motor Show hosted by Veteran Car Club of WA (VCCC), was postponed due to the uncertainty of COVID restriction. A letter was sent to the Shire dated 3rd February 2022 stated *"The planning for this event includes the three year funding agreement with the Shire of York has so generously agreed to. We therefore (as part of the agreement) would like to advise that we will not require this funding for 2022."*
- The last York Motor Show hosted by Veteran Car Club of WA (VCCC) was held on 10th September 2023. Our invoice was sent on 11th July 2023 for the 1st Instalment being $8,000.00, as per the multi-year agreement this was due to be paid in July of 2023. You paid this on the 20th October 2023, after the York Motor Show had occurred.
- On 10th November 2023 a letter was sent to the Shire of York from [redacted] President of the Veteran Car Club of WA (VCCC), to advise that the Veteran Car Club of WA (VCCC), would no longer be hosting the York Motor Show as of 2024 and beyond as our multi-year agreement had ended.
- York Motoring Events Inc (YMEI) was created in the beginning of 2024 and took over as the hosting the York Motor Show, including all financials. This community group is a separate entity to the Veteran & Classic Car Club of WA (VCCC).

As per the above reasons above, the Veteran & Classic Car Club of WA (VCCC), therefore are unable to accept any outstanding monies owed from the 2024/2025 York Motor Show Acquittal.

Kind regards

[redacted]
Chairperson & Secretary, York Branch
Veteran & Classic Car Club of W.A.

THE YORK BRANCH OF THE VCCC WA GENERAL MEETING
Saturday 22nd June 2024

Held at [redacted] **in** [redacted]

Meeting Opened: 11:30am

Present: [redacted] (Chairperson), [redacted] (Vice Chair), [redacted] (Secretary), [redacted]

Apologies: [redacted]

Minutes: Meeting held Sunday 19th May 2024 at Grass Valley Tavern have been tabled (previously emailed / delivered to members.

Accepted: [redacted] Seconded: [redacted]

Treasurer's Report: Report tabled by [redacted] in the absence of [redacted] (Treasurer)

General Account:	19/06/2024	Opening Balance	[redacted]
		Debit [redacted] (AGM Luncheon)	
		Closing Balance	

This account is for our club to cover expenses such as trailer registration, insurance and can be used towards social events, etc.

York Motor Show Account	Opening Balance	$10,301.85
	Transfer to YMEI on 25/06/2024	$10,301.85
	Closing Balance as of 19/06/2024	$0.00

This account is to be now closed as all funds have now been transferred to YMEI as sponsorship for the York Motor Show. [redacted] to action this.

Accepted: [redacted] Seconded: [redacted]

Secretary Report: Nothing to report at this stage.

Chairperson Report:

[redacted]

[redacted]

General Business:

[redacted]

Next General Meeting: [redacted]

Meeting Closed: 11:40am

Veteran & Classic Car Club of W.A. (York Branch)

June General Meeting Minutes
Tuesday 2nd June 2026
Held at [redacted]

Meeting Opened: 6:04pm

Present: [redacted] (Chairperson), [redacted] (Treasurer), [redacted] (Secretary), [redacted]

Apologies: [redacted] (Vice Chairperson) [redacted]

Confirmation of Minutes: For the May General Meeting held Tuesday 5th May 2026. Minutes have been tabled, emailed, posted and delivered to members.
Accepted: [redacted] *Seconded:* [redacted]

Treasurer's Report:

General Account:	Opening Balance as of 8th April 2026	[redacted]
	Debit/s	
	Credit on 25/5/26 for Branch Rebates	
	Closing Balance as of 5th May 2026	

Accepted: [redacted] *Seconded:* [redacted]

Secretary Report:

1) We received an email on 11th May 2026 from Anneke Birleson (Acting Executive Manager Corporate & Community Services) at the Shire of York. *Emailed shared amongst attendees and read aloud.*
   We propose the following motion: **The VCCC of WA York Branch give approval for the Shire of York to make the final payment for the 2023/2024 York Motor Show Acquittal to York Motoring Events Inc (YMEI) as the organisers of this event.**
   Accepted: [redacted] *Seconded:* [redacted] *All in Favour: Yes*

2) Further to the above the Shire of York have also received an email from us on 18th May 2026 showing the June 2024 minutes that the VCCC transferred all York Motor Show Monies to YMEI and that the bank account would be closed and an email from February 2026 advised them in writing that the VCCC would not accept any outstanding monies for the York Motor Show. Hopefully with all the documents provided, this matter between the VCCC and the Shire in regards to the York Motor Show will now be closed.

Chairperson Report:

[redacted]

General Business & Event Participation:

[redacted]

Upcoming Events:

[redacted]

Potential Events we need to set dates for:

[redacted]

Open Floor:

Next General Meeting: 6pm on Tuesday 7th July 2026 @ [redacted]

Meeting Closed: 6:21pm

GENERAL MEETING

SUNDAY 24TH MAY 2026 **Held at** [redacted]

OPENED: 17.00 (5jpm)

PRESENT: [redacted] **(Chairperson)** [redacted] **(Treasure)** [redacted] **(Secretary)** [redacted] **(Vice Chair)** [redacted]

APOLOGIES: [redacted]

CONFLICT OF INTEREST NOTED: [redacted]

MINUTES: Of meeting held on Sunday 12th April 2026 have been emailed to all members and tabled.

Accepted: [redacted] **Seconded:** [redacted]

CHAIR REPORT:

[redacted]

SECRETARY REPORT:

[redacted]

- **Shire of York have emailed regarding how we process the money carried forward from the three year agreement with VCCC WA York Branch.**
  (*A three year funding agreement was taken out with the Shire with the VCCC WA York Branch, which was then running the YORK MOTOR SHOW. The VCCC WA Inc advised York Branch that it could no longer run the show under the VCCC of WA INC and YORK MOTORING EVENTS INC was formed.)*
  The money due was unable to be accepted by the VCCC WA YORK BRANCH and the Shire have been advised of this.)

  DISCUSSION AND ACTION:
  [redacted] moved
  'that we seek approval from the VCCC WA Inc York Branch, to approve that we request the Shire of York make the final payment of $4,425.03 from the 2023 YORK MOTOR SHOW to York Motoring Events Inc.'

  Seconded by [redacted] All in favour

  VCCC WA Inc York Branch to be requested to put a motion forward at their next General Meeting on Tuesday 2nd June, to approve above request. [redacted] to action.

Two

TREASURERS REPORT:

[redacted]

All reports accepted by [redacted] **Seconded by** [redacted]

GENERAL BUSINESS:

[redacted]

Three

YORK MOTOR SHOW:

[redacted]

Four

[redacted]

Meeting Closed : 5.50pm (17.50)

NEXT MEETING Sunday 29th June, 2026

SY047-06/26 ACTING CHIEF EXECUTIVE OFFICER ARRANGEMENTS

File Number:	**4.8047**
Author:	**Emma Hannington, Council Support Officer**
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

Legislative

PURPOSE OF REPORT

To seek Council's endorsement of Acting Chief Executive Officer arrangements for the period Friday 31 July 2026 to Sunday 30 August 2026 inclusive.

BACKGROUND

The Chief Executive Officer (CEO) will be on approved leave from Friday 31 July 2026 to Sunday 30 August 2026 inclusive.

While this period is less than the six (6) weeks specified in Policy G4 – Appointment of Acting and Temporary Chief Executive Officer which allows the CEO to negotiate Acting arrangements without Council approval, Provisions 2 and 3 of the Policy state that only substantive Executive Managers may be considered suitably qualified to undertake the responsibilities of Acting CEO.

COMMENTS AND DETAILS

It is considered appropriate that the Acting CEO position be filled through an internal appointment rather than engaging an external contractor for this four-week period. An internal appointment will ensure continuity of leadership, maintain organisational knowledge, and support the efficient delivery of services and Council priorities during the CEO's absence.

It is proposed that Ms Anneke Birleson, Acting Executive Manager Corporate and Community Services (A/EMCCS), be appointed as Acting Chief Executive Officer for the period Friday 31 July 2026 to Sunday 30 August 2026 inclusive.

While a substantive Executive Manager Infrastructure and Development Services has recently been appointed, the incumbent is still becoming familiar with the Shire's operations, strategic priorities, and governance framework. Accordingly, it is considered that they do not yet possess the organisational knowledge and experience necessary to undertake the Acting CEO role at this time.

Ms Anneke Birleson has successfully performed in her current role since October 2025 and has developed a strong working relationship with Council through her involvement in Ordinary Council Meetings, Agenda Briefings, Concept Forums, and other Council functions. Having served the Shire for 13 years, Ms Anneke Birleson has demonstrated the leadership capability, organisational knowledge, and governance understanding required to effectively undertake the responsibilities of Acting Chief Executive Officer during the CEO's absence.

For these reasons, Ms Anneke Birleson is considered the most suitable candidate for appointment as Acting Chief Executive Officer for the nominated period.

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OPTIONS

Council has the following options:

Option 1: Council could accept the recommended Acting CEO arrangements.

Option 2: Council could decline the proposed Acting arrangements and propose alternative arrangements.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Concept Forum 9 June 2026

Shire President

Executive Leadership Team

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

G4 Appointment of Acting or Temporary Chief Executive Officer

Financial

The Shire of York is classified as a Band 3 Local Government Authority by the Salaries and Allowances Tribunal (SAT). The total rewards package allowable for a CEO within Band 3 is $188,483 - $310,883 in accordance with the SAT Determination dated 4 April 2025, effective from 1 July 2026. In accordance with Provision 10 of Policy G4, the A/EMCCS will be paid on higher duties equal to the current CEO's cash component.

Provision will be made within the 2026/27 Annual Budget to cover CEO leave arrangements.

Legal and Statutory

Section 5.36 of the *Local Government Act 1995* is applicable and states:

"5.36. Local government employees

(1) A local government is to employ —

(a) a person to be the CEO of the local government; and

(b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

(2) A person is not to be employed in the position of CEO unless the council —

(a) believes that the person is suitably qualified for the position; and

(b) is satisfied with the provisions of the proposed employment contract.*

** Absolute majority required.*

(3) A person is not to be employed by a local government in any other position unless the CEO —

(a) believes that the person is suitably qualified for the position; and

(b) is satisfied with the proposed arrangements relating to the person's employment.

(4) Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

(5A) Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.

(5) For the avoidance of doubt, subsection (4) does not impose a requirement to advertise a position before the renewal of a contract referred to in section 5.39."

Section 5.39 of the *Local Government Act 1995* is also applicable and states:

"5.39. Contracts for CEO and senior employees

(1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.

(1a) Despite subsection (1) —

(a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and

(b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.

(2) A contract under this section —

(a) in the case of an acting or temporary position, cannot be for a term exceeding one year;

(b) in every other case, cannot be for a term exceeding 5 years.

(3) A contract under this section is of no effect unless —

(a) the expiry date is specified in the contract; and

(b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and

(c) any other matter that has been prescribed as a matter to be included in the contract has been included.

(4) A contract under this section is to be renewable and subject to subsection (5), may be varied.

(5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.

(6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.

(7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.

(8) A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO."

Risk Related

It is important Council makes a sound decision regarding the appointment of an Acting CEO to avoid any reputational risk.

Workforce

The Acting EMCCS is a designated senior employee who is well known to Councillors and staff.

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
030626

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

That, with regard to the Acting Chief Executive Officer Arrangements, Council:

1. **Acknowledges the taking of Annual Leave by the Chief Executive Officer for the period Friday 31 July 2026 to Sunday 30 August 2026 inclusive.**
2. **Appoints Ms Anneke Birleson, Acting Executive Manager Corporate & Community Services, as Acting Chief Executive Officer from Friday 31 July 2026 to Sunday 30 August 2026 inclusive, with remuneration in accordance with Band 3 Salaries and Allowances Tribunal Determination dated 5 April 2024, effective from 1 July 2026 (pro rata) and in accordance with Provision 10 of Policy G4 Appointment of Acting or Temporary Chief Executive Officer.**

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

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

Anneke (EMCCS) declared a financial interest and left the room at 5:19 pm
Anneke (EMCCS) returned to the room at 5:20 pm

SY048-06/26 MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 31 MAY 2026

File Number:	**4.9726**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Monthly Financial Report - May 2026** ⇩

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

To present the Monthly Financial Report for period ending 31 May 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 12 August 2025 the annual material variance threshold of 10% for reporting budget variances within monthly financial reporting for the 2025/26 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 May 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 May 2026.

Outstanding Rates and Services

The total outstanding rates balance as at 31 May 2026 was $2,346,175 compared to $2,361,488 as at 31 May 2025. Final notices were sent out in October 2025.

TABLE 1.

CURRENT YEAR	PROPERTIES	31/05/2026	%		PROPERTIES	31/05/2025	%
3 years and over	101	$957,995	41%		96	$880,051	37%
2 years and over	144	$282,334	12%		123	$257,512	11%
1 year and over	197	$371,096	16%		218	$428,265	18%
Total Aged		$1,611,424	69%			$1,565,828	66%
Current Rates	1031	$734,751	31%		1034	$795,660	34%
Total Rates Outstanding		**$2,346,175**	**100%**			**$2,361,488**	**100%**

**Minor differences in percentage calculations are due to rounding errors as percentages are displayed as whole numbers.*

715 properties are on an instalment plan and represent approximately 4.40% of the total rates outstanding.

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 May 2026 was $756,134.07 compared to $684,592.15 as at 31 May 2025.

Aged sundry debtors greater than ninety (90) days amount is mainly due to one (1) debtor being a BAS refund.

The greater than thirty (30) days is mainly due one (1) debtor for standpipe water use.

Current aged debtors is mainly due to two (2) debtors being town hall funding of $186,450 and road funding totalling $493,523.80.

Generally, the aged debts are made up of smaller debts with no single-issue dominating.

TABLE 2.

CURRENT YEAR	31/05/2026	%		31/05/2025	%
90 days and over	$62,935.22	8%		$17,317.11	3%
60 days and over	$0.00	0%		$1,308.17	0%
30 days and over	$11,226.82	1%		$60,069.90	9%
Current	$686,734.04	90%		$610,060.13	89%
Total Debtors Outstanding	**$760,896.08**	**100%**		**$688,755.31**	**100%**
Credits	**-$4,762.01**			**-$4,163.16**	
Total Including Credits	**$756,134.07**			**$684,592.15**	

**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 actual following the finalisation of the 2024/25 Annual Financial Report.

Legal and Statutory

Section 6.10 of the *Local Government Act 1995* is applicable and states:

"6.10. Financial management regulations

Regulations may provide for —

(a) the security and banking of money received by a local government; and

(b) the keeping of financial records by a local government; and

(c) the management by a local government of its assets, liabilities and revenue; and

(d) the general management of, and the authorisation of payments out of —

(i) the municipal fund; and

(ii) the trust fund,

of a local government."

Regulations 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

RESOLUTION
040626

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

That, with regard to the Monthly Financial Report for period ending 31 May 2026, Council:

1. **Receives the Monthly Financial Report for period ending 31 May 2026 as presented in Appendix 1.**

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

Against: **Nil**

CARRIED 7/0

SHIRE OF YORK

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 May 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 MAY 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		8,944,151	8,944,151	**8,917,868**	(26,283)	(0.29%)	
Grants, subsidies and contributions		1,505,372	1,651,163	**1,653,011**	1,848	0.11%	
Fees and charges		2,154,233	1,929,435	**1,798,045**	(131,390)	(6.81%)	
Interest revenue		284,000	297,152	**315,006**	17,854	6.01%	
Other revenue		179,800	303,269	**434,777**	131,508	43.36%	▲
Profit on asset disposals		102,748	94,182	**33,112**	(61,070)	(64.84%)	▼
		13,170,304	**13,219,352**	**13,151,819**	**(67,533)**	(0.51%)	
Expenditure from operating activities							
Employee costs		(6,859,454)	(6,218,509)	**(6,007,954)**	210,555	3.39%	
Materials and contracts		(4,792,706)	(4,722,270)	**(3,061,450)**	1,660,820	35.17%	▲
Utility charges		(560,711)	(513,723)	**(492,239)**	21,484	4.18%	
Depreciation		(6,812,097)	(6,244,348)	**(6,462,365)**	(218,017)	(3.49%)	
Finance costs		(40,709)	(37,312)	**(41,653)**	(4,341)	(11.63%)	
Insurance		(295,817)	(295,817)	**(264,115)**	31,702	10.72%	▲
Other expenditure		(474,695)	(549,717)	**(442,518)**	107,199	19.50%	▲
Loss on asset disposals		(28,802)	(121,767)	**(130,227)**	(8,460)	(6.95%)	
		(19,864,991)	**(18,703,463)**	**(16,902,521)**	**1,800,942**	9.63%	
Non cash amounts excluded from operating activities	2(c)	6,758,285	6,271,933	**6,559,480**	287,547	4.58%	
Amount attributable to operating activities		**63,598**	**787,822**	**2,808,778**	**2,020,956**	256.52%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		2,181,238	2,286,314	**1,187,811**	(1,098,503)	(48.05%)	▼
Proceeds from disposal of assets		436,000	204,000	**171,818**	(32,182)	(15.78%)	▼
		2,617,238	**2,490,314**	**1,359,629**	**(1,130,685)**	(45.40%)	
Outflows from investing activities							
Acquisition of property, plant and equipment		(2,142,130)	(2,174,380)	**(969,403)**	1,204,977	55.42%	▲
Acquisition of infrastructure		(2,857,348)	(2,889,029)	**(821,112)**	2,067,917	71.58%	▲
		(4,999,478)	**(5,063,409)**	**(1,790,515)**	**3,272,894**	64.64%	
Amount attributable to investing activities		**(2,382,240)**	**(2,573,095)**	**(430,886)**	**2,142,209**	83.25%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		75,000	0	**0**	0	0.00%	
		75,000	**0**	**0**	**0**	0.00%	
Outflows from financing activities							
Repayment of borrowings		(155,947)	(155,947)	**(155,947)**	0	0.00%	
Transfer to reserves		(807,223)	0	**(59,736)**	(59,736)	0.00%	
		(963,170)	**(155,947)**	**(215,683)**	**(59,736)**	(38.31%)	
Amount attributable to financing activities		**(888,170)**	**(155,947)**	**(215,683)**	**(59,736)**	(38.31%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	3,227,052	3,227,052	**3,360,563**	133,511	4.14%	
Amount attributable to operating activities		63,598	787,822	**2,808,778**	2,020,956	256.52%	▲
Amount attributable to investing activities		(2,382,240)	(2,573,095)	**(430,886)**	2,142,209	83.25%	▲
Amount attributable to financing activities		(888,170)	(155,947)	**(215,683)**	(59,736)	(38.31%)	▼
Surplus or deficit after imposition of general rates		**20,240**	**1,285,832**	**5,522,772**	**4,236,940**	329.51%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2026

	Actual 30 June 2025	Actual as at 31 May 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	7,767,912	5,349,985
Trade and other receivables	1,713,080	2,570,522
Other financial assets	1,028,433	5,189,229
Inventories	7,962	24,249
Other assets	1,762,468	96,890
TOTAL CURRENT ASSETS	12,279,855	13,230,875
NON-CURRENT ASSETS		
Trade and other receivables	252,455	252,455
Other financial assets	79,620	79,620
Property, plant and equipment	46,429,183	45,855,450
Infrastructure	136,828,337	132,487,040
Right-of-use assets	947,265	921,512
TOTAL NON-CURRENT ASSETS	184,536,860	179,596,077
TOTAL ASSETS	196,816,715	192,826,952
CURRENT LIABILITIES		
Trade and other payables	2,846,755	1,564,668
Contract liabilities	3,281,890	3,309,064
Borrowings	155,947	0
Employee related provisions	658,020	642,842
TOTAL CURRENT LIABILITIES	6,942,612	5,516,574
NON-CURRENT LIABILITIES		
Borrowings	556,708	556,708
Employee related provisions	360,257	360,257
TOTAL NON-CURRENT LIABILITIES	916,965	916,965
TOTAL LIABILITIES	7,859,577	6,433,539
NET ASSETS	**188,957,138**	**186,393,413**
EQUITY		
Retained surplus	22,569,963	19,946,502
Reserve accounts	2,646,143	2,705,879
Revaluation surplus	163,741,032	163,741,032
TOTAL EQUITY	**188,957,138**	**186,393,413**

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

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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 where no inconsistencies exist.

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

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

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

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 10 June 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 POLICES
Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

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

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

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

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

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 May 2026
Current assets		$	$	$
Cash and cash equivalents		8,190,980	7,767,912	5,349,985
Trade and other receivables		1,572,271	1,713,080	2,570,522
Other financial assets		666,106	1,028,433	5,189,229
Inventories		5,000	7,962	24,249
Contract assets		1,762,468	0	0
Other assets		39,391	1,762,468	96,890
		12,236,216	12,279,855	13,230,875
Less: current liabilities				
Trade and other payables		(2,822,244)	(2,846,755)	(1,564,668)
Other liabilities		(3,281,890)	(3,281,890)	(3,309,064)
Borrowings		(155,947)	(155,947)	0
Employee related provisions		(725,584)	(658,020)	(642,842)
Other provisions		(46,819)	0	0
		(7,032,484)	(6,942,612)	(5,516,574)
Net current assets		5,203,732	5,337,243	7,714,301
Less: Total adjustments to net current assets	2(b)	(1,976,680)	(1,976,680)	(2,191,529)
Closing funding surplus / (deficit)		**3,227,052**	**3,360,563**	**5,522,772**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(2,665,339)	(2,646,143)	(2,705,879)
Less: Current assets not expected to be received at end of year				
- Current financial assets at amortised cost - self supporting loans				
- Rates receivable		0	0	(10,845)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings		155,947	155,947	0
- Current portion of employee benefit provisions held in reserve		532,712	513,516	525,195
Total adjustments to net current assets	2(a)	**(1,976,680)**	**(1,976,680)**	**(2,191,529)**

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 31 May 2026	YTD Actual 31 May 2026
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	(102,748)	(94,182)	(33,112)
Add: Loss on asset disposals	28,802	121,767	130,227
Add: Depreciation	6,812,097	6,244,348	6,462,365
Movement in current employee provisions associated with restricted cash	20,134		
Total non-cash amounts excluded from operating activities	**6,758,285**	**6,271,933**	**6,559,480**

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 MAY 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 2025-26 year is $10,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Other revenue	**131,508**	**43.36%**	▲
Macartney St and carpark reimbursement for consultancy costs for traffic engineering $27,000 not budgeted. Licensing commission $9,881 higher than anticipated. Insurance claim $7,781 Forbes St not anticipated. York CRC Charges Other $53,643, higher than expected. Refund BT Equipment $18,122 over payment.			
Profit on asset disposals	**(61,070)**	**(64.84%)**	▼
Vehicles are yet to be traded.			
Expenditure from operating activities			
Materials and contracts	**1,660,820**	**35.17%**	▲
Tree pruning $211,005, Bridge Mtc $64,135, Refuse Collection $48,192, Waste Management $38,380, Economic Grant Funding $24,055, Mount Brown Park Mtc $18,886, Pool Kiosk $12,842, Consultants Fees $95,080, Legal Expenses $75,163, Debt Recovery $71,667, Plant operating costs $42,250 lower than anticipated. Incorrect IE Code used for PWOH $318,687. Rate recovery expenses not yet applied. CESM expenses $16,038, Projects & Assets expenses $129,324 lower than expected. Festivals & Events $27,948 allocated to the wrong IE code.			
Insurance	**31,702**	**10.72%**	▲
Insurance paid in full, plant and vehicle insurance has been incorrectly allocated.			
Other expenditure	**107,199**	**19.50%**	▲
Incorrect IE code used for elected member payments of $15,464. Rate Write Off's $16,696, Office Exepnes - Sundry $11,368, Conservation Projects $15,955, Festivals & Events $21,531, Multi-Year Funding $21,076 & Area Promotion $27,580 lower than expected. Container for Change refunds $15,385 Higher than anticipated. $15,694 credit to elected member payments due reversal of stale cheques.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	**(1,098,503)**	**(48.05%)**	▼
Roads to Recovery $658,696 yet to make a claim. Regional Road Group $50,667 first 80% claimed. LIA Project $217,099, Heritage Trials Project $155,960, ORV Project $61,600 less than projected.			
Proceeds from disposal of assets	**(32,182)**	**(15.78%)**	▼
Vehicles are yet to be traded.			
Outflows from investing activities			
Acquisition of property, plant and equipment	**1,204,977**	**55.42%**	▲
Timing of plant purchase, purchase orders issued. IT purchases $73,000) yet to be made. Town Hall Project $200,000 order issued.			
Acquisition of infrastructure	**2,067,917**	**71.58%**	▲
MRWA payment for Talbot Road West disputed and credit of $108,005 received. CBD Upgrade $242,556, Swimming pool $212,298, Heritage Trails $235,962, ORV $202,105, RRG & RtR Roads $756,972, Blackspot $274,827 and Light Industrial Area $217,099 projects lower than anticipated.			
Surplus or deficit after imposition of general rates	**4,236,940**	**329.51%**	▲

SHIRE OF YORK

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$3.23 M	$3.23 M	$3.36 M	$0.13 M
Closing	$0.02 M	$1.29 M	$5.52 M	$4.24 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$10.54 M	% of total
Unrestricted Cash	$7.83 M	74.3%
Restricted Cash	$2.71 M	25.7%

Refer to 3 - Cash and Financial Assets

Payables

	$1.56 M	% Outstanding
Trade Payables	$0.80 M	
0 to 30 Days		89.3%
Over 30 Days		10.7%
Over 90 Days		8.8%

Refer to 9 - Payables

Receivables

	$0.37 M	% Collected
Rates Receivable	$2.20 M	79.9%
Trade Receivable	$0.37 M	% Outstanding
Over 30 Days		9.8%
Over 90 Days		8.3%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.06 M	$0.79 M	$2.81 M	$2.02 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$8.92 M	% Variance
YTD Budget	$8.94 M	(0.3%)

Grants and Contributions

YTD Actual	$1.65 M	% Variance
YTD Budget	$1.65 M	0.1%

Refer to 12 - Grants and Contributions

Fees and Charges

YTD Actual	$1.80 M	% Variance
YTD Budget	$1.93 M	(6.8%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.38 M)	($2.57 M)	($0.43 M)	$2.14 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.17 M	%
Adopted Budget	$0.44 M	(60.6%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$0.82 M	% Spent
Adopted Budget	$2.86 M	(71.3%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$1.19 M	% Received
Adopted Budget	$2.18 M	(45.5%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.89 M)	($0.16 M)	($0.22 M)	($0.06 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.16 M)
Interest expense	($0.04 M)
Principal due	$0.56 M

Refer to 10 - Borrowings

Reserves

Reserves balance	$2.71 M
Net Movement	$0.06 M

Refer to 4 - Cash Reserves

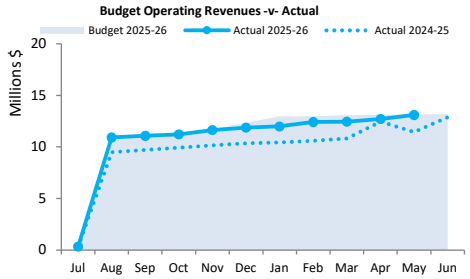
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

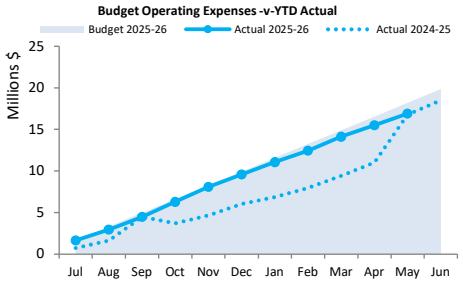
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

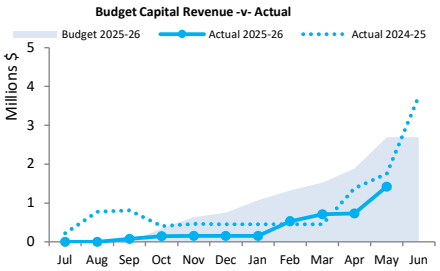


OPERATING EXPENSES

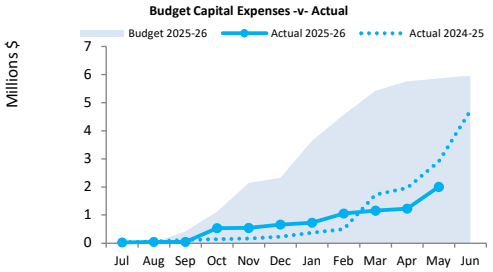


INVESTING ACTIVITIES

CAPITAL REVENUE

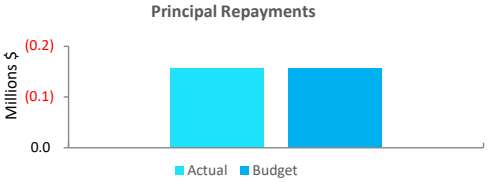


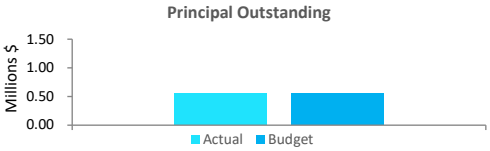
CAPITAL EXPENSES



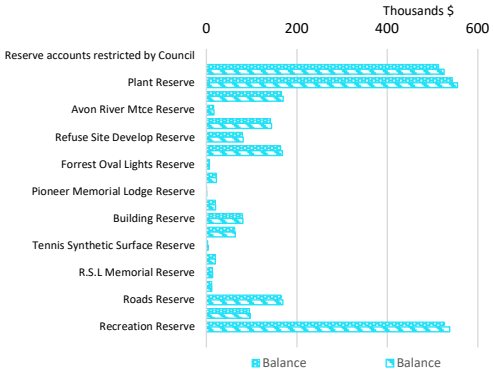
FINANCING ACTIVITIES

BORROWINGS

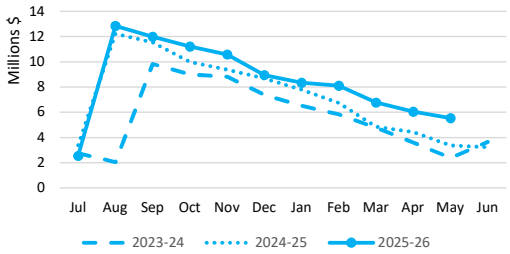




RESERVES



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 MAY 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	2,823,612	0	2,823,612	0	Bendigo	Nil	Cheque Acc.
Westpac Flexi	Cash and cash equivalents	32,358	0	32,358	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	3,000,000		3,000,000	0	Westpac	4.40%	20/06/2026
NAB - Term Deposit	Cash and cash equivalents	1,500,000	0	1,500,000	0	NAB	4.10%	25/06/2026
Trust Bank	Cash and cash equivalents	347,908	0	347,908	0	Bendigo	Nil	Cheque Acc.
Trust Bank	Cash and cash equivalents	0	0		58,422	Bendigo	Nil	Cheque Acc.
Bendigo Trust Term Deposit	Financial assets at amortised cost	39,765	0	39,765	0	Bendigo	4.40%	29/01/2027
Bendigo Trust Term Deposit	Financial assets at amortised cost	37,306		37,306	0	Bendigo	4.40%	29/01/2027
Bendigo Trust Term Deposit	Financial assets at amortised cost	46,030		46,030	0	Bendigo	4.40%	29/01/2027
Reserves Bank	Cash and cash equivalents	0	6,151	6,151	0	Bendigo	Variable	N/A
Reserves Term Deposits	Financial assets at amortised cost	0	1,051,128	1,051,128	0	Westpac	4.46%	09/06/2026
Reserves Term Deposits	Cash and cash equivalents	0	633,600	633,600	0	Westpac	4.49%	21/07/2026
Reserves Term Deposits	Financial assets at amortised cost	0	1,015,000	1,015,000	0	Westpac	4.40%	18/06/2026
Total		**7,833,335**	**2,705,879**	**10,539,214**	**58,422**			
Comprising								
Cash and cash equivalents		4,710,234	639,751	5,349,985	58,422			
Financial assets at amortised cost - Term Deposits		3,123,101	2,066,128	5,189,229	0			
		7,833,335	**2,705,879**	**10,539,214**	**58,422**			

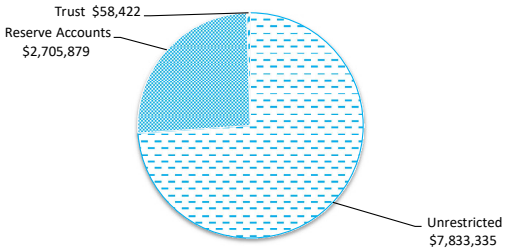
KEY INFORMATION

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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 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	532,712	20,134	0	552,846	513,516	11,679	0	525,195
Plant Reserve	542,970	70,522	0	613,492	542,970	12,349	0	555,319
Land & Infrastructure Reserve	166,146	43,549	0	209,695	166,146	3,779	0	169,925
Avon River Mtce Reserve	16,211	613	0	16,824	16,211	369	0	16,580
Industrial Land Reserve	140,826	5,323	0	146,149	140,827	3,202	0	144,029
Refuse Site Develop Reserve	79,360	2,999	0	82,359	79,360	1,805	0	81,165
Centennial Gardens Reserve	164,105	6,203	0	170,308	164,105	3,732	0	167,837
Forrest Oval Lights Reserve	6,474	245	0	6,719	6,474	147	0	6,621
Bowls Synthetic Surface Reserve	21,485	812	0	22,297	21,484	489	0	21,973
Pioneer Memorial Lodge Reserve	560	60,021	0	60,581	560	13	0	573
Carparking Reserve	19,570	740	0	20,310	19,570	445	0	20,015
Building Reserve	79,215	147,994	0	227,209	79,215	1,801	0	81,016
Disaster Reserve	62,296	2,355	0	64,651	62,296	1,417	0	63,713
Tennis Synthetic Surface Reserve	3,316	125	0	3,441	3,316	75	0	3,391
Tied Grant Funds Reserve	19,557	0	0	19,557	19,557	0	0	19,557
R.S.L Memorial Reserve	13,241	500	0	13,741	13,241	301	0	13,542
Greenhills Townsite Development Reserve	11,792	446	0	12,238	11,792	268	0	12,060
Roads Reserve	164,864	6,230	0	171,094	164,864	3,750	0	168,614
Swimming Pool Reserve	94,578	298,529	0	393,107	94,578	2,151	0	96,729
Recreation Reserve	526,061	19,883	(75,000)	470,944	526,061	11,964	0	538,025
Bridge Reserve	0	120,000	0	120,000	0	0	0	0
	2,665,339	**807,223**	**(75,000)**	**3,397,562**	**2,646,143**	**59,736**	**0**	**2,705,879**

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Land	31,500	5,750	0	(5,750)
Buildings - specialised	539,630	539,630	107,934	(431,696)
Furniture and equipment	90,000	73,000	0	(73,000)
Plant and equipment	1,481,000	1,556,000	861,469	(694,531)
Acquisition of property, plant and equipment	**2,142,130**	**2,174,380**	**969,403**	**(1,204,977)**
Infrastructure - roads	1,977,712	1,995,652	638,856	(1,356,796)
Infrastructure - other	879,636	893,377	182,256	(711,121)
Acquisition of infrastructure	**2,857,348**	**2,889,029**	**821,112**	**(2,067,917)**
Total capital acquisitions	**4,999,478**	**5,063,409**	**1,790,515**	**(3,272,894)**
Capital Acquisitions Funded By:				
Capital grants and contributions	2,181,238	2,286,314	1,187,811	(1,098,503)
Other (disposals & C/Fwd)	436,000	204,000	171,818	(32,182)
Recreation Reserve	75,000		0	0
Contribution - operations	2,307,240	2,573,095	430,886	(2,142,209)
Capital funding total	**4,999,478**	**5,063,409**	**1,790,515**	**(3,272,894)**

KEY INFORMATION

Initial recognition

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

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

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

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

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

Measurement after recognition

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

Reportable Value

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

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

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

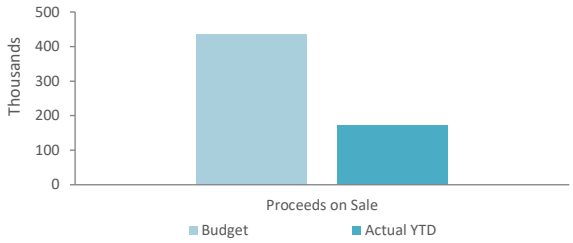
	Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		$	$	$	$
042339	ADMINISTRATION VEHICLES	55,000	70,000	0	70,000
043142	FURNITURE & EQUIPMENT ADMIN	90,000	73,000	0	73,000
053035	RANGER VEHICLE PURCHASE CAPITAL	52,000	67,000	0	67,000
077305	PLANT AND EQUIPMENT CAPITAL	32,000	47,000	28,146	18,854
068302	PML BUILDING CAPITAL	23,130	23,130	20,232	2,898
109389	CBD UPGRADE	294,234	329,234	86,678	242,556
112302	SWIMMING POOL CAPITAL (STAGE 1) - BUILDINGS	300,000	300,000	87,702	212,298
112308	INFRASTRUCTURE OTHER - SWIMMING POOL	12,000	12,000	10,700	1,300
113029	TOWN HALL BUILDING	200,000	200,000	0	200,000
113314	CANDICE BATEMAN PARK - INFRASTRUCTURE	58,422	58,422	577	57,845
113335	HERITAGE TRAILS INFRASTRUCTURE	259,960	259,960	23,998	235,962
113346	OFF ROAD VEHICLE TRACK INFRASTRUCTURE	255,020	233,761	31,656	202,105
123804	EV CHARGING STATION	0	45,000	28,647	16,353
122400	ROADS TO RECOVERY PROJECTS	685,821	658,696	35,248	623,448
122401	REGIONAL ROAD GROUP PROJECTS	677,326	722,391	588,867	133,524
122402	MUNICIPAL ROAD CONSTRUCTION PROJECTS			107	(107)
122407	BLACKSPOT PROJECTS	314,565	314,565	39,738	274,827
122414	MUNICIPAL ROAD CONSTRUCTION RRSP PROJECTS	0	(108,005)	(108,005)	0
122416	LIGHT INDUSTRIAL AREA - CAPEX	300,000	300,000	82,901	217,099
127304	PLANT PURCHASES CAPITAL	1,287,000	1,302,000	833,323	468,677
133319	PLANT & EQUIP - VEHICLE (Y000)	55,000	70,000	0	70,000
143304	DEPOT - BUILDINGS CAPITAL	16,500	16,500	0	16,500
146303	LAND PURCHASE AND DEVELOPMENT	31,500	5,750	0	5,750
053306	BACKUP POWER GENERATOR UPGRADE	94,254	45,000	0	45,000
		5,093,732	**5,045,404**	**1,790,515**	**3,254,889**

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
12016	P147 - Volvo G930	103,978	77,000	0	(26,978)	100,510	70,000	0	(30,510)
12178	P170 - ASV Posi Track Skidsteer	29,232	40,000	10,768	0	0	0	0	0
11820	P104 - Hino 700S 10T Side Tipper	53,682	92,000	38,318	0	51,181	83,636	32,455	0
12051	P161 - Isuzu 7T Side Tipper	38,199	80,000	41,801	0	0	0	0	0
11801	Sweeper Trailer	0	7,000	7,000	0	6,612	2,273	0	(4,339)
	Graffiti Trailer	0	3,000	3,000	0	0	0	0	0
12244	P166 - Isuzu D-Max D/Cab 4x4	31,387	32,000	613	0	0	0	0	0
12226	P175 - Ford Ranger D/Cab 4x4	21,964	22,000	36	0	0	0	0	0
12235	P167 - Ford Ranger D/Cab 4x4	25,298	25,000	0	(298)	0	0	0	0
12200	P138 - Isuzu D-Max	10,788	12,000	1,212	0	0	0	0	0
12243	P173 - Mazda CX5	29,176	28,000	0	(1,176)	15,252	15,909	657	0
12242	P133 - Hyundai Venue	18,350	18,000	0	(350)	0	0	0	0
				0	0			0	0
	Assets Under $5,000 Threshhold	0	0	0	0	95,378	0	0	(95,378)
		362,054	**436,000**	**102,748**	**(28,802)**	**268,933**	**171,818**	**33,112**	**(130,227)**

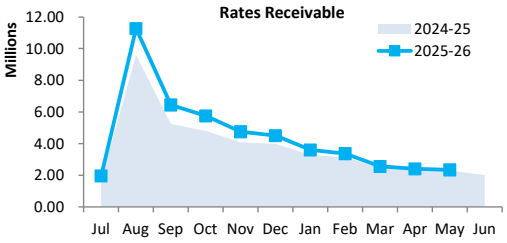


SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2025	31 May 2026
	$	$
Opening arrears previous year	1,691,658	2,022,534
Levied this year	8,045,641	8,917,868
Less - collections to date	(7,714,765)	(8,744,491)
Net rates collectable	**2,022,534**	**2,195,911**
% Collected	79.2%	79.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(4,762)	686,734	11,227	0	62,935	756,134
Percentage	(0.6%)	90.8%	1.5%	0.0%	8.3%	
Balance per trial balance						
Sundry Debtors	(4,762)	686,734	11,227	0	62,935	756,134
Other receivables	0	274,116	0	0	0	274,116
GST receivable	0	140,555	0	0	0	140,555
Receivables for employee related provisions		51,976	0	0	0	51,976
Allowance for impairment of receiva	0	(848,144)	0	0	0	(848,144)
Other Receivables - Accrued Debtc	0	(26)	0	0	0	(26)
Total receivables general outstanding						**374,611**

Amounts shown above include GST (where applicable)

KEY INFORMATION

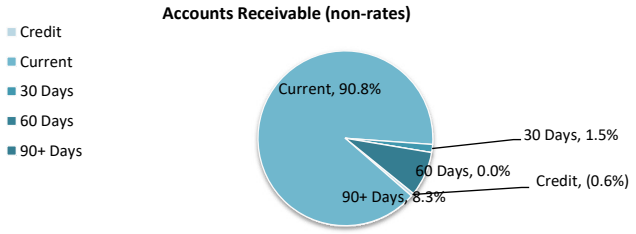
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

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

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



SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 May 2026
	$	$	$	$
Financial assets at amortised cost - term deposits	1,028,433	4,160,796	0	5,189,229
Inventory				
Fuel	7,962	123,718	(107,431)	24,249
Other assets				
Contract assets	1,762,468	0	(1,665,578)	96,890
Total other current assets	**2,798,863**	**4,284,514**	**(1,773,009)**	**5,310,368**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

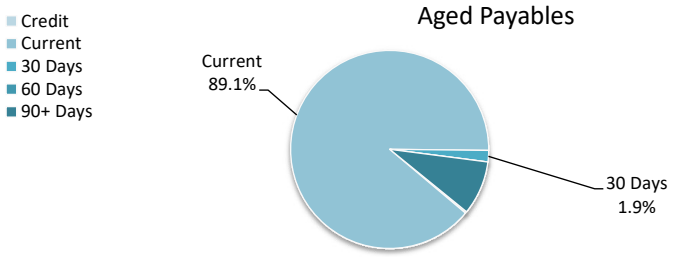
OPERATING ACTIVITIES

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	(2,280)	717,458	15,173	0	70,697	801,048
Percentage	(0.3%)	89.6%	1.9%	0.0%	8.8%	
Balance per trial balance						
Sundry creditors	(2,280)	717,458	15,173	0	70,697	801,048
ATO liabilities	0	44,350	0	0	0	44,350
Receipts in Advance - Excess Rates	0	216,290	0	0	0	216,290
Bonds and Deposits	0	472,552	0	0	0	472,552
Other Payables - ESL	0	30,428	0	0	0	30,428
Total payables general outstanding						**1,564,668**

Amounts shown above include GST (where applicable)

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



SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2025**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**
Forrest Oval Stage 1	62	581,713	0	0	(82,561)	(82,561)	499,152	499,152	(36,058)	(35,368)
Forrest Oval Stage 2	63	51,152	0	0	(28,668)	(28,668)	22,484	22,484	(2,186)	(2,086)
Forrest Oval Stage 3	64	79,790	0	0	(44,718)	(44,718)	35,072	35,072	(3,409)	(3,255)
Total		**712,655**	**0**	**0**	**(155,947)**	**(155,947)**	**556,708**	**556,708**	**(41,653)**	**(40,709)**
Current borrowings		155,947					0			
Non-current borrowings		556,708					556,708			
		712,655					**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 MAY 2026

OPERATING ACTIVITIES

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2026
		$	$	$	$	$
Other liabilities						
Contract liabilities		3,281,890	0	177,980	(150,806)	3,309,064
Total other liabilities		3,281,890	0	177,980	(150,806)	3,309,064
Employee Related Provisions						
Provision for annual leave		408,324	0	0	0	408,324
Provision for long service leave		202,877	0	0	(15,178)	187,699
Provision for Sick Leave		46,819	0	0	0	46,819
Total Provisions		658,020	0	0	(15,178)	642,842
Total other current liabilities		**3,939,910**	**0**	**177,980**	**(165,984)**	**3,951,906**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION
Provisions
Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions
Short-term employee benefits
Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.
The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits
The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities
An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities
Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2026	Current Liability 31 May 2026	Grants, subsidies and Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
Grant Funds (Untied)	0	0	0	0	0	616,681	616,681	616,681
Grant Local Road (Untied)	0	0	0	0	0	414,198	414,198	414,198
Australia Day Council	0	0	0	0	0	15,000	15,000	15,000
LGGS Grants	0	0	0	0	0	59,300	59,300	65,941
Other Grants	0	0	0	0	0	9,596	0	9,852
Grant RRG - Direct	0	0	0	0	0	231,444	231,444	231,444
Government Grants - Waugal Rises Project	48,033	0	(29,961)	18,072	18,072	48,033	116,079	102,879
Operating Grants - Waste Management	0	0	0	0	0	0	0	(386)
York CRC Charges Other Tax Supply (13)	0	0	0	0	0	0	81,000	93,615
Grants Income - Welfare	0	0	0	0	0	0	0	6,000
	48,033	**0**	**(29,961)**	**18,072**	**18,072**	**1,394,252**	**1,533,702**	**1,555,224**
Contributions								
Rates Debt Recovery Taxable (3)	0	0	0	0	0	50,000	45,826	(232)
Reimbursements Taxable Supply (03)	0	0	0	0	0	2,000	1,826	109
Charges Other Non Tax Supply (03)	0	0	0	0	0	0	0	2
Reimbursements Non Tax Supply (04)	0	0	0	0	0	3,000	2,750	7,160
Fire Break Contractor Costs (05)	0	0	0	0	0	3,200	2,926	4,550
Contributions to Rural Numbers (05)	0	0	0	0	0	500	451	455
Reimbursements Non Taxable - Welfare (08)	0	0	0	0	0	1,000	913	0
Contributions & Donations PML (08)	0	0	0	0	0	23,130	21,197	24,464
Reimbursements - Advertising (10)	0	0	0	0	0	0	0	683
Contributions/Reimbursements - Taxable (11)	0	0	0	0	0	350	319	0
Charges - Lost Books (11)	0	0	0	0	0	(20)	(11)	50
Library Interlibrary Freight Reimbursements (11)	0	0	0	0	0	(200)	(176)	494
Donations Heritage (11)	0	0	0	0	0	150	132	6,097
Reimbursements Taxable Supply Heritage (11)	0	0	0	0	0	10	0	0
Contributions & Donations (13)	0	0	0	0	0	0	0	(390)
Reimbursements - Non Taxable (13)	0	0	0	0	0	0	0	5
York CRC Charges Other Tax Supply (13)	0	0	0	0	0	0	15,645	24,384
Reimbursements Non Tax Supply (14)	0	0	0	0	0	28,000	25,663	391
Reimbursements - Workers Comp (14)				0		0	0	29,565
	0	**0**	**0**	**0**	**0**	**111,120**	**117,461**	**97,787**
TOTALS	**48,033**	**0**	**(29,961)**	**18,072**	**18,072**	**1,505,372**	**1,651,163**	**1,653,011**

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and		
Provider	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2026	Current Liability 31 May 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
Grant Town Hall Heritage	0	0	0	0	0	200,000	200,000	181,500
Recreation Grants - Taxable	0	77,980	0	77,980	0	309,960	180,000	92,400
Road to Recovery - Grants	0	0	0	0	0	685,821	658,696	0
Grant - RRG - Roads	0	0	0	0	0	417,392	670,725	620,058
Grant Govt - Black Spot Funding	83,857	0	(37,945)	45,912	83,857	209,643	209,643	143,815
Light Industrial Area - Grants	3,150,000	0	(82,901)	3,067,099	3,150,000	300,000	300,000	82,900
Grants - LRCIP	0	0	0	0	0	0	0	(112)
Grants- Other (OCA)	0	100,000	0	100,000	0	0	0	0
Government Grant (LAW)	0	0	0	0	0	0	67,250	67,250
	3,233,857	**177,980**	**(120,846)**	**3,290,991**	**3,233,857**	**2,122,816**	**2,286,314**	**1,187,811**
Capital contributions								
POS Funds - Candice Bateman Park	0	0	0	0	0	58,422	0	0
	0	**0**	**0**	**0**	**0**	**58,422**	**0**	**0**
TOTALS	**3,233,857**	**177,980**	**(120,846)**	**3,290,991**	**3,233,857**	**2,181,238**	**2,286,314**	**1,187,811**

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 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 2025	Amount Received	Amount Paid	Closing Balance 31 May 2026
	$	$	$	$
Cash in Lieu - Public Open Space	58,422	0	0	**58,422**
	58,422	**0**	**0**	**58,422**

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

15 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget adoption						20,240
Opening Surplus after Audit Sign off		Opening surplus(deficit)		133,510		153,750
EV Charging Station	191225	Capital expenses			(45,000)	108,750
Election Expenses	100326	Operating expenses		32,000		140,750
Election Expenses	100326	Operating expenses			(6,940)	133,810
Office Exp - Computer Expenses	100326	Operating expenses			(20,000)	113,810
Furniture & Equipment Admin	100326	Capital expenses			(33,000)	80,810
Rates non Payment Penalty	100326	Operating revenue		50,000		130,810
Consultants Fees	100326	Operating expenses			(65,000)	65,810
CITS Book Grant Project	100326	Operating expenses			(54,064)	11,746
Grants - Arts & Cultural Heritage	100326	Operating revenue		68,064		79,810
Operational & Marketing Plan	100326	Operating expenses		5,000		84,810
York CRC Charges Other Tax Supply	100326	Operating revenue		111,092		195,902
York CRC Charges Other Tax Supply	100326	Operating revenue		20,860		216,762
York CRC Charges Other Tax Supply	100326	Operating revenue		33,753		250,515
York CRC Charges Other Tax Supply	100326	Operating revenue			(165,705)	84,810
Land & Building Mtc	100326	Operating expenses			(7,000)	77,810
Forrest Oval Convention Centre	100326	Operating expenses			(8,000)	69,810
Forrest Oval Pavilion	100326	Operating expenses			(9,000)	60,810
Town Hall	100326	Operating expenses			(40,000)	20,810
Reimbursements - Public Halls	100326	Operating revenue		39,000		59,810
Animal Control Expenditure	100326	Operating expenses		30,000		89,810
Health Control Expenses	100326	Operating expenses			(27,000)	62,810
Skip Bins Verge Collection	100326	Operating expenses		6,000		68,810
Charges Liquid Waste Removal	100326	Operating revenue			(10,000)	58,810
Building Control Expenses - Other	100326	Operating expenses			(16,000)	42,810
Charges - Building Permits	100326	Operating revenue		15,000		57,810
Containers for Change - Refund Expense	100326	Operating expenses			(120,000)	(62,190)
Containers for Change - Income	100326	Operating revenue		120,000		57,810
Heritage Consultant Fees	100326	Operating expenses			(11,000)	46,810
Land Purchase & Development	100326	Capital expenses		25,750		72,560
Control Expenses - Other	100326	Operating expenses		18,000		90,560
Review Town Planning Strategy/Scheme	100326	Operating expenses			(20,000)	70,560
Gwamby/Avon Ascent Mtc	100326	Operating expenses			(6,000)	64,560
Moto Cross Track Mtc	100326	Operating expenses		10,000		74,560
Forrest Oval Turf Mtc	100326	Operating expenses		12,000		86,560
Street Cleaning	100326	Operating expenses		40,000		126,560
Traffic Signs	100326	Operating expenses			(18,000)	108,560
Traffic Signs	100326	Operating expenses			(40,000)	68,560
Weed Control	100326	Operating expenses		10,000		78,560
Road Mtc General	100326	Operating expenses			(30,000)	48,560
Plant Purchases Capital	100326	Capital expenses			(15,000)	33,560
Admin Vehicles	100326	Capital expenses			(15,000)	18,560
Ranger Vehicle Purchase Capital	100326	Capital expenses			(15,000)	3,560
Plant & Equipment Capital	100326	Capital expenses			(15,000)	(11,440)
Plant & Equip - Vehicle (BUI)	100326	Capital expenses			(15,000)	(26,440)
Road Safey Audits	100326	Operating expenses		20,000		(6,440)
Regional Road Group Projects	100326	Capital expenses			(45,065)	(51,505)
Grant - MRWA RRG	100326	Operating revenue		253,333		201,828
CBD Upgrade	100326	Capital expenses			(70,000)	131,828
Main Street Bins - Mtc	100326	Operating expenses			(20,000)	111,828
Environmental Control Expenses	100326	Operating expenses			(30,000)	81,828
Roads to Recovery Grant	100326	Operating revenue			(27,125)	54,703
Roads to Recovery Projects	100326	Capital expenses		27,125		81,828
Projects & Assets	100326	Operating expenses		75,000		156,828
Projects & Assets	100326	Operating expenses			(75,000)	81,828
Admin Building Mtc	100326	Operating expenses			(10,000)	71,828
Arts & Cultural Heritage Planning	100326	Operating expenses			(14,000)	57,828
Legal Expenses	100326	Operating expenses			(33,000)	24,828
Control Expenses - Legal Fees	100326	Operating expenses			(10,000)	14,828
Backup Power Generator Upgrade	100326	Capital expenses			(94,254)	(79,426)
Disaster Ready Fund	100326	Operating revenue		67,250		(12,176)
Graduate Engineer Program	100326	Operating expenses			(130,000)	(142,176)
Muni Road Construction RRSP Projects	100326	Capital expenses		108,005		(34,171)
Transfer From Reserve Plant Replacement	100326	Capital revenue		50,000		15,829
Loss on Disposal of Assets	100326	Non cash item	(95,378)			15,829
				1,380,742	**(1,385,153)**	**15,829**

SY049-06/26 LIST OF PAYMENTS MADE FROM THE MUNICIPAL AND TRUST FUNDS FOR THE PERIOD 1 TO 31 MAY 2026

File Number:	**4.9726**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Creditor Payments - May 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 May 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 May 2026 and presented in detail as Appendix 1.

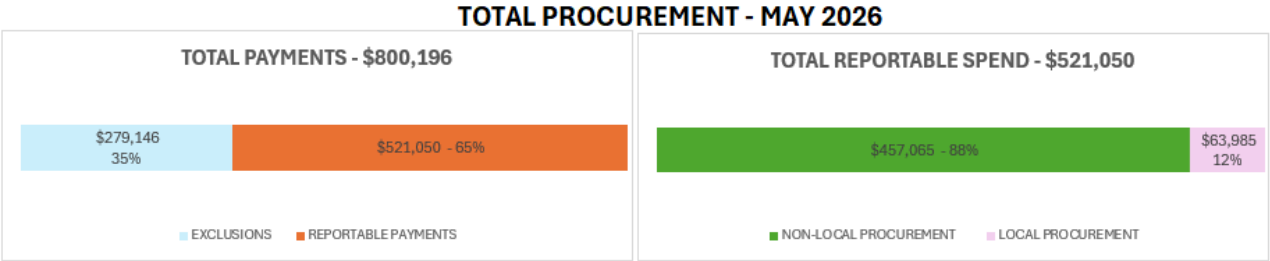
MUNICIPAL FUND	**AMOUNT ($)**
Electronic Payments (EFT 36033 – EFT 36198)	705,352.79
Cheque Payments (31953 - 31956)	12,454.60
Direct Debits	82,388.32
Sub Total	**800,195.71**
Payroll Net Salaries	303,386.09
Total - Municipal	**1,103,581.80**

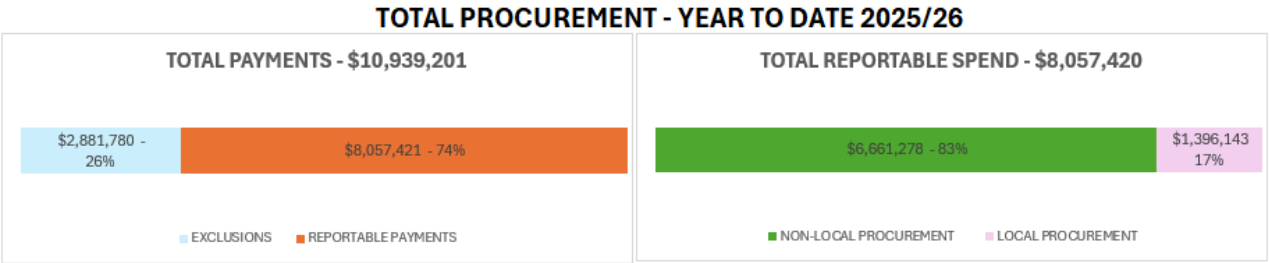
TRUST FUND	
Electronic Funds Payments	0.00
Cheque Payments	0.00
Direct Debits Licensing	107,323.00
Total - Trust	**107,323.00**
TOTAL ACCOUNTS PAID	**1,210,904.80**

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 May 2026, Officers report the following in relation to local procurement, noting that 12% of payments were made to local businesses by the end of May, with the year-to-date (YTD) figure currently standing at 17%.





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

RESOLUTION
050626

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

That, with regard to the List of Payments made from the Municipal and Trust Funds for the Period 1 to 31 May 2026, Council

1. **Receives the list of accounts totalling $1,210,904.80 as summarised below:**

MUNICIPAL FUND	AMOUNT ($)
Electronic Payments (EFT 36033 – EFT 36198)	705,352.79
Cheque Payments (31953 - 31956)	12,454.60
Direct Debits	82,388.32
Sub Total	800,195.71
Payroll Net Salaries	303,386.09
Total - Municipal	1,103,581.80
TRUST FUND	
Electronic Funds Payments	0.00
Cheque Payments	0.00

Direct Debits Licensing	**107,323.00**
Total - Trust	**107,323.00**
TOTAL ACCOUNTS PAID	**1,210,904.80**

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

Against: **Nil**

CARRIED 7/0

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Shire of York
LIST OF CREDITOR PAYMENTS MAY 2026

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
31953	04/05/2026 SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 04/05/2026	1		4,447.80
INV CFC REIMBURS	04/05/2026 SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 04/05/2026	1	4,447.80	
31954	14/05/2026 SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 14/05/2026	1		4,174.40
INV 6517	14/05/2026 SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 14/05/2026	1	4,174.40	
31956	26/05/2026 SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 26/05/2026	1		3,832.40
INV CFC REIMBURS	26/05/2026 SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 26/05/2026	1	3,832.40	
EFT36033	05/05/2026 SYNERGY	ELECTRICITY USAGE 07/03/2026-08/04/2026 - SWIMMING POOL	1		3,062.57
INV 2220520244	10/04/2026 SYNERGY	ELECTRICITY USAGE 07/03/2026-08/04/2026 - SWIMMING POOL	1	3,062.57	
EFT36034	07/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		259.00
INV 148	30/04/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 148	30/04/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 148	30/04/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 148	30/04/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 148	30/04/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 148	30/04/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		20.50	
INV 148	30/04/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 148	30/04/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 148	30/04/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 148	30/04/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT36035	07/05/2026 AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 28/04/2026	1		41,326.00
INV PAYG PPE 28/0	01/05/2026 AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 28/04/2026	1	41,326.00	
EFT36036	07/05/2026 AVON VALLEY TYRE SERVICE	REPLACE TYRES ON FIRE TRUCK - P164	1		930.00
INV INV 1039	12/03/2026 AVON VALLEY TYRE SERVICE	REPLACE TYRES ON FIRE TRUCK - P164	1	930.00	
EFT36037	07/05/2026 BAKERS CREEK PTY LTD	SAFETY COVER FOR ELECTRICAL CABLES IN AVON PARK	1		308.00
INV 650	23/04/2026 BAKERS CREEK PTY LTD	SAFETY COVER FOR ELECTRICAL CABLES IN AVON PARK	1	308.00	

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EFT36038	07/05/2026 BASICS APPROVAL SERVICES	BUILDING SURVEYING SERVICES - 17 LEWIS ROAD YORK	1		330.00
INV 2025859	29/04/2026 BASICS APPROVAL SERVICES	BUILDING SURVEYING SERVICES - 17 LEWIS ROAD YORK	1	330.00	
EFT36039	07/05/2026 BILL MARWICK	PURCHASE OF HISTORY BOOKS FOR RESALE - VC	1		144.00
INV 19042026	19/04/2026 BILL MARWICK	PURCHASE OF HISTORY BOOKS FOR RESALE - VC	1	144.00	
EFT36040	07/05/2026 BLING DESIGN	MAP UPDATES TO MATCH VISITOR GUIDE BOOK EDITS	1		250.00
INV 2083	20/04/2026 BLING DESIGN	MAP UPDATES TO MATCH VISITOR GUIDE BOOK EDITS	1	250.00	
EFT36041	07/05/2026 BLUE FORCE PTY LTD	IP & GPRS COMMERCIAL ALARM MONITORING SERVICE 01/04/2026-30/06/2026 - YRCC	1		275.78
INV 246471	01/04/2026 BLUE FORCE PTY LTD	IP & GPRS COMMERCIAL ALARM MONITORING SERVICE 01/04/2026-30/06/2026 - YRCC	1	275.78	
EFT36042	07/05/2026 CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES APRIL 2026	1		4,109.17
INV 30042026	09/04/2026 CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES APRIL 2026	1	4,109.17	
EFT36043	07/05/2026 CLAIRE REGENT	REIMBURSEMENT FOR UNIFORMS	1		313.00
INV 20042026	20/04/2026 CLAIRE REGENT	REIMBURSEMENT FOR UNIFORMS	1	313.00	
EFT36044	07/05/2026 COUNTRY COPIERS	COPY COSTS 03/03/2026-01/04/2026 - CRC	1		264.39
INV 228501	01/04/2026 COUNTRY COPIERS	COPY COSTS 03/03/2026-01/04/2026 - CRC	1	264.39	
EFT36045	07/05/2026 CREDIT MANAGEMENT AUSTRALIA POST	PREPAID POSTAGE PACKS - LIBRARY	1		879.08
INV 1014716305	03/05/2026 CREDIT MANAGEMENT AUSTRALIA POST	PREPAID POSTAGE PACKS - LIBRARY	1	488.97	
INV 1014716305	03/05/2026 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE CHARGES APRIL 2026 - ADMIN	1	390.11	
EFT36046	07/05/2026 D & A PLUMBING & GAS SERVICES	REPLACED HOT WATER SYSTEM PUMP - UNIT 5 MACARTNEY STREET	1		547.03
INV 376124883	23/04/2026 D & A PLUMBING & GAS SERVICES	REPLACED HOT WATER SYSTEM PUMP - UNIT 5 MACARTNEY STREET	1	547.03	
EFT36047	07/05/2026 DARRYS PLUMBING AND GAS	REPAIRED INLET VALVE ON MALE URINAL - GWAMBYGINE	1		445.50
INV IV03743	16/04/2026 DARRYS PLUMBING AND GAS	REPAIRED INLET VALVE ON MALE URINAL - GWAMBYGINE	1	148.50	
INV IV03763	21/04/2026 DARRYS PLUMBING AND GAS	TIGHTENED HOSE CLAMP ON FLUSH PIPE ON LADIES TOILETS - GWAMBYGINE	1	148.50	
INV IV03766	21/04/2026 DARRYS PLUMBING AND GAS	INVESTIGATE BASIN LEAK AT CEMETERY TOILETS	1	148.50	

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EFT36048	07/05/2026	DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES APRIL 2026	1		1,872.08
INV 30042026	09/04/2026	DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES APRIL 2026	1	1,872.08	
EFT36049	07/05/2026	ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES APRIL 2026	1		1,369.75
INV 30042026	09/04/2026	ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES APRIL 2026	1	1,369.75	
EFT36050	07/05/2026	FOCUS NETWORKS	MONTHLY SAAS SUBSCRIPTION	1		11,554.36
INV INV 11676G	08/04/2026	FOCUS NETWORKS	CYBER SECURITY AWARENESS TRAINING FOR EMPLOYEES AND COUNCILLORS	1	2,513.50	
INV SAAS 15564	15/04/2026	FOCUS NETWORKS	MONTHLY SAAS SUBSCRIPTION	1	9,040.86	
EFT36051	07/05/2026	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	DIESEL - DEPOT	1		34,518.88
INV 59102902	07/04/2026	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	DIESEL - DEPOT	1	25,250.48	
INV 775155	04/05/2026	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	DISTILLATE - DEPOT	1	9,268.40	
EFT36052	07/05/2026	FUJIFILM BUSINESS INNOVATIONS AUSTRALIA PTY TLD	SCAN TO PC SERVICE SUITE SUBSCRIPTION 26/06/2026-25/06/2027	1		264.00
INV CZ327600	28/04/2026	FUJIFILM BUSINESS INNOVATIONS AUSTRALIA PTY TLD	SCAN TO PC SERVICE SUITE SUBSCRIPTION 26/06/2026-25/06/2027	1	264.00	
EFT36053	07/05/2026	GREENHILLS PROGRESS ASSOCIATION	GREENHILLS HALL SPONSORSHIP	1		4,200.00
INV 34	15/12/2025	GREENHILLS PROGRESS ASSOCIATION	GREENHILLS HALL SPONSORSHIP	1	4,200.00	
EFT36054	07/05/2026	HAYS SPECIALIST RECRUITMENT PTY LTD	CONTRACT PROJECT MANAGER - WEEK ENDING 19/04/2026	1		8,169.24
INV 53230167	08/04/2026	HAYS SPECIALIST RECRUITMENT PTY LTD	CONTRACT PROJECT MANAGER WEEK ENDING 05/04/2026	1	2,679.89	
INV 53239359	15/04/2026	HAYS SPECIALIST RECRUITMENT PTY LTD	CONTRACT PROJECT MANAGER WEEK ENDING 12/04/2026	1	2,139.50	
INV 53251340	23/04/2026	HAYS SPECIALIST RECRUITMENT PTY LTD	CONTRACT PROJECT MANAGER - WEEK ENDING 19/04/2026	1	3,349.85	
EFT36055	07/05/2026	HOT SAUCE HUNTERS AUSTRALIA	HOT SAUCE FOR RESALE - VC	1		154.00
INV INV00000007	14/04/2026	HOT SAUCE HUNTERS AUSTRALIA	HOT SAUCE FOR RESALE - VC	1	154.00	
EFT36056	07/05/2026	ILYA PETRUSICH	ILYA PETRUSICH CAT TRAP BOND REFUND # 285069	1		100.00
INV T1	22/04/2026	ILYA PETRUSICH	ILYA PETRUSICH CAT TRAP BOND REFUND # 285069	1	100.00	

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EFT36057	07/05/2026 IRIS CONSULTING GROUP PTY LTD	SENTENCING, DISPOSAL & ARCHIVES COURSE - SHANTI SINNATAMBY	1		784.30
INV 2451	08/01/2026 IRIS CONSULTING GROUP PTY LTD	RECORDS MANAGEMENT COURSE - SHANTI SINNATAMBY	1	240.35	
INV 2470	14/03/2026 IRIS CONSULTING GROUP PTY LTD	RECORD KEEPING TRAINING - SHANTI SINNATAMBY	1	240.35	
INV 2478	07/04/2026 IRIS CONSULTING GROUP PTY LTD	SENTENCING, DISPOSAL & ARCHIVES COURSE - SHANTI SINNATAMBY	1	303.60	
EFT36058	07/05/2026 JACINTA MARY DE SILVA	RATES REFUND A60465 19 HARRIOTT ST YORK 6302	1		20.93
INV A60465	01/05/2026 JACINTA MARY DE SILVA	RATES REFUND A60465 19 HARRIOTT ST YORK 6302		20.93	
EFT36059	07/05/2026 JIBRALEA PTY LTD T/A YORK NEWSAGENCY	A4 CLIPBOARDS - ENGINEERING	1		11.98
INV 29600008313(	15/04/2026 JIBRALEA PTY LTD T/A YORK NEWSAGENCY	A4 CLIPBOARDS - ENGINEERING	1	11.98	
EFT36060	07/05/2026 KEVIN PYKE	ELECTED MEMBERS ALLOWANCES APRIL 2026	1		1,369.75
INV 30042026	09/04/2026 KEVIN PYKE	ELECTED MEMBERS ALLOWANCES APRIL 2026	1	1,369.75	
EFT36061	07/05/2026 KEVIN RICHARD TRENT	ELECTED MEMBERS ALLOWANCES APRIL 2026	1		1,369.75
INV 30042026	09/04/2026 KEVIN RICHARD TRENT	ELECTED MEMBERS ALLOWANCES APRIL 2026	1	1,369.75	
EFT36062	07/05/2026 KLEENWEST DISTRIBUTORS	BATHROOM SUPPLIES - ADMIN, TOWN HALL, AVON PARK, HOWICK ST, DEPOT	1		1,064.47
INV 122804	15/04/2026 KLEENWEST DISTRIBUTORS	BATHROOM SUPPLIES - ADMIN, TOWN HALL, AVON PARK, HOWICK ST, DEPOT	1	1,064.47	
EFT36063	07/05/2026 LANDGATE	VALUATIONS SEPTEMBER 2025-MARCH 2026	1		1,249.26
INV 10001014	30/04/2026 LANDGATE	VALUATIONS SEPTEMBER 2025-MARCH 2026	1	1,249.26	
EFT36064	07/05/2026 LEANNE PATRICIA LEE	REIMBURSEMENT FOR PURCHASE OF RING DOORBELL CAMERA AND CHIME FOR INSTALL AT CRC	1		208.00
INV 14042026	28/04/2026 LEANNE PATRICIA LEE	REIMBURSEMENT FOR PURCHASE OF RING DOORBELL CAMERA AND CHIME FOR INSTALL AT CRC	1	208.00	
EFT36065	07/05/2026 LLOYD INVESMENT - COMMUNITY MATTERS	COMMUNITY UPDATE PAGE IN MARCH NEWSPAPER	1		3,305.40
INV 4367	27/02/2026 LLOYD INVESMENT - COMMUNITY MATTERS	COMMUNITY UPDATE PAGE IN MARCH NEWSPAPER	1	1,652.70	
INV 4446	01/05/2026 LLOYD INVESMENT - COMMUNITY MATTERS	COMMUNITY UPDATE PAGE IN MAY NEWSPAPER	1	1,652.70	
EFT36066	07/05/2026 LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	BALANCE OF INVOICE FOR DEADLATCH	1		1.80
INV 34976 1	31/07/2025 LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	BALANCE OF INVOICE FOR DEADLATCH	1	1.80	

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EFT36067	07/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		75.00
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT36068	07/05/2026 MAL AUTOMOTIVES	REPLACED TYRES - P183	1		1,527.40
INV 33142	20/03/2026 MAL AUTOMOTIVES	SERVICE ON RANGER VEHICLE - P138	1	656.40	
INV 33242	24/04/2026 MAL AUTOMOTIVES	REPLACED TYRES - P183	1	871.00	
EFT36069	07/05/2026 MARION KICKETT	PHASE 3 EDITORS FEES FOR YORK RESERVE BOOK	1		2,528.00
INV 4565	23/04/2026 MARION KICKETT	PHASE 3 EDITORS FEES FOR YORK RESERVE BOOK	1	2,000.00	
INV 4569	04/05/2026 MARION KICKETT	TRAVEL ALLOWANCE FOR YORK RESERVE BOOK	1	528.00	
EFT36070	07/05/2026 MCLEODS LAWYERS	LEGAL SERVICES SAT DR 165/2020 - ALLAWUNA LANDFILL	1		7,728.60
INV 150703	31/03/2026 MCLEODS LAWYERS	LEGAL SERVICES SAT DR 165/2020 - ALLAWUNA LANDFILL	1	6,443.80	
INV 150798	31/03/2026 MCLEODS LAWYERS	LEGAL SERVICES - OFF ROAD VEHICLE TRACK	1	1,284.80	
EFT36071	07/05/2026 MEG BOYLE	REIMBURSEMENT FOR PURCHASE OF STORYTIME SUPPLIES	1		81.45
INV 23042026	23/04/2026 MEG BOYLE	REIMBURSEMENT FOR PURCHASE OF STORYTIME SUPPLIES	1	81.45	

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT36072	07/05/2026 MELISSA DIANNE WELSH	ELECTED MEMBERS ALLOWANCES APRIL 2026	1		1,369.75
INV 30042026	09/04/2026 MELISSA DIANNE WELSH	ELECTED MEMBERS ALLOWANCES APRIL 2026	1	1,369.75	
EFT36073	07/05/2026 MINT COLLABORATIVE	DELIVERY OF WORKSHOP 5 & DEVELOPMENT AND ADMINISTRATION OF EMPLOYEE SURVEY	1		14,300.00
INV INV 20260423	23/04/2026 MINT COLLABORATIVE	DELIVERY OF WORKSHOP 5 & DEVELOPMENT AND ADMINISTRATION OF EMPLOYEE SURVEY	1	14,300.00	
EFT36074	07/05/2026 MINUTEMAN PRESS MIDLAND	SIGNS FOR MACARTNEY STREET ENGAGMENT	1		321.20
INV 28474	30/04/2026 MINUTEMAN PRESS MIDLAND	SIGNS FOR MACARTNEY STREET ENGAGMENT	1	321.20	
EFT36075	07/05/2026 MM MECHANICAL PTY LTD	SERVICE OF EMERGENCY RESPONSE TRAILIER - P172	1		2,155.75
INV 5647	21/01/2026 MM MECHANICAL PTY LTD	SERVICE OF EMERGENCY RESPONSE TRAILIER - P172	1	2,155.75	
EFT36076	07/05/2026 MOKOH DESIGN	ROUND STICKERS WITH DESIGN - VC	1		220.75
INV 12720	19/04/2026 MOKOH DESIGN	ROUND STICKERS WITH DESIGN - VC	1	220.75	
EFT36077	07/05/2026 MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES APRIL 2026	1		1,369.75
INV 30042026	09/04/2026 MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES APRIL 2026	1	1,369.75	
EFT36078	07/05/2026 NORTHAM MAZDA	MAZDA CX3 VEHICLE INCLUDING TINT, MATS, UNLIMITED WARRANTY	1		13,447.30
INV 152517	30/04/2026 NORTHAM MAZDA	MAZDA CX3 VEHICLE INCLUDING TINT, MATS, UNLIMITED WARRANTY	1	13,447.30	
EFT36079	07/05/2026 OFFICEWORKS	IPHONE 15 128GB X 2	1		6,589.95
INV 629062085	20/04/2026 OFFICEWORKS	IPHONE 15 128GB X 2	1	6,589.95	
EFT36080	07/05/2026 PHILIP KENNETH EMBERSON T/A KEN DESIGNS	TEA TOWELS WITH SCREEN PRINTING FOR RESALE - VC	1		330.00
INV 22	24/04/2026 PHILIP KENNETH EMBERSON T/A KEN DESIGNS	TEA TOWELS WITH SCREEN PRINTING FOR RESALE - VC	1	330.00	
EFT36081	07/05/2026 POWERVAC PTY LTD	RED SPRAY BUFF PADS - YRCC	1		199.00
INV 604720	21/04/2026 POWERVAC PTY LTD	RED SPRAY BUFF PADS - YRCC	1	199.00	
EFT36082	07/05/2026 ROOF SAFE PTY LTD	ROOF SAFETY SYSTEM INSTALLED TO MIDDLE THEATRE ROOF - TOWN HALL	1		5,727.04
INV I4590	24/03/2026 ROOF SAFE PTY LTD	ROOF SAFETY SYSTEM INSTALLED TO MIDDLE THEATRE ROOF - TOWN HALL	1	4,288.24	
INV I4591	24/03/2026 ROOF SAFE PTY LTD	RECERTIFICATION OF HEIGHT SAFETY SYSTEMS - RECREATION CENTRE	1	479.60	

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INV I4592	24/03/2026 ROOF SAFE PTY LTD	RECERTIFICATION OF HEIGHT SAFETY SYSTEMS - TOWN HALL	1	479.60	
INV I4593	24/03/2026 ROOF SAFE PTY LTD	RECERTIFICATION TO HEIGHT SAFETY SYSTEMS - YRCC	1	479.60	
EFT36083	07/05/2026 ROUS ELECTRICAL	REPLACED LIGHT IN DISABLED TOILET AT AVON PARK	1		198.00
INV 4535	21/04/2026 ROUS ELECTRICAL	REPLACED LIGHT IN DISABLED TOILET AT AVON PARK	1	198.00	
EFT36084	07/05/2026 SCOTT PRINTERS PTY LTD T/A SCOTT PRINT	A3 MAP PADS - VC	1		1,336.50
INV 199 541	17/04/2026 SCOTT PRINTERS PTY LTD T/A SCOTT PRINT	A3 MAP PADS - VC	1	1,336.50	
EFT36085	07/05/2026 SE & WT COLLINS	REFUND OF DUPLICATE BUILDING APPLICATION FEE FOR APP 2004145	1		210.22
INV T6	01/05/2026 SE & WT COLLINS	REFUND OF DUPLICATE BULDING SERVICES LEVY FOR APP 2004145	1	63.02	
INV 2004145	01/05/2026 SE & WT COLLINS	REFUND OF DUPLICATE BUILDING APPLICATION FEE FOR APP 2004145	1	147.20	
EFT36086	07/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		150.00
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 148	30/04/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT36087	07/05/2026	SMITHS SHELL SERVICE	QUICK SWAP GAS - ORV BARBEQUE	1		116.50
INV 18313793	15/04/2026	SMITHS SHELL SERVICE	TECTALOY PREMIX 5L - P155	1	32.50	
INV 18314799	30/04/2026	SMITHS SHELL SERVICE	QUICK SWAP GAS - ORV BARBEQUE	1	84.00	
EFT36088	07/05/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD (BELMONT)	PROVIDE FIRST AID COURSE - STEPHANIE MARTIN	1		360.00
INV FAINV0139901	15/04/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD (BELMONT)	PROVIDE FIRST AID COURSE - STEPHANIE MARTIN	1	180.00	
INV FAINV0139901	15/04/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD (BELMONT)	PROVIDE FIRST AID COURSE - MONICA DWYER	1	180.00	
EFT36089	07/05/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JASON SIGNMAKERS	1		35.77
INV 622 S337610	12/04/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JASON SIGNMAKERS	1	35.77	
EFT36090	07/05/2026	THE FLOUR MILL CAFE YORK	SANDWICH PLATTER CATERING FOR CULTURAL PROGRAM - OMG SESSION	1		85.00
INV 15329	20/04/2026	THE FLOUR MILL CAFE YORK	SANDWICH PLATTER CATERING FOR CULTURAL PROGRAM - OMG SESSION	1	85.00	
EFT36091	07/05/2026	THE OLIVE PEOPLE (AUST.) PTY LTD	OLIVE OILS FOR RESALE - VC	1		456.30

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INV 25519	15/04/2026	THE OLIVE PEOPLE (AUST.) PTY LTD	OLIVE OILS FOR RESALE - VC	1	456.30	
EFT36092	07/05/2026	THOMAS BRUINS	REIMBURSEMENT FOR RELOCATION EXPENSES	1		1,137.11
INV 29042026	29/04/2026	THOMAS BRUINS	REIMBURSEMENT FOR RELOCATION EXPENSES	1	1,137.11	
EFT36093	07/05/2026	TOCOJEPA PTY LTD T/A T-QUIP	RIDE ON MOWER BLADE SHARPENING - P130	1		2,325.30
INV 148680	09/04/2026	TOCOJEPA PTY LTD T/A T-QUIP	RIDE ON MOWER BLADE SHARPENING - P130	1	2,325.30	
EFT36094	07/05/2026	Tameka CUMMINGS	ARTWORK COMMISSION FOR PHASE 3	1		750.00
INV 1	23/04/2026	Tameka CUMMINGS	ARTWORK COMMISSION FOR PHASE 3	1	750.00	
EFT36095	07/05/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	LOCAL GOVERNMENT ATTENDEE 2026 ABORGINAL ENGAGEMENT FORUM - SAM GOOD	1		200.00
INV AEF26 88	25/02/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	LOCAL GOVERNMENT ATTENDEE 2026 ABORGINAL ENGAGEMENT FORUM - SAM GOOD	1	200.00	
EFT36096	07/05/2026	WESTWIDE WINDSCREENS PTY LTD	REPLACED FRONT WINDSCREEN - P173	1		1,929.40
INV INV 27195	15/04/2026	WESTWIDE WINDSCREENS PTY LTD	REPLACED FRONT WINDSCREEN - P173	1	1,929.40	
EFT36097	07/05/2026	WHEATBELT BUSINESS NETWORK	WHEATBELT FUTURES FORUM MEMBERS GENERAL TICKETS - REBECCA ATKINSON & TESS HOSKING	1		450.00
INV INV4057	23/04/2026	WHEATBELT BUSINESS NETWORK	WHEATBELT FUTURES FORUM MEMBERS GENERAL TICKETS - REBECCA ATKINSON & TESS HOSKING	1	450.00	
EFT36098	07/05/2026	WILDFLORA FACTORY PTY LTD	WILDFLOWER SEEDS FOR RESALE - VC	1		141.50
INV INV 104512	22/04/2026	WILDFLORA FACTORY PTY LTD	WILDFLOWER SEEDS FOR RESALE - VC	1	141.50	
EFT36099	07/05/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1		114.53
INV 04 5058	20/04/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	BOTTLED WATER - VC	1	24.00	
INV 02 2106	21/04/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	EUCALYPTUS OIL - VC	1	18.20	
INV 02 3146	23/04/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	50.73	
INV 02 3622	24/04/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	MILK - DEPOT	1	21.60	
EFT36100	07/05/2026	YORK EVENTS ON AVON WA INC	SPONSORSHIP OF TWO YORK HERITAGE WEEKEND EVENT FLAGS INCLUDING THE SHIRE LOGO	1		500.00

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INV YHW 07	29/04/2026	YORK EVENTS ON AVON WA INC	SPONSORSHIP OF TWO YORK HERITAGE WEEKEND EVENT FLAGS INCLUDING THE SHIRE LOGO	1	500.00	
EFT36101	07/05/2026	YORK MITRE 10	LOW SHEEN PAINT - TOWN HALL	1		131.73
INV 10111505	20/04/2026	YORK MITRE 10	TOILET SEAT - AVON PARK	1	26.85	
INV 10111509	20/04/2026	YORK MITRE 10	LOW SHEEN PAINT - TOWN HALL	1	42.48	
INV 10111757	21/04/2026	YORK MITRE 10	55L GARBAGE BIN - GARDENING	1	24.95	
INV 10111777	21/04/2026	YORK MITRE 10	PLASTIC CHAIN AND SNAP HOOK - SAFETY	1	37.45	
EFT36102	11/05/2026	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 64 INTEREST PAYMENT - BOWLS, TENNIS, NETBALL LIGHTS	1		19,681.66
INV 63	04/05/2026	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 63 INTEREST PAYMENT - STAGE 3 OF FORREST OVAL REDEVELOPMENT		7,688.57	
INV 64	04/05/2026	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 64 INTEREST PAYMENT - BOWLS, TENNIS, NETBALL LIGHTS		11,993.09	
EFT36103	13/05/2026	CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR APRIL 2026	1		279.02
INV T9	12/05/2026	CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR APRIL 2026	1	279.02	
EFT36104	13/05/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL COLLECTION FOR APRIL 2026	1		977.21
INV T6	12/05/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL COLLECTION FOR APRIL 2026	1	977.21	
EFT36105	13/05/2026	EVOKE LIVING HOMES	REFUND OF FOOTPATH BOND - LOT 161 (39) ANDREWS AVE, YORK - PAID 18/08/2025 - RECEIPT 279510	1		3,500.00
INV T4	12/05/2026	EVOKE LIVING HOMES	REFUND OF FOOTPATH BOND - LOT 161 (39) ANDREWS AVE, YORK - PAID 18/08/2025 - RECEIPT 279510	1	2,000.00	
INV T4	12/05/2026	EVOKE LIVING HOMES	REFUND OF KERB BOND - LOT 161 (39) ANDREWS AVE, YORK - PAID 18/08/2025 - RECEIPT 279510	1	1,500.00	
EFT36106	13/05/2026	SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR APRIL 2026	1		38.25
INV T6	12/05/2026	SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR APRIL 2026	1	30.00	
INV T9	12/05/2026	SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR APRIL 2026	1	8.25	

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EFT36107	13/05/2026	SUZIE DEAN	SUSIE DEAN REFUND CAT TRAP BOND# 285195	1		100.00
INV T1	11/05/2026	SUZIE DEAN	SUSIE DEAN REFUND CAT TRAP BOND# 285195	1	100.00	
EFT36108	18/05/2026	SYNERGY	ELECTRICITY USAGE 19/02/2026-22/04/2026 - WORKS DEPOT	1		3,026.21
INV 2396006198	24/04/2026	SYNERGY	ELECTRICITY USAGE 19/02/2026-22/04/2026 - WORKS DEPOT	1	1,378.25	
INV 2116506206	28/04/2026	SYNERGY	ELECTRICITY USAGE 20/02/2026-23/04/2026 - CRC	1	935.72	
INV 2284006062	28/04/2026	SYNERGY	ELECTRICITY USAGE 20/02/2026-23/04/2026 - PEACE PARK	1	265.94	
INV 2384005523	28/04/2026	SYNERGY	ELECTRICITY USAGE 20/02/2026-23/04/2026 - 55 FORREST ST BORES	1	130.53	
INV 2736007584	28/04/2026	SYNERGY	ELECTRICITY USAGE 20/02/2026-23/04/2026 - HOWICK ST TOILETS	1	185.24	
INV 2740008246	28/04/2026	SYNERGY	ELECTRICITY USAGE 20/02/2026-23/04/2026 - ULSTER ROAD DAM	1	130.53	
EFT36109	19/05/2026	SYNERGY	ELECTRICITY USAGE 21/02/2026-24/04/2026 - 2 DINSDALE ST	1		608.85
INV 2232508948	29/04/2026	SYNERGY	ELECTRICTY USAGE 21/02/2026-23/04/2026 - WAR MEMORIAL	1	128.78	
INV 2328006049	29/04/2026	SYNERGY	ELECTRICITY USAGE 21/02/2026-24/04/2026 - 2 DINSDALE ST	1	314.46	
INV 2524009440	29/04/2026	SYNERGY	ELECTRICITY USAGE 21/02/2026-24/04/2026 - 17 FORBES ST	1	70.03	
INV 2604009306	29/04/2026	SYNERGY	ELECTRICITY USAGE 21/02/2026-23/04/2026 - CENTENNIAL RETICULATION PUMP	1	95.58	
EFT36110	19/05/2026	TELSTRA	LAND LINE PHONE RENTAL 25/04/2026-24/05/2026	1		295.25
INV 943 4282 000	29/04/2026	TELSTRA	LAND LINE PHONE RENTAL 25/04/2026-24/05/2026	1	295.25	
EFT36111	19/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	EMCCS CREDIT CARD APRIL 2026	1		429.88
INV M203APR2026	30/04/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	EMCCS CREDIT CARD APRIL 2026	1	429.88	
EFT36112	20/05/2026	SYNERGY	ELECTRICITY USAGE 25/02/2026-24/04/206 - MT BAKEWELL REPEATER	1		138.69
INV 2616008315	30/04/2026	SYNERGY	ELECTRICITY USAGE 25/02/2026-24/04/206 - MT BAKEWELL REPEATER	1	138.69	
EFT36113	21/05/2026	A LADY AND HER BRUSH FACE PAINTING	FACE PAINTING AT YORKIDS EVENT	1		1,000.00
INV 186	08/05/2026	A LADY AND HER BRUSH FACE PAINTING	FACE PAINTING AT YORKIDS EVENT	1	1,000.00	
EFT36114	21/05/2026	ANNEKE BIRLESON	REIMBURSEMENT FOR UNIFORMS	1		404.00
INV 06052026	06/05/2026	ANNEKE BIRLESON	REIMBURSEMENT FOR UNIFORMS	1	404.00	

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EFT36115	21/05/2026 ARMSIGN PTY LTD	BALANCE OF MANUFACTURING - SIGNAGE	1		24,055.79
INV 40528 4	11/05/2026 ARMSIGN PTY LTD	BALANCE OF MANUFACTURING - SIGNAGE	1	24,055.79	
EFT36116	21/05/2026 ASM Eclipse PTY LTD	FISHING POLO SHIRTS FOR RESALE - VC	1		4,197.78
INV INV175027	20/04/2026 ASM Eclipse PTY LTD	FISHING POLO SHIRTS FOR RESALE - VC	1	4,197.78	
EFT36117	21/05/2026 AUSCO MODULAR PTY LTD	HIRE OF MULTIPURPOSE UNIT MAY 2026	1		943.49
INV 7530780	01/05/2026 AUSCO MODULAR PTY LTD	HIRE OF MULTIPURPOSE UNIT MAY 2026	1	943.49	
EFT36118	21/05/2026 AUSPAN BUILDING SYSTEMS PTY LTD	REFUND OF BUILDING SERVICES LEVY CHARGED IN ERROR 2004143 - PAID 14/04/2026 RECEIPT 285153	1		61.65
INV T6	15/05/2026 AUSPAN BUILDING SYSTEMS PTY LTD	REFUND OF BUILDING SERVICES LEVY CHARGED IN ERROR 2004143 - PAID 14/04/2026 RECEIPT 285153	1	61.65	
EFT36119	21/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		259.00
INV 150	14/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 150	14/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 150	14/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 150	14/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 150	14/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 150	14/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 150	14/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		20.50	
INV 150	14/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 150	14/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 150	14/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT36120	21/05/2026 AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 12/05/2026	1		42,265.00
INV PAYG PPE 12/0	18/05/2026 AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 12/05/2026	1	42,265.00	
EFT36121	21/05/2026 AVON VALLEY TYRE SERVICE	GENERAL SERVICE ON ISUZU D-MAX - P163	1		628.58
INV INV 1258	14/04/2026 AVON VALLEY TYRE SERVICE	GENERAL SERVICE ON ISUZU D-MAX - P163	1	628.58	
EFT36122	21/05/2026 AVON WASTE	GENERAL WASTE AND RECYCLING SERVICES	1		29,020.57

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INV 76260	17/04/2026 AVON WASTE	GENERAL WASTE AND RECYCLING SERVICES	1	28,118.57	
INV 76261	17/04/2026 AVON WASTE	MONTHLY RENTAL OF HOOK BIN AT TRANSFER STATION - APRIL 2026	1	132.00	
INV 76358	08/05/2026 AVON WASTE	TRANSPORT OF FULL MATTRESS HOOK BIN FROM WASTE TRANSFER STATION TO RECYCLER - MAY 2026	1	770.00	
EFT36123	21/05/2026 BELLISSIMO YORK	CATERING FOR APRIL OCM	1		250.00
INV 363	30/04/2026 BELLISSIMO YORK	CATERING FOR APRIL OCM	1	250.00	
EFT36124	21/05/2026 BITUMEN DISTRIBUTORS PTY LTD	DRUMS OF EMULSION - ROAD MAINTENANCE	1		1,496.00
INV 3123	20/04/2026 BITUMEN DISTRIBUTORS PTY LTD	DRUMS OF EMULSION - ROAD MAINTENANCE	1	1,496.00	
EFT36125	21/05/2026 BLUE ASSIST MONITORING PTY LTD	ALARM MONITORING SERVICE SUBSCRIPTION 13/05/2026-12/06/2026 - VC	1		20.00
INV INV 3490	13/05/2026 BLUE ASSIST MONITORING PTY LTD	ALARM MONITORING SERVICE SUBSCRIPTION 13/05/2026-12/06/2026 - VC	1	20.00	
EFT36126	21/05/2026 BOC GASES	GAS AND CONTAINER RENT 29/03/2026-27/04/2026	1		41.92
INV 5006875091	28/04/2026 BOC GASES	GAS AND CONTAINER RENT 29/03/2026-27/04/2026	1	41.92	
EFT36127	21/05/2026 BUNNINGS WAREHOUSE	RETRACTABLE HOSE REEL AND LOCKABLE METAL CABINETS - POUND	1		744.55
INV 2440 9984618	11/05/2026 BUNNINGS WAREHOUSE	RETRACTABLE HOSE REEL AND LOCKABLE METAL CABINETS - POUND	1	744.55	
EFT36128	21/05/2026 CALTEX AUSTRALIA PTY LTD	FUEL CARD PURCHASES APRIL 2026	1		2,134.51
INV 141 718 338 9	30/04/2026 CALTEX AUSTRALIA PTY LTD	FUEL CARD PURCHASES APRIL 2026	1	2,134.51	
EFT36129	21/05/2026 CARMEN BRAIDWOOD	MEDIA COACHING FOR T/CEO AND MEDIA TRAINING GROUP	1		7,150.00
INV INV 1766	12/05/2026 CARMEN BRAIDWOOD	MEDIA COACHING FOR T/CEO AND MEDIA TRAINING GROUP	1	7,150.00	
EFT36130	21/05/2026 CAROL LITTLEFAIR	REIMBURSEMENT FOR REFRESHMENTS AND PARKING FOR ARTIST MEETINGS	1		162.15
INV 13052026	13/05/2026 CAROL LITTLEFAIR	REIMBURSEMENT FOR REFRESHMENTS AND PARKING FOR ARTIST MEETINGS	1	162.15	
EFT36131	21/05/2026 CLAIRE REGENT	REIMBURSEMENT FOR UNIFORMS	1		90.00
INV 12052026	12/05/2026 CLAIRE REGENT	REIMBURSEMENT FOR UNIFORMS	1	90.00	
EFT36132	21/05/2026 CORSIGN WA	ROAD PLANT AHEAD TRAFFIC SIGNS	1		484.00
INV 103782	20/04/2026 CORSIGN WA	ROAD PLANT AHEAD TRAFFIC SIGNS	1	484.00	

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EFT36133	21/05/2026 COUNTRY COPIERS	COPY COSTS 01/04/2026-04/05/2026 - CRC	1		381.76
INV 228906	04/05/2026 COUNTRY COPIERS	COPY COSTS 01/04/2026-04/05/2026 - DEPOT	1	106.44	
INV 228907	04/05/2026 COUNTRY COPIERS	COPY COSTS 01/04/2026-04/05/2026 - VC	1	62.87	
INV 228930	04/05/2026 COUNTRY COPIERS	COPY COSTS 01/04/2026-04/05/2026 - CRC	1	212.45	
EFT36134	21/05/2026 COVER SYNDICATE PTY LTD	BOOKS FOR LIBRARY	1		68.32
INV 899CI9LDD	02/05/2026 COVER SYNDICATE PTY LTD	BOOKS FOR LIBRARY	1	68.32	
EFT36135	21/05/2026 CRITTERS UP CLOSE	HIRE OF AQUATIC EVENT WITH TOUCHPOOL - YORKIDS 2026	1		4,000.00
INV INV 1330	04/05/2026 CRITTERS UP CLOSE	HIRE OF AQUATIC EVENT WITH TOUCHPOOL - YORKIDS 2026	1	4,000.00	
EFT36136	21/05/2026 CWA - YORK BRANCH	CRAFT ACTIVITIES FOR YORKIDS EVENT	1		200.00
INV 2605 01	05/05/2026 CWA - YORK BRANCH	CRAFT ACTIVITIES FOR YORKIDS EVENT	1	200.00	
EFT36137	21/05/2026 D & A PLUMBING & GAS SERVICES	REPLACED CIRCULATING PUMP ON HOT WATER SYSTEM - UNIT 4 MACARTNEY STREET	1		1,096.03
INV 376124916	29/04/2026 D & A PLUMBING & GAS SERVICES	REPAIRED LADIES TOILET CISTERN & REPLACED ISOLATION VALVE - TOWN HALL	1	417.00	
INV 37612505	05/05/2026 D & A PLUMBING & GAS SERVICES	REPLACED CIRCULATING PUMP ON HOT WATER SYSTEM - UNIT 4 MACARTNEY STREET	1	679.03	
EFT36138	21/05/2026 E & M J ROSHER	TB2000E SEWELL SWEEPER - DEPOT	1		73,160.00
INV 1508708	05/05/2026 E & M J ROSHER	TB2000E SEWELL SWEEPER - DEPOT	1	73,160.00	
EFT36139	21/05/2026 EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING CONSULTING SERVICES APRIL 2026	1		599.48
INV URP 4776	01/05/2026 EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING CONSULTING SERVICES APRIL 2026	1	599.48	
EFT36140	21/05/2026 FAN LIXUE	RATES REFUND A60039 215 BAYLY RD YORK 6302	1		20.76
INV A60039	19/05/2026 FAN LIXUE	RATES REFUND A60039 215 BAYLY RD YORK 6302		20.76	
EFT36141	21/05/2026 FOCUS NETWORKS	MONTHLY SAAS SUBSCRIPTION	1		16,487.86
INV 15580	30/04/2026 FOCUS NETWORKS	MONTHLY MPS DEVICE SUBSCRIPTION	1	88.00	
INV MPSD 15602	01/05/2026 FOCUS NETWORKS	MONTHLY MPS SUBSCRIPTION	1	7,333.70	
INV SAAS 15631	06/05/2026 FOCUS NETWORKS	MONTHLY SAAS SUBSCRIPTION	1	9,066.16	

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EFT36142	21/05/2026 FULTON HOGAN INDUSTRIES PTY LTD	10 TONNE COLD MIX - ROAD MAINTENANCE	1		2,296.14
INV 21274516	24/04/2026 FULTON HOGAN INDUSTRIES PTY LTD	10 TONNE COLD MIX - ROAD MAINTENANCE	1	2,296.14	
EFT36143	21/05/2026 FUNNY FARM FLOWERS	ANZAC DAY SERVICE WREATHS	1		400.00
INV 4	24/04/2026 FUNNY FARM FLOWERS	ANZAC DAY SERVICE WREATHS	1	400.00	
EFT36144	21/05/2026 GOVERNMENTFRAMEWORKS COM INC	ANNUAL SUBSCRIPTION FOR FARMER 50 - 03/04/2026-03/04/2027	1		32,744.25
INV 7073973	27/03/2026 GOVERNMENTFRAMEWORKS COM INC	ANNUAL SUBSCRIPTION FOR FARMER 50 - 03/04/2026-03/04/2027	1	32,744.25	
EFT36145	21/05/2026 HAMES SHARLEY (WA) PTY LTD	PROFESSIONAL SERVICES TO 28/04/2026 FOR FORREST OVAL PRECINCT VISION PLAN	1		16,500.00
INV WA019004	28/04/2026 HAMES SHARLEY (WA) PTY LTD	PROFESSIONAL SERVICES TO 28/04/2026 FOR FORREST OVAL PRECINCT VISION PLAN	1	16,500.00	
EFT36146	21/05/2026 HAYS SPECIALIST RECRUITMENT PTY LTD	CONTRACT PROJECT MANAGER - WEEK ENDING 26/04/2026	1		6,690.90
INV 53257601	29/04/2026 HAYS SPECIALIST RECRUITMENT PTY LTD	CONTRACT PROJECT MANAGER - WEEK ENDING 26/04/2026	1	3,349.85	
INV 53267795	06/05/2026 HAYS SPECIALIST RECRUITMENT PTY LTD	CONTRACT PROJECT MANAGER - WEEK ENDING 03/05/2026	1	2,679.89	
INV 53273974	08/05/2026 HAYS SPECIALIST RECRUITMENT PTY LTD	CONTRACT PROJECT MANAGER - WEEK ENDING 10/05/2026	1	661.16	
EFT36147	21/05/2026 HERSEYS SAFETY PTY LTD	FIRE BLANKET - DEPOT	1		36.30
INV INV 5225	30/04/2026 HERSEYS SAFETY PTY LTD	FIRE BLANKET - DEPOT	1	36.30	
EFT36148	21/05/2026 ILLUMINART STORIES IN LIGHT	DESIGN CONSULTANCY FOR LIGHT INSTALLATION AT AVON PARK MILESTONE 1 - WAUGAL RISING	1		18,652.40
INV INV 45501258	14/04/2026 ILLUMINART STORIES IN LIGHT	DESIGN CONSULTANCY FOR LIGHT INSTALLATION AT AVON PARK MILESTONE 1 - WAUGAL RISING	1	18,652.40	
EFT36149	21/05/2026 INFLATABLE ENTERTAINMENT PERTH PTY LTD	HIRE OF DELUX.D SOFT PLAY FOR YORKIDS	1		1,190.00
INV W2971	06/05/2026 INFLATABLE ENTERTAINMENT PERTH PTY LTD	HIRE OF DELUX.D SOFT PLAY FOR YORKIDS	1	990.00	
INV W2972	06/05/2026 INFLATABLE ENTERTAINMENT PERTH PTY LTD	BOND PAYMENT FOR SOFT PLAY HIRE FOR YORKIDS	1	200.00	
EFT36150	21/05/2026 JASON SIGNMAKERS	STREET SIGNS - GRASS VALLEY SOUTH RD, QUELLINGTON RD, SEES RD	1		318.84
INV 55831	04/05/2026 JASON SIGNMAKERS	STREET SIGNS - GRASS VALLEY SOUTH RD, QUELLINGTON RD, SEES RD	1	318.84	
EFT36151	21/05/2026 JIBRALEA PTY LTD T/A YORK NEWSAGENCY	A4 CARD - ADMIN	1		22.99
INV 296000083048	30/03/2026 JIBRALEA PTY LTD T/A YORK NEWSAGENCY	A4 CARD - ADMIN	1	12.00	

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INV 29600008314€	20/04/2026 JIBRALEA PTY LTD T/A YORK NEWSAGENCY	CHALK PENS - VC	1	10.99	
EFT36152	21/05/2026 KLK FARMS PTY LTD T/A JONLORRIE FARMS	GRAVEL FOR WORKS ON QUELLINGTON ROAD	1		24,924.90
INV INV 0476	12/05/2026 KLK FARMS PTY LTD T/A JONLORRIE FARMS	GRAVEL FOR WORKS ON QUELLINGTON ROAD	1	24,924.90	
EFT36153	21/05/2026 KYLIE ANNE WILLIAMS	REIMBURSEMENT FOR TRAVEL CHARGES FOR OIC PRIVACY EVENT	1		54.19
INV 12052026	12/05/2026 KYLIE ANNE WILLIAMS	REIMBURSEMENT FOR TRAVEL CHARGES FOR OIC PRIVACY EVENT	1	54.19	
EFT36154	21/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		75.00
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT36155	21/05/2026 MAL AUTOMOTIVES	REPLACED TYRES AND WHEEL ALIGNMENT - P140	1		1,573.83
INV 33166	27/03/2026 MAL AUTOMOTIVES	REPLACED TYRES AND WHEEL ALIGNMENT - P140	1	1,129.00	
INV 33166	27/03/2026 MAL AUTOMOTIVES	60,000 KM SERVICE - P140	1	444.83	
EFT36156	21/05/2026 MCLEODS LAWYERS	REVIEW OF BUSH FIRE BRIGADE LOCAL LAW	1		795.74
INV 151442	30/04/2026 MCLEODS LAWYERS	REVIEW OF BUSH FIRE BRIGADE LOCAL LAW	1	795.74	

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EFT36157	21/05/2026	METRO COUNT	6V C-CELL WELDED BATTERY PACKS FOR TRAFFIC COUNTER DEVICES	1		297.00
INV INV034505	28/04/2026	METRO COUNT	6V C-CELL WELDED BATTERY PACKS FOR TRAFFIC COUNTER DEVICES	1	297.00	
EFT36158	21/05/2026	MINUTEMAN PRESS MIDLAND	BUSINESS CARDS - EMIDS THOMAS BRUINS	1		192.50
INV 28541	15/05/2026	MINUTEMAN PRESS MIDLAND	BUSINESS CARDS - EMIDS THOMAS BRUINS	1	192.50	
EFT36159	21/05/2026	MOBILE MOUSE - THE TRUSTEE FOR KITCHLIND FAMILY TRUST	EXCEL ESSENTIALS INTERMEDIATE TRAINING COURSE	1		5,037.50
INV 16513	08/03/2026	MOBILE MOUSE - THE TRUSTEE FOR KITCHLIND FAMILY TRUST	EXCEL ESSENTIALS INTERMEDIATE TRAINING COURSE	1	5,037.50	
EFT36160	21/05/2026	MORRIS PEST & WEED CONTROL	BEE RELOCATION TREATMENT - ULSTER ROAD	1		425.00
INV INV 20260505	05/05/2026	MORRIS PEST & WEED CONTROL	BEE RELOCATION TREATMENT - ULSTER ROAD	1	425.00	
EFT36161	21/05/2026	MR POTHOLE	ASPHALT RESURFACE - PML CARPARK, ASPHALT REPAIRS - ELEVETH RD & QUALEN WEST RD	1		27,060.00
INV 42608	29/04/2026	MR POTHOLE	ASPHALT RESURFACE - PML CARPARK, ASPHALT REPAIRS - ELEVETH RD & QUALEN WEST RD	1	27,060.00	
EFT36162	21/05/2026	NGUYENS BAKERY CAFE	CATERING FOR CULTURAL PROGRAM	1		197.00
INV 1870440	31/03/2026	NGUYENS BAKERY CAFE	CATERING FOR CULTURAL PROGRAM	1	197.00	
EFT36163	21/05/2026	NICHOLAS CURTIS - (YORK HOSES AND HYDRAULICS)	REPAIRS TO HYDRAULIC LEAK ON ASV SKID STEER - P170	1		1,160.92
INV INV 0321	22/04/2026	NICHOLAS CURTIS - (YORK HOSES AND HYDRAULICS)	REPAIRS TO HYDRAULIC LEAK ON ASV SKID STEER - P170	1	1,160.92	
EFT36164	21/05/2026	NICOLE PATRICIA LA MOTTE T/A GAME TRUCK AND XTREME BOUNCE PARTY HIRE	HIRE OF TEEN BOUNCE, OBSTACLE COURSE, DRY SLIDE, SOCCER DARTS, PEDAL KARTS, MECHANICAL RIDE FOR YORKIDS	1		4,999.00
INV XT11716	05/05/2026	NICOLE PATRICIA LA MOTTE T/A GAME TRUCK AND XTREME BOUNCE PARTY HIRE	HIRE OF TEEN BOUNCE, OBSTACLE COURSE, DRY SLIDE, SOCCER DARTS, PEDAL KARTS, MECHANICAL RIDE FOR YORKIDS	1	4,999.00	
EFT36165	21/05/2026	NIGEL JAMES SPENCER T/A INCREDIBLE CREATURES MOBILE FARM	HIRE OF INCREDIBLE CREATURES MOBILE FARM FOR YORKIDS EVENT	1		1,800.00
INV 50	11/05/2026	NIGEL JAMES SPENCER T/A INCREDIBLE CREATURES MOBILE FARM	HIRE OF INCREDIBLE CREATURES MOBILE FARM FOR YORKIDS EVENT	1	1,800.00	

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EFT36166	21/05/2026	NUTRARICH PTY LTD	DESLUDGE SEPTAGE POND AND DISPOSAL - WASTE TREATMENT FACILITY	1		22,887.70
INV SV30590	15/04/2026	NUTRARICH PTY LTD	DESLUDGE SEPTAGE POND AND DISPOSAL - WASTE TREATMENT FACILITY	1	22,887.70	
EFT36167	21/05/2026	OFFICEWORKS	HARD FLOOR CHAIR MAT - VC	1		341.50
INV 629388193	05/05/2026	OFFICEWORKS	LOGITECH WAVE KEYS ERGONOMIC WIRELESS KEYBOARD - VC	1	118.00	
INV 629388786	05/05/2026	OFFICEWORKS	J BURROWS A3 LAMINATOR - VC	1	85.50	
INV 629388786	05/05/2026	OFFICEWORKS	HARD FLOOR CHAIR MAT - VC	1	138.00	
EFT36168	21/05/2026	PATCHWORK ON AVON	MACRAME ACTIVITY FOR YORKIDS EVENT	1		792.00
INV POA001	12/05/2026	PATCHWORK ON AVON	MACRAME ACTIVITY FOR YORKIDS EVENT	1	792.00	
EFT36169	21/05/2026	PERTH AMUSEMENT & EVENT HIRE	EVENT GAME TRAILER HIRE FOR YORKIDS EVENT	1		2,200.00
INV 189	11/05/2026	PERTH AMUSEMENT & EVENT HIRE	EVENT GAME TRAILER HIRE FOR YORKIDS EVENT	1	2,200.00	
EFT36170	21/05/2026	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	BALANCE OF TICKET SALES MARCH 2025	1		103.87
INV 3999340 AUG	01/05/2026	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	BALANCE OF TICKET SALES AUGUST 2023 - VC	1	17.01	
INV 3999340 MAR	01/05/2026	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	BALANCE OF TICKET SALES MARCH 2025	1	52.61	
INV 3999340 APR	04/05/2026	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TICKET SALES AND COMMISSION APRIL 2026	1	34.25	
EFT36171	21/05/2026	RYAN MASTERS	HIRE OF LEGO PLAY TABLES, RACES AND MODEL DISPLAY FOR YORKIDS EVENT	1		1,200.00
INV 432026	07/05/2026	RYAN MASTERS	HIRE OF LEGO PLAY TABLES, RACES AND MODEL DISPLAY FOR YORKIDS EVENT	1	1,200.00	
EFT36172	21/05/2026	SAVING AVON VALLEY ANIMALS INCORPORATED	IMPOUNDED GINGER CAT MARCH 2026	1		81.00
INV YORK2603	07/04/2026	SAVING AVON VALLEY ANIMALS INCORPORATED	IMPOUNDED GINGER CAT MARCH 2026	1	81.00	
EFT36173	21/05/2026	SHIRE OF CARNARVON	WA TOURISMS CONFERENCE FLIGHTS, ACCOMODATION, CONFERENCE TICKETS - REBECCA ATKINSON	1		1,800.00
INV 49584	02/04/2026	SHIRE OF CARNARVON	WA TOURISMS CONFERENCE FLIGHTS, ACCOMODATION, CONFERENCE TICKETS - REBECCA ATKINSON	1	1,800.00	

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EFT36174	21/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		145.00
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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INV 150	14/05/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 150	14/05/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT36175	21/05/2026	SUPAGAS PTY LIMITED	SUPPLY OF BULK LPG - YRCC	1		6,482.13
INV 1080465D2	28/04/2026	SUPAGAS PTY LIMITED	SUPPLY OF BULK LPG - YRCC	1	5,531.92	
INV 7008157150	30/04/2026	SUPAGAS PTY LIMITED	ANNUAL HIRE FEE FOR LPG BULK TANK 01/04/2026-31/03/2027 - YRCC	1	950.21	
EFT36176	21/05/2026	Sanokil WA	4 WEEKLY SERVICE OF SANITARY WASTE DISPOSAL UNITS	1		508.75
INV W00001172	01/05/2026	Sanokil WA	4 WEEKLY SERVICE OF SANITARY WASTE DISPOSAL UNITS	1	508.75	
EFT36177	21/05/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - CORSIGN 20/04/2026	1		152.52
INV 623 S337610	26/04/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - CORSIGN 20/04/2026	1	88.99	
INV 624 S337610	03/05/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - METRO COUNT	1	63.53	
EFT36178	21/05/2026	THE GOOD LIFE STORE	CITIZENSHIP GIFTS	1		141.00
INV INV 1044	16/04/2026	THE GOOD LIFE STORE	CITIZENSHIP GIFTS	1	141.00	
EFT36179	21/05/2026	THE SCOUT ASSOCIATION OF AUSTRALIA / WESTERN AUSTRALIAN BRANCH	HIRE OF MOBILE CLIMBING WALL FOR YORKIDS	1		5,230.01
INV SWA 0003243	05/05/2026	THE SCOUT ASSOCIATION OF AUSTRALIA / WESTERN AUSTRALIAN BRANCH	HIRE OF MOBILE CLIMBING WALL FOR YORKIDS	1	5,230.01	
EFT36180	21/05/2026	TUDOR HOUSE (WA) PTY LTD	AUSTRALIAN, ABORIGINAL AND WEST AUSTRALIAN FLAGS FOR FRONT OF OFFICE	1		377.00
INV 11214	24/04/2026	TUDOR HOUSE (WA) PTY LTD	AUSTRALIAN, ABORIGINAL AND WEST AUSTRALIAN FLAGS FOR FRONT OF OFFICE	1	377.00	
EFT36181	21/05/2026	TUTT BRYANT EQUIPMENT	SERVICED BOMAG ROLLER - P186	1		2,662.48
INV TIV000001566	08/04/2026	TUTT BRYANT EQUIPMENT	SERVICED BOMAG ROLLER - P186	1	2,662.48	
EFT36182	21/05/2026	VISTAPRINT AUSTRALIA PTY LIMITED	WILDFLOWER, BIRDS AND RESERVES FLYERS FOR DISTRIBUTION - VC	1		300.87
INV 236029367	30/04/2026	VISTAPRINT AUSTRALIA PTY LIMITED	WILDFLOWER, BIRDS AND RESERVES FLYERS FOR DISTRIBUTION - VC	1	300.87	
EFT36183	21/05/2026	VOCUS PTY LTD	VOICE CALL CHARGES - ADMIN	1		1,030.95
INV P1447519	01/05/2026	VOCUS PTY LTD	UC ACCESS - MAY 2026	1	385.00	
INV 81021 020526	02/05/2026	VOCUS PTY LTD	VOICE CALL CHARGES - ADMIN	1	645.95	

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EFT36184	21/05/2026	WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT RENTAL AND SERVICE MAY 2026	1		81.39
INV 5409528	01/05/2026	WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT RENTAL AND SERVICE MAY 2026	1	81.39	
EFT36185	21/05/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	PEOPLE AND CULTURE SEMINAR - ANNEKE BIRLESON AND AMI HANNINGTON	1		894.00
INV SI 018136	16/04/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	LOCAL GOVERNMENT ACT TRAINING - GEMMA JOHN	1	264.00	
INV PCS26 4	08/05/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	PEOPLE AND CULTURE SEMINAR - ANNEKE BIRLESON AND AMI HANNINGTON	1	630.00	
EFT36186	21/05/2026	WESTRAC EQUIPMENT PTY LTD	500 HOUR SERVICE ON GRADER - P188	1		1,584.21
INV SI 1894240	16/04/2026	WESTRAC EQUIPMENT PTY LTD	500 HOUR SERVICE ON GRADER - P188	1	1,584.21	
EFT36187	21/05/2026	WHEATBELT OFFICE & BUSINESS MACHINES	COPY COSTS 01/04/2026-04/05/2026 - ADMIN	1		683.91
INV 228908	04/05/2026	WHEATBELT OFFICE & BUSINESS MACHINES	COPY COSTS 01/04/2026-04/05/2026 - ADMIN	1	683.91	
EFT36188	21/05/2026	WHEATBELT REGIONAL CARRIAGE DRIVING CLUB INC	COMMUNITY GRANT FUNDING FIRST MILESTONE PAYMENT	1		3,460.00
INV INV01 2026	13/02/2026	WHEATBELT REGIONAL CARRIAGE DRIVING CLUB INC	COMMUNITY GRANT FUNDING FIRST MILESTONE PAYMENT	1	3,460.00	
EFT36189	21/05/2026	WINC AUSTRALIA PTY LIMITED	STATIONARY SUPPLIES - ADMIN	1		1,976.36
INV 9050202459	02/04/2026	WINC AUSTRALIA PTY LIMITED	STATIONARY SUPPLIES - ADMIN	1	603.94	
INV 9050223232	08/04/2026	WINC AUSTRALIA PTY LIMITED	KEYBOARD, MOUSE, MOUSEPAD - ADMIN	1	194.41	
INV 9050263076	15/04/2026	WINC AUSTRALIA PTY LIMITED	POST IT NOTES - ADMIN	1	20.63	
INV 9050281111	17/04/2026	WINC AUSTRALIA PTY LIMITED	IPHONE SCREEN PROTECTOR X 6	1	348.08	
INV 9050290183	20/04/2026	WINC AUSTRALIA PTY LIMITED	A4 PAPER VARIOUS COLOURS - ADMIN	1	366.25	
INV 9050351324	29/04/2026	WINC AUSTRALIA PTY LIMITED	OTTBOX FOR IPHONE 16E	1	63.29	
INV 9050351329	29/04/2026	WINC AUSTRALIA PTY LIMITED	OTTBOX FOR IPHONE X 6	1	379.76	
EFT36190	21/05/2026	WOOLWORTHS GROUP LIMITED	BOOKS FOR LIBRARY	1		88.00
INV TI 0182B2 179(	02/05/2026	WOOLWORTHS GROUP LIMITED	BOOKS FOR LIBRARY	1	88.00	
EFT36191	21/05/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - DEPOT	1		601.54

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INV 02 6235	09/04/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - CRC	1	15.14	
INV 03 5004	14/04/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - DEPOT	1	188.95	
INV 05 7924	20/04/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	EXCEL TRAINING MORNING TEA	1	43.96	
INV 02 1981	21/04/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	MILK - CRC	1	9.59	
INV 05 9107	28/04/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - EXCEL COURSE	1	65.20	
INV 02 7344	01/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	MILK - CRC	1	4.49	
INV 02 9042	04/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	25.79	
INV 02 0972	07/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	33.08	
INV 05 0637	08/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	17.40	
INV 05 0610	08/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - DEPOT	1	170.75	
INV 03 1778	12/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	27.19	
EFT36192	21/05/2026 YORK BOWLING CLUB INC	WAGE CONTRIBUTION - MAY 2026	1		5,000.00
INV INV 0143	08/05/2026 YORK BOWLING CLUB INC	WAGE CONTRIBUTION - MAY 2026	1	5,000.00	
EFT36193	21/05/2026 YORK CROQUET CLUB	MINI CROQUET ACTIVITY FOR YORKIDS EVENT	1		200.00
INV 2026 6	15/05/2026 YORK CROQUET CLUB	MINI CROQUET ACTIVITY FOR YORKIDS EVENT	1	200.00	
EFT36194	21/05/2026 YORK EVENTS ON AVON WA INC	ATTENDANCE OF STAR WARS GROUP FOR YORKIDS EVENT	1		1,200.00
INV YHW 09	11/05/2026 YORK EVENTS ON AVON WA INC	ATTENDANCE OF STAR WARS GROUP FOR YORKIDS EVENT	1	1,000.00	
INV YHW 10	14/05/2026 YORK EVENTS ON AVON WA INC	GHOST TOURS FOR YORKIDS EVENT	1	200.00	
EFT36195	21/05/2026 YORK GENERAL PRACTICE	FLU CLINIC - DOCTORS SERVICE	1		973.50
INV 42489	07/05/2026 YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL - NASIR GARBA	1	148.50	
INV 42855	13/05/2026 YORK GENERAL PRACTICE	FLU CLINIC - DOCTORS SERVICE	1	660.00	
INV 42869	13/05/2026 YORK GENERAL PRACTICE	FLU CLINIC - NURSE SERVICE	1	165.00	
EFT36196	21/05/2026 YORK MITRE 10	POLE SAW ATTACHMENT, BLADE SETS, CHAIN, COMBO KIT - DEPOT	1		1,383.06
INV 10110749	16/04/2026 YORK MITRE 10	CITIZENSHIP GIFTS	1	99.90	
INV 10113333	30/04/2026 YORK MITRE 10	IMPERIAL HEX KEY - P122	1	13.95	
INV 10114138	04/05/2026 YORK MITRE 10	SLEDGE HAMMER - DEPOT	1	50.76	

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INV 10114247	04/05/2026	YORK MITRE 10	ALLEN KEYS - DEPOT	1	7.55	
INV 10114562	06/05/2026	YORK MITRE 10	ANGLE GRINDER - DEPOT	1	239.00	
INV 10114563	06/05/2026	YORK MITRE 10	POLE SAW ATTACHMENT, BLADE SETS, CHAIN, COMBO KIT - DEPOT	1	971.90	
EFT36197	25/05/2026	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 62 INTEREST PAYMENT - FORREST OVAL REDEVELOPMENT - STAGE 1	1		58,964.58
INV 62	04/05/2026	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 62 INTEREST PAYMENT - FORREST OVAL REDEVELOPMENT - STAGE 1		58,964.58	
EFT36198	27/05/2026	SYNERGY	ELECTRICITY USAGE 24/02/2026-28/04/2026 - 75 OSNABURG ROAD	1		252.57
INV 2240006030	30/04/2026	SYNERGY	ELECTRICITY USAGE 24/02/2026-28/04/2026 - 75 OSNABURG ROAD	1	252.57	
DD19310.1	01/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		334.90
INV 01052026	01/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	334.90	
DD19317.1	04/05/2026	COMMONWEALTH BANK - CLIENT SUPPORT	CBA EFTPOS MERCHANT FEES	1		690.67
INV 04052026	04/05/2026	COMMONWEALTH BANK - CLIENT SUPPORT	CBA EFTPOS MERCHANT FEES	1	690.67	
DD19348.1	15/05/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING 12/05/2026	1		33,652.89
INV SUPERANNUA	15/05/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING 12/05/2026	1	33,652.89	
DD19354.1	08/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		10.20
INV 08052026	08/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	10.20	
DD19355.1	07/05/2026	NODE1 INTERNET	NETWORK ACCESS MAY 2026 - ADMIN, MUSEUM, DEPOT	1		1,631.70
INV 6744143	01/05/2026	NODE1 INTERNET	NETWORK ACCESS MAY 2026 - ADMIN, MUSEUM, DEPOT	1	1,631.70	
DD19355.2	12/05/2026	BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NETWORK ACCESS 06/05/2026-05/06/2026 - YRCC, CRC	1		193.00

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INV 6756823	06/05/2026	BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NETWORK ACCESS 06/05/2026-05/06/2026 - YRCC, CRC	1	193.00	
DD19355.3	25/05/2026	SYNERGY	ELECTRICITY USAGE 27/02/2026-29/04/2026 - CEMETERY	1		763.51
INV 2042660512	05/05/2026	SYNERGY	ELECTRICITY USAGE 27/02/2026-29/04/2026 - MUSEUM	1	502.14	
INV 2042660555	05/05/2026	SYNERGY	ELECTRICITY USAGE 24/02/2026-28/04/2026 - AVON PARK POOL STREET	1	132.59	
INV 2476005913	05/05/2026	SYNERGY	ELECTRICITY USAGE 27/02/2026-29/04/2026 - CEMETERY	1	128.78	
DD19355.4	21/05/2026	SYNERGY	ELECTRICITY USAGE 25/02/2026-29/04/2026 - AVON PARK	1		920.14
INV 2252007269	01/05/2026	SYNERGY	ELECTRICITY USAGE 25/02/2026-29/04/2026 - CANDICE BATEMAN PARK	1	232.76	
INV 2464007031	01/05/2026	SYNERGY	ELECTRICITY USAGE 25/02/2026-29/04/2026 - AVON PARK TOILETS	1	225.21	
INV 2496005589	01/05/2026	SYNERGY	ELECTRICITY USAGE 25/02/2026-29/04/2026 - AVON PARK	1	462.17	
DD19355.5	22/05/2026	SYNERGY	ELECTRICITY USAGE 01/04/2026-30/04/2026 - POWERWATCH 1000 MH WP	1		1,146.26
INV 2700006170	04/05/2026	SYNERGY	ELECTRICITY USAGE 01/04/2026-30/04/2026 - POWERWATCH 1000 MH WP	1	1,146.26	
DD19356.1	14/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		11.55
INV 14052026	14/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	11.55	
DD19356.2	28/05/2026	EXETEL PTY LTD	MONTHLY INTERNET CHARGES JUNE 2026 - ADMIN	1		105.00
INV E85314844	14/05/2026	EXETEL PTY LTD	MONTHLY INTERNET CHARGES JUNE 2026 - ADMIN	1	105.00	
DD19356.3	27/05/2026	SYNERGY	ELECTRICITY USAGE 25/03/2026-24/04/2026 - STREET LIGHTING	1		7,935.28
INV 2580007482	06/05/2026	SYNERGY	ELECTRICITY USAGE 25/03/2026-24/04/2026 - STREET LIGHTING	1	7,935.28	
DD19357.1	30/05/2026	TELSTRA	MOBILE PHONE SERVICE 11/05/2026-10/06/2026 AND CALLS TO 10/05/2026	1		1,735.66
INV 333 4864 703 I	11/05/2026	TELSTRA	MOBILE PHONE SERVICE 11/05/2026-10/06/2026 AND CALLS TO 10/05/2026	1	1,735.66	
DD19358.1	13/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		0.75
INV 13052026	13/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	0.75	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD19381.1	28/05/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION PPE 26/05/2026	1		33,232.36
INV SUPERANNUA	28/05/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION PPE 26/05/2026	1	33,232.36	
DD19383.1	22/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		12.60
INV 22052026	22/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	12.60	
DD19388.1	28/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		11.85
INV 28052026	28/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	11.85	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	**800,195.71**
TOTAL		**800,195.71**

SY050-06/26 LIST OF ACCOUNTS PAID USING TRANSACTION CARDS FOR THE PERIOD 1 TO 31 MAY 2026

File Number:	**4.9726**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Business & Purchase Card Transactions - May 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 May 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 Credit Card Policy F6. 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 May 2026 total $3,930.73. 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 Credit Cards

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

RESOLUTION
060626

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

That, with regard to List of Accounts Paid Using Transaction Cards for the Period 1 to 31 May 2026 Council:

1. **receives the List of Accounts Paid Using Transaction Cards for the Period 1 to 31 May 2026 (Appendix 1).**

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

Against: **Nil**

CARRIED 7/0

MONTHLY LIST OF FUEL CARD TRANSACTIONS
May 2026

DATE	SUPPLIER	REGO	MODEL	ODOMETER	AMOUNT ($)
CARD: 5418 0780					
4/05/2026	S24 Sawyers Valley	1HSA231	2022 Mazda CX5 Auto AWD SUV	70519	86.98
8/05/2026	S24 Sawyers Valley	1HSA231	2022 Mazda CX5 Auto AWD SUV	70219	81.26
14/05/2026	Caltex Osborne Park	1HSA231	2022 Mazda CX5 Auto AWD SUV	71567	81.07
17/05/2026	Caltex Statham	1HSA231	2022 Mazda CX5 Auto AWD SUV	71997	67.98
21/05/2026	S24 Sawyers Valley	1HSA231	2022 Mazda CX5 Auto AWD SUV	72516	80.71
27/05/2026	Caltex Osborne Park	1HSA231	2022 Mazda CX5 Auto AWD SUV	73067	80.22
					478.22
CARD: 5983 4647					
30/04/2026	Puma Energy York Roadhouse	1HVF884	2023 Mazda CX5 Auto AWD Wagon	15543	73.02
28/05/2026	Puma Energy York Roadhouse	1HVF884	2023 Mazda CX5 Auto AWD Wagon	1582	73.02
					146.04
CARD: 5260 5069					
3/05/2026	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON	63208	55.34
3/05/2026	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
14/05/2026	Reddy Express Northam	1IBY541	SUBARU OUTBACK WAGON	63639	84.90
14/05/2026	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
22/05/2026	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON	63042	66.03
22/05/2026	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
					207.77
CARD: 6245 1553					
10/05/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO		1.26
10/05/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO		79.07
10/05/2026	Wex Australia	1ICQ468	MAZDA CX-8 SPORT AUTO		0.50
16/05/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	74236	1.30
16/05/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	74236	81.51
16/05/2026	Wex Australia	1ICQ468	MAZDA CX-8 SPORT AUTO		0.50
24/05/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	94956	105.00
					269.14
CARD: 7445 3878					
6/05/2026	Dunnings Northam	Y8804	MG ZS SEDAN	36308	85.86
6/05/2026	Wex Australia	Y8804	MG ZS SEDAN		0.50
14/05/2026	Dunnings Northam	Y8804	MG ZS SEDAN	36907	90.08
14/05/2026	Wex Australia	Y8804	MG ZS SEDAN		0.50
28/05/2026	Dunnings Northam	Y8804	MG ZS SEDAN	37484	87.05
28/05/2026	Wex Australia	Y8804	MG ZS SEDAN		0.50
					264.49
CARD: 7554 1960					
9/05/2026	Caltex Wooroloo	1HMZ024	2021 Ford Ranger Utility Dual Cab	114871	160.88
16/05/2026	Caltex Wooroloo	1HMZ024	2021 Ford Ranger Utility Dual Cab	115413	154.27
					315.15
				TOTAL	**1,680.81**

MONTHLY LIST OF BUSINESS CREDIT CARD TRANSACTIONS
May 2026

DATE	TRANSACTIONS	AMOUNT ($)
CARD: M203 Executive Manager Corporate & Community Services		
1/05/2026	Canva - Banners	362.00
6/05/2026	Intuit Mailchip - E-newsletter	20.09
7/05/2026	Wheatbelt Business Network - State Budget Breakfast tickets for Council	125.00
8/05/2026	Wheatbelt Business Network - State Budget Breakfast tickets for 8 staff members	200.00
15/05/2026	Air Hawk - Heavy vehicle seat cushion	234.58
22/05/2026	DoubleTree by Hilton - Accommodation to attend Rates Clerical Training	254.25
30/05/2026	Card fee x 2	8.00
31/05/2026	Rydges Hotel - Accommodation to attend HSR Training course	958.00
		2,161.92
	TOTAL	**2,161.92**

MONTHLY LIST OF WOOLWORTHS CARD TRANSACTIONS
May 2026

DATE	INVOICE NUMBER	BRANCH	PURCHASE	AMOUNT ($)
2/05/2026	TI-018B2-179043	BIG W Midland Gate	Books for Library	88.00
			TOTAL	**88.00**

TOTAL CARD PURCHASES	**$ 3,930.73**

SY051-06/26 COMPLETION OF RECRUITMENT PROCESS FOR APPOINTMENT OF THE CHIEF EXECUTIVE OFFICER

File Number:	**4.10863**
Author:	**Ami Hannington, HR & Organisational Development Officer**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative Requirement

PURPOSE OF REPORT

This report seeks Council's certification that the Chief Executive Officer (CEO) recruitment process has been completed in accordance with the Shire's adopted Model Standards for Recruitment Policy and in accordance with Schedule 2 of the *Local Government (Administration) Regulations 1996* (Model Standards).

BACKGROUND

At its June 2026 Special Meeting of Council, Council resolved the following (SY20260603):

"That, with regard to CEO Contract of Employment, Council:

1. ***Appoints the candidate named in Confidential Appendix 8.1 to the position of Chief Executive Officer at the Shire of York, being the candidate that the Council determines as being the person most suitably qualified and experienced for the position; and***

2. ***Approves the finalised terms of the Chief Executive Officer employment contract detailed in Confidential Appendix 8.1, being for a period of five (5) years inclusive of a Total Reward Package valued at $299,163 calculated in accordance with the 2025 Salaries and Allowances Tribunal Local Government Determination Band 3 range.***

3. ***Authorises the Shire President to execute the Chief Executive Officer employment contract and apply the common seal in accordance with section 9.49A(1)(a) of the Local Government Act 1995."***

COMMENTS AND DETAILS

The employment contract was duly executed on Friday, 5 June 2026, and the appointed CEO commenced on 10 June 2026.

OPTIONS

Council has the following options:

Option 1: Council could choose to certify that the recruitment process has been completed in accordance with Shire Policy G26 - Model Standards for CEO Recruitment, Performance and Termination.

Option 2: Council could choose not to certify that the recruitment process has been completed in accordance with Shire Policy G26 - Model Standards for CEO Recruitment, Performance and Termination. Council would need to identify any non-compliance with the process.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

WALGA's CEO Recruitment Guide

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Approval of the negotiated employment contract supports the appointment of a Chief Executive Officer to provide strategic leadership and deliver Council's vision, objectives and priorities.

Policy Related

G26 – Model Standards for CEO Recruitment, Performance and Termination

Financial

Nil

Legal and Statutory

Schedule two (2) of the *Local Government (Administration) Regulations 1996*, provides the Model Standards for CEO recruitment, Council adopted its own Policy G26 based on these provisions at the Ordinary Meeting of Council, held on 27 April 2021 (060421).

Regulation 18FB of the *Local Government (Administration) Regulations 1996* requires the following:

18FB. Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))

(1) In this regulation —

adopted standards means —

(a) the standards adopted by a local government under section 5.39B; or

(b) if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.

(2) This regulation applies if —

(a) a local government employs a person in the position of CEO of the local government; and

(b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.

(3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.*

** Absolute majority required.*

(4) The local government must give a copy of the resolution to the Inspector within 14 days after the resolution is passed by the local government.

Risk Related

There is a moderate compliance risk with Council not certifying the completion of the recruitment process and providing a copy of the resolution to the Local Government Inspector.

Workforce

Nil

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
070626

Moved: Cr Kevin Trent **Seconded: Cr Elaine Ashford**

That, with regard to the Completion of Recruitment Process for Appointment of the Chief Executive Officer, Council:

1. **Certifies that the Chief Executive Officer recruitment process, completed on execution of the CEO employment contract dated 5 June 2026 and approved by Council Resolution SY20260603 dated 3 June 2026, was conducted in accordance with the Shire of York's adopted standards for CEO recruitment.**

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

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

Alina Behan (CEO) declared a financial interest and left the room at 5:27 pm
Alina Behan (CEO) returned to the room at 5:28 pm

SY052-06/26 INVESTMENTS - MAY 2026

File Number:	**4.9726**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Investment Register - May 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 was reinvested with NAB as follows:

- (NAB TD LC 312738) the interest was drawn down and the balance of $1,500,000 was reinvested for 30 days at 4.10%.

There were three (3) maturing Trust investments in T2, T40 & T77 which were all reinvested for eight (8) months at 4.40% with Bendigo Bank.

2025/26 Year to Date (YTD) Municipal interest totalling $79,006.77 has been received and receipted as at 31 May 2026.

The planned review of Policy F4 – Investments has been undertaken and was presented to the Audit, Risk and Improvement Committee Meeting held on 9 June 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 will be undertaken to update credit rating requirements and the spread of investments, ensuring compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
080626

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

That, with regard to Investments - May 2026, Council:

1. Receives and notes the Shire of York Investment Portfolio, as presented in Appendix 1.

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

Against: **Nil**

CARRIED 7/0

SHIRE OF YORK INVESTMENT PORTFOLIO
31 May 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-	Thursday, 20 November 2025	Saturday, 20 June 2026	**212**	3,000,000.00	28%	4.40%	3,076,668.49	**76,668.49**
Muni	National Australia Bank	AA-	Tuesday, 26 May 2026	Thursday, 25 June 2026	**30**	1,500,000.00	14%	4.10%	1,500,000.00	**5,054.79**
MUNICIPAL - Interest Bearing NCDs/TDs						**4,500,000.00**	**42%**	**4.25%**	**4,576,668.49**	**81,723.29**
MUNICIPAL - Other funds										
	Municipal Account 118630623	A-				2,825,661.11	27%	0.00%	2,825,661.11	**0.00**
Flex-i	Westpac	AA-				32,358.40	0%	0.15%	32,358.40	**0.00**
	AMP Business Saver	BBB+				25.97	0%	2.00%	25.97	**0.00**
MUNICIPAL - Other						**2,858,045.48**	**27%**		**2,858,045.48**	**0.00**
RESERVE - Interest Bearing NCDs/TDs										
	Westpac Banking Corp	AA-	Friday, 12 December 2025	Tuesday, 9 June 2026	**179**	1,051,127.91	10%	4.46%	1,074,118.53	**22,990.62**
	Westpac Banking Corp	AA-	Wednesday, 21 January 2026	Tuesday, 21 July 2026	**180**	633,599.63	6%	4.49%	647,629.09	**14,029.46**
	Westpac Banking Corp	AA-	Thursday, 20 November 2025	Saturday, 20 June 2026	**212**	1,015,000.00	10%	4.40%	1,040,939.51	**25,939.51**
RESERVE - Interest Bearing NCDs/TDs						**2,699,727.54**	**25%**	**4.48%**	**2,762,687.12**	**62,959.58**
RESERVE - Other funds										
	Reserve Acct 119521748	A-				6,151.87	0%	0.00%	6,151.87	**0.00**
RESERVE - Other						**6,151.87**	**0%**		**6,151.87**	**0.00**

TRUST - Interest Bearing NCDs/TDs										
T2/SUBDIVISIONS	Bendigo Bank	A-	Friday, 29 May 2026	Friday, 29 January 2027	**245**	39,764.79	0.38%	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	0.35%	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	0.43%	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-				405,201.04	4%	0.00%	405,201.04	**0.00**
TRUST - Other						**405,201.04**	**4%**		**405,201.04**	**0.00**
TOTALS						**10,592,226.71**	**100%**	**4.38%**	**10,735,490.47**	**148,318.56**

Reconcilation

by rating	Value of Investments/Bank accounts	
AA-	7,232,085.94	**68%**
A-	3,360,114.80	**32%**
BBB+	25.97	**0%**
TOTAL	**10,592,226.71**	**100%**

Summary of Amounts

TD's by bank			Bank Accounts - Bendigo Bank	
Bendigo Bank	123,100.78	**2%**	Municipal	2,825,661.11
AMP Banking	0.00	**0%**	Reserve	6,151.87
National Australia Ban	1,500,000.00	**20%**	Trust	405,201.04
Westpac Banking Corp	5,699,727.54	**78%**	AMP At call	0.00
			AMP Notice	25.97
			Wespac Flex-i	32,358.40
	7,322,828.32	**100%**	**31-May-26**	**$ 3,269,398.39**
			Total Cash	**10,592,226.71**

Interest Earnings			Total Cash by Fund	
Fund	**Adopted Budget**	**Year to Date Actual**	**Fund**	
Municipal	$ 50,000.00	$ 79,006.77	Municipal	**7,358,045.48**
Reserve	$ 100,000.00	$ 59,736.10	Reserve	**2,705,879.41**
Trust	$ -	$ -	Trust	**528,301.82**
Total	**$ 150,000.00**	**$ 138,742.87**	**Total**	**10,592,226.71**

SY053-06/26 RESERVE TRANSFERS

File Number:	**4.7714**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents a proposal to transfer funds to and from Reserves for the end of the 2025/26 financial year.

BACKGROUND

The Shire of York has several Reserves established to address known or anticipated liabilities, or where it is deemed prudent to set aside funds for specific purposes in future years.

These Reserves are essential for meeting future financial needs, balancing current and future community needs, and planning for major works.

This report presents Council with a summary of the movements throughout 2025/26 and seeks Council's acknowledgement and approval of the final position.

COMMENTS AND DETAILS

As part of the adoption of the 2025/26 budget, Council approved the following movement to or from cash backed Reserves (Resolution 010825):

TABLE 1.

DESCRIPTION	AMOUNT $
Transfer to Reserve - Building	$145,000
Transfer from Reserve - Recreation	($75,000)
Transfer to Reserve - Swimming Pool	$294,954
Transfer to Reserve - Plant	$50,000
Transfer to Reserve - Bridges	$120,000
Transfer to Reserve – Pioneer Memorial Lodge	$60,000
Transfer to Land & Infrastructure Reserve	$37,269

As part of the 2025/26 Mid-Year Budget Review, Council approved the following movement to or from cash backed Reserves (Resolution 100326).

TABLE 2.

DESCRIPTION	AMOUNT $
Transfer From Reserve - Plant	($50,000)

These planned transfers have now been reviewed with consideration to current cashflow and the anticipated Budget Surplus/Deficit.

The proposed changes to the adopted reserve fund transfers are as follows:

- Transfer from Reserve – Recreation ($75,000) – These funds have been allocated as our contribution to the Heritage Trails Project; the grant funding received to date offsets the current expenditure on the project. It is proposed to defer the transfer to 2026/27 for our contribution.
- Transfer from Reserve – Plant ($50,000) – The funds were identified to be required to offset increased changeover cost for the 2025/26 plant replacement program. It has become evident that the funds would be surplus to requirement. It is proposed to remove this transfer from the 2025/26 budget.
- Transfer to Reserve – Pioneer Memorial Lodge $60,000 – These funds were identified as our contribution to an electrical upgrade at the facility. WA Country Health Service (WACHS) was to match the contribution prior to the project proceeding. WACHS has not made any commitment to the project. It is proposed to defer the transfer and it to be considered in the 2026/27 budget process.
- Transfer from Reserve – Leave ($60,641) – It has been identified that this sum will have been paid out in termination payments for long serving staff members. Although we have a current liability to cover long service leave (LSL) payouts, the cash payment required was not a consideration in the adopted budget. It is proposed to transfer these funds to offset the known long service leave payments.

All other transfers are to proceed as proposed in the adopted budget.

In accordance with Clause 3 of Policy F13 – Financial Reserves and to ensure transparency through reflection of all transfers to and from Reserves, Officers present the following proposed amended transfers to Council.

TABLE 3.

GL	PROPOSED TRANSFERS	AMOUNT ($)	RECOMMENDATION
10431430	Transfer to Reserve - Building	$145,000	Proceed
11133040	Transfer from Reserve - Recreation	($75,000)	Defer – As project not complete and funds not required prior to 30 June 2026
11123050	Transfer to Reserve - Swimming Pool	$294,954	Proceed
11273080	Transfer to Reserve - Plant	$50,000	Proceed
11225060	Transfer to Reserve - Bridges	$120,000	Proceed
10683010	Transfer to Reserve – Pioneer Memorial Lodge	$60,000	Defer – As project has stalled, without the supporting commitment of WACHS
11443810	Transfer to Land & Infrastructure Reserve	$37,269	Proceed
11274010	Transfer From Reserve - Plant	($50,000)	Remove – As not required
10424570	Transfer From Reserve - Leave	($60,641)	Proceed - to cover LSL paid on termination

Any transfers that are subject to deferment will be considered during the 2026/27 annual budgeting process.

In addition to the above, Officers have distributed interest received of $59,736 (to 31/05/26) from investment maturation for the year across all Reserve funds.

OPTIONS

Council has the following option:

Option 1: Council could choose to approve the proposed transfers to/from Reserves in accordance with Table 3 and notes the distribution of interest received across all Reserve funds.

Option 2: Council could choose to approve the proposed transfers to/from Reserves in accordance with Table 3 and direct the Chief Executive Officer to deposit the interest from matured funds into a specific Reserve fund(s).

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

F13 Financial Reserves

Financial

The recommendation will result funds being allocated to Reserves as required for future financial needs.

Legal and Statutory

Section 6.11 of the *Local Government Act 1995* is applicable and states:

"6.11. Reserve accounts

(1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

(2) Subject to subsection (3), before a local government —

(a) changes the purpose of a reserve account; or*

(b) uses the money in a reserve account for another purpose,*

it must give one month's local public notice of the proposed change of purpose or proposed use.

** Absolute majority required.*

(3) A local government is not required to give local public notice under subsection (2) —

(a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or

(b) in such other circumstances as are prescribed.

(4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.

(5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account."

Regulations 17 and 18 of the *Local Government (Financial Management) Regulations 1996* are applicable and state:

"17. Title of reserve accounts

(1) A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.

(2) In the accounts, annual budget and financial reports of the local government a reserve account is to be referred to —

(a) in the information required by regulations 27(g) and (ga) and 38, by its full title; and

(b) otherwise, by its full title or by an abbreviation of that title.

18. When local public notice not required for change of use of money in reserve account (Act s. 6.11(3)(b))

A local government is not required to give local public notice of a proposed change of use of money in a reserve account —

(a) where the money is to be used to meet expenditure authorised by the mayor or president under section 6.8(1)(c); or

(b) where the total amount to be so used does not exceed $5 000 in a financial year; or

(c) where each of the following conditions is satisfied —

(i) a decision to change the use of the money is made while there is in force a state of emergency declaration applying to the district, or part of the district, of the local government;

(ii) the local government considers that the change of use is required to address a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates;

(iii) the decision and the reasons for it are recorded in the minutes of the meeting at which the decision is made.

[(d) deleted]"

Risk Related

Through accountable and transparent reporting, the Shire mitigates its financial and reputational risk in relation to Reserve transfers.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
090626

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

That, with regard to Reserve Transfers, Council:

1. **Resolves to approve Reserve Transfers as detailed below:**

DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	REVISED BUDGET	COMMENTS
Transfer from Reserve - Recreation	($75,000)	$75,000	$0	Reduce transfer from Reserve
Transfer from Reserve - Plant	($50,000)	$50,000	$0	Reduce transfer from Reserve
Transfer from Reserve - Leave	$0	($60,641)	($60,641)	Increase transfer from Reserve
Transfer to Reserve – Pioneer Memorial Lodge	$60,000	($60,000)	$0	Reduce transfer to Reserve

2. **Notes the proposed transfer of $60,641 from the Leave Reserve to operating funds is to cover Long Service Leave paid on termination.**
3. **Notes all other reserve transfers will proceed as proposed in the adopted budget.**
4. **Notes the planned distribution of interest from matured investments to all Reserve accounts.**

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

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS FROM MEMBERS WITHOUT NOTICE

12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

MOTION

RESOLUTION
100626

Moved: Cr Kevin Trent **Seconded: Cr Elaine Ashford**

That Council agrees to accept and consider the Late Reports -

- Community Funding Applications.

- Review of the Delegations Register.

- Minutes and Recommendations of the Audit, Risk and Improvement Committee Meeting held on 9 June 2026.

- Budget Amendment - Electrical Network Upgrade - EV Charging Infrastructure.

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

Against: **Nil**

CARRIED 7/0

SY054-06/26 COMMUNITY FUNDING APPLICATIONS

File Number:	**4.7711**
Author:	**Rebecca Atkinson, Manager Tourism & Economic Development**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**June 2025 (140625)** **July 2025 (060725)** **March 2026 (050326)**

Appendices:

1. **York Hockey Club Application** ⇩
2. **Curate Arts Inc Application** ⇩
3. **WestCycle Application** ⇩
4. **York & Districts Archery Club Application** ⇩

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

Council is requested to consider applications received in the April 2026 round of Community Funding for support of community events and activities occurring before 30 June 2027.

BACKGROUND

C8 – Funding: Grants and Sponsorship set out the parameters for Council support of one-off community activities and projects. Funding rounds are open for application twice yearly for a minimum four (4) week period. All eligible applications are presented to Council at the next available Ordinary Council Meeting.

This report presents the applications received during the April 2026 Community Funding round for events and activities occurring up until 30 June 2027 and the existing Community Funding budgets available.

COMMENTS AND DETAILS

The Community Funding Grants and Sponsorship round was open for applications from 1 April 2026 until 30 April 2026. The funding round was promoted utilising the following methods:

1. Shire's website
2. Community Matters newspaper
3. Email direct distribution / Newsletter
4. Shire's social media channels
5. Full online instructional video
6. In-person workshop

By the closing date, the Shire had received four (4) eligible applications. These were checked for compliance by the Manager Tourism & Economic Development (MTED). The applications were then considered by a grant assessment panel for review. For probity the MTED was excluded from the assessment process. All applications met the minimum criteria for assessment in accordance with Council's Funding guidelines. This report presents the four (4) community projects, were selected for recommendation to Council.

Feedback will be given to all unsuccessful applicants.

Eligible applications are assessed against the following criteria:

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

Whilst the applications submitted are in the appendices (1,2,3,4) personal information has been redacted for confidentiality reasons. A summary of the selected community projects received is included below.

TABLE 1.

APPLICANT	PURPOSE OF FUNDING	PANEL SCORE	PANEL COMMENTS SUMMARY	REQUESTED FUNDING	RECOMMENDED FUNDING
York Hockey Club	Support delivery of the 2026 Great Southern Hockey Carnival, including event infrastructure and operational costs to ensure a safe, accessible	8.53	Strong community benefit and value for money. Demonstrated economic benefit through visitor spending and accommodation. Proven capacity to deliver. Strong	$2,000	$2,000

	and well-organised regional sporting event.		opportunity to showcase York as a sporting destination.		
Curate Arts Inc	Delivery of a year-long early childhood music and creative learning program at the York CRC, providing music education, social development and creative play opportunities for children aged 2–5 years and their careers.	3.33	Assessors raised concerns regarding value for money, limited demonstrated local demand, ambitious participation projections and overall community impact relative to funding requested.	$10,000	Not Recommended
WestCycle	Support traffic management, medical services, volunteer support and participation initiatives associated with delivery of the Canola Classic cycling event and Women on Wheels program	8.18	Strong visitor attraction and economic impact. Proven track record delivering events in York. Clear strategic alignment and demonstrated ability to deliver. Strong support for funding.	$10,000	$10,000
York & District Archery Club Inc	Purchase of a box trailer and equipment including targets, seating, and gazebo to support club operations and participation.	4.04	Assessors acknowledged community benefit and volunteer commitment but noted recent Previous Shire funding for similar trailer-related infrastructure had already been awarded. Club could look for other funding avenues to purchase a second trailer. Support expressed for smaller equipment items rather than the full request. Manager of Tourism and Economic Development has spoken with the applicant; they explained that the request for the gazebo was no longer required and that amount has	$4,000	$466 ex gst

			been removed from the request.		
TOTAL COMMUNITY FUNDING REQUESTED					**$12,466**

The assessment panel reviewed all applications against the criteria outlined in the funding guidelines through a detailed questionnaire, assigning a numerical score against each question. These questions aligned with four (4) key deliverables, each weighted as shown in the table below. The scores from all panel members were tallied and provided an overview for discussion at the Panel Assessment Meeting.

TABLE 2.

CRITERIA	DESCRIPTION	WEIGHTING
Value for Money	How much impact is gained relative to the amount of funding requested.	35%
Community Impact	Demonstrates the level of community benefit is far higher than any private benefit.	40%
Strategic Alignment	Demonstrates clear alignment to the Shire's Council Plan 2025-2035.	15%
Ability to Deliver the Project	Demonstrates experience in delivering similar projects and shows financial capacity to do so.	10%

A report of the Application Assessments is presented in confidential Appendix 1.

Copies of all the applications received is presented in confidential Appendix 2.

OPTIONS

Council has the following options:

Option 1: Council could choose to support the recommended organisations.

Option 2: Council could choose to seek further details from applicants prior to a resolution. Officers do not recommend this option as it is likely to delay the delivery of the proposed programs and create uncertainty regarding the funding required to deliver the outcomes intended.

Option 3: Council could choose to reduce the amounts of funding to the recommended organisations. Officers do not recommend this option as it could result in reduced program outcomes or some events or programs not proceeding as intended.

Option 4: Council could choose to reject all applications for funding.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Further to the advertising methods used to announce the funding pool, Officers have engaged with applicants where required and provided opportunity to discuss proposals prior to the application round closing.

Assessment Panel

Strategic

Council Plan 2025-2035

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

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

Pillar 3: Thriving Natural Environment
A climate-resilient, healthy natural environment.

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

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

Policy Related

C8 Funding: Grants and Sponsorship (adopted March 2025)

Financial

Officers note the following financial implications are stated under the existing Community Funding guidelines:

- 100% of the total project costs can be considered for applications up to $2,000
- A maximum allocation of 60% of total project cost for applications from $2,000 and over

All applications received indicate either a cash or in-kind contribution is being made by the club or organisation if required by the funding guidelines.

The assessment panel recommends providing support to the value of $12,466 to the three (3) recommended clubs or organisations.

Legal and Statutory

All Council supported events need to comply and be assessed against any statutory policies and legislation. Events funded through the community funding round still require applications and assessment in accordance with the Shire's events approvals process ahead of the event occurring.

Risk Related

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

The reputational risk to Council should the funding requests detailed in this report not be supported is rated as medium. Acceptable treatments and risk controls to reduce the reputational risks stated are limited to applications that are non-compliant with Council policies. The reputational risk and financial risks reduce as the programs and activities are supported and reported against through the delivery and acquittal processes.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
110626

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

That, with regard to Community Funding Applications, Council:

1. **Approves the following community funding requests, as presented in confidential in the table, totalling $12,466 to be funded from budget allocations:**

	APPLICANT	APPROVED AMOUNT
1.	York Hockey Club	$2,000
3.	WestCycle	$10,000
4.	York & District Archery Club inc	$466

2. **Directs the Chief Executive Officer to include the above agreed amounts in the 2026/27 budgeting process.**

CARRIED: 7/0

Debate occurred: for full details please refer to the audio recording available on the Shire's website.

AMMENDMENT
120626

Moved: Cr Melissa Welsh **Seconded: Cr Denese Smythe**

Proposed Amendment

That, with regard to Community Funding Applications, Council:

1. **Rejects the community funding request from Curate Arts Inc.**
2. **Approves the following community funding requests, as presented in confidential in the table, totalling $7,466 to be funded from budget allocations:**

	APPLICANT	APPROVED AMOUNT
1.	York Hockey Club	$2,000
3.	WestCycle	$5,000
4.	York & District Archery Club inc	$466

2. **Directs the Chief Executive Officer to include the above agreed amounts in the 2026/27 budgeting process.**

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

Against: **Cr Kevin Trent**

CARRIED 6/1

RESOLUTION
130626

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

That, with regard to Community Funding Applications, Council:

1. **Rejects the community funding request from Curate Arts Inc.**
2. **Approves the following community funding requests, as presented in confidential in the table, totalling $7,466 to be funded from budget allocations:**

	APPLICANT	APPROVED AMOUNT
1.	York Hockey Club	$2,000
3.	WestCycle	$5,000
4.	York & District Archery Club inc	$466

2. **Directs the Chief Executive Officer to include the above agreed amounts in the 2026/27 budgeting process.**

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

Against: **Nil**

CARRIED 7/0

Funding Application Form

Application | Community | Financial and Insurance | Declaration and Checklist | Office Use Only

ORGANISATION INFORMATION

Instructions to complete the form:

1. Please answer all questions completely and as accurately as possible.
2. Provide any additional information where required and relevant, which will give a better understanding of your request.
3. Applications that do not include the necessary information may not be considered eligible for assessment.
4. If you cannot complete the form in one sitting, simply click "Save as Draft" and an email link will be sent to your nominated email address from the form. When you are ready to recommence, click the link in the email and continue your application. Once all required information is provided and requested documentation attached, the "SUBMIT" button will become available.
5. For any questions or clarification regarding the form, please send them to sam.good@york.wa.gov.au or rebecca.atkinson@york.wa.gov.au
6. You can view the Funding policy and relevant Guidelines on the Shire of York funding page.

Please select your funding category. *

The following applications accepted all year

○ Tourism ○ Outstanding Representation ◉ Other (below)

The following applications accepted in April and September ONLY *

◉ Community (Includes Community, Sport, Environment and Heritage Conservation)

○ Economic Development

Project / Event Title *

Great Southern Hockey Carnival 2026

Please provide the proposed start and finish dates of your whole project

Start Date * 10/07/2026

End Date * 12/07/2026

Which Funding Bracket are you applying for *

◉ $2000 and under

○ $2001 to $10,000

Funding Amount Requested *

amount excluding GST

$ 2,000.00

Are you applying for one-off funding or a multi-year funding? *

◉ One-off ○ Multi-year

Does this include an event? *

(●) Yes ( ) No

Is this event / project targeted at local residents, or to attract visitors from outside the York district?*

( ) Local (●) Visitor attraction

Organisation Information

Organisation/Non-profit Corporation/Organisation hosting the event

Name of Organisation*

York Hockey Club Inc

Street Address	Town	State	Postcode
Forrest Street	York	WA	6302

Is the address listed above the same as the mailing address?

( ) Yes (●) No

Postal Address*	Town*	State*	Postcode*
PO Box 352	YORK	WA	6302

E-mail (preferred for correspondence)*

[redacted]

Website (if applicable)

https://www.facebook.com/yorkhockey/

Are you Incorporated?*

(●) Yes ( ) No

Registration Number*

[redacted]

Please upload Organisation Registration *

File limit has been reached.

Files (1 uploaded)

Certificate of Incorp... 650.52KB Remove

Are you a registered charity or not-for-profit? *

( ) Yes (●) No

Do you have an approved committee or Board?*

(●) Yes ( ) No

Please upload Committee / Board details and Constitution*

Drag and drop up to **5** files here to upload or Choose files

Files (2 uploaded)

YHC Constitution - Apr 2019.pdf 389.97KB Remove

YHC Committee 2026.pdf 528.59KB Remove

Do you have an ABN?*

(●) Yes ( ) No

ABN Number*

[redacted]

If yes, are you registered for GST?*

( ) Yes (●) No

AUTHORISED CONTACT PERSON

Title

First Name ⓘ *

[redacted]

Last Name *

[redacted]

Email (preferred for correspondence) *

[redacted]

Position Held *

Great Southern Carnival Sponsorship Coordinator

Phone Number *

[redacted]

Mobile Phone Number *

[redacted]

Preferred?

○ Phone Number ◉ Mobile Number

Next

---	AMOUNT*
Professionals - entertainment, umpires, ambulance, cleaning & waste removal	$ 3,700.00
	$ 0.00

+ Add Other items here

Has your organisation previously received Funding from the Shire of York?

○ Yes ◉ No

PUBLIC LIABILITY INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	$ [redacted]	Drag and drop up to **5** files here to upload or Choose files Files (1 uploaded) Sportscover... 206.29KB Remove	

+ Add

PERSONAL ACCIDENT (Including Volunteers) INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	$ [redacted]	Drag and drop up to **5** files here to upload or Choose files Files (1 uploaded) Certificate of ... 76.64KB Remove	

+ Add

WORKERS COMPENSATION

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	$ [redacted]	Drag and drop up to **5** files here to upload or Choose files Files (1 uploaded) Workers Co... 93.86KB Remove	

+ Add

PERSONAL INDEMNITY

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	$ [redacted]	Drag and drop up to **5** files here to upload or Choose files Files (1 uploaded) Sportscover... 206.29KB Remove	

+ Add

OTHER INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	TYPE OF INSURANCE
	$	Drag and drop up to **5** files here to upload or Choose files	

+ Add

Previous Next

SPUDS
MARQUEE HIRE

View online

Spuds Marquee Hire
[redacted]

Quote # [redacted]
Contact: York Hockey Club (Kelly .)

Venue address: York Hockey Club, great southern Highway, York
Hire period: Sat, 11 Jul 2026 to Sun, 12 Jul 2026 Not confirmed
Set up dates: Fri, 10 Jul 2026 to Fri, 10 Jul 2026
Takedown dates: Mon, 13 Jul 2026 to Mon, 13 Jul 2026

#	Item and Description	Qty	Rate	Amount
1	**10m x 30m White Marquee** 10m x 30m Marquee	1	[redacted]	
2	**White Walls 3m** Walls	14		
3	**Bracing Portals Light** Bracing Portals	2		
4	**White Walls 4m** Walls	2		
5	**3.6m x 5.4m Stage** Staging	1		
6	**Staff in Transit** Misc Fees	1	[redacted]	
7	**Delivery Charge** Delivery Charge	1		
			[redacted] Due April 16, 2026	$3,564.44
			[redacted] Due July 03, 2026	$5,346.66

Terms & conditions apply

Spuds Marquee Hire
[redacted]

https://spudsmarquee.com.au/
[redacted]
bookings@spudsmarquee.com.au

Funding Application Form

Application

ORGANISATION INFORMATION

Instructions to complete the form:

1. Please answer all questions completely and as accurately as possible.
2. Provide any additional information where required and relevant, which will give a better understanding of your request.
3. Applications that do not include the necessary information may not be considered eligible for assessment.
4. If you cannot complete the form in one sitting, simply click "Save as Draft" and an email link will be sent to your nominated email address from the form. When you are ready to recommence, click the link in the email and continue your application. Once all required information is provided and requested documentation attached, the "SUBMIT" button will become available.
5. For any questions or clarification regarding the form, please send them to sam.good@york.wa.gov.au or rebecca.atkinson@york.wa.gov.au
6. You can view the Funding policy and relevant Guidelines on the Shire of York funding page.

Please select your funding category. *

The following applications accepted all year

( ) Tourism ( ) Outstanding Representation (•) Other (below)

The following applications accepted in April and September ONLY *

(•) Community (Includes Community, Sport, Environment and Heritage Conservation)

( ) Economic Development

*

Music Makers Just for Minis

Please provide the proposed start and finish dates of your whole project

Start Date *
30/11/2026

End Date *
30/11/2027

Which Funding Bracket are you applying for *

( ) $2000 and under

(•) $2001 to $10,000

Funding Amount Requested *

amount excluding GST

$10,000.00

Are you applying for one-off funding or a multi-year funding? *

(●) One-off ( ) Multi-year

Does this include an event? *

( ) Yes (●) No

Is this event / project targeted at local residents, or to attract visitors from outside the York district? *

(●) Local ( ) Visitor attraction

Organisation Information

Organisation/Non-profit Corporation/Organisation hosting the event

Name of Organisation *

Curate Arts Incorporated

Street Address	Town	State	Postcode
[redacted]	[redacted]	WA	[redacted]

Is the address listed above the same as the mailing address?

(●) Yes ( ) No

E-mail (preferred for correspondence) *

[redacted]

Website (if applicable)

www.curate.org.au

Are you Incorporated? *

(●) Yes ( ) No

Registration Number *

[redacted]

Please upload Organisation Registration *

CERTP[634] Certificate of Incorporation.pdf 167.8KB

Are you a registered charity or not-for-profit? *

(●) Yes ( ) No

Registration Number *

[redacted]

Please upload Organisation Registration *

Curate ACNC Registration.pdf 2.77MB

Do you have an approved committee or Board? *

(●) Yes ( ) No

Please upload Committee / Board details and Constitution *

Curate Arts Inc Association Rules v1.5.pdf 532.81KB

Curate Company Profile 2026v1.pdf 5.45MB

Do you have an ABN? *

(●) Yes ( ) No

ABN Number *

[redacted]

If yes, are you registered for GST? *

(●) Yes ( ) No

AUTHORISED CONTACT PERSON

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

Email (preferred for correspondence) *

[redacted]

Position Held *

CHWM

Phone Number *
[redacted]

Mobile Phone Number *
[redacted]

Preferred?
○ Phone Number ◉ Mobile Number

We have gained ongoing support from Healthway; however, as the current Shire of York guidelines read, we have to first apply for one-off funding and then for multi-year funding. Thus, this is the choice of funding category for our grant application.

Please attach any additional documentation (not requested elsewhere in the form) to support your application.

(e.g. Letters of Support)

Survey Feedback 1.pdf	354.03KB
Survey Feedback 2.pdf	395.82KB
Letter of Support R Fabretti.pdf	84.49KB

Estimate how much of the budget will be spent in the local York economy?

Please adjust the line item descriptions in the table to suit your project/event

---	AMOUNT *
Venue Hire (3-hour min [$54] x 7 sessions x 4 terms) [York CRC Function Room]	$1,512.00
Event Infrastructure	$0.00
Facilitator Fees (1 facilitator, 28 sessions) [7 session/term x 4 terms at $156.25/session]	$4,375.00
Vendors	$0.00

Has your organisation previously received Funding from the Shire of York?

(●) Yes ( ) No

Previous Funding

YEAR *	FUNDING PURPOSE *	ACQUITTAL ACCEPTED *	AMOUNT *
2,024	Perth Gospel Choir presents Karaoke Choir!	(●) Yes ( ) No	$3,120.00

PUBLIC LIABILITY INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	[redacted]	Certificate - Public and Products Liability -00000325357.pdf 144.82KB	

PERSONAL ACCIDENT (Including Volunteers) INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	[redacted]	Certificate - Voluntary Workers-00000325357.pdf 146.76KB	

WORKERS COMPENSATION

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	[redacted]	WFI EML Certificate of Currency-09 EML 4413664.pdf 41.71KB	

PERSONAL INDEMNITY

Declaration and Checklist

Checklist *

- [x] All Supporting documentation as requested (letters of support, detailed budget, program etc)
- [x] Contact made with the relevant Shire of York officer as outlined in the Funding Guidelines prior to submitting application

Declaration and Signature of Principal Applicant

I, the undersigned, certify that I have read and understood the Funding Guidelines, that I have been authorised to submit this application and that the information contained herein and attached is, to the best of my knowledge, true and correct.

Printed Name *	Date Signed	Signature *
[redacted]	27-Apr-26	[redacted]

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

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

CURATE

[redacted]

Quote

ADDRESS
City of Gosnells

QUOTE NO. [redacted]
DATE 25/04/2026

DATE		DESCRIPTION	GST	QTY	RATE	AMOUNT
30/11/2026	**Project Administration**	For City of Gosnells location	GST	1	4,500.00	4,500.00

SUBTOTAL	4,500.00
GST TOTAL	450.00
TOTAL	**A$4,950.00**

Accepted By

Accepted Date

To pay by direct deposit, please use the following instructions:

[redacted]

Outlook

Re: Music Makers Just for Minis Participants' Feedback Survey

From [redacted]
Date Sun 2026-04-05 6:37 AM
To [redacted]

Jotform

Music Makers Just for Minis Participants' Feedback Survey

Please rate your overall experience of Music Makers Just for Minis:	5/5
My child and I find these sessions enjoyable.	5
I like the time the sessions I attend are scheduled.	5
I would like to see at least 2 session times available in the same location during the week.	3
I like the location and venue where the sessions I attend are held.	5
I would like my sessions to be held at my local library.	3
I would like my sessions to be held at my local community centre.	5
I would like my sessions to be held at my local arts centre or other non-traditional space.	3
I would like to see more locations available across metro Perth and WA.	5
How is the duration of the sessions (40 minutes long)?	They are just the right length for this age group.
I like the downloadable resources and use them at home.	5

or feedback:

You can edit this submission and view all your submissions easily.

Jotform. Anywhere. Anytime.

Download on the App Store

GET IT ON Google Play

Do not show this anymore (X)

I would like to see more on road safety skills (i.e. walking to school safely, taking the bus, etc.) in the sessions as my child gets ready to go to school.	5
What aspects of the session do you and your child enjoy the most? Select all that apply.	'I am ready' Exercise Storytelling Craft Activity Music Activity Session-Ending Sticker
My child loves the 'I am ready' exercise and would love to do more movement (gross motor skills development) in future sessions.	5
My child has developed a love for books or has further developed their love for books from these sessions.	4
My child's fine motor skills have improved from the craft section of the sessions (i.e. ability to hold a crayon or pencil, cut paper, etc.).	5
My child's understanding of music and their ability to hear (auditory discrimination) have improved from these sessions.	5
My child's understanding of their emotions has improved from these sessions.	5
My child's creativity has grown from these sessions.	5
My child's confidence has improved from these sessions.	5
My child's language skills have improved from these sessions.	5
My child's numeracy skills have improved from these sessions.	3
My child's social skills have improved from these sessions.	3
We attend the following location/s:	[redacted]
What suggestions do you have for improving future Music Makers Just for Minis sessions?	The sessions a wonderful. The only improvement is if the sessions could also be held on Monday or Fridays and if the South Perth council could continue this session past June.

Insurance Tax Invoice / Receipt

This document is your tax invoice for GST purposes

Issued Date: 28-05-25

Receipt Number: [redacted]

Curate Arts Incorporated
[redacted]

DATE	DESCRIPTION OF SUPPLY	CHARGE	GST	TOTAL
28-05-25	Total Premium	[redacted]		
28-05-25	Stamp Duty			
28-05-25	Broker Fee			
28-05-25	DEFT credit card surcharge (GST Incl) DEFT is a service of Macquarie Bank limited ABN: 46 008 583 543			

Total: $2,167.93

Not For Profit Insurance Brokers www.nfpib.com.au

[redacted]

Page: 1

TERMS OF ENGAGEMENT

Thank you for choosing Not for Profit (NFP) Insurance Brokers Pty Ltd. Set out below is how and on what terms we will manage your insurance needs.

We are authorised to advise you about and arrange general insurance products. If we are unable to advise you or act on your behalf due to a conflict of interest which cannot be managed, we will immediately notify you.

More information about our services is available from our Financial Services Guide (FSG) available on our website here

We subscribe to and are bound by the Insurance Brokers Code of Practice. Click here to view a full copy of the Code.

We also comply with our obligations under the General Insurance Code of Practice. Click here to view a full copy of the Code.

Your Insurance Needs

You have elected to purchase a Public & Products Liability Insurance, Personal Accident Insurance, Management Liability Insurance and Professional Indemnity Insurance policy for your selected occupation of Arts & Culture and no other for the purpose of this Insurance.

Agent of the Insurer

We have negotiated special arrangements with certain insurers and underwriters for the products we sell. When providing you with our quotation we have only provided options from these arrangements. We did not seek quotations from the broader general insurance market.

This insurance has been effected under an authority given to us by the Insurer and we will be acting as their agent, not yours, in effecting this insurance. In all other respects our relationship with you will continue unchanged.

General Advice

We will provide you with General Advice Only. General Advice is advice that has been prepared without considering your current objectives, financial situation or needs. Therefore, before acting on this advice, you should consider the appropriateness of the advice having regard to your current objectives, financial situation and needs. If the advice provided relates to the acquisition or possible acquisition of a new insurance policy and the insurer has prepared a Product Disclosure Statement (PDS) we will have attached the PDS for your review. You should consider the PDS prior to making a decision to purchase this product.

Remuneration

In return for the services we provide, we will receive a commission usually between 0 and 30 per cent of the premium paid (excluding relevant taxes, charges and levies) which is paid to us by the insurer and a broker fee, payable by you.

Our Services

You can download a copy of our Service Agreement here.

Many commercial or business contracts contain clauses that relate to your liability (including indemnities or hold harmless clauses). These clauses may entitle your insurers to either reduce cover, or in some cases, refuse to indemnify you at all. Please inform us of any clauses of this nature before signing and accepting such contracts. We may recommend that you seek legal advice.

Your Disclosure Obligations

It is important that you provide us with complete and accurate information about the risk to be insured otherwise the advice we give you may not be appropriate for your needs. We rely on you to provide complete and accurate information.

Before you enter into an insurance contract with an insurer, you have a duty under the Insurance Contracts Act 1984 (Cth) to disclose information to the insurer. This Duty of Disclosure applies until the insurer agrees to either insure you or renew your insurance. The Duty of Disclosure also applies before you extend, vary or reinstate your insurance.

If you are applying for or renewing insurance in relation to consumer insurance products such as, your motor vehicle, home building and/or contents, residential strata, travel, personal accident or sickness and/or consumer credit products, you must answer the specific questions asked by the insurer truthfully and accurately. In answering those questions, you must tell the insurer all information that's known to you and that a reasonable person would be expected to provide in answer to the questions. Not doing so may be considered by the insurer to be a breach of your 'duty to take reasonable care not to make a misrepresentation' and may cause issues in relation to the validity of your insurance policy and/or issues in the event of you lodging a claim.

At renewal, the insurer may either ask you to advise any changes to information you have previously disclosed, or may give you a copy of the information you previously disclosed and ask you to advise them if there have been any changes. If you do not tell the insurer about a change, you will be taken to have told the insurer there is no change.

If you are applying for or renewing any other insurance, you must tell the insurer all information that is known to you that a reasonable person could be expected to know or that is relevant to the insurer's decision to insure you and on what terms. You do not need to tell the insurer anything:

- that reduces the risk it insures you for;
- is common knowledge;
- that the insurer knows or should know; or
- which the insurer waived you duty to tell it about.

Non-disclosure

If you fail to comply with your Duty of Disclosure, the insurer may cancel your contract of insurance, or reduce the amount it will pay you if you make a claim, or both. If your failure to comply with the Duty of Disclosure, or you are fraudulent, the insurer may refuse to pay a claim and treat the contract of insurance as if it never existed.

If you are in doubt about whether or not a particular matter should be disclosed, please contact our service team.

You must make sure you explain the Duty of Disclosure to any person you represent when we arrange any insurance cover for you. Alternatively, you may ask any person you represent to contact us, and we will explain their Duty of Disclosure to them directly.

If your circumstances change, our recommendations may no longer be appropriate. Please tell us about any changes in your circumstances so that we can confirm that your insurance continues to be suitable for your needs.

Cancellation

We can only cancel a contract of insurance on the written instructions of a person authorised to represent each of the parties who are named as insureds. We cannot cancel any contract of insurance which is subject to the Marine Insurance Act 1909. We are unable to backdate the cancellation and the cancellation will be effective from the date we receive written instructions or a future date agreed. If you cancel your insurance mid-term, we will return to you the net premium we receive from your insurer. If there is a refund or reduction of your premium as the result of a cancellation or alteration to a policy, we will retain any fee we have charged you. We will also charge you a cancellation fee.

Period of Engagement

Our appointment is for the period of your insurance policy. Our appointment can be cancelled at any time in writing by either party.

We look forward to working with you and to a long and mutually satisfactory relationship. We encourage you to call our service team on 1300 016 599 at any time if you have any questions about our services or your insurances.

Premium funding - premium funding products enable you to pay your premiums by installments. Premium funders do charge interest and they take a power of attorney over your insurance policy as they have paid it to the insurer in advance, in full, as required at the beginning of the policy period.

We can arrange premium funding for annual insurance policies on your behalf (qualification - total premiums payable must be greater than or equal to $350.00) if you require it. We may receive a commission based on a percentage of the premium from the premium funder, in the range of 0 to 3 per cent, for doing so.

Our Payment Terms

Invoices - we will invoice you for the premium, statutory charges (e.g. stamp duty and fire services levy) and any fees we charge for arranging your insurances.

Payment for your insurance policy must be made at the time of purchase.

If you do not pay the premium on time, the insurer may cancel the contract of insurance and you will not be insured. The insurer may also charge a short-term penalty premium for the time on risk.

If there is a refund or reduction of your premium as a result of a cancellation or alteration to a policy, or based on a term of your policy (such as premium adjustment provision), we will retain any fee we have charged you. We will also charge you a broker fee.

Your WFI Contact

[redacted]

26 June 2025

TYPE OF INSURANCE	
WORKERS COMPENSATION	
POLICY PERIOD	
4pm, 30/06/2025 to 4pm, 30/06/2026	
CLIENT NAME	
Curate Arts Incorporated	
CLIENT NUMBER	PREMIUM
[redacted]	[redacted]
POLICY NUMBER	ESL/FSL
[redacted]	$.00
Tax Invoice When payment is made, this schedule can be used as a Tax Invoice for Australian GST purposes. "Please note that, in accordance with the GST law relating to insurance premiums the GST amount may be less than 1/11th of the Total Amount Payable".	GST [redacted]
	GOVERNMENT STAMP DUTY $.00
	TOTAL AMOUNT PAYABLE $357.00
	DUE DATE 30/06/25

Curate Arts Incorporated
[redacted]

NEW BUSINESS POLICY SCHEDULE

Thank you for placing your insurance with WFI.

Please carefully read the attached schedule, together with your workers compensation policy, which is available online at www.wfi.com.au/business-insurance/workers-compensation, and any applicable endorsements to be sure it gives you the protection you want.

If any changes are required, please let us know.

The documents should be kept in a safe place so they can be referred to later.

We are happy to help with any enquiries concerning the extent of the insurance cover or about making a claim.

We have debited the Total Amount Payable to your Client account. If payment has not already been made, please now arrange for remittance of the Total Amount Payable with the payment slip below.

[redacted]

[redacted]

Policy Schedule

This Policy Schedule should be read in conjunction with the workers compensation policy and any applicable endorsements.

Aggregate policy limit on liability to pay damages:	$50,000,000

Section 202 of the Workers Compensation and Injury Management Act 2023 (WA) (Act) does not require an employer to obtain or keep current a policy of insurance for liability to pay an aggregate amount of damages exceeding $50 million arising out of all claims in respect of a single event.

If We have agreed to add an extension to Your policy that exceeds the minimum insurance required by section 202 of the Act, then the Policy Schedule will state that cover under the extension is included and the increased limit of liability to pay damages will be stated in the endorsement and will replace the 'aggregate policy limit on liability to pay damages' shown above.

If We have agreed to add an extension to Your policy that contains a sub-limit of liability, then the Policy Schedule will state that cover under the extension is included and the sub-limit of liability applicable to the extension will be stated in the endorsement and forms part of, and is not in addition to, the 'aggregate policy limit on liability to pay damages' shown above.

Duty of employer to establish and implement return to work program

Under section 160 of the Workers Compensation and Injury Management Act 2023 (WA) an employer must establish and implement a return-to-work program for an injured worker in accordance with the circumstances described in that section. Please refer to the Employer Information Pack in the Important documents section on our website www.wfi.com.au/business-insurance/workers-compensation for your specific duties under section 160.

[redacted]

Location: [redacted]

Risk: 001/001 **Workers Compensation** **Effective:** 30/06/25

Insured: Curate Arts Incorporated

[redacted]

Employers legal liability under the Workers Compensation and Injury Management Act 2023 (WA) and at common law.

Total Estimated Remuneration $39,000

This policy has been renewed under Part 5 of the Act on the basis that the working director(s) listed below is/are workers:

Name	Occupation
[redacted]	

Premium	**$324.54**
GST	**$32.46**
Total Amount Payable	**$357.00**

[redacted]

WFIHSR 05 0619

Workers Compensation and Injury Management Act 2023 - Western Australia

CERTIFICATE OF CURRENCY

---

1. STATEMENT OF COVERAGE

This Certificate of Currency is for your workers compensation policy.

Aggregate policy limit on liability to pay damages is $50,000,000 (arising out of all claims in respect of a single event, regardless of how many workers are injured),unless stated otherwise within the policy schedule or in an endorsement.

This certificate is valid from: 30/06/2025 to 30/06/2026

The information provided in this certificate is correct at: 26/06/2025

---

2. EMPLOYER'S INFORMATION

[redacted]

---

3. IMPORTANT INFORMATION

This policy commences and finishes at 4.00pm on the dates specified above.

See attached for additional information on endorsements or other conditions applying to this policy.

Underwriting Team
WFI Workers Compensation

[redacted]

Employers are required to ensure a valid certificate of currency issued by a licensed insurer in respect of a workers compensation policy is available for inspection by WorkCover WA

[redacted]

WIX

[redacted]

Issued to:

[redacted]

[redacted] **Feb 12, 2026** **Paid**

Description	Site	Billing Period	Quantity	Amount
Email Marketing Advanced	Curate	2 Year Feb 12, 2026 - Feb 12, 2028	1	[redacted]

[redacted]

Credit from previous purchase	-AU$370.78
Subtotal	AU$1,087.22
GST (10%)	AU$108.72
Total	**AU$1,195.94**

[redacted]

Funding Application Form

Application

ORGANISATION INFORMATION

Instructions to complete the form:

1. Please answer all questions completely and as accurately as possible.
2. Provide any additional information where required and relevant, which will give a better understanding of your request.
3. Applications that do not include the necessary information may not be considered eligible for assessment.
4. If you cannot complete the form in one sitting, simply click "Save as Draft" and an email link will be sent to your nominated email address from the form. When you are ready to recommence, click the link in the email and continue your application. Once all required information is provided and requested documentation attached, the "SUBMIT" button will become available.
5. For any questions or clarification regarding the form, please send them to sam.good@york.wa.gov.au or rebecca.atkinson@york.wa.gov.au
6. You can view the Funding policy and relevant Guidelines on the Shire of York funding page.

Please select your funding category. *

The following applications accepted all year

( ) Tourism ( ) Outstanding Representation (•) Other (below)

The following applications accepted in April and September ONLY *

(•) Community (Includes Community, Sport, Environment and Heritage Conservation)

( ) Economic Development

*

Canola Classic 2026

Please provide the proposed start and finish dates of your whole project

Start Date *

22/08/2026

End Date *

23/08/2026

Which Funding Bracket are you applying for *

( ) $2000 and under

(•) $2001 to $10,000

Funding Amount Requested *

amount excluding GST

$10,000.00

Are you applying for one-off funding or a multi-year funding? *

(●) One-off ( ) Multi-year

Does this include an event? *

(●) Yes ( ) No

Is this event / project targeted at local residents, or to attract visitors from outside the York district? *

( ) Local (●) Visitor attraction

Organisation Information

Organisation/Non-profit Corporation/Organisation hosting the event

Name of Organisation *

WestCycle

Street Address [redacted]

Town [redacted]

State [redacted]

Postcode [redacted]

Is the address listed above the same as the mailing address?

(●) Yes ( ) No

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

Website (if applicable)

www.westcycle.org.au

Are you Incorporated? *

(●) Yes ( ) No

Registration Number * [redacted]

Please upload Organisation Registration *

WestCycle Certificate of Incorporation.pdf 39.63KB

Are you a registered charity or not-for-profit? *

(●) Yes ( ) No

Registration Number * [redacted]

Please upload Organisation Registration *

WestCycle Certificate of Incorporation.pdf 39.63KB

Do you have an approved committee or Board? *

(●) Yes ( ) No

Please upload Committee / Board details and Constitution *

WestCycle Constitution.pdf 249.13KB

Do you have an ABN? *

(●) Yes ( ) No

ABN Number * [redacted]

If yes, are you registered for GST? *

(●) Yes ( ) No

AUTHORISED CONTACT PERSON

Title [redacted]

First Name (?) *

Last Name *

Email (preferred for correspondence) * [redacted]

Position Held *

Business Manager

Phone Number * [redacted]

Mobile Phone Number * [redacted]

Preferred?

---	AMOUNT *
Tradespeople	$2,000.00
Vendors	$2,000.00
Medical (St Johns)	$2,000.00
Catering	$1,500.00

Has your organisation previously received Funding from the Shire of York?

(●) Yes ( ) No

Previous Funding

YEAR *	FUNDING PURPOSE *	ACQUITTAL ACCEPTED *	AMOUNT *
2,025	Canola Classic Tourism Grant	(●) Yes ( ) No	$5,000.00
2,024	Canola Classic Community Grant	(●) Yes ( ) No	$9,000.00
2,023	Canola Classic Community Grant	(●) Yes ( ) No	$9,000.00

PUBLIC LIABILITY INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	[redacted]	Public Liability - Certificate of Insurance - WESTCYCLE - 406045.pdf 194KB	

PERSONAL ACCIDENT (Including Volunteers) INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	[redacted]	PA 20250626 Invoice - WESTCYCLE - 404863.pdf 90.17KB	

WORKERS COMPENSATION

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	[redacted]	Workers Compensation - Certificate of Insurance - WESTCYCLE - 406040.pdf 183.01KB	

PERSONAL INDEMNITY

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	[redacted]	Public Liability - Certificate of Insurance - WESTCYCLE - 406045.pdf 194KB	

OTHER INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	TYPE OF INSURANCE

Declaration and Checklist

Checklist *

- [x] All Supporting documentation as requested (letters of support, detailed budget, program etc)
- [x] Contact made with the relevant Shire of York officer as outlined in the Funding Guidelines prior to submitting application

Declaration and Signature of Principal Applicant

I, the undersigned, certify that I have read and understood the Funding Guidelines, that I have been authorised to submit this application and that the information contained herein and attached is, to the best of my knowledge, true and correct.

Printed Name *	Date Signed	Signature *
[redacted]	21-Apr-26	[redacted]

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

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

MOTOROLA SOLUTIONS RENTAL

Motorola Solutions Australia Pty. Limited
[redacted]

RENTAL AGREEMENT / CASH SALE TAX INVOICE [redacted]

Invoice To: CANOLA CLASSIC [redacted]

Deliver To: CANOLA CLASSIC [redacted]

Contact: [redacted]
Phone:
Mobile:
Order No.:
Ordered By:
Customer Code:

Start Date: 24/8/2025
End Date: 24/8/2025
Sales Rep: Phillip Dartnell
Payment Method:

Page: 1

Model No.	Description	Qty.	Unit Price	Delivery Date /Start Date	Finish Date	Minimum	Days	Total
TLK100 2 WAY RADIO	MOTOROLA WAVE TLK100	21	[redacted]	/24/8/2025	24/8/2025		1	[redacted]
PMNN4468B	TLK100 L-lion 2300Ah Battery	33		/24/8/2025	24/8/2025		1	
PMLN5957A	SL4010 SURVEILLANCE EARPIECE, IN-LINE MIC & PTT WI	21		/24/8/2025	24/8/2025		1	
PMLN7103A	TLK100 6 Pocket Multi Unit Charger	2		/24/8/2025	24/8/2025		1	
TLK150	TLK 150 Mobile Two-Way Radio	3		/24/8/2025	24/8/2025		1	

Please ensure that all cheques are made payable to:
[redacted]

Total Rental	$745.50
Insurance	$51.24
Total Excluding GST	$796.74
GST	$79.67
Total	$876.41

Delivery Instructions: User Site: LTE
Canola Classic

EVENT
CATERING
FIRST AID

PAYMENT is required prior to dispatch of equipment. [redacted]
credit card payments.
[redacted]

Authorised Signatory: _____

Name of Signatory: _____

RENTAL AGREEMENT
TERMS AND CONDITIONS

MOTOROLA hereby rents Equipment to Hirer upon the following terms and conditions:
In this agreement the expressions -
"Start Date" means the date designated on the reverse hereof as the commencement date: "Finish Date" means the date designated on the reverse hereof as the completion date: "Equipment" means the equipment designated on the reverse hereof: "Motorola" means Motorola Australia Pty. Limited A.C.N. 004 742 312, or its successors or assigns: "Authorised Distributor" means a duly authorised Motorola distributor.
"Rent" means the cost of renting Equipment so designated on the reverse hereof or if the context so admits the cost payable pursuant to Clause 3 hereof: "Hirer" means the person described on the reverse hereof and in the case of a company includes its permitted successors and assigns and in the case of natural persons includes his her or their heirs executors administrators and permitted assigns: "The term of this Agreement" includes any extended term.

2. **TERM:** This Agreement shall be for the term set forth on the reverse hereof and shall take effect from the Start Date. Hirer shall be at liberty to prematurely terminate this Agreement by returning the Equipment to Motorola. In the event this Agreement is terminated by the Hirer prior to the Finish Date of this Agreement, the Hirer shall make payment to Motorola a sum equivalent to the pro-rata Rent at the prevailing rate applicable to the amended term of this Agreement, for the period between the Start Date and the date the Equipment is wholly returned to Motorola, plus a cancellation fee equivalent to one week's Rent of the Equipment by way of liquidated damages and not as a penalty.In all other respects the terms and conditions of this Agreement shall continue to bind the parties until the Equipment is wholly returned. Motorola shall be entitled to terminate this Agreement at will by giving thirty (30) days' prior written notice to the Hirer.

3. **RENT** The Total Rental designated on the reverse hereof shall be paid prior to shipment of Equipment to Hirer or collection of Equipment by the Hirer for cash sales. For Motorola approved account customers an invoice will be raised which is payable by the Hirer within thirty (30) days. A security deposit may be required at Motorola's discretion (see reverse hereof). The security deposit will be returned to the hirer within seven (7) days of the termination of this Agreement less any deduction as provided by these terms and conditions. Payment shall be made to Motorola at its address shown on the reverse hereof or to such person and / or place as may be designated in writing by Motorola from time to time. Payment of Rent shall be due and payable whether or not Equipment is functional. Overdue or unpaid Rent shall bear interest at 18% per annum from the due date until paid.

4. **TAXES** The cost to Motorola of State and Federal sales rental and user taxes, stamp duties, and Goods and Services Tax hereinafter called "the taxes", applicable on the date of this Agreement have been included in the Rent charges at the rates of Taxes in effect on that date. Any increase in the rate or number of the Taxes shall be paid by Hirer to Motorola by way of additional rent.Hirer shall receive the benefit of any reduction in the Taxes.

5. **INSURANCE** Unless otherwise agreed Hirer shall be responsible for obtaining comprehensive insurance cover for the Equipment for the term of this Agreement for the amount specified on the reverse hereof ("Insurance"). Motorola's interest shall be noted on the policy.

5A. **LOSS, DAMAGE & THEFT FEE** In lieu of the Hirer's obligation to obtain insurance with Article 5, the Hirer may elect to pay an additional, nonrefundable fee of 8% of the Total Rent ("Loss, Damage & Theft Fee") to cover the cost to repair the Equipment or replace lost or stolen Equipment during the rental term (as the case may be). The Loss, Damage &Theft Fee is not insurance, but an acknowledgement by Motorola that the Hirer's liability for loss, damage or theft of any Equipment can be limited where:
(i) there is a loss, theft or damage to the Equipment that cannot be repaired, to 25% of the cost to replace the Equipment (reasonably determined by Motorola based on the current recommended retail price ("RRP") for the Equipment).
(ii) there is damage to the Equipment, to 25% of the cost to repair the Equipment (reasonably determined by Motorola). The total fees charged by Motorola to repair or replace the Equipment under paragraphs (i) and (ii) of Article 5A during the rental term will be reduced by an amount equal to the Loss, Damage & Theft Fee paid by the Hirer. Where there has been a theft, the Hirer shall be required to promptly report the incident to the Police and provide Motorola with a written Police incident report.

6. **MAINTENANCE** During the term of this Agreement Motorola shall maintain the equipment in accordance with maintenance standards prescribed by Motorola from time to time. Hirer shall immediately advise Motorola of any damage to or defect in Equipment and shall not permit any person not authorized by Motorola to repair or maintain equipment, other than to replace batteries. At the request of Motorola or upon equipment becoming non-functional or defective Hirer shall at Hirer's expense deliver Equipment to Motorola or Authorized Distributor for adjustment, maintenance, service or repair. If Equipment having been maintained by Motorola as aforesaid remains defective Equipment shall be returned forthwith to Motorola or Authorized Distributor and exchanged for similar Equipment which shall be rented pursuant hereto as though it had been the original Equipment.

7. **COVENANTS OF HIRER** During the term of this Agreement Hirer covenants and agrees; (a) to assume complete responsibility for control of the physical operation of Equipment in accordance with the terms of the Wireless Telegraphy Act and Regulations made there under; (b) to observe and abide by all applicable statutes, laws, ordinances, rules and regulations of any government or duly constituted public authority at any place where Equipment is located, and to hold Motorola harmless from liability or loss by reason of any asserted or established violation thereof and by reason of any damage to persons or property arising from Hirer's use or operation of Equipment: (c) to permit Motorola upon request to inspect Equipment at all reasonable times; (d) not to allow Equipment to be used by any unauthorized person; (e) not to mortgage, pledge, grant a security interest or otherwise encumber Equipment; (f) not to alter, change or abandon Equipment; (g) not to permit Equipment to be used for any illegal purpose; (h) not to purport to sell sublet nor otherwise dispose of Equipment in any manner whatsoever nor without the consent of Motorola to assign or otherwise dispose of Hirer's rights or obligations under this Agreement; (i) at all times to exercise care to prevent damage to or destruction or loss of Equipment (including ensuring the secure lock-up of the Equipment) and in the event of the loss or destruction of Equipment or its becoming non-functional by reason of the neglect or default of Hirer then, except where the loss or damage is covered by Insurance, Hirer shall upon the demand of Motorola which may be made in addition to each and every other remedy of Motorola herein contained pay to Motorola the cost of Motorola of replacing such Equipment together with liquidated damages equivalent to one (1) month's rental on the lost, destroyed or non-functional Equipment; (j) upon the termination of this agreement howsoever arising to return equipment to Motorola or authorized distributor in functional and good order and condition and obtain from Motorola a written receipt for same. In the event of hirer not so returning equipment immediately upon termination then in addition to the remedies set out in condition 8, damages shall be payable to Motorola by hirer equal to the amount of rent which would have been payable hereunder from the date of termination until the date of actual return of equipment to Motorola had this agreement not been terminated.

8. **DEFAULT AND REMEDIES** Time is of the essence of this Agreement, and if Hirer defaults in the payment of any sum due hereunder or in the performance of any other agreement orobligation herein contained or Hirer becomes insolvent or bankrupt or admits in writing inability to pay Hirer's debts as they mature, or makes an assignment for benefit of creditors, or if bankruptcy, reorganization, arrangement, insolvency or liquidation proceedings or other proceedings for relief under any bankruptcy law or any other law for the relief of debtors are instituted by or against Hirer or if Equipment is levied upon or is otherwise seized or taken from Hirer by or on behalf of any other person each of which events is hereby called "an event of default" then Motorola may at any time thereafter by written notice to Hirer immediately terminate this Agreement and/or declare the rent payable in respect of the unexpired term of this Agreement immediately due and payable. Property in the Equipment shall at all times remain with Motorola and in an event of default Motorola after giving the hirer seven (7) days written notice as herein provided may retake and hold possession of Equipment before, pending or after any action to recover any sums hereunder, free from all claims whatsoever by, through or under Hirer and Motorola may with or without notice and with or without legal process enter upon any premises where Equipment or any part thereof may be found recover Equipment using such force as may be reasonably necessary so to do, and repossess Equipment without prejudice to any other remedy which it might have on account of Hirer's default; and Motorola may as a matter of right retain all payments made hereunder and recover in full rent declared due and payable as aforesaid as well as other damages, if any, that Motorola may have sustained as a consequence of Hirer's default, and neither the recovery of a judgment in such action or the collection of any portion of such rent or such damages shall be deemed inconsistent with or to waive or prevent any other right or remedy of Motorola herein above provided for or referred to or existing under applicable law, it being understood and agreed that each and all of the rights and remedies of Motorola in this Agreement are cumulative to and not in lieu of each and every other such right and remedy. Any provision hereof prohibited by applicable law shall be ineffective to the extent of any such prohibition but no other provisions hereof shall thereby be invalidated. Notwithstanding the foregoing Hirer agrees that where and to the extent the conflicting or prohibiting provisions of applicable law may be waived by Hirer, such provisions are hereby waived.

9. **EXCLUSION OF LIABILITY** HIRER AGREES THAT MOTOROLA SHALL NOT BE LIABLE FOR AND HIRER SHALL KEEP MOTOROLA INDEMNIFIED AGAINST THE LOSS OR DAMAGE SUFFERED BY HIRER OR ANY OTHER PERSON FIRM OR CORPORATION OCCASIONED DIRECTLY OR INDIRECTLY BY THIS AGREEMENT ANDSHALL INCLUDE BUT SHALL NOT BE LIMITED TO MECHANICAL FAILURE OF EQUIPMENT POWER FAILURE, AND DISRUPTION OR DISCONTINUANCE OF AUSTRALIAN COMMUNICATIONS AUTHORITY SERVICE.

10. **AVAILABILITY** From time to time Equipment may not be available at the commencement date due to loss destruction or non-operation. This Agreement shall be severable withrespect to such Equipment but in all other respects shall bind the parties. Motorola will use its best endeavors to supply the whole of the Equipment at the earliest possible time but shall be under no obligation to do so.

11. **NOTICES** Any notice or demand required or permitted to be given or made hereunder shall be sufficiently given or made by certified mail in a sealed envelope, postage prepaid, addressed in the case of Motorola to its Head Office as set forth on the reverse side of this Agreement and addressed in the case of Hirer to its address as set forth on the reverse side of this Agreement. Any such notice or demand shall be deemed to have been given or made at the time it is deposited with Australia Post. Motorola or Hirer may from time to time designate any other address for this purpose by written notice to the other party.

12. **WAIVER** Failure or delay on the part of Motorola to exercise any right, remedy, power or privilege hereunder shall not operate as a waiver thereof. A waiver, to be effective, must be in writing and must be signed by the party making the waiver. A written waiver of a default shall not operate as a waiver of any other default or of the same type default on a future occasion.

13. **PRIOR NEGOTIATIONS** This Agreement constitutes the entire agreement of the parties hereto and shall supersede all prior offers, negotiations and agreements in connection with the subject matter hereof.

14. **AMENDMENT** No revision of these Terms and Conditions shall be valid unless made in writing and signed by an officer of Motorola and an authorized agent of Hirer. Revisions to Start Date, Finish Date, Equipment, and Hirer details will be valid upon the reissuing of this Agreement by Motorola and signed acceptance by an authorized agent of Hirer.

15. **LAW AND JURISDICTION** This Agreement shall be governed by and construed in all respects in accordance with the laws of the State of Victoria, Australia. The courts of the State of Victoria, Australia shall have exclusive jurisdiction to determine any disputes which may arise out of, under, or in connection with this Agreement, save that Motorola shall retain the right to bring proceedings against the Hirer in the courts in any other state or country which has jurisdiction.

16. **CANCELLATION PRIOR TO RENTAL PERIOD** Should the hirer cancel the agreement prior to commencement of the rental term, then the hirer will incur a cancellation fee equivalent to the lesser of one week's Rent or 50% of the rent for the Equipment by way of liquidated damages and not as a penalty.

17. **OPERATION LICENCE** Consistent with section 114 of the Radiocommunications Act 1992 (the Act), Motorola hereby authorises Hirer to operate the Equipment under Motorola's apparatus licence. This authorisation may be subject to review and can be withdrawn by Motorola at its discretion. It is an offence under the Act to operate a radiocommunications device without either a spectrum, apparatus or class licence.

blueChip TIMING

TAX INVOICE

[redacted]

DATE:
26 August 2025

PURCHASE ORDER #

Bill To:
WestCycle
[redacted]

Attention: [redacted]

For:
Timing Services
Canola Classic 2025

INVOICE #
[redacted]

DESCRIPTION	QTY	UNIT PRICE (excl GST)	SUB TOTAL (excl GST)	GST AMOUNT	AMOUNT PAYABLE (incl GST)
Provision of Timing Services - **24 August 2025**	1	[redacted]			
Number of Race Entries (261 x 98k, 218 x 57k)	479				
Late Entries (initially 472)	7				
Unallocated Bike Sticker with Timing Chips (700 chipped)	221				
Additional Timing Points - Lap Intersection, Free Corner 1, Corner 2, Spotter	1				
Remote Data Stream - only Lap point online	1				
Results to Web	1				
Finish Video Recording	1				
Excel Results Files	1				
Timing Clocks - Not Needed	0				
Tablet including Wifi Networking - Free	0				
Bike/Helmet Stickers - 98km = 1-440, 57km = 501-760	700				
Race Bibs - A6 - 98km = 1-440, 57km = 501-760	700				
Safety Pins	3				
Electronic Registration - Tablets Not Needed	0	[redacted]			
Generator	1				
GPS Trackers - 10 x Free	0				
Lithium Power Stations - 3 x Free on remote points	0				
Totals			$5,340.50	$534.05	$5,874.55

SUBTOTAL (excl GST)	$	5,340.50
GST		10.00%
GST TOTAL	$	534.05
TOTAL AMOUNT PAYABLE (incl GST)	$	5,874.55

TERMS: 14 DAYS

Thankyou for choosing blueChip Timing Pty Ltd

Note: We reference your Purchase Order No if allocated. If not indicated here, we have not been provided it.

---

blueChip Timing Pty Ltd

[redacted]

REMITTANCE ADVICE

[redacted]

Taborda Contracting Pty Ltd - Standard Terms and Conditions Apply (Next Page)

Standard Terms and Conditions – Taborda Contracting Pty Ltd

1. Definitions

- "Company" refers to **Taborda Contracting** [redacted]
- "Client" refers to the person or entity engaging the Company's services
- "Services" means the traffic management planning and related services provided by the Company

2. Quotations Acceptance and Rates

- Acceptance of this quotation is constituted by signing the quote where indicated or receipt of a PO for requested services
- Acceptance of this quotation confirms agreement to terms herein for requested planning services
- Quotation is valid for 60-days from the date of issue
- All rates are in AUD

3. Payment Terms

- Invoices are issued within 1-week of the delivery/completion of services
- Payment is due within **21-days** of the issued invoice date unless otherwise agreed
- Late payments may incur interest at up to 5% per month, inclusive of administrative fees

4. Cancellations and Variations

- Any variations to the scope of work must be agreed upon in writing and may affect this quotation

5. Client Responsibilities

- The Client is responsible for reviewing and confirming suitability of TMPs upon initial completion

6. Liability and Indemnity

- The Client agrees to indemnify the Company against any claims arising from the misuse or unauthorised alteration of provided planning materials
- All Company services are fully insured in line with common industry standards (copies available upon request)

7. Confidentiality

- Both parties agree to keep confidential all information and documentation exchanged, except where disclosure is required by law

8. Termination

- The Client will be invoiced for all completed and in-progress work up to the date of termination
- Charges for in-progress work will be at the discretion of the Company and all in-progress work will be submitted to the Client for records and reference

9. Governing Law

- These terms shall be governed by and construed in accordance with the laws of **Western Australia**. Any disputes shall be resolved within that jurisdiction

WESTCYCLE

[redacted]

CANOLA CLASSIC EVENT MANAGEMENT & PLANNING

Total Cost: $43,776 (INC. GST)

TASK DESCRIPTION	COST (INC. GST)
Project & Event Management	[redacted]
Logistics & Operations Coordination	
Supplier & Stakeholder Liaison	
Event & Risk Management Planning	
Site Visits & Permitting	
Communications & Briefings	
Administration	
TOTAL	

Total Hours [redacted]

Hourly Rate

1

Funding Application Form

Application

ORGANISATION INFORMATION

Instructions to complete the form:

1. Please answer all questions completely and as accurately as possible.
2. Provide any additional information where required and relevant, which will give a better understanding of your request.
3. Applications that do not include the necessary information may not be considered eligible for assessment.
4. If you cannot complete the form in one sitting, simply click "Save as Draft" and an email link will be sent to your nominated email address from the form. When you are ready to recommence, click the link in the email and continue your application. Once all required information is provided and requested documentation attached, the "SUBMIT" button will become available.
5. For any questions or clarification regarding the form, please send them to sam.good@york.wa.gov.au or rebecca.atkinson@york.wa.gov.au
6. You can view the Funding policy and relevant Guidelines on the Shire of York funding page.

Please select your funding category. *

The following applications accepted all year

( ) Tourism ( ) Outstanding Representation (•) Other (below)

The following applications accepted in April and September ONLY *

(•) Community (Includes Community, Sport, Environment and Heritage Conservation)

( ) Economic Development

*

Upgrade Equipment, Storage and Safety

Please provide the proposed start and finish dates of your whole project

Start Date *
01/06/2026

End Date *
31/08/2026

Which Funding Bracket are you applying for *

( ) $2000 and under

(•) $2001 to $10,000

Funding Amount Requested *

amount excluding GST

$4,000.00

Are you applying for one-off funding or a multi-year funding? *

(●) One-off ( ) Multi-year

Does this include an event? *

( ) Yes (●) No

Is this event / project targeted at local residents, or to attract visitors from outside the York district? *

(●) Local ( ) Visitor attraction

Organisation Information

Organisation/Non-profit Corporation/Organisation hosting the event

Name of Organisation *

York & District Archery Club Inc.

Street Address [redacted]

Town [redacted]

State [redacted]

Postcode [redacted]

Is the address listed above the same as the mailing address?

(●) Yes ( ) No

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

Website (if applicable)

Are you Incorporated? *

(●) Yes ( ) No

Registration Number * [redacted]

Please upload Organisation Registration *

YDAC Certificate 12012023.pdf 1.38MB

Are you a registered charity or not-for-profit? *

(●) Yes ( ) No

Registration Number * [redacted]

Please upload Organisation Registration *

AssociationsOnline 20242025 to 31032025.pdf 156.81KB

Do you have an approved committee or Board? *

(●) Yes ( ) No

Please upload Committee / Board details and Constitution *

YDAC Constitution 12,01,2023 Final.pdf 617.97KB

Bylaws Committee March2026.pdf 199.86KB

Do you have an ABN? *

(●) Yes ( ) No

ABN Number * [redacted]

If yes, are you registered for GST? *

( ) Yes (●) No

AUTHORISED CONTACT PERSON

Title [redacted]

First Name (?) * [redacted]

Last Name * [redacted]

Email (preferred for correspondence) * [redacted]

Position Held *

Treasurer

Phone Number *

Mobile Phone Number *

Preferred?

[redacted]

Phone Number Mobile Number

The York
& Districts Archery Club (YDAC) would like to thank the Shire of York and
the staff involved in the grant process, for making this opportunity possible.

Pillar 1 - Community and Cultural Vitality

The project focuses on the sport of
bush archery in which the Club provides a safe and inclusive recreational
opportunity for the York and surrounding communities. The club is totally volunteer run by its
members who help in the decision making as well as range maintenance and club shoot
days setting up and taking down of targets.

The York & Districts Archery Club (YDAC) provides "Free Come & Try
Days" for people in the local communities new to the sport of archery. The Club also provides and encourages Social
or Team Building archery lesson opportunities for local businesses to help
sustain good staff rapport and relationships working together in their
business. Monthly beginner lessons are
offered to provide safe training for beginners and those who want to pursue
archery as a community sport to attend. Workshops such as bow maintenance and arrow
repair are provided by knowledgeable volunteer members providing a time where
members help each other and share their knowledge.

The Club presently has two
archery courses in which to enjoy the sport of bush archery, one long course
of 20-22 targets to offer a challenge with diversity and as requested by the
members one shorter 14-16 target course for those members wanting a more
relaxed yet still challenging shoot. YDAC
is a family-friendly club that caters to a wide range of participants and ages
(7 to 90 yrs) that include youth, adults, seniors, veterans and people
overcoming mental health issues .

This club contributes to a healthy and active community by encouraging outdoor
participation (with no internet), social connection and skill development
across all age groups.

Pillar 2 - Future-ready economy

The project will support the club's
ability to host interclub events and attract visitors from surrounding regions,
contributing to local economic activity through accommodation, food and retail
services. For example, in preparation for our annual WA InterClub competitions
many of our foods and materials are bought from local businesses such as
groceries, hardware store and bakery. As
well the participants have time to visit York and buy local at the souvenir
shops and indulge in York's coffee shops, ice cream, lolly shop and restaurants,
thus, supporting local economy and growth. As the Interclub events are a 2 day
weekend event, local short stay accommodations are promoted to the attendees.

YDAC, for the past 3 years, has
participated in the annual York Medieval Fayre to help promote local tourism by
offering a free try in shooting a bow at a safe target. Last year the club had 200+ people, in a safe
environment, have-a-go at archery at YDAC's stall at the Fayre and contributed
as a draw card to the over 3,000 people who attended this very popular festival
contributing to York as a destination for tourism. Another time, YDAC participated in the York
Heritage Festival offering a power point display of historical information on
the sport of archery along with visual pictures of historical timeline and bow
equipment. Many tourists came through that
weekend looking at all the displays and stopping to chat to learn about the
opportunity of sport in the local area.

Additional
funds will support the purchase of a second 3x3 gazebo and additional seating to improve comfort and safety during activities. The gazebo will provide essential shelter from sun and rain, while seating will support participants of all ages, particularly younger and older members who may require rest during longer shoots. These additions will also enhance the delivery of events such as Come & Try days, beginner lessons and group sessions.

Overall,
the project will improve organisation, protect equipment, and reduce the physical demands on volunteers, allowing the club to operate more efficiently and continue delivering quality activities for the community.

What are the outcomes of your project / event? What do you hope to achieve? What impact do you believe it will have on your target sector? *

(Provide as much detail as possible. NOTE: You will be asked to provide evidence of this in your funding acquittal report)

The outcomes of this project
are centered on strengthening the York & Districts Archery Club's ability to provide a safe, inclusive and well-supported recreational environment for its members and the wider community. By improving the storage and transport of equipment through the use of a Box Trailer, along with the addition of shelter, seating and new targets, the club will be better positioned to operate efficiently and sustainably.

A
key outcome will be continued growth in membership and increased participation across all age groups. Improvements in organisation, comfort and accessibility will encourage both new and existing members to engage more regularly in club activities, events and training opportunities. As an example, in the past year the archery attendees in the Club's community activities of Free Come & Try Days and Beginner lessons brought over a 100 participants. Over the past 3 years of Interclub events, archery registration grew from 25 to 45 archers from 5 different clubs. And in three years club membership has grown to 45 members with more families with children participating.

As the club already caters to a
wide range of ages and abilities, from youth to seniors and veterans, these enhancements will further support participation by individuals who may experience physical limitations and/or mental health challenges.

Providing
shelter from sun and rain, along with seating for rest and social interaction, will enhance the overall experience for participants. These additions will encourage greater engagement and help foster a more inclusive, comfortable and welcoming environment.

In
addition, the club is committed to presenting itself as a well-organised and professional community sporting organisation. Many of the current vinyl targets, now over two years old, have become worn and difficult to use due to heavy use. Replacing these with new targets will improve usability, while also enhancing the overall presentation of the range.

The
project will also improve efficiency in the setup and pack-down of equipment
during regular shoots and larger events. Currently, the lack of suitable
storage creates additional time, effort, physical strain on volunteers and wear
and tear on our vehicles. With a dedicated and organised storage and transport
solution, equipment can be managed and transported more effectively, allowing the club to focus
on delivering quality experiences rather than logistical challenges.

Another
important outcome is the reduction in equipment damage and maintenance costs.
Providing a secure, shelved and weather-protected mobile storage unit will
better protect equipment, extend its lifespan, and enable safer and more
efficient transport.

The
impact on the target community will be both practical and social. Participants
will benefit from a safer and more comfortable environment, with improved
opportunities to rest and connect with others. This is particularly important
given the club's diverse membership, including older participants and those
with varying levels of fitness and wellbeing.

Finally,
the project will significantly reduce the workload and stress placed on the
club's core group of volunteers. By updating storage capacity and improving
delivery of equipment operations, the club will be able to continue functioning
effectively as a volunteer-driven organisation, ensuring its care for its
members and the club's long-term viability and ongoing contribution to the York
community.

Please outline how the success of these outcomes will be measured and your project / event deemed successful upon completion *

(NOTE: You will be asked to provide evidence of achieving this in your funding acquittal report)

The success of the project
will be measured through a combination of participation levels, operational
improvements and feedback from members and visitors. Over the 12 months
following completion, the club will monitor membership numbers to assess continued
growth and engagement within the community. Participation at regular club
shoots, "Come & Try" days, Interclub events and local York festivals will
also be tracked to evaluate increased involvement and accessibility.

Operational
improvements will be evident through more efficient setup and pack-down
processes, supported by improved storage and transport of equipment. The
introduction of a dedicated transportable storage unit will remove the need to
transport equipment from members' homes to the range in our vehicles, reducing the time and physical effort
required by volunteers and allowing for smoother coordination of activities. In
addition, the condition of equipment will be monitored, with an expected
reduction in damage and maintenance requirements due to secure,
weather-protected storage.

The club currently operates with a Tradie trailer used to transport 3D animal targets; however, this trailer is at full capacity. Additional equipment, including bows, arrows and other archery gear, is presently stored in members' homes due to the lack of adequate storage space. This arrangement is not sustainable and places additional demands on volunteers to transport and manage equipment for each activity. The proposed additional mobile storage unit will address these limitations by providing a dedicated, secure and organised solution.

The club has a strong volunteer base, with members contributing their time and skills to construct, maintain and operate facilities and activities. This is reflected in the in-kind contributions included in the project, demonstrating a clear commitment to its success.

The York & Districts Archery Club also plays an important role in bringing people together across the region, hosting Interclub events and encouraging participation from neighboring communities. These activities contribute not only to social wellbeing but also to local economic activity through visitor spending.

With the support of the Shire of York, this project will strengthen the club's ability to provide a safe, sustainable and accessible recreational activity for the community, both now and into the future, while continuing to build strong community connections and participation across the region.

Please attach any additional documentation (not requested elsewhere in the form) to support your application.

(e.g. Letters of Support)

GrantApp Signage and full trailor.docx 613.62KB

PUBLIC LIABILITY INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]		Insurance Policy Renewal - 2025.26 TRADITIONAL ARCHERY AUSTRALIA INC_Insurance 2025.pdf 376.6KB	

PERSONAL ACCIDENT (Including Volunteers) INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION

WORKERS COMPENSATION

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION

PERSONAL INDEMNITY

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]		Insurance Policy Renewal - 2025.26 TRADITIONAL ARCHERY AUSTRALIA INC_Insurance 2025.pdf 376.6KB	

OTHER INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	TYPE OF INSURANCE
[redacted]		Insurance Policy Renewal - 2025.26 TRADITIONAL ARCHERY AUSTRALIA INC_Insurance 2025.pdf 376.6KB	Management Liability

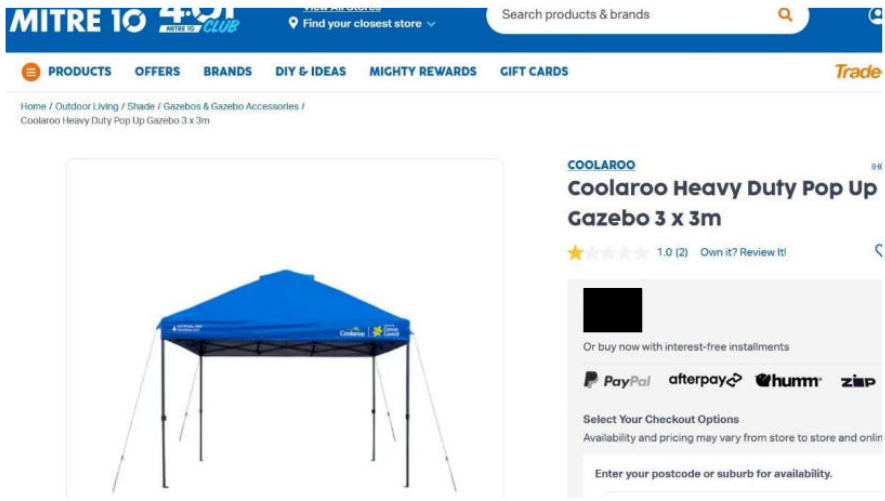
Signage of Shire of York

Our Tradies Trailor is full of 3D foam-rubber targets. No room for the rest of the clubs equipment.

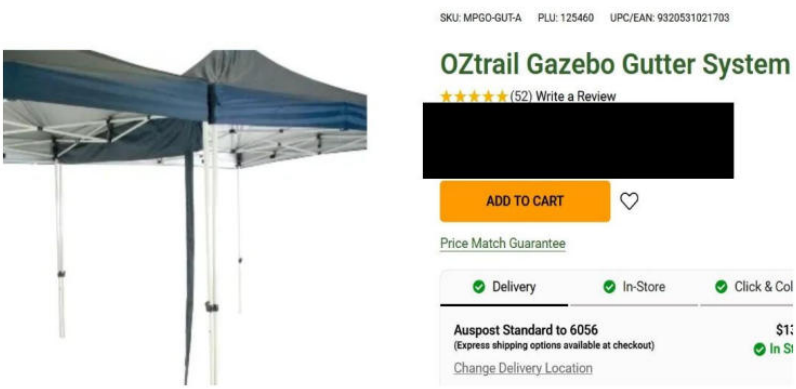
Poster we display at events

Our car full of archery equipment. That's why we need another larger trailer.

Gazebo [redacted]

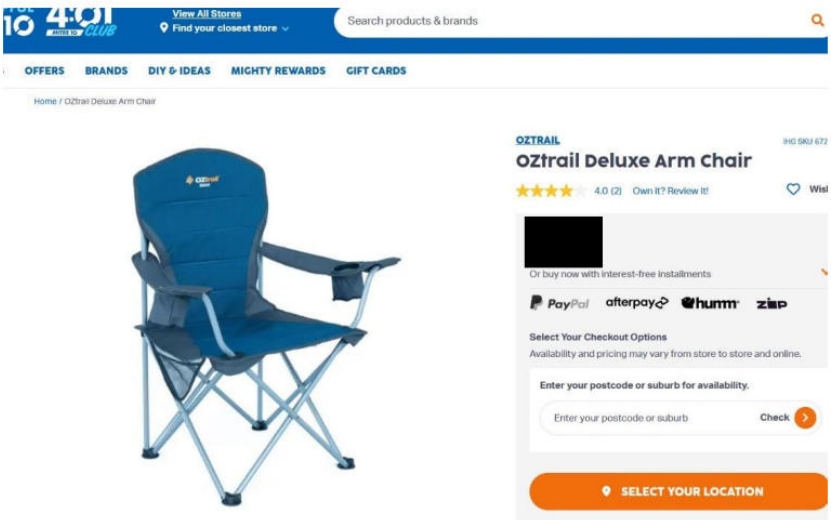


EX GST = [redacted]



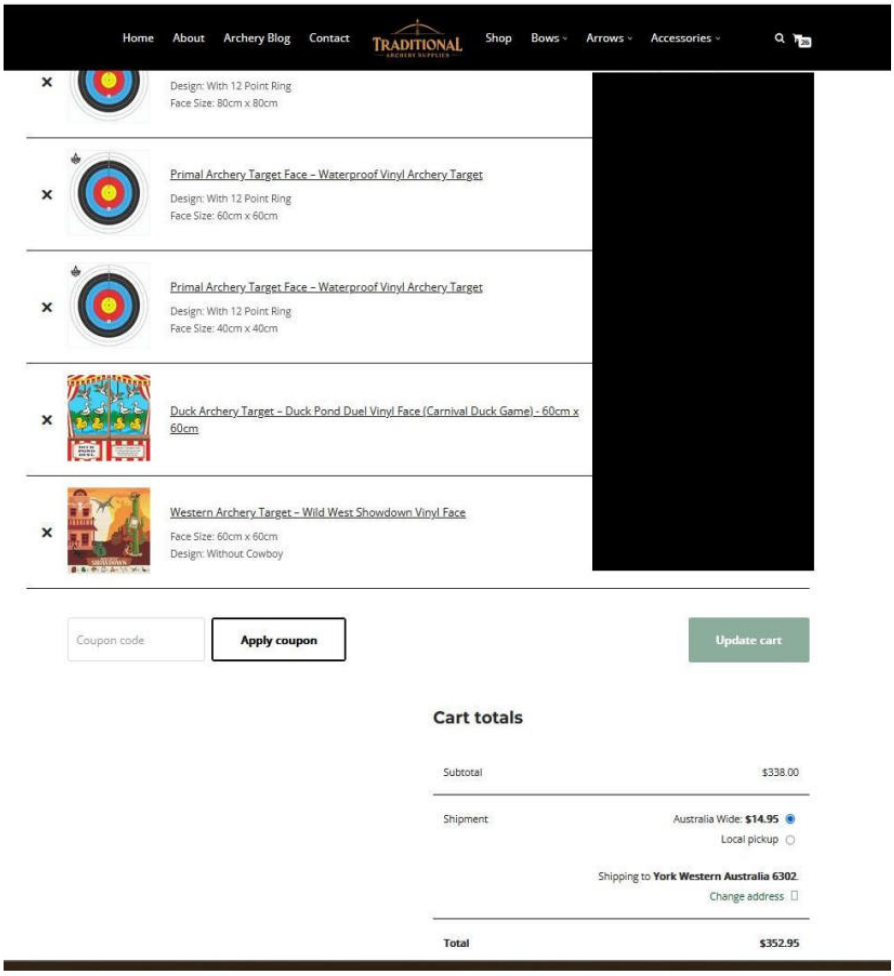
EX GST = [redacted]

4 Folding Chairs = [redacted]



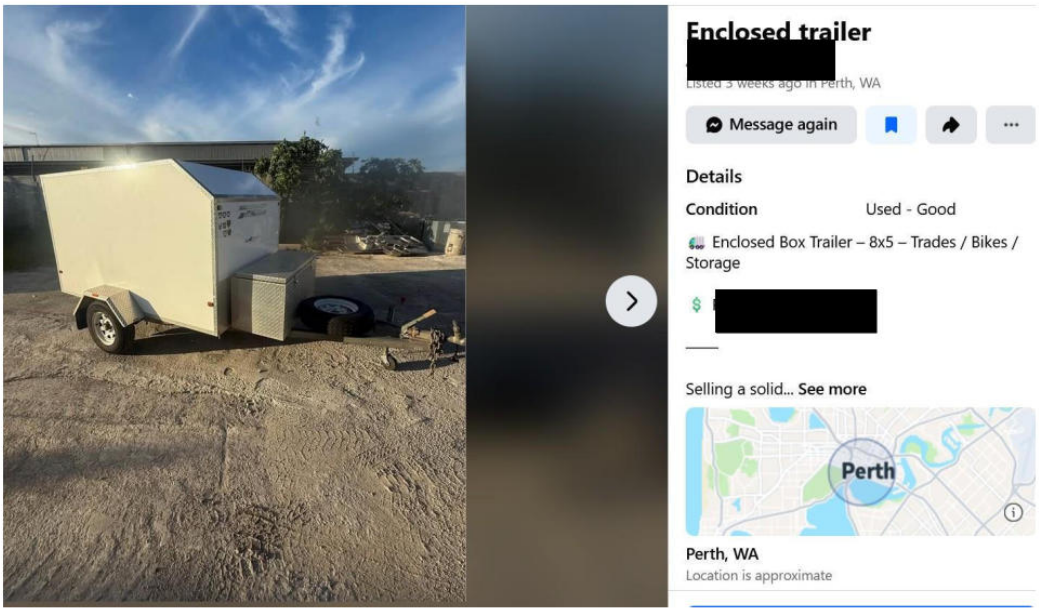
Ex GST = $ [redacted]

Set of Vinyl Targets = [redacted]

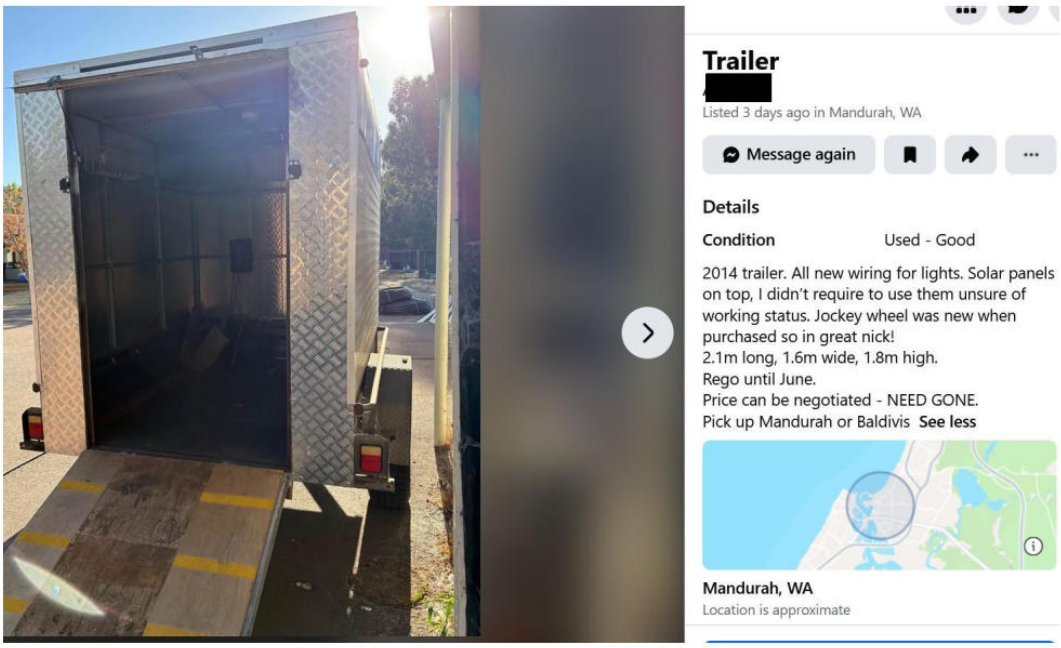


Ex GST = [redacted]

These are 2 examples: Box Trailer = $3900.00 (Ex GST)



Box Trailer = [redacted]



Insurance and Rego estimate = [redacted]

* estimate as different prices.

Plus Fuel to pick up the items = **$** [redacted]

Shire of York Grant Application April 2026			
Description	**Income**	**Expenditure**	
Shire of York Funding Requested Amount	$4,000.00		
Other Funding Amounts			
Applicant Contribution	$1,675.00		
Other Funding Amounts			
Shire of York In-Kind Requested Amount			
Applicant In-Kind Contribution 2 people 40hrsX$25/hr Admin and Trade Work	$1,000.00		
Total	$6,675.00		
			No GST
Box Trailer		$4,000.00	"
Materials for building welding internal shelves, seals and vents		$586.00	"
Rego and Insurance		$283.00	"
Gazebo 3X3		$273.00	
Gazebo Rainwater Gutter		$29.00	"
4 Camping Chairs		$145.00	"
Archery Vinyl Targets		$321.00	"
Fuel to pick up materials		$38.00	
In-Kind Contribution 2 people 40hrsX$25/hr Admin and Trade Work		$1,000.00	"
		$6,675.00	
	Difference	$0.00	

Material Costs for Box Trailer		
Wood	$180.00	
Metal Brakets	$144.00	
Screws	$32.00	
Paint	$64.00	
Glues	$60.00	
Roof Vents	$120.00	
FoamRubber Seals	$45.00	
With GST	$645.00	
No GST	$586.00	

SY055-06/26 REVIEW OF THE DELEGATIONS REGISTER

File Number:	**4.7712**
Author:	**Emma Hannington, Council Support Officer**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**27 June 2023 (140623)** **25 June 2024 (070624)** **24 June 2025 (160625)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Delegations Register Track Change ⇩** **2. Delegations Register Clean Copy ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the 2025/26 review of the Delegations Register to Council for consideration.

BACKGROUND

Delegation is a formal means of empowering one entity to perform functions and duties that are otherwise reserved in legislation for another entity. Delegation is a tool used in government at all levels to enable the efficient and effective delivery of services while ensuring clarity regarding who is permitted to perform specific discretionary functions.

In accordance with Section 5.42 of the *Local Government Act 1995* (the Act), a local government may delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act. In accordance with Section 5.44 of the Act, the CEO may sub delegate to other Officers.

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision-making and is consistent with the Shire's Council Plan and commitment to a strong customer service focus. This includes functions under the Act and Regulations but also covers legislation related to planning, dogs, cats, health, building, bush fire prevention and management, graffiti and food safety.

Sections 5.18 and 5.46 of the Act require that a Delegations Register be maintained and reviewed at least once each financial year. The Delegations Register was last reviewed by Council at its June 2025 meeting for the 2024/25 financial year (160625).

Delegations and the appointment of authorised officers are important mechanisms used by all tiers of government to conduct business effectively and efficiently. Where no delegation exists, a decision on a matter must be made by Council. However, the existence of a delegation does not automatically mean the decision-making authority will be used. There may be circumstances, such as a sensitive issue or for the benefit of public interest and transparency, where a delegate recognises the decision would be best made by Council.

COMMENTS AND DETAILS

The register of delegations consists of:

- Delegations by Council to the Chief Executive Officer under the Act.

- Sub delegations by the Chief Executive Officer to employees under the Act.
- Delegations by Council to the Chief Executive Officer and employees under other Acts.
- Delegations by the Chief Executive Officer to employees under various Acts.
- Delegations by State Government Entities to the Chief Executive Officer and employees under various Acts.

Each delegation provides information on the respective head of power, functions, any conditions imposed, record keeping requirements, and compliance links.

The 2025/26 review of the Shire's Delegated Authority Register has been undertaken against the WALGA standard template as issued to all local governments and the Shire's operating processes.

There are relatively minor changes with only a small number of amendments proposed. A copy of the reviewed Register of Delegated Authority with tracked changes is presented in Appendix 1.

The table below details the proposed changes.

TABLE 1.

DELEGATION	TITLE	PROPOSED CHANGE
1.1.2	Powers of Entry	Adjusted to include additional provisions as set out in the WALGA template. Environmental officer added
1.1.3	Declare Vehicle is Abandoned Vehicle Wreck	Removal of Manager Development Services as a Subdelegate
1.1.4	Confiscated or Uncollected Goods	Wording in Conditions modified to include new delegation.
1.1.5	Disposal of Sick or Injured Animals	Authority to recover expenses removed from this delegation. Manager Development Services removed as a Subdelegate.
1.1.6	Close Thoroughfares to Vehicles	Additional condition added to excluded permanent road closures
1.1.14	Tenders for Goods and Services – accepting and rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	Condition C was added in regard to variations.
1.1.16	Disposing of Property	Additional functions added to improve the delegation
1.1.17	Payments from the Municipal or Trust Funds	Authority to make donations removed as inconsistent with *Local Government (Financial Management) Regulations1996:* r.12(1)(a). This will be included in a future revision of Policy C8 Funding: Grants and Sponsorship. Updated to reflect the new Department of Local Government, Industry Regulation and Safety
1.1.18	Defer, Grant Discounts, Waive or Write Off Debts	Adjusted to include the write-off of small rates balances and Policy F1 and F10.

		A subsequent amendment to Policy F1 will be required.
1.1.19	Power to invest and manage investments	Subdelegates amended to include Manager Finance
1.1.20	Rate Record Amendment	Subdelegates amended to include Manager Finance
1.1.21	Agreement as to Payment of Rates and Service Charges	Amended to include Policy F1 – Revenue Collection and increase sub delegation
1.1.22	Determine Due Date for Rates or Service Charges	Wording was added to the conditions to improve the delegation Subdelegates amended to include EMCCS and Manager Finance
1.1.23	Recovery of Rates or Service Charges	Subdelegates amended to include EMCCS and Manager Finance
1.1.24	Recovery of Rates Debts – Require Lessee to Pay Rent	Include Manager Finance in sub delegation
1.1.27	DAP – Engage Consultant to assist in preparing Responsible Authority Report	New Delegation Added
2.1.1	Grant a Building Permit	Removal of Manager Development Services and Building Surveyor as Subdelegates
2.1.2	Demolition Permits	Removal of Manager Development Services and Building Surveyor as Subdelegates
2.1.3	Occupancy Permits or Building Approval Certificates	Removal of Manager Development Services and Building Surveyor as Subdelegates
2.1.5	Permit Authority (Local Government)	New Delegation Added
2.1.6	Building Orders	Removal of Manager Development Services and Building Surveyor as Subdelegates
2.1.7	Inspection and Copies of Building Records	Removal of Manager Development Services and Building Surveyor as Subdelegates
2.1.8	Referrals and issuing Certificates	Removal of Manager Development Services and Building Surveyor as Subdelegates
2.1.9	Private Pool Barrier – Alternative and Performance Solutions	Removal of Manager Development Services and Building Surveyor as Subdelegates
2.1.10	Smoke Alarms – Alternative Solutions	Removal of Manager Development Services and Building Surveyor as Subdelegates
3.1.2	Prohibited Burning Times - Vary	Replacement of Chief Executive Officer with Shire President with as a Delegate as this function cannot be sub delegated.
3.1.7	Firebreaks	Addition of Function 1.d.

4.1.1	Cat Registrations	Removal of Manager Development Services as a Subdelegate
4.1.2	Cat Control Notices	Removal of Manager Development Services as a Subdelegate
4.1.3	Recovery of Costs - Destruction of Cats	Removal of Manager Development Services as a Subdelegate
4.1.4	Applications to Keep Additional Cats	Removal of Manager Development Services as a Subdelegate
5.1.3	Dispose of or Sell Dogs Liable to be Destroyed	Removal of Manager Development Services as a Subdelegate
5.1.8	Approval to Keep More than Two Dogs	Removal of Manager Development Services as a Subdelegate
6.1.1	Prohibition Orders and Certificates of Clearance	Title renaming to include Certificates of Clearance
8.1.1	Powers of Local Government – Appointment of Deputy	Correction to the year of the Shire of York Health Local Law

It should be noted that Council is unable to make determinations or suggest amendments to the subdelegates contained in the delegations, as these are matters to be determined by the Chief Executive Officer as they relate to employees. However, in the interests of transparency and accountability, the subdelegates have been included in the document presented to Council, and thus the public, for information purposes only.

OPTIONS

Council has the following options:

Option 1: Council could choose not to adopt the reviewed Delegations Register.

Option 2: Council could choose to limit the delegations to the Chief Executive Officer.

Option 3: Council could choose to adopt the reviewed Delegations Register.

Option 3 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team and Designated Officers

WALGA

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

Several delegations are subject to compliance with Council's policy on the matter. This is noted in the Compliance Links section of each Delegation.

Financial

Nil

Legal and Statutory

Sections 5.18 and 5.42 to 5.46 (inclusive) and 9.10 of the Act are applicable and state:

"5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —*

(a) this Act other than those referred to in section 5.43; or

(b) the Planning and Development Act 2005 section 214(2), (3) or (5).

** Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

(a) any power or duty that requires a decision of an absolute majority of the council;

(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;

(c) appointing an auditor;

(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

(e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;

(f) borrowing money on behalf of the local government;

(g) hearing or determining an objection of a kind referred to in section 9.5;

(ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;

(h) any power or duty that requires the approval of the Minister or the Governor;

(i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —

(a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

(b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

(4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) —

***conditions** includes qualifications, limitations or exceptions.*

5.45. Other matters relevant to delegations under this Division

(1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

(a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and

(b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

(2) Nothing in this Division is to be read as preventing —

(a) a local government from performing any of its functions by acting through a person other than the CEO; or

(b) a CEO from performing any of his or her functions by acting through another person.

5.46. Register of, and records relevant to, delegations to CEO and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

9.10. Appointment of authorised persons

(1) In this section —

***law** means any of the following —*

(a) this Act;

(b) the Caravan Parks and Camping Grounds Act 1995;

(c) the Cat Act 2011;

(d) the Cemeteries Act 1986;

(e) the Control of Vehicles (Off-road Areas) Act 1978;

(f) the Dog Act 1976;

(g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);

(h) a written law prescribed for the purposes of this section;

***specified** means specified in the instrument of appointment.*

(2) The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.

(3) An appointment under subsection (2) is subject to any specified conditions or limitations.

(4) The CEO must give to each person appointed under subsection (2) an identity card that —

(a) on the front of the card, sets out —

(i) the name and official insignia of the local government; and

(ii) the name of the person; and

(iii) a recent photograph of the person;

and

(b) on the back of the card, specifies each law to which the person's appointment relates.

*(5) A person appointed under subsection (2) (the **authorised person**) must —*

(a) carry their identity card at all times when performing functions under a specified law; and

(b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.

(6) A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence."

Sections 5.74 to 5.76 of the Act require a designated employee to whom a duty of power has been delegated must complete a Primary Return within three (3) months of their start day and lodge an Annual Return by 31 August each year:

"5.74. Terms used

(1) In this Subdivision, unless the contrary intention appears —

***address** means —*

(a) in relation to a person other than a corporation, the last residential or business address of the person known to the person disclosing the address in a return; or

(b) in relation to a corporation, the address of the registered office or principal place of business of the corporation in the State or, where there is no such office or place, the address of the principal office or place of business of the corporation in the place in which it is incorporated or taken to be registered; or

(c) in relation to any real property, the postal address of the property or the particulars of title of the property;

***annual return** means a return required by section 5.76;*

***corporation** means any body corporate, whether formed or incorporated within or outside the State, and includes any **company** or **foreign company** (as those terms are defined in the Corporations Act 2001 of the Commonwealth) but does not include —*

(a) a body corporate that is incorporated within Australia or an external Territory and is a public authority or an instrumentality or agency of the Crown; or

(b) a corporation sole; or

[(c), (d) deleted]

(e) an association, society, institution or body incorporated, or taken to be incorporated, under the Associations Incorporation Act 2015;

***designated employee** means —*

(a) a CEO; and

(b) an employee, other than the CEO, to whom any power or duty has been delegated under Division 4; and

(c) an employee who is a member of a committee comprising council members and employees; and

(d) an employee nominated by the local government to be a designated employee;

***primary return** means a return required by section 5.75;*

***relative**, in relation to a relevant person, means any of the following —*

(a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;

(b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

***relevant person** means a person who is a council member or a designated employee;*

***return** means a primary or an annual return;*

***return period**, in relation to an annual return required to be lodged by a relevant person in a particular year, means —*

(a) if the last return lodged by the relevant person was a primary return, the period commencing on the day after the start day for the primary return and ending on 30 June in that year; or

(b) if the last return lodged by the relevant person was an annual return, the period of 12 months ending on 30 June in that year;

***start day** means —*

(a) in the case of a council member, the day on which he or she made the declaration referred to in section 2.29; or

(b) in the case of a designated employee, the day on which the person became a designated employee.

(2) A reference in this Subdivision to a disclosure concerning any income, corporation or any other thing (not being real property), includes a reference to a disclosure concerning any income derived, corporation incorporated (or taken to be registered), or other thing arising or received, outside this State.

(3) For the purposes of this Subdivision, loans made, or goods or services supplied, to a relevant person by 2 or more related bodies corporate (as defined in the Corporations Act 2001 of the Commonwealth) are taken to have been made or supplied by a single corporation.

5.75. Primary returns

(1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day.

(2) A CEO must lodge with the mayor or president a primary return in the prescribed form within 3 months of the start day.

(3) This section does not apply to a person who —

(a) has lodged a return within the previous year; or

(b) has, within 3 months of the start day, ceased to be a relevant person.

Penalty: $10 000 or imprisonment for 2 years.

5.76. Annual returns

(1) Each year, a relevant person other than the CEO must lodge with the CEO an annual return in the prescribed form by 31 August of that year.

(2) Each year, a CEO must lodge with the mayor or president an annual return in the prescribed form by 31 August of that year.

Penalty applicable to subsections (1) and (2): $10 000 or imprisonment for 2 years."

Regulations 18G and 19 of the *Local Government (Administration) Regulations 1996* are applicable and state:

"18G. Delegations to CEOs, limits on (Act s. 5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

(a) section 7.12A(2), (3)(a) or (4); and

(b) regulations 18C and 18D.

19. Delegates to keep certain records (Act s. 5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

(a) how the person exercised the power or discharged the duty; and

(b) when the person exercised the power or discharged the duty; and

(c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty."

Risk Related

A local government is required to review its register of delegations at least once every financial year. The last review was undertaken in June 2025. Council is therefore required to adopt the reviewed delegations prior to 30 June 2026 to ensure compliance. This report mitigates that risk.

An appropriate framework of delegations:

1. Ensures accountability
2. Adequately manages risk
3. Increases efficiency and effectiveness of processes and practices
4. Ensures decisions are implemented
5. Complies with relevant legislation, policies and guidelines

Workforce

Designated employees who have been delegated authority are required to complete a Primary Return within three (3) months of their start day and an Annual Return prior to 31 August each year.

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

VOTING REQUIREMENTS

Absolute Majority: Yes

The Officer's recommendation was moved amended as shown below.

RESOLUTION
140626

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

That, with regard to the Review of the Delegations Register, Council:

1. **Notes the last review of its Delegations Register, in accordance with Section 5.46(2) of the Local Government Act 1995, was conducted in ~~June 2024 for the 2023/24~~ June 2025 for the 2024/25 financial year.**
2. **Adopts the amended Delegations Register, as presented in Appendix 1.**
3. **Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the Delegations Register prior to publication.**

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

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

Shire of York
Register of Delegated Authority

Reviewed 23~~5~~ June 2026~~4~~

REVIEW

Reviewed by	Date approved	References
Council	27 Nov 2017	Reviewed
Council	17 Dec 2018	Reviewed
Council	25 Nov 2019	Reviewed
Council	22 Dec 2020	Reviewed
Council	21 Dec 2021	Reviewed
Council	27 Jun 2023	Reviewed - Resolution #140623
Council	25 Jun 2024	Reviewed - Council Resolution #070624
Council	23 Jun 2026	Reviewed - Council Resolution TBA

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INTRODUCTION

Introduction

Delegations and the appointment of authorised persons are used to perform the functions prescribed in legislation.

The application of these powers permits the efficient, effective and timely delivery of services in accordance with legislation that is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

Delegation is a formal means of empowering one entity to perform functions and duties that are otherwise reserved in legislation for another entity. Delegation is a tool used in government at all levels to enable the efficient and effective delivery of services while ensuring clarity regarding who is permitted to perform specific discretionary functions.

Local government exercises many of its functions through a combination of delegated powers and authorisations. This includes functions under the *Local Government Act 1995* (the Act) and Regulations but also legislation related to planning, dogs, cats, health, building, bush fire prevention and management and food safety.

Definitions

The terms used throughout this register are defined below:

"***Authorisations***": the written form that conveys an authorisation to an Authorised person.

"***Conditions***": a description of when the delegation/ authorisation can / cannot be used or the time frame for which the delegation/ authorisation is valid.
"***Delegate***": the person (named by position title or office) or entity 'appointed' by the delegator, to act in place of the delegator for the purpose of exercising an express power or duty.

"***Delegation***": the process, prescribed in legislation, for assigning authority to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the Delegate).

"***Delegator***": the person (named by position title or office) or entity in which the written law vests an Express Power or Duty whom delegates that Express Power or Duty.

"***Express Power or Duty***": a power or duty written (expressly) in legislation.

"***Express Power to Delegate***": a power (procedure) written (expressly) in legislation that enables the devolution of an Express Power or Duty from a Delegator to a Delegate.

"***Head of Power***": the legislation, which contains an express power to delegate and/or an express power or duty.

"***Instrument of Delegation***": the written form of a delegation. Legislation requires delegation be provided in writing. The instrument of delegation communicates the delegation from the Delegator to the Delegate.

"***Subdelegate***": the person (named by position or title or office) or entity to which a Delegate has sub-delegated a power or duty, which has been delegated to that Delegate by the Delegator.

Foundation for Delegation

Section 59 of the *Interpretation Act 1984* prescribes the framework for how delegated authority must be structured in Western Australian law:

1. The written law (Head of Power) must include an Express Power to Delegate, which specifically enables a person (the Delegator) to make a delegation.
2. In that same written law, there must be an Express Power or Duty conferred or imposed on the Delegator and it must be capable of being delegated. This means that the power or duty proposed for delegation must be written in the same law as the Express Power to Delegate; and that written law must not prohibit the power or Duty from being delegated or contain limitations or conditions, which the proposed delegation exceeds.
3. The power to delegate cannot be delegated.
4. Delegations must be in writing (the instrument of delegation).
5. Delegations must be advised to the Delegate in writing.

The requirements for delegation prescribed in the *Interpretation Act 1984*, apply to all delegations under Western Australian Law, including the Act and all other Acts under which local government has duties and powers.

Review of Delegations

Section 5.46 of the Act requires that a review of the delegations made under the Act occurs at least once every financial year. In line with good governance principles, it is important that delegations are reviewed regularly to ensure currency. The Shire reviews this register in accordance with those requirements.

Standard Conditions on Delegations

In accordance with Section 5.71 of the Act and the Shire of York's Code of Conduct, if an employee has been delegated a power or duty relating to a matter in which the employee has an interest, that employee must not exercise the power or discharge the duty and must, in the case of the CEO, disclose to the Shire President the nature of the interest, and in the case of any other employee, must disclose to the CEO the nature of the interest. The Act contains severe penalties for failure to comply.

Any delegation exercised shall comply with any laws and regulations in force, and the requirements of any Shire of York local laws, policies and resolutions of Council.

Record of Actions and Decisions

If a person is exercising a power or duty that has been delegated under the Act, Section 5.46(3) of the Act requires that records be kept whenever the delegated authority is utilised. Regulation 19 of the *Local Government (Administration) Regulations 1996* prescribes the information required to be recorded, being:

1. How the person exercised the power or discharged the duty;
2. When the person exercised the power or discharged the duty; and
3. The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The register details the recording and record keeping requirements associated with each delegation and is reported to Council at the Concept Forum. It is important that the details of the person who exercised the delegation are recorded in the register. Only officers who are delegated authority can be make discretionary decisions under delegation.

Primary and Annual Returns

In accordance with Sections 5.75 and 5.76 of the Act, the delegation of a power or duty to an employee under the Act or Section 214 of the *Planning and Development Act 2005* triggers the requirement to make disclosures in primary and annual returns. An employee to whom a duty or power is delegated under the Act is considered a 'designated employee' under Section 5.74(1) of the Act.

The Act contains severe penalties (a fine of $10,000 or two years imprisonment) for failure to comply with this requirement. It is the responsibility of each individual employee to ensure compliance.

The Shire of York utilises the Attain compliance platform to manage its Return process and in accordance with Section 5.96A of the Act and Regulation 29C of the *Local Government (Administration) Regulations 1996*, produces and publishes on its website a report annually detailing the Returns made in the last financial year.

Matters which cannot be Delegated

Under Section 5.43 of the Act the following powers cannot be delegated by Council to the CEO:

1. Any power or duty that requires a decision of an absolute majority or special (75%) majority of the local government;
2. Accepting a tender which exceeds an amount determined by the local government;
3. Appointing an auditor;
4. Acquiring or disposing of any property value at an amount determined by the local government;
5. Any of the local government's powers under Section 5.98, 5.98A, 5.99, 5.99A and 5.100 of the Act;
6. Borrowing money on behalf of the local government;
7. Hearing or determining an objection of a kind referred to in Section 9.5;
8. The power under Section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
9. Any power or duty that requires the approval of the Minister or Governor; or
10. Such other duties or powers that may be prescribed by the Act.

Furthermore, the following Regulations prescribe powers and duties which cannot be delegated to the CEO:

1. Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under Sections 7.12A2, 7.12A(3)(a) and 7.12A(4) of the Act (relating to meetings with auditors) and Regulations 18C and 18D (relating to the selection and appointment of CEO's and reviews of their performance).
2. Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

Delegation by the Chief Executive Officer to an Employee

Section 5.44(1) of the Act allows for the CEO to delegate any of the powers to another employee other than the power of delegation. This must be done in writing as per Section 5.44(2). The Act also allows for the CEO to place conditions on any delegations under Section 5.44(4).

There is no power for a person other than the CEO to delegate a power as stated in Section 5.44(1) of the Act.

Officers must refer to relevant legislation prior to making any decisions under delegated authority.

Acting Through another person

The Act recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. Section 5.45(2) of the Act states:

"(2) Nothing in this Division is to be read as preventing —
(a) a local government from performing any of its functions by acting through a person other than the CEO; or
(b) a CEO from performing any of his or her functions by acting through another person."

The key difference between a delegation and "acting through" is that a delegate exercises the decision-making function in his or her own right. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to "act through" another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

Using Delegations to make decisions

Before using a delegated authority, a delegate must familiarise themselves with the legislative framework that informs the decisions they will make under the Delegation. Care should be taken to understand the legislative process, conditions and limitations relevant to the statutory power or duty. The delegate must also consider and apply policy, procedures or standards that are relevant to the decisions they are empowered to make and also ensure that they comprehensively understand the legal framework that informs their decision making.

Conflicts of Interest

A conflict of interest arises where a personal interest is in conflict with the public interest. In accordance with Sections 5.70 and 5.71 of the Act, delegates must disclose any conflict of interest relating to advice or reports, or interests relating to delegated functions. An interest may require them to be removed from the decision-making process.

A Delegate may refer the decision making back to the Delegator, where they consider there is a risk or sensitivity, which makes it more appropriate for the Delegator to make that decision.

The Shire's Code of Conduct sets out the requirement for employees to immediately disclose interests that could be in conflict, or could be perceived to be in conflict with the performance of their public duties.

The Act contains severe penalties (a fine of $10,000 or two years imprisonment) for failure to comply with this requirement. It is the responsibility of each individual employee to ensure compliance.

DELEGATIONS

01 Local Government Act 1995 Delegations

Local Government Act 1995

01.1 Council to CEO

Delegation	**1.1.1 Compensation - Damage Incurred when Performing Executive Functions**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated** **Function**	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Local Government Act 1995:* s.3.22(1) Compensation s.3.23 Arbitration 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates **Conditions** **Express power to subdelegate** **Subdelegates** **Subdelegate conditions** **Statutory framework**	CEO a. Delegation is limited to settlements which do not exceed a material value of $5,000. Settlements over that value are to be presented to Council. *Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees Nil Not applicable Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted **Adoption references**	27 June 2023 Resolution #140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section changed to improve clarity.	---

Delegation	**1.1.2 Powers of Entry**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.28 When this Subdivision applies s.3.31 General procedure for entering property s.3.32 Notice of entry s.3.33 Entry under warrant
Function	1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s.3.28]. ~~1.~~2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)] ~~2.~~3. Authority to give notice of entry [s.3.32]. ~~3.~~4. Authority to seek and execute an entry under warrant [s.3.33]. ~~4.~~5. Authority to execute entry in an emergency, using such force as is reasonable
Delegates	CEO
Conditions	a. Delegated authority under s.3.34(1) and (3) may only be used where there is imminent or substantial risk to public safety or property.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services Ranger Environmental Health Officer
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Local Government Act 1995:* s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry. s.3.34(2) Entry in an emergency
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended – Replaces DE1.18	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Adjusted to include additional provisions as set out in the WALGA template.	

Delegation	**1.1.3 Declare Vehicle is Abandoned Vehicle Wreck**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.40A(4) Abandoned vehicle wreck may be taken
Function	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.4 Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ Ranger
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* Part 3, Division 3, Subdivision 3.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE1.10	Resolution # 140623
25 Jun 2024	Amended delegation	Correction to Conditions to refer to Delegation 1.1.4. Addition of Manager Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services as a sub-delegate	

Delegation	**1.1.4 Confiscated or Uncollected Goods**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or s.3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]. 4. The period after which gods may be sold or otherwise disposed of under subsection (2b) is: a. For perishable goods – 3 days. b. For animals – 7 days. c. For prescribed non-perishable goods – one month. d. For other non-perishable goods – 2 months.
Delegates	CEO
Conditions	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with r.30 of the *Local Government (Functions and General) Regulations 1996,* be disposed of by any means considered to provide best value, provided the process is transparent and accountable. ~~a.~~b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). ~~b.~~c. The Delegation can only be used where a record is retained which evidences the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended – Replaces DE1.11, DE1.12 and DE1.13	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Wording in Conditions modified to include new reference to vehicles.	

Delegation	**1.1.5 Disposal of Sick or Injured Animals**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. ~~2. Authority to recover expenses incurred for removing, impounding, and disposing of~~
Delegates	CEO
Conditions	Delegation only to be used where a record is retained which evidences the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ Ranger
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* Part 3, Division 3, Subdivision 3 s.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended – Replaces DE1.14	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Authority to recover expenses removed from this delegation. Manager Development Services removed as a sub-delegate.	

Delegation	**1.1.6 Close Thoroughfares to Vehicles**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: a. Give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and b. Consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which s.3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or
Delegates	CEO
Conditions	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only). ~~b.~~c. Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with Land Administration Act 1987, s.58. ~~c.~~d. Where the closure is required for the conduct of an event, the requirement of the Road Traffic (Events on Roads) Regulations 1991 will be applied. ~~d.~~e. Reasons where the Chief Executive Officer would determine an application for the temporary closure of a thoroughfare, include but are not limited to the following: i. In cases of emergency. ii. Where in the opinion of the Chief Executive Officer that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally. iii. For the conduct of an Event in accordance with the Road Traffic (Events on
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services

Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*: Part 3, Division 3, Subdivision 3 *Road Traffic (Events on Roads) Regulations 1991* *Local Government (Uniform Local Provisions) Regulations 1996* *Thoroughfares Local Law* *Local Government Property Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
24 Oct 2016	Amended delegation	Reviewed – 24 October 2016 – Replaced DE24 in part	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
21 Dec 2021	New delegation	New – 21 December 2021 - replaces DE1.1, DE1.2, DE1.3 and DE1.4	---
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Additional condition added to excluded permanent road closures	

Delegation	**1.1.7 Obstruction of Footpaths and Thoroughfares**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. Prevent damage to the footpath; or b. Prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* Penalties under the *Uniform Local Provisions Regulations* are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* *Road Traffic (Events on Roads) Regulations 1991* *Thoroughfares Local Law* *Local Government Property Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate** **Express power or duty delegated**	**1.1.8 Gates Across Public Thoroughfares** 01 Local Government Act 1995 Delegations Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Local Government (Uniform Local Provisions) Regulations 1996:* r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9 (6)].
Delegates **Conditions** **Express power to subdelegate** **Subdelegates**	CEO a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* b. Each approval provided must be recorded in the Shire of York's statutory Register of Gates in accordance with ULP r.8. *Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Policy	Policy G28 – Gates Across Road Reserves
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.

Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate** **Express power or duty delegated**	**1.1.9 Public Thoroughfare - Dangerous Excavations** 01 Local Government Act 1995 Delegations Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Local Government (Uniform Local Provisions) Regulations 1996:* r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function **Delegates**	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)]. CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates **Subdelegate conditions**	Nil Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.10 Crossing - Construction, Repair and Removal**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the local government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* b. Maintenance and upkeep of the crossing to a safe and useable standard is the responsibility of the property owner.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* *Thoroughfares Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - replaces DE4-2	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.11 Private Works on, over or under Public Places**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* r.17 Private works on, over, or under public places – Sch.9.1 cl.
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
18 Apr 2016	New delegation	Adopted – 18 April 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
17 Dec 2017	Amended delegation	Amended 17 December 2018	---
27 Jun 2023	Amended delegation	Amended - Replaces DE4-1	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.12 Expressions of Interest for Goods and Services**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer r.24 Person expressing interest to be notified of outcome
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23 & r24].
Delegates	CEO
Conditions	a. A determination to call for Expressions of Interest may only occur where the procurement or disposal is identified in Annual Budget allocations.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, except the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures.
Policy	*Policy F2 - Procurement* *Policy F9 - Panels of Pre-Qualified Suppliers* *WALGA Procurement Toolkit*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Documentation to be recorded in the relevant EOI File.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE5-4	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.13 Tenders for Goods and Services - Call Tenders**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14 (5)].
Delegates	CEO
Conditions	a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: i. The proposed goods or services are required to fulfil a routine contract related to the day to day operations of the local government; or ii. A current supply contract expiry is imminent; and iii. The value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy **Record keeping**	*WALGA Subscription Service – Procurement Toolkit* *Policy F2 Procurement* Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Entry into the Tender Register in accordance with r.17 *Local Government (Functions and General) Regulations 1996.* Documentation is to be recorded in the relevant Tender File.
Date adopted **Adoption references**	27 June 2023 Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE5-5	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.14 Tenders for Goods and Services - Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: a. The extent to which each tender satisfies the criteria for deciding which tender to accept; and b. To accept the tender that is most advantageous within the $250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of $100,000 whichever is the lesser value [F&G r.21A(a)]. 9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Delegates	CEO

Conditions	a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised –consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The total consideration under the resulting contract is $250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). ~~c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.~~ c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. Conditions on the original delegation also apply to the sub-delegations, except the power of sub-delegation. c. The performance of sub-delegation under Function 8 only applies to lump sum contracts and is to align with the authorised limits contained in financial delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	*WALGA Subscription Service – Procurement Toolkit* *F2 Procurement Policy*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
28 Mar 2023	New delegation	Adopted – 28 March 2023	Resolution 420323
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.15 Panels of Pre-Qualified Suppliers for Goods and Services**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Functions and General) Regulation 1996:* r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function	1. Authority to determine that a there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular
Delegates	CEO
Conditions	a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is $250,000 or less and the expense is included in the adopted Annual Budget.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	*WALGA Subscription Service – Procurement Toolkit* *Policy F2 - Procurement* *Policy F9 – Panels of Pre-Qualified Suppliers*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted **Adoption references** **Last reviewed**	27 June 2023 Resolution# 140623 23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.16 Disposing of Property**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.58(2) & (3) Disposing of Property
Function	1. Authority to dispose of property to: a. The highest bidder at public auction [s.3.58(2)(a)]. b. The person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Delegates	CEO
Conditions	a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of $50,000 or less. c. When determining the method of disposal: i. Where a public auction is determined as the method of disposal: • Reserve price has been set by independent valuation. • Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. ii. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. iii. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: • Negotiate the sale of the property up to a -10% variance on the valuation; and • Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. d. Where the market value of the property is determined as being less than $20,000 (F&G r.30(3) excluded disposal) may be undertaken: i. Without reference to Council for resolution; and ii. In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then,
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Sub-delegation is capped to a value of $5,000 per individual item being disposed of.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – s.3.58 Disposal of Property *Local Government (Functions and General) Regulations 1995* – r.30 Dispositions of property excluded from Act s. 3.58
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Replaces DE1.15 and DE1.16	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
2 June 2026	Amended Delegation	Additional functions added to improve the delegation	

Delegation	**1.1.17 Payments from the Municipal or Trust Funds**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Financial Management) Regulations1996:* r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	CEO
Conditions	a. Authority to make payments is subject to annual budget limitations. ~~b. Authority to make a donation of cash or services to a maximum value of $1,000 per entity per financial year. The entity must be an incorporated body, or a registered charity.~~ ~~c.~~b. Access to electronic funds transfer software, passwords and encryption information is to be restricted to the CEO, Executive Manager Corporate & Community Services, Executive Manager Infrastructure & Development Services and the Finance Manager.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services Manager Finance
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5, and Policy F5 – Authority to Make Payments from the Trust and Municipal Funds. c. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or an Executive Manager.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. *Local Government (Audit) Regulations 1996*
Policy	Department of Local Government, ~~Sport and Cultural Industries~~Industry Regulation and Safety *Operational Guideline No.11 – Use of Corporate Credit Cards* Department of Local Government, ~~Sport and Cultural Industries~~Industry Regulation and Safety Accounting Guideliens and Circulars~~*Accounting Manual*~~ *Policy F2 - Procurement* *Policy F5 – Authority to Make Payments from the Trust and Municipal Funds*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Each payment from the municipal or trust funds is to be noted on a list complied for each month which is to be presented to the next Ordinary Meeting of Council.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
18 Apr 2016	New delegation	Adopted 18 April 2016 to replace DE1	---
24 Oct 2016	Amended delegation	Amended – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-1	Resolution # 140623
25 Jun 2024	Amended delegation	Additional Condition relating to donations. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Authority to make donations removed as inconsistent with *Local Government (Financial Management) Regulations 1996:* r.12(1)(a). This will be included in a future revision of Policy C8 Funding: Grants and Sponsorship. Updated to reflect the new Department of Local Government, Industry Regulation and Safety	

Delegation	**1.1.18 Defer, Grant Discounts, Waive or Write Off Debts**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the Shire of York [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of York [s.6.12(1)(b)].
Delegates	CEO
Conditions	a. A debt, other than a debt relating to a rate or service charge, may only be waived where the dollar amount does not exceed $1,000 per debtor. b. A debt relating to interest accrued on a rate or service charge may only be written off where the dollar value does not exceed $400 (suspension and/or write off) per property per annum in accordance with Policy F10 Financial Hardship: Rates and Charges. c. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of York, or where the value of the debt makes recovery attempts uneconomical. d. Write off of debts greater than these values must be referred to Council for a decision. e. An application for fee waiver or concession may only be granted where the applicant completes a Request for Fee Waiver Application Form, and the amount is less than $1,000. This includes, but is not limited to such things as: venue hire, bus hire, chair
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: • 1.1.21 Agreement as to Payment of Rates and Service Charges • 1.1.23 Recovery of Rates and Service Charges • 1.1.24 Recovery of Rates Debts – Require Lessee to Pay Rent
Policy	*Policy F10 – Financial Hardship – Rates & Charges*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Where the write off relates to rates, relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus. In accordance with r.42 of the Local Government (Financial Management) Regulations 1996, the total amount of money written off is to be reported in the Annual Report.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
21 Dec 2012	New delegation	NEW 21 December 2021 Replaces DE3.4, DE3.7 & DE3.12	---
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Adjusted to include the write off of small rates balances, and Policy F1 and F10. A subsequent amendment to Policy F1 will be required.	

Delegation	**1.1.19 Power to Invest and Manage Investments**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996:* r.19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	CEO
Conditions	a. All investment activity must comply with the Financial Management r.19C and Policy F4 - Investment. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be presented to the next Ordinary Meeting of Council. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. A decision to invest must be jointly confirmed by two Delegates, one of whom is the Chief Executive Officer.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Financial Management) Regulations 1996* – refer r.19C Investment of money, restrictions on (Acts.6.14(2)a))
Policy	*Policy F4 - Investment*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	235 June 20264

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE3-2	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
2 June 2026	Amended delegation	Sub delegates amended to include Manager Finance	

Delegation **Head of power** **Delegator** **Express power to delegate** **Express power or duty delegated**	**1.1.20 Rate Record Amendment** 01 Local Government Act 1995 Delegations Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Local Government Act 1995:* s.6.39(2)(b) Rate record
Function	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Decisions under this delegation may be referred for review by the State Administration
Policy	*Policy F8 – Rates Exemptions for Charitable Purposes.*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted **Adoption references** **Last reviewed**	27 June 2023 Resolution# 140623 23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Sub delegates amended to include Manager Finance	

Delegation	**1.1.21 Agreement as to Payment of Rates and Service Charges**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.49 Agreement as to payment of rates and service charges
Function	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	CEO
Conditions	a. Decisions under this delegation must comply with Policy F1 – Revenue Collection and F10 – Financial Hardship – Rates and Charges. b. Agreements must be in writing and, subject to the policy F1 – Revenue Collection and Policy F10 – Financial Hardship – Rates and Charges, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Nil~~ Nil
Subdelegate conditions	Not applicable~~ – same as CEO~~
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	*Policy F1 – Revenue Collection* *Policy F10 – Financial Hardship – Rates and Charges*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain) i*n accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-3	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.22 Determine Due Date for Rates or Service Charges**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.50 Rates or service charges due and payable
Function	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of York [s.6.50].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 June 2026	Amended delegation	Wording was added to the conditions to improve the delegation	

		Sub delegates amended to include EMCCS and Manager Finance	

Delegation	**1.1.23 Recovery of Rates or Service Charges**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears
Delegates	CEO
Conditions	Decisions under this delegation must comply with Policies F1 – Revenue Collection and F10 – Financial Hardship – Rates and Charges.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Rates & Charges (Rebates & Deferments) Act 1992* *Valuation of Land Act 1978* *Fire & Emergency Services Act 1998*
Policy	*Policy F1 – Revenue Collection* *Policy F10 – Financial Hardship – Rates & Charges*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-8	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
2 June 2026	Amended delegation	Sub delegates amended to include Manager Finance	

Delegation	**1.1.24 Recovery of Rates Debts - Require Lessee to Pay Rent**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.60 Local Government may require lessee to pay rent
Function	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of York [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	CEO
Conditions	a. Decisions under this delegation must comply with Policy F10 – Financial Hardship – Rates and Charges.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. The sub-delegation does not include Function 2, this Function must be determined by the Chief Executive Officer.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – refer s.6.61 and s.6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. *Rates & Charges (Rebates & Deferments) Act 1992* *Valuation of Land Act 1978* *Fire & Emergency Services Act 1998*
Policy	*Policy F10 – Financial Hardship – Rates and Charges*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-9	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
2 Jun 2026	Amended delegation	Include Manager Finance in sub delegation	

Delegation	**1.1.25 Rate Record - Objections**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.76 Grounds of objection
Function	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	a. An extension is not to be granted for a period exceeding six weeks.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Decisions under this delegation may be referred for review by the State Administration
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	DE3-5 Adopted 18 April 2016; DE3-6 New 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-5 and DE3-6	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.26 Appoint persons to receive and withdrawal of complaints**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Model Code of Conduct) Regulations 2021:* r.11(3) Complaint about alleged breach
Function	1. Authority to appoint one (1) or more persons for the purpose of receiving and withdrawals of complaints in accordance with the *Local Government (Model Code of Conduct) Regulations 2021* [r.11(3)]. 2. Authority to approve the complaint form and any future amendments to the form [r.11 (2)(a)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policy E1 Code of Conduct: Council Members, Committee Members & Candidates Policy E11 Council Code of Conduct Division 3 Complaint Handling Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	22 August 2023
Adoption references	Resolution # 060823
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
23 Aug 2022	New delegation	NEW	Resolution # 150822
22 Aug 2023	Amended delegation	Aligned with WALGA template, missed in initial adoption of reviewed Delegations Register hence re-presented to Council for adoption	Resolution # 060823
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.27 DAP – Engage Consultant to assist in preparing Responsible Authority Report**
Head of power	01 Local Government Act 1995 Delegations ~~s.5.44 CEO may delegate some powers and duties to other employees~~
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated **Function**	*Local Government (Development Assessment Panels) Regulations 2025:* Reg. 5(2)(b) Performance of relevant DAP function Authority to engage a person who is not an employee of the local government, and who the delegate believes to be suitably qualified, to assist in the preparation of a responsible authority report [r.5(2)(b)].
Delegates **Conditions**	CEO a. Must comply with the adopted Policy F2 - ~~Purchasing Policy~~Procurement and the threshold for incurring liabilities applicable to the delegate's position title. b. ~~<<The CEO decides the conditions / limitations that apply when using delegated powers or duties>>~~
Express power to subdelegate	Nil
Subdelegates	~~Nil~~ Executive Manager Infrastructure and Development Services

Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policy E1 Code of Conduct: Council Members, Committee Members & Candidates Policy E11 Council Code of Conduct Division 3 Complaint Handling Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	22 August 2023
Adoption references	Resolution # 060823
Last reviewed	23 June 2026

01.2 Local Law Delegations to the CEO

Delegation	**1.2.1 Issuing of Licences, Approvals & Permits - Local Laws**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Shire of York Local Laws*
Function	The authority to determine applications for the issue and/or renewal of licenses and permits that are provided for in Council's Local Laws.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with r.11 and r.17 of the *Local Government (Uniform Local Provisions) Regulations 1996.* Crossing permits are approved under r.12 and r.13 of the *Local Government (Uniform Local Provisions) Regulations 1996.* *Council's Local Laws*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

02 Building Act 2011 Delegations

Building Act 2011 Delegations

02.1 Council to CEO

Delegation	**2.1.1 Grant a Building Permit**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated**	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government *Building Act 2011:* s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. a. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] b. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates **Subdelegate conditions**	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ ~~Building Surveyor~~ Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	*Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor *Building Regulations 2012* – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation	**2.1.2 Demolition Permits**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which pearmit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. a. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] b. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ ~~Building Surveyor~~
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	*Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit *Building Services (Complaint Resolution and Administration) Act 2011* Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references **Last reviewed**	Resolution# 140623 23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation	**2.1.3 Occupancy Permits or Building Approval Certificates**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration *Building Regulations 2012:* r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ ~~Building Surveyor~~
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Building Act 2011* s.59 Time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT *Building Services (Complaint Resolution and Administration) Act 2011* – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.

Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	23 Jun 2026

Delegation **Head of power** **Delegator** **Express power to delegate**	**2.1.4 Designate Employees as Authorised Persons** 02 Building Act 2011 Delegations Local Government *Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
Function	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. NOTE: An *authorised person* for the purposes of s.96(3) and s.99(3) is not an *approved officer* or *authorised officer* for the purposes of r.70 of the *Building Regulations 2012.*
Delegates **Conditions**	CEO Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012.*
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	*Building Act 2011:* s.97 Each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
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Date adopted	27 June 2023
Adoption references	Resolution# 140623

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	—

Delegation	**2.1.6 Building Orders**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.88 Finishes of walls close to boundaries s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed Building Order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a Building Order [s.117]. 4. If there is non-compliance with a Building Order, authority to cause an authorised person to: a. Take any action specified in the order; or b. Commence or complete any work specified in the order; or c. Of any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to s.110 of the Building Act 2011. 7. Authority to, for the purpose of imposing a condition under s.27 or making a building order, specify the way in which an outward facing side of a particular close wall must be finished if — a. there are no regulations as mentioned in subsection (2) that apply to the wall; and b. the finish for the outward facing side of the wall is not set out in the plans and specifications that were specified in the applicable certificate of design
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ ~~Building Surveyor~~

Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. The sub-delegation does not include performing Functions 5 and 6. These can only be undertaken by authority of the Chief Executive Officer.
Statutory framework	*Building Act 2011:* s.88 Finishes of walls close to boundaries s.111 Notice of proposed building order other than building order (emergency) s.112 Content of building order s.113 Limitation on effect of building order s.114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation **Head of power** **Delegator** **Express power to delegate**	**2.1.7 Inspection and Copies of Building Records** 02 Building Act 2011 Delegations Local Government *Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.131(2) Inspection, copies of building records
Function	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ ~~Building Surveyor~~
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. This delegation can only be exercised where the landowner has signed the application form (excluding requests from State agencies).
Statutory framework	*Building Act 2011* - s.146 Confidentiality *Freedom of Information Act 1992* *State Records Act 2000*
Policy	Policy O8 – Employee Code of Conduct
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted **Adoption references**	27 June 2023 Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation **Head of power** **Delegator** **Express power to delegate**	**2.1.8 Referrals and Issuing Certificates** 02 Building Act 2011 Delegations Local Government *Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of York's District [s.145A(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ ~~Building Surveyor~~
Subdelegate conditions **Statutory framework**	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. *Building Act 2011* *Building Regulations 2012*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation	**2.1.9 Private Pool Barrier - Alternative and Performance Solutions**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.51 Approvals by permit authority
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner/occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ ~~Building Surveyor~~
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Any variation request is to be discussed with the Chief Executive Officer prior to approval, with evidence being retained on the property file.
Statutory framework	*Building Act 2011* *Building Regulations 2012* Swimming Pool provisions – AS1926.1 Standards (as amended)
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023

Adoption references	Resolution# 140623

Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation **Head of power** **Delegator** **Express power to delegate**	**2.1.10 Smoke Alarms - Alternative Solutions** 02 Building Act 2011 Delegations Local Government *Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ ~~Building Surveyor~~
Subdelegate conditions **Statutory framework**	a. Any variation request is to be discussed with the Chief Executive Officer prior to approval, with evidence being retained on the property file. b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. *Building Act 2011* *Building Regulations 2012*
Record keeping **Date adopted** **Adoption references**	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus. 27 June 2023 Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation	**2.1.11 Appointment of Approved Officers and Authorised Officers**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.70 Approved officers and authorised officers
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with r. 70(1) and (1A) of the Building Regulations 2012. *NOTE: Only employees delegated under s.5.44(1) of the Local Government Act 1995 with power under s.9.19 or s.9.20 may be appointed as "approved officers".* 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with r.70(2) of the Building Regulations 2012. *NOTE: Only employees appointed under s.9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s.9.16 of that Act may be appointed as "authorised officers" for the purposes of r70(2) of the Building Regulations 2012.*
Delegates	CEO
Conditions	Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012.*
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	*Building Regulations 2012:* r.70(3) Each authorised officer must be issued a certificate of appointment.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

03 Bush Fires Act 1954 Delegations

Bush Fires Act 1954 Delegations

03.1 Council to CEO, President and Bush Fire Control Officer

Delegation	**3.1.1 Make Request to FES Commissioner - Control of Fire**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated** **Function** **Delegates**	*Bush Fires Act 1954:* s.48 Delegation by local government *Bush Fires Act 1954:* s.13(4) Duties and powers of bush fire liaison officers 1. Authority to request on behalf of the Shire of York that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13 (4)]. CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link Attain in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.2 Prohibited Burning Times - Vary**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to President and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8)).
Express power or duty delegated	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17 (7)].
Delegates	~~CEO~~Shire President Chief Bush Fire Control Officer
Conditions	~~Chief Executive Officer~~Shire President and Chief Bush Fire Control Officer to act jointly
Express power to subdelegate	a. Decisions under s.17(7) must be undertaken jointly by both the ~~Chief Executive Officer~~ Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Subdelegate conditions	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954* *Conservation and Land Management Act 1984* *Department of Biodiversity, Conservation and Attractions Forest Management Plan 2014-23*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Documentation confirming the procedural requirements of s.17(7B) and (8) have been complied with are to be recorded within the Shire's records management system.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE6-3	Resolution # 140623
25 Jun 2024	Amended delegation	Replacement of Shire President with Chief Executive Officer as a Delegate. Wording in Record Keeping Section modified to improve clarity.	---
25 Jun 2026	Amended delegation	Replacement of Chief Executive Officer Shire President with as a Delegate as this function cannot be dub-delegated.	

Delegation	**3.1.3 Prohibited Burning Times - Control Activities**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of York or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.4 Restricted Burning Times - Vary and Control Activities**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the Shire of York or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO

Conditions	a. The delegation of power granted under Function 4 is only to be exercised where the Chief Bush Fire Control Officer is unable or unwilling to make a determination in this regard OR the decision to refuse a permit to burn has been made by the Chief Bush Fire Control Officer.
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.5 Control of Operations Likely to Create Bush Fire Danger**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.27D Requirements for carriage and deposit of incendiary material *Bush Fires Regulations 1954:* r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a. A person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. A person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. A person using explosives [r.39D(2)]. d. A person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. *Note: this authority is also prescribed to a*
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate**	**3.1.6 Burning Garden Refuse/Open Air Fires** 03 Bush Fires Act 1954 Delegations Local Government *Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 *Bush Fires Regulations 1954:* r.27(3) Permit, issue of

Function	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].
	2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)].
	  a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].
	  b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].
	3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:
	  a. Camping or cooking [s.25(1)(a)].
	  b. Conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].
	4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].
	5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].

Delegates	CEO
Conditions	a. Function 1 is only to be exercised where the Chief Executive Officer can be satisfied that approval is not likely to create a fire hazard.
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.

Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.7 Firebreaks**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.33 Local government may require occupier of land to plough or clear firebreaks
Function	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of York: a. Clearing of firebreaks as determined necessary and specified in the notice; and b. Act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. As a separate or coordinated action with any other person carry out similar actions [s.33(1)]. d. determine that these matters have been acted upon to the satisfaction of the Shire of York. ~~c.~~ 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	CEO
Conditions	The Bush Fire Brigades are to be consulted where the notice is intended to be amended.
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Addition of Function 1.d.	

Delegation	**3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.38 Local Government may appoint bush fire control officer
Function	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of York [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. 4. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended – Replaces DE6-20	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.9 Control and Extinguishment of Bush Fires**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. 2. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954* *Conservation and Land Management Act 1984* Department of Biodiversity, Conservation and Attractions Forest Management Plan 2014-23
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.10 Recovery of Expenses Incurred through Contraventions of this Act**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the *Bush Fires Act 1954*, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of York or those on behalf of the Shire of York to do [s.58].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Shire of York

Delegation	**3.1.11 Prosecution of Offences**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954:* s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
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Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE6-5	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

04 Cat Act 2011 Delegations

Cat Act 2011 Delegations

04.1 Council to CEO

Delegation	**4.1.1 Cat Registrations**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated** **Function**	*Cat Act 2011:* s.44 Delegation by local government *Cat Act 2011:* s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags *Cat Regulations 2012* Schedule 3, cl.1(4) Fees Payable 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of York's District [Regs. Sch. 3 cl.1(4)].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate **Subdelegates** **Subdelegate conditions**	*Cat Act 2011:* s.45 Delegation by CEO of local government Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ Ranger a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Function 5 can only be exercised by the Chief Executive Officer.

Statutory framework	*Cat Regulations 2012:* r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the *Cat Act 2011* *Cat Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services as a Subdelegate	

Delegation **Head of power** **Delegator** **Express power to delegate**	**4.1.2 Cat Control Notices** 04 Cat Act 2011 Delegations Local Government *Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.26 Cat control notice may be given to cat owner
Function	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of York's District [s.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ Ranger
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework **Record keeping**	*Cat Regulations 2012:* r.20 Cat control notice [s.23(3)], prescribes the Form of the notice. *Cat Local Law* Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted **Adoption references**	27 June 2023 Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

23 Jun 2026	Amended delegation	Removal of Manager Development Services as a Subdelegate	

Delegation	**4.1.3 Approval to Breed Cats**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government

Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions	b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Cat Regulations 2012:* r.20 Cat control notice [s.23(3)], prescribes the Form of the notice. *Cat Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Delegation	**4.1.3 Recovery of Costs - Destruction of Cats**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.49(3) Authorised person may cause cat to be destroyed
Function	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Cat Act 2011* *Cat Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Addition of Manager Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---

23-Jun-26	Amended delegation	Removal of Manager Development Services as a Subdelegate	-

Delegation	**4.1.4 Applications to Keep Additional Cats**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat (Uniform Local Provisions) Regulations 2013:* r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*. b. The limit of delegation is up to four (4) cats. c. The Ranger is to inspect the premises to ensure compliance with the factors relevant to a determination as contained in the Shire of York *Cat Local Law*. d. Surrounding neighbours are to be consulted on an application and where an objection to an application is received, the matter is to be presented to Council for
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ Ranger
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Cat Act 2011* *Cat Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	235 June 20264

Amendments			
Date	**Type**	**Amendment**	**References**
25 Nov 2019	New delegation	New – 25 November 2019	---
22 Dec 2022	Amended delegation	Amended – 22 December 2020	---
27 Jun 2023	Amended delegation	Replaced DE6-19	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services as a Subdelegate	

05 Dog Act 1974 Delegations

Dog Act 1974 Delegations

05.1 Council to CEO

Delegation	**5.1.1 Refuse or Cancel Registration**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated**	*Dog Act 1976:* s.10AA Delegation of local government powers and duties *Dog Act 1976:* s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Function	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: a. The applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of two or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*; or b. The dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or c. The delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept. d. The dog is required to be microchipped but is not microchipped; or e. The dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of York's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant/owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. a. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of s.31, s.32 or s.33A and had not been claimed [s.17(6)].
Delegates **Conditions**	CEO a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	*Dog Act 1976:* s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6). *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate**	**5.1.2 Recovery of Moneys Due Under this Act** 05 Dog Act 1974 Delegations Local Government *Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(5) Power to seize dogs
Function	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	*Dog Act 1976* *Dog Regulations 2013* Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared) *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.3 Dispose of or Sell Dogs Liable to be Destroyed**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(11) Power to seize dogs
Function	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ Ranger
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. The Development Services Coordinator and Ranger are to jointly agree, with evidence retained on file, before use of the delegated authority is exercised.
Statutory framework	*Dog Act 1976* *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23-Jun-26	Amended delegation	Removal of Manager Development Services as a Subdelegate	

Delegation	**5.1.4 Declare Dangerous Dog**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976* *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power**	**5.1.5 Dangerous Dog Declared or Seized - Deal with Objections and Determine when to Revoke** 05 Dog Act 1974 Delegations
Delegator **Express power to delegate**	Local Government *Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Function **Delegates** **Conditions** **Express power to subdelegate**	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] a. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)]. CEO a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. *Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub-delegation).
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976* *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power**	**5.1.6 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice** 05 Dog Act 1974 Delegations
Delegator **Express power to delegate**	Local Government *Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33H(5) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. a notice declaring a dog to be dangerous; or b. a notice proposing to cause a dog to be destroyed.
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976* *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.7 Determine Recoverable Expenses for Dangerous Dog Declaration**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33M(1)(a) Local Government expenses to be recoverable
Function	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the local government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976* *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.8 Approval to Keep More than Two Dogs**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.26 Limitation as to numbers
Function	1. Authority to provide an exemption as to the number of dogs able to be kept at a particular premises, allowing the keeping of more dogs than is permitted under the Shire's Dogs Local Law [s.26(3)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Delegates are to adhere to the requirements prescribed in the Shire's Dogs Local Law and Policy C7 – Keeping of Three to Six Dogs. c. Surrounding neighbours are to be consulted on an application and where an objection to an application is received, the matter is to be presented to Council for determination. d. The Ranger must inspect the premises to ensure means exist to effectively confine the
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
Subdelegates	Executive Manager Infrastructure and Development Services ~~Manager Development Services~~ Ranger
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal. *Dog Act 1976*
Policy	*Policy C7 – Keeping of Three to Six Dogs*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	NEW – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
22 Dec 2020	Amended delegation	Amended – 22 December 2020	---
27 Jun 2023	Amended delegation	Replaces DE6-13	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Manager Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23-Jun-26	Amended delegation	Removal of Manager Development Services as a Subdelegate	

06 Food Act 2008 Delegations

Food Act 2008 Delegations

06.1 Council to CEO

Delegation	**6.1.1 Prohibition Orders and Certificates of Clearance**
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008* [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO Principal Environmental Health Officer Executive Manager Infrastructure and Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil – *Food Regulations 2009* do not provide for sub-delegation
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	*Guide to Regulatory Guideline Number 1: Introduction of Regulatory Auditing in Western Australia*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	235 June 20264

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE6-7	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23-Jun-26	Amended delegation	Title renaming to include Certificates of Clearance	

Delegation	**6.1.2 Food Business Registrations**
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	CEO Principal Environmental Health Officer Executive Manager Infrastructure and Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: i. *Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA* ii. *Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No. 1* iii. *WA Priority Classification System* iv. *Verification of Food Safety Program Guideline*
Express power to subdelegate	Nil – F*ood Regulations 2009* do not provide for sub-delegation
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
18 Apr 2016	New delegation	Adopted – 18 April 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-7	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**6.1.3 Appoint Authorised Officers and Designated Officers**
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7).
Delegates	CEO
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: i. *Appointment of Authorised Officers as Meat Inspectors* ii. *Appointment of Authorised Officers* iii. *Appointment of Authorised Officers – Designated Officers only* iv. *Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer*
Express power to subdelegate	Nil – *Food Regulations 2009* do not provide for sub-delegation
Statutory framework	*Food Act 2008:* s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
18 Apr 2016	New delegation	Reviewed & Adopted - 18 April 2016 - Replaces DE-17	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-6	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

07 Graffiti Vandalism Act 2016 Delegations

Graffiti Vandalism Act 2016 Delegations

07.1 Council to CEO

Delegation	**7.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated** **Function** **Delegates**	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government *Graffiti Vandalism Act 2016:* s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)]. CEO
Conditions **Express power to subdelegate**	Nil *Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Function 2 can only be exercised by the Chief Executive Officer.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. *Graffiti Vandalism Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Details of how the Shire gave effect to the notice, including photographs of graffiti removed is to be recorded and registered in Altus Records and linked to the property file.
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate**	**7.1.2 Notices - Deal with Objections and Give Effect to Notices** 07 Graffiti Vandalism Act 2016 Delegations Local Government *Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: a. Determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and b. To give notice to the affected person, before taking the necessary actions [s.24 (3)].
Delegates **Conditions**	CEO Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	235 June 20264

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**7.1.3 Obliterate Graffiti on Private Property**
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.25(1) Local government graffiti powers on land not local government property
Function	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	CEO
Conditions	a. Subject to exercising Powers of Entry as specified in Division 4 of the *Graffiti Vandalism Act 2016*
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Graffiti Vandalism Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**7.1.4 Powers of Entry**
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.28 Notice of entry s.29 Entry under warrant
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	*Graffiti Vandalism Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

08 Health (Miscellaneous Provisions) Act 1911 Delegations

Health (Miscellaneous Provisions) Act 1911 Delegations

08.1 Council to CEO

Delegation	**8.1.1 Powers of Local Government - Appointment of Deputy**
Head of power	08 Health (Miscellaneous Provisions) Act 1911 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated** **Function**	*Health (Miscellaneous Provisions) Act 1911:* s.26 Powers of local government As listed in 'Function'. Authority to appoint and authorise any person to be the Shire of York's deputy and in that capacity to exercise and discharge all or any of the powers and functions of the local government, including: 1. *Part IV – Division 4 (Sanitary Convenience)* 2. *Part IV – Division 7 (Pollution of Water)* 3. *Part V – Division 1 (House unfit for occupation)* 4. *Part VI – Public Buildings Part VII – Division 1 (Nuisances)* 5. *Health (Air Handling & Water Systems) Regulations 1994* 6. *Health (Aquatic Facilities) Regulations 2007* 7. *Health (Cloth Materials) Regulations 1985* 8. *Construction Camps Regulations 1988* 9. *Health (Construction Work) Regulations 1973* 10. *Health (Garden Soil) Regulations 1998* 11. *Health (Offensive Trade Fees) Regulations 1976* 12. *Health (Pesticides) Regulations 2011* 13. *Health (Prescribed Insect Pests) Regulations 1991* 14. *Health (Public Buildings) Regulations 1992* 15. *Health (Skin Penetration) Procedure Regulations 1998* 16. *Health (Temporary Sanitary Conveniences) Regulations 1997* 17. *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* 18. *Health Act (Laundries and Bathrooms) Regulations* 19. *Health Act (Sewerage Drainage and Underground Water Supply) Regulations 1974* 20. *Health Act (Underground Water Supply) Regulation 1959* 21. *Fly Eradication Regulations* 22. *Piggeries Regulations 1979* 23. *Shire of York Health Local Law* 2007
Delegates **Conditions** **Express power to subdelegate**	CEO Nil Nil
Subdelegates	Nil

Subdelegate conditions	Not Applicable
Statutory framework	*Health (Miscellaneous Provisions) Act 1911* *Health Local Law* 2007
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments

Date	Type	Amendment	References
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-14	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

09 Public Health Act 2016 Delegations

Public Health Act 2016 Delegations

09.1 Council to CEO

Delegation	**9.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated** **Function**	*Health (Asbestos) Regulations 1992:* r.15D(7) Infringement Notices *Health (Asbestos) Regulations 1992*: r.15D(5) Infringement Notices 1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the *Criminal Procedure Act 2004* Part 2 [r.15D(5)].
Delegates	CEO
Conditions	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D (6)].
Express power to subdelegate	Nil – the *Health (Asbestos) Regulations 1992* do not provide a power to sub-delegate
Statutory framework	*Criminal Procedure Act 2004* – Part 2
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**9.1.2 Enforcement Agency Reports to the Chief Health Officer**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Enforcement Agency (which means the Local Government vide s.4 definition)
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016:* s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the local government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of York [s.22(1)]. 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	CEO Principal Environmental Health Officer
Conditions	Nil
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016:* s.20 Conditions on performance of functions by enforcement agencies.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate**	**9.1.3 Designate Authorised Officers** 09 Public Health Act 2016 Delegations Enforcement Agency (which means the Local Government vide s.4 definition) *Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Function	1. Authority to designate a person or class of persons as authorised officers for the purposes of: a. The *Public Health Act 2016* or other specified Act b. Specified provisions of the *Public Health Act 2016* or other specified Act c. Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act. Including: a. An environmental health officer or environmental health officers as a class; OR b. A person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. A mixture of the two. [s.24(1) and (3)].
Delegates **Conditions**	CEO a. Subject to each person so appointed being; i. Appropriately qualified and experienced [s.25(1)(a)]; and ii. Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express power to subdelegate **Statutory framework**	Nil – Unless a Regulation enacted under the *Public Health Act 2016* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. *Public Health Act 2016:* s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority *Criminal Investigation Act 2006,* Parts 6 and 13 – refer s.245 of the *Public Health Act 2016* *The Criminal Code, Chapter XXVI* – refer s.252 of the *Public Health Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.

Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	235 June 20264

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

11 Statutory Authorisations and Delegations to Local Government from State Entities

STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES

11.1 Environmental Protection Act 1986

Delegation	**11.1.1 Noise Control - Environmental Protection Notices [Reg.65(1)]**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 of the *Environmental Protection Act 1986*
Express power or duty delegated	*Instrument of delegation* — Government Gazette No. 47. pg. 919 - 19 March 2004 All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.
Function **Delegates**	All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*. CEO
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Delegation	**11.1.2 Noise Management Plans - Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 *Environmental Protection Act 1986*
Express power or duty delegated	*Instrument of delegation* - Government Gazette 232, Delegation No. 112 Pg. 6282 - 20 Dec 2013 Pursuant to section 20 of the Act, delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, powers and duties under the *Environmental Protection (Noise) Regulations 1997,* other than this power of delegation.
Function	Any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995,* powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to— a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— i. Subregulation 18(13)(b) is not delegated.
Delegates	CEO
Conditions	Subregulation 18(13)(b) is not delegated.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Delegation	**11.1.3 Noise Management Plans - Construction Sites**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 *Environmental Protection Act 1986*
Express power or duty delegated	*Instrument of delegation* Government Gazette No 71, 16 May 2014 Delegation No 119 Pg. 1548 Pursuant to section 20 of the Act, delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the *Local Government Act 1995*; and b. to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act, all powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.
Function	Pursuant to section 20 of the Act, delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the Local Government Act 1995; and b. to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act, all powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.
Delegates	CEO
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

11.2 Planning and Development Act 2005

Delegation	**11.2.1 Instrument of Authorisation - Local Government CEOs - Sign Development Applications for Crown Land as Owner**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Minister for Lands
Express power to delegate	Section 267A *Planning and Development Act 2005*
Express power or duty delegated	*Instrument of delegation* By section 7(1) of the *Land Administration Act 1997* authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.
Function	In respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.
Delegates	CEO
Conditions	See Column 3 of the *Schedule*
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	235 June 20264

Delegation **Head of power**	**11.2.7 WA Planning Commission - Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)** 11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator **Express power to delegate** **Express power or duty delegated** **Function**	Western Australian Planning Commission Section 16 *Planning and Development Act 2005* *Instrument of Delegation* - Government Gazette 29 January 2021 DEL 2020/01 (Pg. 449). The Western Australian Planning Commission (the WAPC) may delegate any function to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government. A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; B. To delegate to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the Strata Titles Act 1985 as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; C. To amend "Del 2020/01—Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.
Delegates	CEO
Date adopted **Adoption references**	27 June 2023 Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

11.3 Main Roads Act 1930

Delegation	**11.3.1 Traffic Management - Events on Roads**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) *Road Traffic Code 2000*
Express power or duty delegated	*Instrument of Delegation* - Traffic Management for Events - CODE OF PRACTICE (Pg. 41)
Function	Local Government ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any: i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*; ii. race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984;* or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction.
Delegates	CEO
Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Statutory framework	*Traffic Management for Events CODE OF PRACTICE*
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	23~~5~~ June 2026~~4~~

Delegation	**11.3.2 Traffic Management - Road Works**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) of the *Road Traffic Code 2000*
Express power or duty delegated	Instrument of Delegation - *Traffic Management for Works on Roads* - CODE OF PRACTICE (Pg. 77) Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
Function	Erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
Delegates	CEO
Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the 'Traffic Management for Works on Roads Code of Practice' (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ('the Code') referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

11.4 Road Traffic (Vehicles) Act 2012

Delegation	**11.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Department of Transport
Express power to delegate	Pursuant to the *Road Traffic (Vehicles) Regulations 2014*
Express power or duty delegated	Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under: a. the *Local Government Act 1995;* b. regulations made under the *Local Government Act 1995;* c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1 976*); or e. any combination of the above paragraphs (a) to (d);
Function	To perform functions on its behalf under: a. the *Local Government Act 1995*; b. regulations made under the *Local Government Act 1995;* c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1 976*); or e. any combination of the above paragraphs (a) to (d); As special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the Regulations, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the Regulations.
Delegates	CEO

Conditions	1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must: a. have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and b. where the vehicle is a station wagon or van, have the words "Ranger'', "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle. This condition 7 is not intended to prevent the use of additional words on the vehicle.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23~~5~~ June 2026~~4~~

Shire of York
Register of Delegated Authority

Reviewed 23 June 2026

REVIEW

Reviewed by	Date approved	References
Council	27 Nov 2017	Reviewed
Council	17 Dec 2018	Reviewed
Council	25 Nov 2019	Reviewed
Council	22 Dec 2020	Reviewed
Council	21 Dec 2021	Reviewed
Council	27 Jun 2023	Reviewed - Resolution #140623
Council	25 Jun 2024	Reviewed - Council Resolution #070624
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INTRODUCTION

Introduction

Delegations and the appointment of authorised persons are used to perform the functions prescribed in legislation.

The application of these powers permits the efficient, effective and timely delivery of services in accordance with legislation that is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

Delegation is a formal means of empowering one entity to perform functions and duties that are otherwise reserved in legislation for another entity. Delegation is a tool used in government at all levels to enable the efficient and effective delivery of services while ensuring clarity regarding who is permitted to perform specific discretionary functions.

Local government exercises many of its functions through a combination of delegated powers and authorisations. This includes functions under the *Local Government Act 1995* (the Act) and Regulations but also legislation related to planning, dogs, cats, health, building, bush fire prevention and management and food safety.

Definitions

The terms used throughout this register are defined below:

"***Authorisations***": the written form that conveys an authorisation to an Authorised person.

"***Conditions***": a description of when the delegation/ authorisation can / cannot be used or the time frame for which the delegation/ authorisation is valid.
"***Delegate***": the person (named by position title or office) or entity 'appointed' by the delegator, to act in place of the delegator for the purpose of exercising an express power or duty.

"***Delegation***": the process, prescribed in legislation, for assigning authority to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the Delegate).

"***Delegator***": the person (named by position title or office) or entity in which the written law vests an Express Power or Duty whom delegates that Express Power or Duty.

"***Express Power or Duty***": a power or duty written (expressly) in legislation.

"***Express Power to Delegate***": a power (procedure) written (expressly) in legislation that enables the devolution of an Express Power or Duty from a Delegator to a Delegate.

"***Head of Power***": the legislation, which contains an express power to delegate and/or an express power or duty.

"***Instrument of Delegation***": the written form of a delegation. Legislation requires delegation be provided in writing. The instrument of delegation communicates the delegation from the Delegator to the Delegate.

"***Subdelegate***": the person (named by position or title or office) or entity to which a Delegate has sub-delegated a power or duty, which has been delegated to that Delegate by the Delegator.

Foundation for Delegation

Section 59 of the *Interpretation Act 1984* prescribes the framework for how delegated authority must be structured in Western Australian law:

1. The written law (Head of Power) must include an Express Power to Delegate, which specifically enables a person (the Delegator) to make a delegation.
2. In that same written law, there must be an Express Power or Duty conferred or imposed on the Delegator and it must be capable of being delegated. This means that the power or duty proposed for delegation must be written in the same law as the Express Power to Delegate; and that written law must not prohibit the power or Duty from being delegated or contain limitations or conditions, which the proposed delegation exceeds.
3. The power to delegate cannot be delegated.
4. Delegations must be in writing (the instrument of delegation).
5. Delegations must be advised to the Delegate in writing.

The requirements for delegation prescribed in the *Interpretation Act 1984*, apply to all delegations under Western Australian Law, including the Act and all other Acts under which local government has duties and powers.

Review of Delegations

Section 5.46 of the Act requires that a review of the delegations made under the Act occurs at least once every financial year. In line with good governance principles, it is important that delegations are reviewed regularly to ensure currency. The Shire reviews this register in accordance with those requirements.

Standard Conditions on Delegations

In accordance with Section 5.71 of the Act and the Shire of York's Code of Conduct, if an employee has been delegated a power or duty relating to a matter in which the employee has an interest, that employee must not exercise the power or discharge the duty and must, in the case of the CEO, disclose to the Shire President the nature of the interest, and in the case of any other employee, must disclose to the CEO the nature of the interest. The Act contains severe penalties for failure to comply.

Any delegation exercised shall comply with any laws and regulations in force, and the requirements of any Shire of York local laws, policies and resolutions of Council.

Record of Actions and Decisions

If a person is exercising a power or duty that has been delegated under the Act, Section 5.46(3) of the Act requires that records be kept whenever the delegated authority is utilised. Regulation 19 of the *Local Government (Administration) Regulations 1996* prescribes the information required to be recorded, being:

1. How the person exercised the power or discharged the duty;
2. When the person exercised the power or discharged the duty; and
3. The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The register details the recording and record keeping requirements associated with each delegation and is reported to Council at the Concept Forum. It is important that the details of the person who exercised the delegation are recorded in the register. Only officers who are delegated authority can be make discretionary decisions under delegation.

Primary and Annual Returns

In accordance with Sections 5.75 and 5.76 of the Act, the delegation of a power or duty to an employee under the Act or Section 214 of the *Planning and Development Act 2005* triggers the requirement to make disclosures in primary and annual returns. An employee to whom a duty or power is delegated under the Act is considered a 'designated employee' under Section 5.74(1) of the Act.

The Act contains severe penalties (a fine of $10,000 or two years imprisonment) for failure to comply with this requirement. It is the responsibility of each individual employee to ensure compliance.

The Shire of York utilises the Attain compliance platform to manage its Return process and in accordance with Section 5.96A of the Act and Regulation 29C of the *Local Government (Administration) Regulations 1996*, produces and publishes on its website a report annually detailing the Returns made in the last financial year.

Matters which cannot be Delegated

Under Section 5.43 of the Act the following powers cannot be delegated by Council to the CEO:

1. Any power or duty that requires a decision of an absolute majority or special (75%) majority of the local government;
2. Accepting a tender which exceeds an amount determined by the local government;
3. Appointing an auditor;
4. Acquiring or disposing of any property value at an amount determined by the local government;
5. Any of the local government's powers under Section 5.98, 5.98A, 5.99, 5.99A and 5.100 of the Act;
6. Borrowing money on behalf of the local government;
7. Hearing or determining an objection of a kind referred to in Section 9.5;
8. The power under Section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
9. Any power or duty that requires the approval of the Minister or Governor; or
10. Such other duties or powers that may be prescribed by the Act.

Furthermore, the following Regulations prescribe powers and duties which cannot be delegated to the CEO:

1. Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under Sections 7.12A2, 7.12A(3)(a) and 7.12A(4) of the Act (relating to meetings with auditors) and Regulations 18C and 18D (relating to the selection and appointment of CEO's and reviews of their performance).
2. Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

Delegation by the Chief Executive Officer to an Employee

Section 5.44(1) of the Act allows for the CEO to delegate any of the powers to another employee other than the power of delegation. This must be done in writing as per Section 5.44(2). The Act also allows for the CEO to place conditions on any delegations under Section 5.44(4).

There is no power for a person other than the CEO to delegate a power as stated in Section 5.44(1) of the Act.

Officers must refer to relevant legislation prior to making any decisions under delegated authority.

Acting Through another person

The Act recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. Section 5.45(2) of the Act states:

"(2) Nothing in this Division is to be read as preventing —
(a) a local government from performing any of its functions by acting through a person other than the CEO; or
(b) a CEO from performing any of his or her functions by acting through another person."

The key difference between a delegation and "acting through" is that a delegate exercises the decision-making function in his or her own right. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to "act through" another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

Using Delegations to make decisions

Before using a delegated authority, a delegate must familiarise themselves with the legislative framework that informs the decisions they will make under the Delegation. Care should be taken to understand the legislative process, conditions and limitations relevant to the statutory power or duty. The delegate must also consider and apply policy, procedures or standards that are relevant to the decisions they are empowered to make and also ensure that they comprehensively understand the legal framework that informs their decision making.

Conflicts of Interest

A conflict of interest arises where a personal interest is in conflict with the public interest. In accordance with Sections 5.70 and 5.71 of the Act, delegates must disclose any conflict of interest relating to advice or reports, or interests relating to delegated functions. An interest may require them to be removed from the decision-making process.

A Delegate may refer the decision making back to the Delegator, where they consider there is a risk or sensitivity, which makes it more appropriate for the Delegator to make that decision.

The Shire's Code of Conduct sets out the requirement for employees to immediately disclose interests that could be in conflict, or could be perceived to be in conflict with the performance of their public duties.

The Act contains severe penalties (a fine of $10,000 or two years imprisonment) for failure to comply with this requirement. It is the responsibility of each individual employee to ensure compliance.

DELEGATIONS

01 Local Government Act 1995 Delegations

Local Government Act 1995

01.1 Council to CEO

Delegation	**1.1.1 Compensation - Damage Incurred when Performing Executive Functions**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.22(1) Compensation s.3.23 Arbitration
Function	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	CEO
Conditions	a. Delegation is limited to settlements which do not exceed a material value of $5,000. Settlements over that value are to be presented to Council.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution #140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section changed to improve clarity.	---

Delegation	**1.1.2 Powers of Entry**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.28 When this Subdivision applies s.3.31 General procedure for entering property s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency
Function	1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)] 3. Authority to give notice of entry [s.3.32]. 4. Authority to seek and execute an entry under warrant [s.3.33]. 5. Authority to execute entry in an emergency, using such force as is reasonable
Delegates **Conditions**	CEO a. Delegated authority under s.3.34(1) and (3) may only be used where there is imminent or substantial risk to public safety or property.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates **Subdelegate conditions** **Statutory framework**	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services Ranger Environmental Health Officer Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. *Local Government Act 1995:* s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry. s.3.34(2) Entry in an emergency
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended – Replaces DE1.18	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Adjusted to include additional provisions as set out in the WALGA template.	

Delegation	**1.1.3 Declare Vehicle is Abandoned Vehicle Wreck**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.40A(4) Abandoned vehicle wreck may be taken
Function	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.4 Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* Part 3, Division 3, Subdivision 3.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE1.10	Resolution # 140623
25 Jun 2024	Amended delegation	Correction to Conditions to refer to Delegation 1.1.4. Addition of Manager Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services as a sub-delegate	

Delegation	**1.1.4 Confiscated or Uncollected Goods**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or s.3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]. 4. The period after which gods may be sold or otherwise disposed of under subsection (2b) is: a. For perishable goods – 3 days. b. For animals – 7 days. c. For prescribed non-perishable goods – one month. d. For other non-perishable goods – 2 months.
Delegates	CEO
Conditions **Express power to subdelegate** **Subdelegates**	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with r.30 of the *Local Government (Functions and General) Regulations 1996,* be disposed of by any means considered to provide best value, provided the process is transparent and accountable. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). c. The Delegation can only be used where a record is retained which evidences the Delegate's reasonable efforts to identify and contact an owner have failed. *Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended – Replaces DE1.11, DE1.12 and DE1.13	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Wording in Conditions modified to include new reference to vehicles.	

Delegation	**1.1.5 Disposal of Sick or Injured Animals**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2.
Delegates	CEO
Conditions	Delegation only to be used where a record is retained which evidences the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* Part 3, Division 3, Subdivision 3 s.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended – Replaces DE1.14	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Authority to recover expenses removed from this delegation. Manager Development Services removed as a sub-delegate.	

Delegation	**1.1.6 Close Thoroughfares to Vehicles**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: a. Give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and b. Consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which s.3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or
Delegates	CEO
Conditions	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only). c. Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with Land Administration Act 1987, s.58. d. Where the closure is required for the conduct of an event, the requirement of the Road Traffic (Events on Roads) Regulations 1991 will be applied. e. Reasons where the Chief Executive Officer would determine an application for the temporary closure of a thoroughfare, include but are not limited to the following: i. In cases of emergency. ii. Where in the opinion of the Chief Executive Officer that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally. iii. For the conduct of an Event in accordance with the Road Traffic (Events on
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services

Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*: Part 3, Division 3, Subdivision 3 *Road Traffic (Events on Roads) Regulations 1991* *Local Government (Uniform Local Provisions) Regulations 1996* *Thoroughfares Local Law* *Local Government Property Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
24 Oct 2016	Amended delegation	Reviewed – 24 October 2016 – Replaced DE24 in part	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
21 Dec 2021	New delegation	New – 21 December 2021 - replaces DE1.1, DE1.2, DE1.3 and DE1.4	---
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Additional condition added to excluded permanent road closures	

Delegation	**1.1.7 Obstruction of Footpaths and Thoroughfares**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. Prevent damage to the footpath; or b. Prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates **Subdelegate conditions**	Executive Manager Infrastructure and Development Services Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* Penalties under the *Uniform Local Provisions Regulations* are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* *Road Traffic (Events on Roads) Regulations 1991* *Thoroughfares Local Law* *Local Government Property Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.8 Gates Across Public Thoroughfares**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9 (6)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* b. Each approval provided must be recorded in the Shire of York's statutory Register of Gates in accordance with ULP r.8.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Policy	Policy G28 – Gates Across Road Reserves
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.

Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.9 Public Thoroughfare - Dangerous Excavations**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.10 Crossing - Construction, Repair and Removal**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the local government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* b. Maintenance and upkeep of the crossing to a safe and useable standard is the responsibility of the property owner.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* *Thoroughfares Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - replaces DE4-2	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.11 Private Works on, over or under Public Places**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* r.17 Private works on, over, or under public places – Sch.9.1 cl.
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
18 Apr 2016	New delegation	Adopted – 18 April 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
17 Dec 2017	Amended delegation	Amended 17 December 2018	---
27 Jun 2023	Amended delegation	Amended - Replaces DE4-1	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.12 Expressions of Interest for Goods and Services**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer r.24 Person expressing interest to be notified of outcome
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23 & r24].
Delegates	CEO
Conditions	a. A determination to call for Expressions of Interest may only occur where the procurement or disposal is identified in Annual Budget allocations.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, except the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures.
Policy	*Policy F2 - Procurement* *Policy F9 - Panels of Pre-Qualified Suppliers* *WALGA Procurement Toolkit*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Documentation to be recorded in the relevant EOI File.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE5-4	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.13 Tenders for Goods and Services - Call Tenders**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14 (5)].
Delegates	CEO
Conditions	a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: i. The proposed goods or services are required to fulfil a routine contract related to the day to day operations of the local government; or ii. A current supply contract expiry is imminent; and iii. The value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	*WALGA Subscription Service – Procurement Toolkit* *Policy F2 Procurement*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Entry into the Tender Register in accordance with r.17 *Local Government (Functions and General) Regulations 1996.* Documentation is to be recorded in the relevant Tender File.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE5-5	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.14 Tenders for Goods and Services - Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: a. The extent to which each tender satisfies the criteria for deciding which tender to accept; and b. To accept the tender that is most advantageous within the $250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of $100,000 whichever is the lesser value [F&G r.21A(a)]. 9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Delegates	CEO

Conditions	a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised –consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The total consideration under the resulting contract is $250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. d. A decision to renew or extend the contract must only occur where the original
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. Conditions on the original delegation also apply to the sub-delegations, except the power of sub-delegation. c. The performance of sub-delegation under Function 8 only applies to lump sum contracts and is to align with the authorised limits contained in financial delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	*WALGA Subscription Service – Procurement Toolkit* *F2 Procurement Policy*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
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Amendments			
Date	**Type**	**Amendment**	**References**
28 Mar 2023	New delegation	Adopted – 28 March 2023	Resolution 420323
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.15 Panels of Pre-Qualified Suppliers for Goods and Services**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Functions and General) Regulation 1996:* r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function	1. Authority to determine that a there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular
Delegates	CEO
Conditions	a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is $250,000 or less and the expense is included in the adopted Annual Budget.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	*WALGA Subscription Service – Procurement Toolkit* *Policy F2 - Procurement* *Policy F9 – Panels of Pre-Qualified Suppliers*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.16 Disposing of Property**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.58(2) & (3) Disposing of Property
Function **Delegates**	1. Authority to dispose of property to: a. The highest bidder at public auction [s.3.58(2)(a)]. b. The person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. CEO
Conditions	a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of $50,000 or less. c. When determining the method of disposal: i. Where a public auction is determined as the method of disposal: • Reserve price has been set by independent valuation. • Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. ii. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. iii. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: • Negotiate the sale of the property up to a -10% variance on the valuation; and • Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. d. Where the market value of the property is determined as being less than $20,000 (F&G r.30(3) excluded disposal) may be undertaken: i. Without reference to Council for resolution; and ii. In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then,
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Sub-delegation is capped to a value of $5,000 per individual item being disposed of.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – s.3.58 Disposal of Property *Local Government (Functions and General) Regulations 1995* – r.30 Dispositions of property excluded from Act s. 3.58
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE1.15 and DE1.16	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 June 2026	Amended Delegation	Additional functions added to improve the delegation	

Shire of York

Delegation	**1.1.17 Payments from the Municipal or Trust Funds**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Financial Management) Regulations1996:* r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates **Conditions**	CEO a. Authority to make payments is subject to annual budget limitations. b. Access to electronic funds transfer software, passwords and encryption information is to be restricted to the CEO, Executive Manager Corporate & Community Services, Executive Manager Infrastructure & Development Services and the Finance Manager.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services Manager Finance
Subdelegate conditions **Statutory framework**	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5, and Policy F5 – Authority to Make Payments from the Trust and Municipal Funds. c. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or an Executive Manager. Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. *Local Government (Audit) Regulations 1996*
Policy	Department of Local Government, Industry Regulation and Safety *Operational Guideline No.11 – Use of Corporate Credit Cards* Department of Local Government, Industry Regulation and Safety Accounting Guideliens and Circulars *Policy F2 - Procurement* *Policy F5 – Authority to Make Payments from the Trust and Municipal Funds*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Each payment from the municipal or trust funds is to be noted on a list complied for each month which is to be presented to the next Ordinary Meeting of Council.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
18 Apr 2016	New delegation	Adopted 18 April 2016 to replace DE1	---
24 Oct 2016	Amended delegation	Amended – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-1	Resolution # 140623
25 Jun 2024	Amended delegation	Additional Condition relating to donations. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Authority to make donations removed as inconsistent with *Local Government (Financial Management) Regulations1996:* r.12(1)(a). This will be included in a future revision of Policy C8 Funding: Grants and Sponsorship. Updated to reflect the new Department of Local Government, Industry Regulation and Safety	

Delegation	**1.1.18 Defer, Grant Discounts, Waive or Write Off Debts**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the Shire of York [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of York [s.6.12(1)(b)].
Delegates	CEO
Conditions	a. A debt, other than a debt relating to a rate or service charge, may only be waived where the dollar amount does not exceed $1,000 per debtor. b. A debt relating to interest accrued on a rate or service charge may only be written off where the dollar value does not exceed $400 (suspension and/or write off) per property per annum in accordance with Policy F10 Financial Hardship: Rates and Charges. c. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of York, or where the value of the debt makes recovery attempts uneconomical. d. Write off of debts greater than these values must be referred to Council for a decision. e. An application for fee waiver or concession may only be granted where the applicant completes a Request for Fee Waiver Application Form, and the amount is less than $1,000. This includes, but is not limited to such things as: venue hire, bus hire, chair
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework **Policy**	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: • 1.1.21 Agreement as to Payment of Rates and Service Charges • 1.1.23 Recovery of Rates and Service Charges • 1.1.24 Recovery of Rates Debts – Require Lessee to Pay Rent *Policy F10 – Financial Hardship – Rates & Charges*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum. Where the write off relates to rates, relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus. In accordance with r.42 of the Local Government (Financial Management) Regulations 1996, the total amount of money written off is to be reported in the Annual Report.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
21 Dec 2012	New delegation	NEW 21 December 2021 Replaces DE3.4, DE3.7 & DE3.12	---
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Adjusted to include the write off of small rates balances, and Policy F1 and F10. A subsequent amendment to Policy F1 will be required.	

Delegation	**1.1.19 Power to Invest and Manage Investments**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996:* r.19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	CEO
Conditions	a. All investment activity must comply with the Financial Management r.19C and Policy F4 - Investment. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be presented to the next Ordinary Meeting of Council. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. A decision to invest must be jointly confirmed by two Delegates, one of whom is the Chief Executive Officer.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Financial Management) Regulations 1996* – refer r.19C Investment of money, restrictions on (Acts.6.14(2)a))
Policy	*Policy F4 - Investment*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Replaces DE3-2	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 June 2026	Amended delegation	Sub delegates amended to include Manager Finance	

Delegation	**1.1.20 Rate Record Amendment**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.39(2)(b) Rate record
Function	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Decisions under this delegation may be referred for review by the State Administration
Policy	*Policy F8 – Rates Exemptions for Charitable Purposes.*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Sub delegates amended to include Manager Finance	

Delegation	**1.1.21 Agreement as to Payment of Rates and Service Charges**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.49 Agreement as to payment of rates and service charges
Function	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates **Conditions**	CEO a. Decisions under this delegation must comply with Policy F1 – Revenue Collection and F10 – Financial Hardship – Rates and Charges. b. Agreements must be in writing and, subject to the policy F1 – Revenue Collection and Policy F10 – Financial Hardship – Rates and Charges, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates **Subdelegate conditions** **Statutory framework** **Policy** **Record keeping**	EMCCS Not applicable Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Policy F1 – Revenue Collection* *Policy F10 – Financial Hardship – Rates and Charges* Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain) i*n accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-3	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.22 Determine Due Date for Rates or Service Charges**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.50 Rates or service charges due and payable
Function	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of York [s.6.50].
Delegates	CEO
Conditions	This delegation only relates to Interim rating - Instalments are by budget adoption by Council,
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	EMCCS
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 June 2026	Amended delegation	Wording was added to the conditions to improve the delegation	

		Sub delegates amended to include EMCCS and Manager Finance	

Delegation	**1.1.23 Recovery of Rates or Service Charges**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears
Delegates	CEO
Conditions	Decisions under this delegation must comply with Policies F1 – Revenue Collection and F10 – Financial Hardship – Rates and Charges.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	EMCCS
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Rates & Charges (Rebates & Deferments) Act 1992* *Valuation of Land Act 1978* *Fire & Emergency Services Act 1998*
Policy	*Policy F1 – Revenue Collection* *Policy F10 – Financial Hardship – Rates & Charges*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-8	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
2 June 2026	Amended delegation	Sub delegates amended to include Manager Finance	

Delegation	**1.1.24 Recovery of Rates Debts - Require Lessee to Pay Rent**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.60 Local Government may require lessee to pay rent
Function	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of York [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	CEO
Conditions	a. Decisions under this delegation must comply with Policy F10 – Financial Hardship – Rates and Charges.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. The sub-delegation does not include Function 2, this Function must be determined by the Chief Executive Officer.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – refer s.6.61 and s.6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. *Rates & Charges (Rebates & Deferments) Act 1992* *Valuation of Land Act 1978* *Fire & Emergency Services Act 1998*
Policy	*Policy F10 – Financial Hardship – Rates and Charges*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-9	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
2 Jun 2026	Amended delegation	Include Manager Finance in sub delegation	

Delegation	**1.1.25 Rate Record - Objections**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.76 Grounds of objection
Function	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	a. An extension is not to be granted for a period exceeding six weeks.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Decisions under this delegation may be referred for review by the State Administration
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	DE3-5 Adopted 18 April 2016; DE3-6 New 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-5 and DE3-6	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.26 Appoint persons to receive and withdrawal of complaints**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Model Code of Conduct) Regulations 2021:* r.11(3) Complaint about alleged breach
Function	1. Authority to appoint one (1) or more persons for the purpose of receiving and withdrawals of complaints in accordance with the *Local Government (Model Code of Conduct) Regulations 2021* [r.11(3)]. 2. Authority to approve the complaint form and any future amendments to the form [r.11 (2)(a)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policy E1 Code of Conduct: Council Members, Committee Members & Candidates Policy E11 Council Code of Conduct Division 3 Complaint Handling Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	22 August 2023
Adoption references	Resolution # 060823
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
23 Aug 2022	New delegation	NEW	Resolution # 150822
22 Aug 2023	Amended delegation	Aligned with WALGA template, missed in initial adoption of reviewed Delegations Register hence re-presented to Council for adoption	Resolution # 060823
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.27 DAP – Engage Consultant to assist in preparing Responsible Authority Report**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Development Assessment Panels) Regulations 2025*: Reg. 5(2)(b) Performance of relevant DAP function
Function	Authority to engage a person who is not an employee of the local government, and who the delegate believes to be suitably qualified, to assist in the preparation of a responsible authority report [r.5(2)(b)].
Delegates	CEO
Conditions	a. Must comply with the adopted Policy F2 - Procurement and the threshold for incurring liabilities applicable to the delegate's position title. b.
Express power to subdelegate	Nil
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Not applicable

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policy E1 Code of Conduct: Council Members, Committee Members & Candidates Policy E11 Council Code of Conduct Division 3 Complaint Handling Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	22 August 2023
Adoption references	Resolution # 060823
Last reviewed	23 June 2026

01.2 Local Law Delegations to the CEO

Delegation	**1.2.1 Issuing of Licences, Approvals & Permits - Local Laws**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Shire of York Local Laws*
Function	The authority to determine applications for the issue and/or renewal of licenses and permits that are provided for in Council's Local Laws.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with r.11 and r.17 of the *Local Government (Uniform Local Provisions) Regulations 1996.* Crossing permits are approved under r.12 and r.13 of the *Local Government (Uniform Local Provisions) Regulations 1996.* *Council's Local Laws*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Principal Environmental Health Officer added as subdelegate	

02 Building Act 2011 Delegations

Building Act 2011 Delegations

02.1 Council to CEO

Delegation	**2.1.1 Grant a Building Permit**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. a. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] b. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	*Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor *Building Regulations 2012* – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation	**2.1.2 Demolition Permits**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which pearmit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. a. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] b. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	*Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit *Building Services (Complaint Resolution and Administration) Act 2011* Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as subdelegates	

Delegation	**2.1.3 Occupancy Permits or Building Approval Certificates**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration *Building Regulations 2012:* r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Building Act 2011* s.59 Time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT *Building Services (Complaint Resolution and Administration) Act 2011* – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.

Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as subdelegates	23 Jun 2026

Delegation	**2.1.4 Designate Employees as Authorised Persons**
Head of power	02 Building Act 2011 Delegations
Delegator **Express power to delegate**	Local Government *Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
Function	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. NOTE: An *authorised person* for the purposes of s.96(3) and s.99(3) is not an *approved officer* or *authorised officer* for the purposes of r.70 of the *Building Regulations 2012.*
Delegates	CEO
Conditions	Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012.*
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	*Building Act 2011:* s.97 Each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	

Delegation	**2.1.6 Building Orders**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.88 Finishes of walls close to boundaries s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed Building Order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a Building Order [s.117]. 4. If there is non-compliance with a Building Order, authority to cause an authorised person to: a. Take any action specified in the order; or b. Commence or complete any work specified in the order; or c. Of any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to s.110 of the Building Act 2011. 7. Authority to, for the purpose of imposing a condition under s.27 or making a building order, specify the way in which an outward facing side of a particular close wall must be finished if — a. there are no regulations as mentioned in subsection (2) that apply to the wall; and b. the finish for the outward facing side of the wall is not set out in the plans and specifications that were specified in the applicable certificate of design
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services

Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. The sub-delegation does not include performing Functions 5 and 6. These can only be undertaken by authority of the Chief Executive Officer.
Statutory framework	*Building Act 2011:* s.88 Finishes of walls close to boundaries s.111 Notice of proposed building order other than building order (emergency) s.112 Content of building order s.113 Limitation on effect of building order s.114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as subdelegates	

Delegation	**2.1.7 Inspection and Copies of Building Records**
Head of power	02 Building Act 2011 Delegations
Delegator **Express power to delegate**	Local Government *Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.131(2) Inspection, copies of building records
Function	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates **Conditions**	CEO Nil
Express power to subdelegate **Subdelegates**	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) Executive Manager Infrastructure and Development Services
Subdelegate conditions **Statutory framework** **Policy** **Record keeping**	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. This delegation can only be exercised where the landowner has signed the application form (excluding requests from State agencies). *Building Act 2011* - s.146 Confidentiality *Freedom of Information Act 1992* *State Records Act 2000* Policy O8 – Employee Code of Conduct Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as subdelegates	

Delegation	**2.1.8 Referrals and Issuing Certificates**
Head of power	02 Building Act 2011 Delegations
Delegator **Express power to delegate**	Local Government *Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of York's District [s.145A(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Building Act 2011* *Building Regulations 2012*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as subdelegates	

Delegation	**2.1.98 Private Pool Barrier - Alternative and Performance Solutions**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.51 Approvals by permit authority
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner/occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Any variation request is to be discussed with the Chief Executive Officer prior to approval, with evidence being retained on the property file.
Statutory framework	*Building Act 2011* *Building Regulations 2012* Swimming Pool provisions – AS1926.1 Standards (as amended)
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023

Adoption references	Resolution# 140623

Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as subdelegates	

Delegation	**2.1.10 Smoke Alarms - Alternative Solutions**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Any variation request is to be discussed with the Chief Executive Officer prior to approval, with evidence being retained on the property file. b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Building Act 2011* *Building Regulations 2012*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation	**2.1.1 Appointment of Approved Officers and Authorised Officers**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.70 Approved officers and authorised officers
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with r. 70(1) and (1A) of the Building Regulations 2012. *NOTE: Only employees delegated under s.5.44(1) of the Local Government Act 1995 with power under s.9.19 or s.9.20 may be appointed as "approved officers".* 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with r.70(2) of the Building Regulations 2012. *NOTE: Only employees appointed under s.9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s.9.16 of that Act may be appointed as "authorised officers" for the purposes of r70(2) of the Building Regulations 2012.*
Delegates	CEO
Conditions	Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012.*
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	*Building Regulations 2012:* r.70(3) Each authorised officer must be issued a certificate of appointment.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

03 Bush Fires Act 1954 Delegations

Bush Fires Act 1954 Delegations

03.1 Council to CEO, President and Bush Fire Control Officer

Delegation	**3.1.1 Make Request to FES Commissioner - Control of Fire**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.13(4) Duties and powers of bush fire liaison officers
Function	1. Authority to request on behalf of the Shire of York that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13 (4)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link Attain in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.2 Prohibited Burning Times - Vary**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to President and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8)).
Express power or duty delegated	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17 (7)].
Delegates	Shire President Chief Bush Fire Control Officer
Conditions	Shire President and Chief Bush Fire Control Officer to act jointly
Express power to subdelegate	a. Decisions under s.17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Subdelegate conditions	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954* *Conservation and Land Management Act 1984* *Department of Biodiversity, Conservation and Attractions Forest Management Plan 2014-23*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Documentation confirming the procedural requirements of s.17(7B) and (8) have been complied with are to be recorded within the Shire's records management system.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE6-3	Resolution # 140623
25 Jun 2024	Amended delegation	Replacement of Shire President with Chief Executive Officer as a Delegate. Wording in Record Keeping Section modified to improve clarity.	---
25 Jun 2026	Amended delegation	Replacement of Chief Executive Officer Shire President with as a Delegate as this function cannot be dub-delegated.	

Delegation	**3.1.3 Prohibited Burning Times - Control Activities**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of York or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.4 Restricted Burning Times - Vary and Control Activities**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the Shire of York or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO

Conditions	a. The delegation of power granted under Function 4 is only to be exercised where the Chief Bush Fire Control Officer is unable or unwilling to make a determination in this regard OR the decision to refuse a permit to burn has been made by the Chief Bush Fire Control Officer.
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
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Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.5 Control of Operations Likely to Create Bush Fire Danger**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator **Express power to delegate**	Local Government *Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.27D Requirements for carriage and deposit of incendiary material *Bush Fires Regulations 1954:* r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a. A person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. A person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. A person using explosives [r.39D(2)]. d. A person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. *Note: this authority is also prescribed to a*
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
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Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.6 Burning Garden Refuse/Open Air Fires**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator **Express power to delegate**	Local Government *Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 *Bush Fires Regulations 1954:* r.27(3) Permit, issue of

Function	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].
	2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)].
	  a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].
	  b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].
	3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:
	  a. Camping or cooking [s.25(1)(a)].
	  b. Conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].
	4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].
	5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].

Delegates	CEO
Conditions	a. Function 1 is only to be exercised where the Chief Executive Officer can be satisfied that approval is not likely to create a fire hazard.
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.

Date adopted	27 June 2023
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Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.7 Firebreaks**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.33 Local government may require occupier of land to plough or clear firebreaks
Function	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of York: a. Clearing of firebreaks as determined necessary and specified in the notice; and b. Act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. As a separate or coordinated action with any other person carry out similar actions [s.33(1)]. d. determine that these matters have been acted upon to the satisfaction of the Shire of York. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	CEO
Conditions	The Bush Fire Brigades are to be consulted where the notice is intended to be amended.
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Addition of Function 1.d.	

Delegation	**3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator **Express power to delegate**	Local Government *Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.38 Local Government may appoint bush fire control officer
Function	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of York [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. 4. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where
Delegates	CEO
Conditions	Nil
Express power to subdelegate **Statutory framework** **Record keeping**	Nil – Sub-delegation is prohibited by s.48(3) *Bush Fires Act 1954* Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended – Replaces DE6-20	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.9 Control and Extinguishment of Bush Fires**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. 2. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954* *Conservation and Land Management Act 1984* Department of Biodiversity, Conservation and Attractions Forest Management Plan 2014-23
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.10 Recovery of Expenses Incurred through Contraventions of this Act**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the *Bush Fires Act 1954*, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of York or those on behalf of the Shire of York to do [s.58].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.11 Prosecution of Offences**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator **Express power to delegate**	Local Government *Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Delegates	CEO
Conditions **Express power to subdelegate**	Nil Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework **Record keeping**	*Bush Fires Act 1954:* s.65 Proof of certain matters s.66 Proof of ownership or occupancy Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted **Adoption references** **Last reviewed**	27 June 2023 Resolution# 140623 23 June 2026

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE6-5	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

04 Cat Act 2011 Delegations

Cat Act 2011 Delegations

04.1 Council to CEO

Delegation	**4.1.1 Cat Registrations**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags *Cat Regulations 2012* Schedule 3, cl.1(4) Fees Payable
Function	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of York's District [Regs. Sch. 3 cl.1(4)].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Function 5 can only be exercised by the Chief Executive Officer.

Statutory framework	*Cat Regulations 2012:* r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the *Cat Act 2011* *Cat Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services as a Subdelegate	

Delegation	**4.1.2 Cat Control Notices**
Head of power	04 Cat Act 2011 Delegations
Delegator **Express power to delegate**	Local Government *Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.26 Cat control notice may be given to cat owner
Function	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of York's District [s.26].
Delegates **Conditions**	CEO Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates **Subdelegate conditions** **Statutory framework** **Record keeping**	Executive Manager Infrastructure and Development ServicesRanger a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. *Cat Regulations 2012:* r.20 Cat control notice [s.23(3)], prescribes the Form of the notice. *Cat Local Law* Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted **Adoption references**	27 June 2023 Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

23 Jun 2026	Amended delegation	Removal of Manager Development Services as a Subdelegate	

Delegation	**4.1.3 Approval to Breed Cats**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011*: s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.

Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions	b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Cat Regulations 2012:* r.20 Cat control notice [s.23(3)], prescribes the Form of the notice. *Cat Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
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Delegation	**4.1.3 Recovery of Costs - Destruction of Cats**
Head of power	04 Cat Act 2011 Delegations
Delegator **Express power to delegate**	Local Government *Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.49(3) Authorised person may cause cat to be destroyed
Function	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates **Conditions**	CEO Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates **Subdelegate conditions**	Executive Manager Infrastructure and Development Services a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Cat Act 2011* *Cat Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
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Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Addition of Manager Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---

23-Jun-26	Amended delegation	Removal of Manager Development Services as a Subdelegate	

Delegation	**4.1.4 Applications to Keep Additional Cats**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat (Uniform Local Provisions) Regulations 2013:* r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*. b. The limit of delegation is up to four (4) cats. c. The Ranger is to inspect the premises to ensure compliance with the factors relevant to a determination as contained in the Shire of York *Cat Local Law*. d. Surrounding neighbours are to be consulted on an application and where an objection to an application is received, the matter is to be presented to Council for
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Cat Act 2011* *Cat Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
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Amendments			
Date	**Type**	**Amendment**	**References**
25 Nov 2019	New delegation	New – 25 November 2019	---
22 Dec 2022	Amended delegation	Amended – 22 December 2020	---
27 Jun 2023	Amended delegation	Replaced DE6-19	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services as a subdelegate	

05 Dog Act 1974 Delegations

Dog Act 1974 Delegations

05.1 Council to CEO

Delegation	**5.1.1 Refuse or Cancel Registration**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Function	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: a. The applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of two or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*; or b. The dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or c. The delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept. d. The dog is required to be microchipped but is not microchipped; or e. The dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of York's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant/owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. a. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of s.31, s.32 or s.33A and had not been claimed [s.17(6)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	*Dog Act 1976:* s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6). *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.2 Recovery of Moneys Due Under this Act**
Head of power	05 Dog Act 1974 Delegations
Delegator **Express power to delegate**	Local Government *Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(5) Power to seize dogs
Function	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates **Conditions**	CEO a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate **Subdelegates** **Subdelegate conditions**	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation) Nil Not applicable
Statutory framework	*Dog Act 1976* *Dog Regulations 2013* Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared) *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.3 Dispose of or Sell Dogs Liable to be Destroyed**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(11) Power to seize dogs
Function	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. The Development Services Coordinator and Ranger are to jointly agree, with evidence retained on file, before use of the delegated authority is exercised.
Statutory framework	*Dog Act 1976* *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23-Jun-26	Amended delegation	Removal of Manager Development Services as a subdelegate	

Delegation	**5.1.4 Declare Dangerous Dog**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976* *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.5 Dangerous Dog Declared or Seized - Deal with Objections and Determine when to Revoke**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] a. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub-delegation).
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976* *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.6 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33H(5) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. a notice declaring a dog to be dangerous; or b. a notice proposing to cause a dog to be destroyed.
Delegates	CEO
Conditions **Express power to subdelegate**	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. *Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
Subdelegates **Subdelegate conditions** **Statutory framework** **Record keeping**	Nil Not applicable Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976* *Dogs Local Law* Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.7 Determine Recoverable Expenses for Dangerous Dog Declaration**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33M(1)(a) Local Government expenses to be recoverable
Function	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the local government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976* *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.8 Approval to Keep More than Two Dogs**
Head of power	05 Dog Act 1974 Delegations
Delegator **Express power to delegate**	Local Government *Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.26 Limitation as to numbers
Function	1. Authority to provide an exemption as to the number of dogs able to be kept at a particular premises, allowing the keeping of more dogs than is permitted under the Shire's Dogs Local Law [s.26(3)].
Delegates **Conditions**	CEO a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Delegates are to adhere to the requirements prescribed in the Shire's Dogs Local Law and Policy C7 – Keeping of Three to Six Dogs. c. Surrounding neighbours are to be consulted on an application and where an objection to an application is received, the matter is to be presented to Council for determination. d. The Ranger must inspect the premises to ensure means exist to effectively confine the
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions **Statutory framework** **Policy** **Record keeping** **Date adopted** **Adoption references** **Last reviewed**	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. Decisions under this delegation may be referred for review by the State Administration Tribunal. *Dog Act 1976* *Policy C7 – Keeping of Three to Six Dogs* Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. 27 June 2023 Resolution# 140623 23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	NEW – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
22 Dec 2020	Amended delegation	Amended – 22 December 2020	---
27 Jun 2023	Amended delegation	Replaces DE6-13	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Manager Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23-Jun-26	Amended delegation	Removal of Manager Development Services as a Subdelegate	

06 Food Act 2008 Delegations

Food Act 2008 Delegations

06.1 Council to CEO

Delegation	**6.1.1 Prohibition Orders and Certificates of Clearance**
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008* [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO Principal Environmental Health Officer Executive Manager Infrastructure and Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil – *Food Regulations 2009* do not provide for sub-delegation
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	*Guide to Regulatory Guideline Number 1: Introduction of Regulatory Auditing in Western Australia*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE6-7	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23-Jun-26	Amended delegation	Title renaming to include Certificates of Clearance	

Delegation	**6.1.2 Food Business Registrations**
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	CEO Principal Environmental Health Officer Executive Manager Infrastructure and Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: i. *Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA* ii. *Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No. 1* iii. *WA Priority Classification System* iv. *Verification of Food Safety Program Guideline*
Express power to subdelegate	Nil – F*ood Regulations 2009* do not provide for sub-delegation
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
18 Apr 2016	New delegation	Adopted – 18 April 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-7	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**6.1.3 Appoint Authorised Officers and Designated Officers**
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7).
Delegates	CEO
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: i. *Appointment of Authorised Officers as Meat Inspectors* ii. *Appointment of Authorised Officers* iii. *Appointment of Authorised Officers – Designated Officers only* iv. *Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer*
Express power to subdelegate	Nil – *Food Regulations 2009* do not provide for sub-delegation
Statutory framework	*Food Act 2008:* s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
18 Apr 2016	New delegation	Reviewed & Adopted - 18 April 2016 - Replaces DE-17	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-6	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

07 Graffiti Vandalism Act 2016 Delegations

Graffiti Vandalism Act 2016 Delegations

07.1 Council to CEO

Delegation	**7.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Function 2 can only be exercised by the Chief Executive Officer.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. *Graffiti Vandalism Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum. Details of how the Shire gave effect to the notice, including photographs of graffiti removed is to be recorded and registered in Altus Records and linked to the property file.
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**7.1.2 Notices - Deal with Objections and Give Effect to Notices**
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: a. Determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and b. To give notice to the affected person, before taking the necessary actions [s.24 (3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**7.1.3 Obliterate Graffiti on Private Property**
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.25(1) Local government graffiti powers on land not local government property
Function	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	CEO
Conditions	a. Subject to exercising Powers of Entry as specified in Division 4 of the *Graffiti Vandalism Act 2016*
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Graffiti Vandalism Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**7.1.4 Powers of Entry**
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.28 Notice of entry s.29 Entry under warrant
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	*Graffiti Vandalism Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
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Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

08 Health (Miscellaneous Provisions) Act 1911 Delegations

Health (Miscellaneous Provisions) Act 1911 Delegations

08.1 Council to CEO

Delegation	**8.1.1 Powers of Local Government - Appointment of Deputy**
Head of power	08 Health (Miscellaneous Provisions) Act 1911 Delegations
Delegator	Local Government
Express power to delegate	*Health (Miscellaneous Provisions) Act 1911:* s.26 Powers of local government
Express power or duty delegated	As listed in 'Function'.
Function	Authority to appoint and authorise any person to be the Shire of York's deputy and in that capacity to exercise and discharge all or any of the powers and functions of the local government, including: 1. *Part IV – Division 4 (Sanitary Convenience)* 2. *Part IV – Division 7 (Pollution of Water)* 3. *Part V – Division 1 (House unfit for occupation)* 4. *Part VI – Public Buildings Part VII – Division 1 (Nuisances)* 5. *Health (Air Handling & Water Systems) Regulations 1994* 6. *Health (Aquatic Facilities) Regulations 2007* 7. *Health (Cloth Materials) Regulations 1985* 8. *Construction Camps Regulations 1988* 9. *Health (Construction Work) Regulations 1973* 10. *Health (Garden Soil) Regulations 1998* 11. *Health (Offensive Trade Fees) Regulations 1976* 12. *Health (Pesticides) Regulations 2011* 13. *Health (Prescribed Insect Pests) Regulations 1991* 14. *Health (Public Buildings) Regulations 1992* 15. *Health (Skin Penetration) Procedure Regulations 1998* 16. *Health (Temporary Sanitary Conveniences) Regulations 1997* 17. *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* 18. *Health Act (Laundries and Bathrooms) Regulations* 19. *Health Act (Sewerage Drainage and Underground Water Supply) Regulations 1974* 20. *Health Act (Underground Water Supply) Regulation 1959* 21. *Fly Eradication Regulations* 22. *Piggeries Regulations 1979* 23. *Shire of York Health Local Law* 2007
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil
Subdelegates	Nil

Subdelegate conditions	Not Applicable
Statutory framework	*Health (Miscellaneous Provisions) Act 1911* *Health Local Law* 2007
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-14	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

09 Public Health Act 2016 Delegations

Public Health Act 2016 Delegations

09.1 Council to CEO

Delegation	**9.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Health (Asbestos) Regulations 1992:* r.15D(7) Infringement Notices
Express power or duty delegated	*Health (Asbestos) Regulations 1992*: r.15D(5) Infringement Notices
Function	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the *Criminal Procedure Act 2004* Part 2 [r.15D(5)].
Delegates	CEO
Conditions	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D (6)].
Express power to subdelegate	Nil – the *Health (Asbestos) Regulations 1992* do not provide a power to sub-delegate
Statutory framework	*Criminal Procedure Act 2004* – Part 2
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**9.1.2 Enforcement Agency Reports to the Chief Health Officer**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Enforcement Agency (which means the Local Government vide s.4 definition)
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016:* s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the local government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of York [s.22(1)]. 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	CEO Principal Environmental Health Officer
Conditions	Nil
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016:* s.20 Conditions on performance of functions by enforcement agencies.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**9.1.3 Designate Authorised Officers**
Head of power	09 Public Health Act 2016 Delegations
Delegator **Express power to delegate**	Enforcement Agency (which means the Local Government vide s.4 definition) *Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Function	1. Authority to designate a person or class of persons as authorised officers for the purposes of: a. The *Public Health Act 2016* or other specified Act b. Specified provisions of the *Public Health Act 2016* or other specified Act c. Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act. Including: a. An environmental health officer or environmental health officers as a class; OR b. A person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. A mixture of the two. [s.24(1) and (3)].
Delegates	CEO
Conditions	a. Subject to each person so appointed being; i. Appropriately qualified and experienced [s.25(1)(a)]; and ii. Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016:* s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority *Criminal Investigation Act 2006,* Parts 6 and 13 – refer s.245 of the *Public Health Act 2016* *The Criminal Code, Chapter XXVI* – refer s.252 of the *Public Health Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.

Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

11 Statutory Authorisations and Delegations to Local Government from State Entities

STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES

11.1 Environmental Protection Act 1986

Delegation	**11.1.1 Noise Control - Environmental Protection Notices [Reg.65(1)]**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 of the *Environmental Protection Act 1986*
Express power or duty delegated	*Instrument of delegation* — Government Gazette No. 47. pg. 919 - 19 March 2004 All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995.*
Function	All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995.*
Delegates	CEO
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Delegation	**11.1.2 Noise Management Plans - Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 *Environmental Protection Act 1986*
Express power or duty delegated	*Instrument of delegation* - Government Gazette 232, Delegation No. 112 Pg. 6282 - 20 Dec 2013 Pursuant to section 20 of the Act, delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, powers and duties under the *Environmental Protection (Noise) Regulations 1997,* other than this power of delegation.
Function	Any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995,* powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to— a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— i. Subregulation 18(13)(b) is not delegated.
Delegates	CEO
Conditions	Subregulation 18(13)(b) is not delegated.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Delegation	**11.1.3 Noise Management Plans - Construction Sites**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 *Environmental Protection Act 1986*
Express power or duty delegated	*Instrument of delegation* Government Gazette No 71, 16 May 2014 Delegation No 119 Pg. 1548 Pursuant to section 20 of the Act, delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the *Local Government Act 1995*; and b. to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act, all powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.
Function	Pursuant to section 20 of the Act, delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the Local Government Act 1995; and b. to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act, all powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.
Delegates	CEO
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

11.2 Planning and Development Act 2005

Delegation	**11.2.1 Instrument of Authorisation - Local Government CEOs - Sign Development Applications for Crown Land as Owner**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Minister for Lands
Express power to delegate	Section 267A *Planning and Development Act 2005*
Express power or duty delegated	*Instrument of delegation* By section 7(1) of the *Land Administration Act 1997* authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.
Function	In respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.
Delegates	CEO
Conditions	See Column 3 of the *Schedule*
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Delegation	**11.2.7 WA Planning Commission - Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Western Australian Planning Commission
Express power to delegate	Section 16 *Planning and Development Act 2005*
Express power or duty delegated	*Instrument of Delegation* - Government Gazette 29 January 2021 DEL 2020/01 (Pg. 449). The Western Australian Planning Commission (the WAPC) may delegate any function to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.
Function	A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; B. To delegate to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the Strata Titles Act 1985 as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; C. To amend "Del 2020/01—Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.
Delegates	CEO
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

11.3 Main Roads Act 1930

Delegation	**11.3.1 Traffic Management - Events on Roads**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) *Road Traffic Code 2000*
Express power or duty delegated	*Instrument of Delegation* - Traffic Management for Events - CODE OF PRACTICE (Pg. 41)
Function	Local Government ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any: i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*; ii. race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984;* or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction.
Delegates	CEO
Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Statutory framework	*Traffic Management for Events CODE OF PRACTICE*
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	23 June 2026

Delegation	**11.3.2 Traffic Management - Road Works**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) of the *Road Traffic Code 2000*
Express power or duty delegated	Instrument of Delegation - *Traffic Management for Works on Roads* - CODE OF PRACTICE (Pg. 77) Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
Function	Erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
Delegates	CEO
Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the 'Traffic Management for Works on Roads Code of Practice' (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ('the Code') referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

11.4 Road Traffic (Vehicles) Act 2012

Delegation	**11.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Department of Transport
Express power to delegate	Pursuant to the *Road Traffic (Vehicles) Regulations 2014*
Express power or duty delegated	Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under: a. the *Local Government Act 1995;* b. regulations made under the *Local Government Act 1995;* c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1 976*); or e. any combination of the above paragraphs (a) to (d);
Function	To perform functions on its behalf under: a. the *Local Government Act 1995*; b. regulations made under the *Local Government Act 1995;* c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1 976*); or e. any combination of the above paragraphs (a) to (d); As special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the Regulations, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the Regulations.
Delegates	CEO

Conditions	1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must: a. have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and b. where the vehicle is a station wagon or van, have the words "Ranger'', "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle. This condition 7 is not intended to prevent the use of additional words on the vehicle.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

SY056-06/26 MINUTES AND RECOMMENDATIONS OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 9 JUNE 2026

File Number:	**4.7712**
Author:	**Emma Hannington, Council Support Officer**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Unconfirmed Minutes ⇩**

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 9 June 2026.

BACKGROUND

At its Ordinary Meeting held on 9 June 2026, the ARIC was presented with the following reports:

1. Business Continuity Plan
2. Draft Integrity Framework
3. IT Disaster Recovery Plan
4. Review of Council Policy F4 – Investment
5. Risk Management Update as at June 2026
6. Update on the Findings Identified During Annual Financial Audits

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
Business Continuity Plan	That, with regard to the Business Continuity Plan, the Audit, Risk and Improvement Committee recommend to Council that it: 1. Resolves to adopt the Business Continuity Plan, as presented in Appendix 1. 2. Notes the Business Continuity Management Procedures, as presented in Appendix 2, that support the Business Continuity Plan.

	3. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication.
Draft Integrity Framework	That, with regard to the Draft Integrity Framework, the Audit, Risk and Improvement Committee recommend to Council that it: 1. Resolves to adopt the Draft Integrity Framework, as presented in Appendix 1. 2. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication.
IT Disaster Recovery Plan	That, with regard to the IT Disaster Recovery Plan, the Audit, Risk and Improvement Committee recommend to Council that it: 1. Resolves to adopt the IT Disaster Recovery Plan, as presented in Appendix 1. 2. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication.
Review of Council Policy F4 - Investment	That, with regard to Review of Council Policy F4 - Investment, the Audit, Risk and Improvement Committee recommends to Council that it: 1. Adopts the reviewed Policy F4 – Investment, as presented in Appendix 1. 2. Authorises the Chief Executive Officer to make any minor typographical and formatting changes to Policy F4 – Investment prior to publication.
Risk Management Update as at June 2026	That, with regard to the Risk Management Update as at June 2026, the Audit, Risk and Improvement Committee recommends to Council that it: 1. Notes the progress made to date in relation to the Strategic Risk Register. 2. Requests the Temporary Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the Audit, Risk and Improvement Committee at its September 2026 meeting.
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 one (1) Finding: a. Untimely preparation and review of bank reconciliations 2. Requests the Chief Executive Officer to report back on progress against the remaining 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 to the Audit, Risk and Improvement Committee at its September 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 Ordinary Meeting 9 June 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
150626

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

That, with regard to the Minutes and Recommendations of the Audit, Risk and Improvement Committee Meeting held on 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 Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh**

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

UNCONFIRMED MINUTES

Audit, Risk and Improvement Committee Meeting

Tuesday, 9 June 2026

Date: **Tuesday, 9 June 2026**

Time: **3:00pm**

Location: **Council Chambers, York Town Hall, York**

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MINUTES OF SHIRE OF YORK
AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK
ON TUESDAY, 9 JUNE 2026 AT 3:00PM

1 OPENING

1.1 Declaration of Opening

Presiding Member Shona Zulsdorf, Presiding Member, declared the meeting open at 3.02 pm.

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, Presiding Member; Deputy Presiding Member Sonia McKeiver; Cr Chris Gibbs (Arrived at 3:08 pm); Cr Denese Smythe; Cr Kevin Trent

2.2 Staff

Alina Behan, Temporary Chief Executive Officer; Anneke Birleson, Acting Executive Manager Corporate & Community Services; Thomas Bruins, Executive Manager Infrastructure & Development Servics; Denise Gobbart, Manager Finance; Emma Hannington, 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 3.06 pm.

4.1 Written Questions – Current Agenda

Nil

4.2 Public Question Time

Nil

As there were no questions asked, Public Question Time concluded at 3.06 pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PRESENTATIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RECOMMENDATION

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

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 March 2026 be confirmed as a correct record of proceedings.

In Favour:	**Crs Shona Zulsdorf, Sonia McKeiver, Denese Smythe and Kevin Trent**
Against:	**Nil**
	CARRIED 4/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9 OFFICER'S REPORTS

9.1 BUSINESS CONTINUITY PLAN

File Number:	**4.9680**
Author:	**Kylie Williams, Manager Governance**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**22 June 2021 SY055-06/21**
Appendices:	**1. Business Continuity Plan** **2. Business Continuity Plan Procedures**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

The purpose of the report is to present the Business Continuity Plan to the Audit, Risk and Improvement Committee (ARIC) and Council for consideration.

BACKGROUND

In 2017 a review of the Risk Management, Legislative Compliance and Internal Controls was undertaken by Moore Stephens in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*. Moore Stephens recommended that a Business Continuity Plan (BCP) was developed to facilitate organised decision making in the event of a major incident that might otherwise lead to chaos.

In 2020, in response to the threat of operational disruption from COVID-19, Officers prepared a BCP specific to the COVID pandemic. At its March 2020 Special Council Meeting held on Twenty-four (24), Council resolved (Resolution 010320) that the CEO commence preparing an organisational recovery plan, to address business continuity as a whole.

In October 2020, Officers employed Marsh Pty Ltd, a parent company of LGIS, to assist in the development of an overarching BCP. The BCP provides guidance to senior officers to implement a coordinated response to any event which could threaten the operational continuity of the Shire of York.

In 2021, the revised BCP developed with assistance from Marsh Pty Ltd was presented to the ARIC Meeting held on 1 June 2021. Following recommendations from the Committee, Council adopted the BCP and BCP Procedures at its June 2021 Ordinary Council Meeting (Resolution 030621).

In 2025, a review of the existing BCP was conducted by the Temporary Manger Governance and Executive Leadership Team.

COMMENTS AND DETAILS

The BCP document contains a series of checklists and contact details maintained in readiness for a crisis, disaster, emergency, accident or any other event that could result in, or be anticipated to result in, a disruption to services. While every incident will be unique the BCP is able to be tailored to respond to each situation. The BCP is supported by the Business Continuity Management Procedures presented in Appendix 2.

The BCP adopted by Council in June 2021 (Resolution 030621), has been reviewed by Temporary Manager Governance and Executive Leadership Team for relevancy and updated to reflect the current names and positions of staff. The updated BCP is presented in Appendix 1. The BCP should

be reviewed annually and whenever structural, technological or procedural considerations indicate. The next BCP review will be due in June 2027.

OPTIONS

ARIC has the following options:

Option 1: ARIC could choose to recommend that Council adopts the updated Business Continuity Plan and note the Business Continuity Management Procedures that provide support to the Plan.

Option 2: ARIC could choose to not recommend adoption of the updated Business Continuity Plan and request that further information be provided.

Option 1 is the recommended option. Option 2 will reduce the Shire's ability to respond in the event of an incident leading to service disruption.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Group

Corporate and Community Services Staff

Infrastructure and Development Services Staff

Strategic

Nil

Policy Related

G19 Risk Assessment and Management

Financial

There are no financial implications until an event occurs.

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 is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to the following matters —

(a) financial management; and

(b) legislative compliance; and

(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 BCP mitigates the Shire for risks associated with staffing, service interruption, compliance, reputation, finances and project delivery.

Workforce

There are no financial implications until an event occurs.

VOTING REQUIREMENTS

Absolute Majority: Yes

COMMITTEE RECOMMENDATION

Moved: Cr Denese Smythe Seconded: Cr Kevin Trent

That, with regard to the Business Continuity Plan, the Audit, Risk and Improvement Committee recommend to Council that it:

1. **Resolves to adopt the Business Continuity Plan, as presented in Appendix 1.**
2. **Notes the Business Continuity Management Procedures, as presented in Appendix 2, that support the Business Continuity Plan.**
3. **Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication.**

In Favour: **Crs Shona Zulsdorf, Sonia McKeiver, Chris Gibbs, Denese Smythe and Kevin Trent**

Against: **Nil**

CARRIED 5/0 BY ABSOLUTE MAJORITY

Shire of York
Business Continuity Plan

Version 1.1 June 2026

Review date June 2027

Business Continuity Plan

Important information about this Plan for the user

This document is a series of checklists developed and maintained in readiness for use during an incident **resulting, or anticipated to result in a disruption to business-as-usual activities**.

The term 'Incident' can be used to indicate a 'Crisis', 'Disaster', 'Emergency', Accident or any other event **resulting, or anticipated to result in a disruption.**

This plan's main purpose is to offer guidance in restoring the Shire to an acceptable level of operation by focusing on communications, time-critical business activities, staff welfare and those people who will need to be contacted or mobilised due to the circumstances of the incident.

Every incident is unique. Therefore, the gap between continuity planning and the real disruptive incident now being faced, needs to be filled with new information, gathered after an assessment of the circumstances of the incident, and the Plan and response options updated accordingly.

Plan Activation Decision

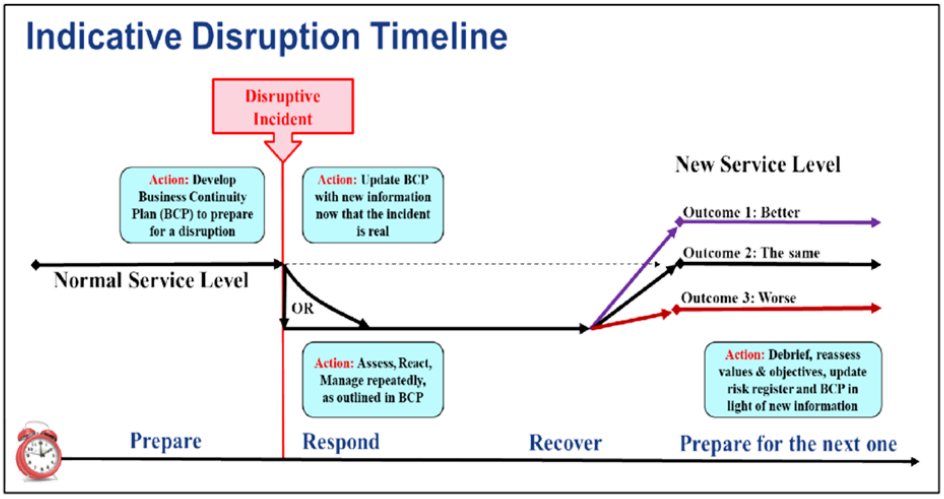
Could the incident:	Yes	No
Disrupt critical activities for more than one day or affect multiple sites?		
Prevent the use of our Admin Building, Depot or IT systems, or disrupt our key supplies for more than 1 day?		
If YES to either of the above, this plan is to be activated.		

An Organisation's behaviours during an incident can significantly damage the trust of staff, the community and other stakeholders. Therefore, during a disruptive incident, the Shire will seek to:

1. **Before all else, establish the safety and wellbeing of staff, visitors and the community.**
2. **Provide regular, concise and meaningful communications internally and externally.**
3. **Strategically manage the incident through strong leadership.**
4. **Work together as a team demonstrating the Shire's principles and values to swiftly return operations to normality.**
5. **Provide the Shire's community, customers and stakeholders with essential services.**
6. **Provide Shire of York staff with a safe working environment to support service delivery in a productive manner.**
7. **Minimise the impact on the Shire's operations and public image.**
8. **Provide assurance to the community that the Shire's operations and service to residents remain strong and viable.**
9. **Ensure that the recovery efforts have the necessary resources and support.**
10. **Set critical milestones and time frames for recovery. Plan into the future.**
11. **Ensure all actions are documented for investigators.**

*Incident Leader and other Checklists begin after the Table of Contents

Business Continuity Plan



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Document Control

Document Record	
Document name	Shire of York Business Continuity Plan
Document number	N18659

Review and Approval	
Prepared by	Michael Sparks, Marsh Advisory
Maintained by	Kylie Williams – Temporary Manager Governance
Version date	December 2025
Approved by	Council
Frequency of review	Annual

Review and Approval				
Version	Date	Author	Description of Change	Approved By
1.1	Dec 2025	K. Williams	• Update Shire staff position titles and contact information. • Update Chubb Incident Response Team contact information. • Update 'Business Unit' titles in section '4B'. • Update 'Key Contacts' government departments and contact information.	

Hard and soft copies of this plan are located:

- CEO's home/vehicle.
- Depot
- Admin Office

Business Continuity Plan

Checklists:

1. Emergency Response

Before all else, establish the safety and wellbeing of staff, visitors and the community.

2. Immediately After Emergency:

***It is essential that the Incident Leadership Team be informed of the incident as quickly as possible.**

Incident Leadership Team and spokesperson	Date & Time contacted	Deputy
CEO	Date & Time	Appointed by the Leadership Team in the absence of the CEO
EM Corporate & Community	Date & Time	Manager Governance & People Finance Manager
EM Infrastructure & Development	Date & Time	Manager Development Services Manager Projects & Assets
Manager Finance	Date & Time	Senior Finance Officer
Spokesperson for non-operational communications: Shire President	Date & Time	Deputy Shire President
Manager Governance & People	Date & Time	Human Resources and Organisational Development Officer Governance Officer

***If a Team Member cannot be reached, consider calling their home number or sending someone to notify them**

Evidence

Log details of all Witnesses, Photographic and CCTV evidence

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Support Specialists

Mobile	Support Specialist Title	Time
0418 924 818	On Call/After Hours Staff Contact	Date & Time
0417 181 349	Ranger	Date & Time
0427 057 719	Community Emergency Services Manager	Date & Time
0437 986 171	Environmental Health Officer	Date & Time
0467 083 966	Media and Engagement Officer	Date & Time
0458 972 036	Projects & Assets Manager	Date & Time
0407 919 091	Manager of Depot Operations	Date & Time
0499 938 896	Town Maintenance Leading Hand	Date & Time
0458 972 036	Graduate Engineer	Date & Time
0400 516 694	Manager of Governance and People	Date & Time
9641 0527	Governance & IT Officer	Date & Time
1300 664 136	External IT Service	Date & Time
9641 0523	Human Resources & Organisational Development Officer	Date & Time
9641 0501	Records Officer	Date & Time
0499 874 917	Manager Tourism & Economic Development	Date & Time
0473 819 801	Museum Curator	Date & Time
0409 906 302	Community & Place Manager	Date & Time
0456 383 486	Pool Manager	Date & Time
9641 1318	Avon Waste	Date & Time

*PN (Personal Number)

Business Continuity Plan

3. Incident Leader Checklist

Remember to log all activities for investigators

Incident Leader Checklist		
Incident Leader - Consider the following actions important:		
Convene the Incident Leadership Team to review the situation at the muster point (if applicable), then moving to an *'Incident Control Centre'* venue in the following order: 1. **Community Resource Centre (CRC) *If inaccessible;** 2. **Another office in the Admin Building (to be determined)** 3. **MS Teams / Zoom, etc** Arrange access and teleconferencing facilities at *Incident Control Centre*. Nominate a scribe. Determine Leadership Team roles and responsibilities.	Incident Leadership Team Leader	Date & Time
Start recording an assessment of the situation: **This is what we know (& who is impacted?) ……** **……** **This is what we don't know……** **This is what we need you to do……** **This is what we're going to do……** A more detailed assessment checklist can be found on the pages below.	Delegated to:	Date & Time
What is your desired realistic outcome? Determine objectives: Objective 1)…… Objective 2)……	Incident Leadership Team Leader	Time
Secure involvement of staff from support areas with expertise relevant to the incident (HR/I.T./Works, etc.) (Support Specialists contact list above).	Incident Leadership Team Leader	Date & Time
If moving staff to a new work facility ***Set up a minimum of three workstations and a printer for completion of time-sensitive activities such as Payroll, Communications and Customer Services. (See: Time-sensitive activity list).	Delegated to:	Date & Time
Determine employee support & wellbeing requirements (See section 4 for a checklist).	Delegated to:	Date & Time
Contact all relevant Stakeholders who need to be informed about the incident or will be affected by the incident, including local businesses, schools & community leaders where appropriate (See: Key Contacts checklist)	Delegated to:	Date & Time

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Incident Leader - Consider the following actions important:		
Consider nominating a trusted administrator to assist you to work through the checklists and act in an advisory capacity (as a right-hand person)	Delegated to:	Date & Time
Obtain details of any witnesses, photographic or CCTV evidence	Delegated to:	Date & Time
Arrange Stakeholder and staff communications. (Email, Text messaging, MS Teams, Zoom, WhatsApp, Social Media, White Board, Bulletin board) For templates: Appendix A – *Communications Guidelines*	Delegated to:	Date & Time
Contact any relevant contractors to confirm if they have been affected by the incident (See: Key Contacts checklist)	Delegated to:	Date & Time
Arrange legal or expert advice if required	Delegated to:	Date & Time
Determine Management and Staff roles and responsibilities before sending anyone home (if applicable): **Make sure:** If you're sending staff home, that they are actually capable of getting home and not (for example) in shock or ill and unable to drive. Ask them if a family member or friend can fetch them,or arrange an ambulance or taxi. That they are able to contact their families if they need or want to. **Make sure they understand:** 1. Where they should go 2. What they should do and how they should do it 3. The options available to them 4. Reporting arrangements 5. That their jobs are safe, if applicable, or the options available to them 6. When they should come back to work 7. When the next communication can be expected and how it will be communicated. Remind them about the Shire's **Social Media policy** (not to talk to the Press, or post anything on Facebook, or alert Friends). If an employee is approached for a comment, they should refer the media body to you as the Incident Leader. Contact and instruct staff not affected by the incident, currently off site, on leave or located elsewhere. Consider Union involvement. A main internal point of contact should be nominated and provided to all staff should they need to communicate. This should be a different person to that making the staff contacts.	Delegated to:	Date & Time

Incident Leader - Consider the following actions important:		
Depending on the nature of the incident, **consider:** ○ Requesting assistance from contractors or stakeholders ○ Staffing requirements for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Supply requirements for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Other resources or equipment required for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Clearing backlogs ○ Leadership and staff rotation / rostering	Delegated to:	Date & Time
Notify neighbours	Delegated to:	Date & Time
Notify insurer and seek advice	Delegated to:	Date & Time
Contact local business, school & community leaders where appropriate	Delegated to:	Date & Time
Remind staff to photograph all evidence prior to initiating urgent repairs (for insurance purposes)	Delegated to:	Date & Time
Ensure emergency funds are available if required	Delegated to:	Date & Time
Arrange for phones to be diverted and set up a temporary reception area.	Delegated to:	Date & Time
Agree future location of your Incident Control Centre and future meeting times for convening the Incident Leadership Team.	Delegated to:	Date & Time
Assess and Prioritise: **A. Employee's support & wellbeing requirements** **B. Time-Critical business functions** **C. Other Considerations** **D. All upcoming activities or events** **E. Key contacts / Organisations / Contractors to be contacted** ***After assessing and prioritising, focus your resources where they're needed most**	See **'Assess'** Below	
See 'Scenario-Specific' Checklists on following pages for more specific information relating to: • **Loss of People** • **Loss of (or access to) buildings / infrastructure / equipment** • **Loss of I.T., Data or Communications** • **Loss of key Suppliers**	See: **'React'** Below	
End of Incident Leader Checklist		

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Team checklists begin on the following page

4. Assess

Leadership Team - Assess the Situation
Describe what has happened:
What action has been taken so far?
What has changed / is changing? / Will work hours be affected?
Who is impacted? Which areas are impacted, or may still become impacted?
What might happen next?
How long is this Incident likely to continue?
What actions should be taken immediately?
What's the desired realistic outcome?
Can we put plans in place to deal with any backlogs?
How often should the team meet?

Assess and Prioritise:

A. Employee's support & wellbeing requirements

B. Time-Critical business functions

C. Other Considerations

D. All upcoming activities or events

E. Key contacts / Organisations / Contractors to be contacted

***After assessing and prioritising, focus your resources where they're needed most**

4A. Employee's support & wellbeing requirements

Determine employee's support & wellbeing requirements:	Delegated to:	Complete
Set up incoming and outgoing contact arrangements for staff	Delegated to:	Time
Monitor employee's medical & stress factors. Consider support options for staff who are ill, are fearful or anxious about the risks, or fail to show up to work due to safety concerns, caring for sick family members or due to travel restrictions. Identify space to segregate/isolate teams or individuals if necessary. Be mindful of any potential bullying or harassment of any particular demographic. See checklist: 'Loss of People' for additional information.	HR	Time
Engage external employee assistance program (EAP) Refer Key Contacts	HR	Time
Consider employee's family responsibilities (e.g. children). Allow them to contact their family if they want to or need to.	HR	Time
If required, assist employees who may have increased medical requirements such as; those who may be pregnant, recently undergone an operation, disabled or frail.	HR	Time
Consider flexible working arrangements such as shifts, additional breaks or fewer hours per day or week.	HR	Time
Set up a roster system and / or additional resources to manage workload & fatigue	HR	Time
Contact family or next of kin only with assistance from Employee Assistance Program or Police	HR	Time
Ensure regular wellness checks on staff working from home		
Organise refreshments, catering and toilet facilities	HR	Time
Organise suitable transport arrangements for employees if required	HR	Time
Organise temporary accommodation if required	HR	Time
Ensure regular updates to staff and allocate responsibilities for updates (Email, Text messaging, Zoom, WhatsApp, Social Media, White Board, Bulletin board, Other)	HR	Time
During recovery and returning to work, consider that staff may need time to heal or adjust to any changes	HR	Time
Arrange WHS assessments for any changes in working arrangements or redeployment	HR	Time

4B. Time-Critical business activities according to priority

Priority	Critical Activity	Business Unit	Minimum Staff	Work remotely	Guidelines
1	Communications	Office of the CEO	3	Yes	Internal and external communication updates to staff, elected members, stakeholders and community, media liaison & official media releases, website, social media, etc.
1	Customer service	Office of the CEO	2 (rotating)	Yes	Redirect main office numbers, manage customer appointments, support the community.
1	Contract management	Executive Leadership Team	1	Yes	Contractors includes any external business engaged to complete works for the Shire. Includes construction projects.
1	Accident investigation and incident reporting	Office of the CEO	1	Yes	Affected party to complete incident reporting forms, safety representative to be nominated for investigation.
1	Urgent Environmental Health assessments and approvals	Development Services	1	No	Respond and assess urgent requests such as asbestos, food poisoning, contamination, pests, diseases, applications, etc.
1	Reactive facilities maintenance	Projects & Assets	2	No	Urgent facility repairs, reactive maintenance to be prioritised (make safe). Includes cleaning services.
1	Information technology	ICT	1	Yes	Providers are Focus Networks & Vocus. Services, operating systems, mainframe, core business applications, security, desktop and mobile devices, hardware and software, etc. Important systems include Synergy, MS Office, InfoCouncil.
1	Reactive parks and reserves requests	Depot Operations	2	No	Urgent park and reserve repairs, reactive maintenance to be prioritised (make safe).
1	Reactive road and drainage requests	Depot Operations	2	No	Urgent road and drainage repairs, reactive maintenance to be prioritised (make safe). Approve, manage or supply traffic management.
1	Payroll	Finance	2	Yes	1 Payroll coordinator, payment authorisation.
1	Ranger	Development Services	1	No	Urgent Ranger related requests such as Local Law enforcement, animal control, Emergency Management, Police support, bushfire control etc.
1	Engineering assessments	Projects & Assets	1	No	Undertake site inspections of Shire assets and provide technical assessment of damaged assets for remediation.
1	Waste collection services	Development Services	1	No	Manage waste contractor for Waste Transfer Station. Household waste to be prioritised for collection.
1	Bushfire response	Development Services and Bushfire Brigade Volunteers	2	No	Manage and respond to request for fire fighting assistance. Applicable where Shire is PCBU, (fire is not DFES controlled). Bushfire brigade responses must be compliant with WHS legislation.

Priority	Critical Activity	Business Unit	Minimum Staff	Work remotely	Guidelines
2	Accounts Payable, Accounts Receivable, Insurance, Investments, Rates	Finance	3	Yes	1 x Accounts Payable, payment authorisation x 2. Liaise with insurers for inquiries and claims.
2	Cemetery and interment	Depot Operations	2	No	Dig grave for burials.
2	Cemetery and interment	Office of the CEO	2	No	Burials, burial register & liaison with Funeral Directors.
2	Funding submissions	Office of the CEO	1	Yes	Grants.
2	Record keeping, registration & distribution of mail, FOI & retrieval and distribution of archives	Office of the CEO	2	No	If these facilities are unavailable, outsource to Australia Post.
2	Stock Management	Depot Operations	1	Yes	Order and manage logistics of key stock supply such as petrol, cleaning supplies etc.
2	Special Council meetings	Office of the CEO	1	Yes	Governance & Council – includes statutory decisions, compliance, LG Act, Local Laws, authorisations, etc.
3	Building approvals (including archive plan searches, customer service & lodging of applications)	Development Services	1	Yes	Work requiring site inspections. Monitor legislative requirements.
3	Development Approvals (Planning - including building, demolition & occupancy permits)	Development Services	1	Yes	Work requiring site inspections. Monitor legislative requirements.

4B. Time-Critical business activities according to Business Unit

Priority	Critical Activity	Business Unit	Minimum Staff	Work remotely	Comments
1	Accident investigation and incident reporting	Office of the CEO	1	Yes	Require incident reporting forms.
1	Communications		3	Yes	Internal and external communication updates to staff, elected members, stakeholders and community, media liaison & official media releases, website, social media, etc) See also: 'Key Contact List'.
1	Customer Service		2 (rotating)	Yes	Redirect main office numbers, set up new customer face-to-face at CRC , post messages on Social Media, etc.
2	Funding submissions		1	Yes	Grants.
2	Special Council meetings		1	Yes	Governance & Council – includes statutory decisions, compliance, LG Act, Local Laws, authorisations, etc.
2	Record keeping, registration & distribution of mail, FOI & retrieval and distribution of archives		2	No	If these facilities are unavailable, outsource to Australia Post.
2	Cemetery and interment		2	No	Burials, burial register & liaison with Funeral Directors.
1	Information technology and communications	ICT	1	Yes	Providers are Focus Networks & Vocus. Services, operating systems, mainframe, core business applications, security, desktop and mobile devices, hardware and software, etc. Important systems include Synergy, MS Office, InfoCouncil
1	Urgent Environmental Health assessments and approvals	Development Services	1	No	Respond and assess urgent requests such as asbestos, food poisoning, contamination, pests, diseases, applications, etc.
1	Ranger		1	No	Urgent Ranger related requests such as Local Law enforcement, animal control, Emergency Management, Police support, bushfire control etc.
1	Waste collection services		1	No	Manage waste contractor for Waste Transfer Station. Household waste to be prioritised for collection.
1	Bushfire response	Development Services and Bushfire Brigade Volunteers	2	No	Manage and respond to request for fire fighting assistance. Applicable where Shire is PCBU, (fire is not DFES controlled). Bushfire brigade responses must be compliant with WHS legislation.

Priority	Critical Activity	Business Unit	Minimum Staff	Work remotely	Comments
3	Building approvals (including archive plan searches, customer service & lodging of applications)	**Development Services**	1	Yes	Work requiring site inspections. Monitor legislative requirements.
3	Development Approvals (Planning - including building, demolition & occupancy permits)		1	Yes	Work requiring site inspections. Monitor legislative requirements.
1	Payroll	**Finance**	3	Yes	1 x Payroll coordinator, payment authorisation x 2.
2	Accounts Payable, Accounts Receivable, Insurance, Investments, Rates		3	Yes	1 x Accounts Payable, payment authorisation x 2. Liaise with insurers for inquiries and claims.
1	Reactive facilities maintenance	**Projects & Assets**	2	No	Urgent facility repairs, reactive maintenance to be prioritised (make safe). Includes cleaning services.
1	Reactive parks and reserves requests	**Depot Operations**	2	No	Urgent park and reserve repairs, reactive maintenance to be prioritised (make safe).
1	Reactive road and drainage requests		2	No	Urgent road and drainage repairs, reactive maintenance to be prioritised (make safe). Approve, manage or supply traffic management.
1	Engineering assessments		1	No	Undertake site inspections of Shire assets and provide technical assessment of damaged assets for remediation.
2	Cemetery and interment		2	No	Dig grave for burials.
2	Stock management		1	Yes	Order and manage logistics of key stock supply such as petrol, cleaning supplies etc.
2	Contract management	**Executive Leadership Team**	2	Yes	Contractors includes any external business engaged to complete works for the Shire. Includes construction projects. 1 + 1 authorisation Officer. Follow emergency procurement procedures

4C. Other Considerations

Other considerations	Priority	Delegated to:
Animal poles for Rangers		
Bulletin board		
Car mobile chargers		
Coffee & tea		
Dog / cat cages		
EFTPOS/cash		
Emergency Management arrangements (available from other LG's and Synergy/Altus)		
Environmental health sample equipment		
Essential records include: • Agreements • Certificates of Title • Contracts • Deeds • Leases • MOUs • Vesting Orders		
Fuel		
Generator		
Manual timesheets and purchase orders		
Mobile phone chargers		
Office safe		
Pens, paper & stationery		
Signage (roads, etc)		
Vehicles		
White board & markers		

4D. Upcoming Activities and Events

Month	Recurring Activity
ALL	Check Compliance Calendar.
ALL	Check Events Calendar.
January	New Year's Day and Australia Day public holidays.
March	Labour Day Public Holiday (WA: first Monday in March).
April	Easter Public Holidays. ANZAC Day Public Holiday.
June	Western Australia Day (formerly Foundation Day) – typically the first Monday in June.
September	King's Birthday Public Holiday (typically the last Monday of September).
November	Melbourne Cup Day (held on the first Tuesday of November).
December	Christmas Day and Boxing Day Public Holidays.

4E. Key Contacts

Key Contacts / Organisations / Contractors to be contacted	Contact
Department of Education WA	9264 4111
Department of Fire & Emergency Services (DFES)	000
Department of Health (WA)	9222 4222
Department of Local Government, Industry Regulation and Safety	9222 3333
Department of Transport	13 11 56
Department of Water and Environmental Regulation	6364 7000
Department of Biodiversity, Conservation and Attractions	9219 9000
Employee Assistance Program (EAP)	Contact HR & Org Dev Officer for EAP contact information.
LGIS – Insurance	9483 8888
Main Roads	13 81 38
Police (non-emergency)	13 14 44
Police, Fire, Ambulance	000
Public Transport Authority (PTA)	9326 2000
Shire of Beverley	9646 1200
Shire of Northam	9622 6100
St John Ambulance (non-emergency)	9334 1222
State Library of Western Australia	9427 3111
State Records Office	9427 3600
Synergy	13 13 53 / 13 13 51 (Emergency)
WA Country Health Service (Wheatbelt)	9621 0700
WALGA	9213 2000 / info@walga.asn.au
Water Corporation	13 13 75 (Emergency)
Western Power	13 10 87
WorkSafe: 1800 678 198 (24hrs serious incidents)	1300 307 877
York District High School	9641 3100
York Health Service	9641 0200
Avon Waste	9641 1318

Contractors

Now that the incident is real, decide which Contractors can assist you:			
Service	Business Unit	Service	Business Unit
Accommodation providers		Glass repairs	
Advertising		I.T. Internet & Telecoms: Focus Networks & Vocus	
After hours phone message		Indoor plants	
After hours phone service		Insurance (LGIS)	
Animal pound		Labour Hire	
Asbestos removal		Landfill	
Australia Post		Lawyer	
Banking		Laundry Services	
Bitumen supply & repair (Asphalt)		Locksmith	
Building security		Mail	
Building Surveyors		Media Outlets - Radio	
Bushcare		Media-Local newspaper	
Cash collection		Milk delivery	
Cat pound		Newspaper Delivery	
Catering		Pest Control	
Cleaners		Plumbing	
Couriers		Portable lavatory	
Dog pound		Power lines	
Drainage materials		Respite Centre	
Drainage repairs		Road resurfacing	
Earthmoving		Security	
Electrical engineers		Stationery	
Electrician		Street sweeping	
Employee Assistance Program		Structural engineers	
Engineers		Supermarket	
Equipment Hire		Traffic Management	
Fish		Trees	
Footpaths		Vehicle Towing	
Fuel		Vet	
Geotechnical engineers		Waste - Avon	
Geothermal			

5. React

Scenario-Specific Checklists

a) Loss of (or access to) buildings / infrastructure / equipment

Tasks: Loss of (or access to) buildings / infrastructure / equipment		Complete
If relocation is necessary; consider: **Alternative Locations:** ▪ **CRC Depot** ▪ **Town Hall** ▪ **Work from home** ▪ **Civic Centres in other Local Governments** ▪ **Portable site offices** **Set up a minimum of three workstations and a printer in the new facility.** **Storage Locations: Physical stock or equipment;** Council Reserves, vacant land, Depot, Contractors, Local businesses		Date & Time
➢ **Notify current users of the alternate location of your intention to occupy the building**		
Depending on the nature of the incident, **consider:** ○ Requesting assistance from contractors or stakeholders ○ Staffing requirements for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Supply requirements for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Other resources or equipment required for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Clearing backlogs ○ Leadership and staff rotation / rostering		Date & Time
Consider how workstations & communications for staff **relocating to other sites** will be established and allocated	Delegated to:	Date & Time
Staff travel arrangements to other sites	Delegated to:	Date & Time
Consider how staff working in shifts will be established and allocated (e.g. work two shifts of 5 hours rather than one shift of 8 hours)	Delegated to:	Date & Time
How workstations & communications for staff **working from home** will be organised Note: staff working from home should be housed at the office 2 days per week wherever possible	Delegated to:	Date & Time
Consider other support areas to assist with relocation	Delegated to:	Date & Time

Tasks: Loss of (or access to) buildings / infrastructure / equipment		Complete
Familiarise staff with new arrangements and determine communication protocols	Delegated to:	Date & Time
Arrange security access controls for the **affected building/s**	Delegated to:	Date & Time
Arrange security access controls for the **new building/s**	Delegated to:	Date & Time
Manage any new **OHS/Support & wellbeing issues** that may arise either 1. During relocation or 2. At the new building/s or 3. With the use of new equipment	Delegated to:	Date & Time
Notify Stakeholders of amended working arrangements	Delegated to:	Date & Time
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required. (Template: Appendix A – Communications Guidelines)	Delegated to:	Date & Time
Redirect: Emails, phones, couriers, etc	Delegated to:	Date & Time
Identify necessary people & equipment requirements to maintain Time-Critical Activities	Delegated to:	Date & Time
If possible, begin salvage or restoration activities	Delegated to:	Date & Time
Other:	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time

b) Loss of People

Tasks: Loss of People	Delegated to:	Time
Determine: The number of staff away, affected service areas & expected return dates. Record and track staff absences.	Delegated to:	Date & Time
Ensure the safety and wellbeing of remaining staff	Delegated to:	Date & Time
Identify Time-Critical deliverables due today and for the next 5 days	Delegated to:	Date & Time
Determine the minimum number of staff required to continue operations and identify critical servicing and staffing gaps. Identify staff to be re-deployed from other areas.	Delegated to:	Date & Time
Consider how staff working in shifts will be established and allocated (e.g. work two shifts of 5 hours rather than one shift of 8 hours)	Delegated to:	Date & Time
Ensure appropriate inductions, training and supervision to be in place for any replacement staff	Delegated to:	Date & Time
Ensure risk assessments in regard to any potential safety issues	Delegated to:	Date & Time
Discuss changes with personnel and relevant Union if required and engage specialist Industrial Relations assistance	Delegated to:	Date & Time
Arrange any required medical assistance	Delegated to:	Date & Time
Cease all non-critical activities where appropriate	Delegated to:	Date & Time
In consultation with HR, notify / escalate to Health Department or Worksafe etc.	Delegated to:	Date & Time
Can temporary competent replacements be arranged from: ○ Other Local Governments ○ Casuals / increase part-time hours ○ Volunteers / from the Community / prisoners ○ Existing contractors ○ Recruitment agencies for Labour Hire (e.g. LOGO, WALGA) ○ State Government Agencies ○ Retired or former employees	Delegated to:	Date & Time
Depending on the nature of the incident, **consider:** ○ Requesting assistance from contractors or stakeholders ○ Staffing requirements for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Supply requirements for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Other resources or equipment required for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Clearing backlogs ○ Leadership and staff rotation / rostering	Delegated to:	Date & Time
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required. (Template: Appendix A – Communications Guidelines)	Delegated to:	Date & Time

Business Continuity Plan

Tasks: Loss of People	Delegated to:	Time
Notify Stakeholders of amended working arrangements	Delegated to:	Date & Time
Organise any required Employee Assistance including counselling to assist with personnel returning to work.	Delegated to:	Date & Time
Develop and distribute return-to-work guidance to staff	Delegated to:	Date & Time
Conduct regular Fitness for Work Assessments	Delegated to:	Date & Time
Establish a method to provide financial advice to staff who have been financially impacted	Delegated to:	Date & Time
Other:	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time

d) Loss of IT or Communications

Tasks: Loss of IT or Communications	Delegated to:	Complete
Contact IT Contractor / Support / or LGIS Cyber Insurer Incident Response Hotline: 1800 027 428 **See response process below Determine potential cause/s Clarify the extent of the outage Clarify the extent of any data loss Determine restoration target timeframes	Delegated to:	Date & Time
Determine whether there is a need for any other staff to assist IT	Delegated to:	Date & Time
Detail a strategy and resources for recovery, including assistance from external contractors, cyber insurer and IT specialists. Communications and employee contact details are on Synergy	Delegated to:	Date & Time
Consider: Deliverables due today and for the next five days, 10 days, 1 month, etc. Consider how workstations & communications for staff relocating to other sites or working from home will be established and allocated Staff travel arrangements to other sites Manual procedures or workarounds Other productive activities not requiring IT or communications infrastructure	Delegated to:	Date & Time
Detail a strategy and resources for recovery, including assistance from neighbouring local governments, responders, external contractors, suppliers, insurers and specialists:	Delegated to:	Date & Time
Invoke the IT Disaster Recovery Plan	Delegated to:	Date & Time
If there has been a partial loss of IT or Communications, consider how staff working in shifts will be established and allocated (e.g. work two shifts of 5 hours rather than one shift of 8 hours)	Delegated to:	Date & Time
Notify Stakeholders of amended working arrangements	Delegated to:	Date & Time
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required. (Template: Appendix A – Communications Guidelines)	Delegated to:	Date & Time
Ensure ongoing interaction with appropriate IT Incident Management for regular updates and feedback	Delegated to:	Date & Time
Ensure protocols for regular updates and feedback	Delegated to:	Date & Time
Consider support & wellbeing requirements of staff	Delegated to:	Date & Time
Other:	Delegated to:	Date & Time

Tasks: Loss of IT or Communications	Delegated to:	Complete
****LGIS Cyber Incident Response Process** **Phone Chubb Cyber Alert Hotline** : **1800 027 428** What to say when you call the hotline: "I'm calling from Shire of York and my policy is with LGIS. I would like to be connected with a cyber incident response manager at Atmos" Chubb Cyber Alert Website: www.chubbcyberalert.com **LGIS Contact Details:**		

Employee	Position	Contact Email
Taylor Dearnley	ClaimsConsultant	taylor.dearnley@lgiswa.com.au
Sharon Lawton	Senior ClaimsConsultant	sharon.lawton@lgiswa.com.au
Chad Cossom	ManagerScheme Claims	chad.cossom@lgiswa.com.au

	Delegated to:	Date & Time

e) Loss of Supplier

Tasks: Loss of Supplier	Delegated to:	Complete
Contact the Supplier (where possible) and determine: The nature and extent of the incident Have operations ceased entirely, or is it limited? Supply of any goods currently in transit Whether the supplier has stock on hand that you can collect Communication updates from the supplier if possible Assign someone to monitor & communicate with the supplier	Delegated to:	Date & Time
Restoration timeframes and clearance of backlogs (if applicable)	Delegated to:	Date & Time
Consider: ○ Time-Critical activities that rely on this supplier. Can these be prioritised immediately? ○ Length of time before these activities are impacted ○ Alternative suppliers? Contact them immediately ○ Procurement Requirements Purchasing policy ○ Alternative procedures	Delegated to:	Date & Time
Determine if there are any legal, health and safety, reputation or financial implications	Delegated to:	Date & Time
Depending on the nature of the incident, **consider:** ○ Requesting assistance from contractors or stakeholders ○ Staffing requirements for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Supply requirements for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Other resources or equipment required for the next 5 days, 10 days, 1 month, 3 months, etc. ○ Clearing backlogs ○ Leadership and staff rotation / rostering	Delegated to:	Date & Time
Notify Stakeholders of amended working arrangements	Delegated to:	Date & Time
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff. (Template: Appendix A – Communications Guidelines)	Delegated to:	Date & Time
Place additional orders to make up any low supply quantities	Delegated to:	Date & Time
Other:	Delegated to:	Date & Time

6. Manage

The following is a basic standing agenda for each regular meeting. Incident-specific information should also be included where relevant.

Tasks	Delegated to:	Complete
Arrange responsibilities for tasks & determine target completion times		
Record all decisions, actions and issues.	Delegated to:	Date & Time
Monitor ongoing staff support & wellbeing requirements	Delegated to:	Date & Time
Considerations to be discussed and actioned accordingly: • Review effectiveness of recovery actions to date	Delegated to:	Date & Time
• Discuss any emerging issues or new information	Delegated to:	Date & Time
• Reassess resource requirements and capabilities for the following weeks and months	Delegated to:	Date & Time
• Review all working arrangements for affected areas	Delegated to:	Date & Time
• Review all Time-Critical business activities	Delegated to:	Date & Time
• Review existing / current workload and any backlogs	Delegated to:	Date & Time
• Review all deferred activities and arrange resumption where possible	Delegated to:	Date & Time
• Assess any insurance implications	Delegated to:	Date & Time
• Set next meeting and venue	Delegated to:	Date & Time
Identify & notify Key Contacts of any amended working arrangements	Delegated to:	Date & Time
Provide feedback, information, copies of communications & copies of logs to Admin Support to ensure that an appropriate record of the incident is maintained	Delegated to:	Date & Time
Provide updates to staff and consider welfare provisions for impacted individuals	Delegated to:	Date & Time
Release external communications if deemed appropriate	Delegated to:	Date & Time
Conduct site visits if deemed appropriate and safe	Delegated to:	Date & Time
Ensure all relevant stakeholders continue to be kept informed	Delegated to:	Date & Time
Continue to monitor Incident and issue instructions as appropriate	Delegated to:	Date & Time
Review status of Incident and scale down recovery as situation dictates	Delegated to:	Date & Time
Implement staff rotation / rostering	Delegated to:	Date & Time
Other:	Delegated to:	Date & Time

Business Continuity Plan

7. Recover

Tasks	Delegated to:	Complete
Contact other Local Governments who've experienced a similar incident and request assistance by sharing their post-incident recovery experiences with you		
Arrange responsibilities for tasks & determine target completion times		
Record all decisions, actions and issues.	Delegated to:	Date & Time
Monitor ongoing staff support & wellbeing requirements	Delegated to:	Date & Time
For review and agreement: • Completed action items	Delegated to:	Date & Time
• Recovery objectives	Delegated to:	Date & Time
• Plans are in place to deal with any backlogs	Delegated to:	Date & Time
• Communication to staff to recognise efforts	Delegated to:	Date & Time
• Target date for completion of post incident review	Delegated to:	Date & Time
Provide copies of logs and decisions to Admin Officer for collation	Delegated to:	Date & Time
Undertake <u>post-incident review / debrief</u>, including: • Communication within and between Incident Leadership Team and Support areas • Effectiveness of communication with affected areas and stakeholders • Cost of recovery arrangements and insurance offsets • Effectiveness of recovery strategies • Advice to external and internal customers • Media arrangements • Impact of incident on Shire's reputation • Timeframes for tasks and achievement of targets • Impact on workflows of affected and interdependent areas • Special staffing arrangements and acknowledgment of contributions. • IT system performance and recovery arrangements.	Delegated to:	Date & Time
Present findings for review.	Delegated to:	
Celebrate achievements and anniversary of incident (if appropriate).	Delegated to:	

Appendix A – Communications Guidelines

Sample Communications Template
New York Mayor Rudy Guiliani's format for providing 9/11 disaster information is given as an example of best practice: • **this is what we know (& this is who is impacted)** _____ _____ • **this is what we don't know** _____ • **this is what we are doing** _____ • **this is what we want you to do** _____ Press Release Example On (insert day and date) at approximately (insert time) the Shire of York experienced a business interruption event (describe event • this is what we know, • this is what we don't know, etc, as above). See 'Notification Chart' below for Likely questions from Stakeholders and 'Message Mapping' below for a template.

Note: ONLY an authorised spokesperson may speak to the media.

Communications Team Responsibilities		
Primary	Deputy	Role / Responsibility
CEO	EMIDS Or EMCCS	• Works with Management Team / Council, to issue statements to the media. • Serves as lead representative at press conferences with assistance as required. • Approves all publicly disseminated information. • Identifies spokespersons if required.
		• Works in close liaison with the spokesperson to ensure message accuracy and delivery. • Assists with media relations.
		• Provides legal advice on communications strategies. • Provides legal advice on messaging to victim(s), family members, media, etc. • Approves messages before release.

Verify the Incident	
WHAT happened? **WHAT** is impacted?	
WHERE did it happen?	
WHEN did this happen?	
WHO is involved? **WHO** is impacted?	
HOW did it happen?	
WHY did it happen?	
WHAT is currently being Completed?	

Note:

When collecting information, it is important to consider the following:

- Have all the facts been obtained (to the best of your knowledge)? _____
- What other information is needed? _____
- Have the details of the situation been confirmed? _____
- Are the information sources credible? _____
- Is the information consistent from several sources? _____

Other? _____

Notification Chart		
Stakeholder	**Organisational context**	**Likely questions**
Employees	○ Organisational impact of event ○ Continuing operational capability ○ Alternate work arrangements	➢ What has happened and why? ➢ What will happen in the immediate future? ➢ Where is assistance available? ➢ Where should we go? ➢ What should we do? ➢ How do we do it? ➢ What are we allowed to say? ➢ Will I get paid? ➢ Is my job safe? ➢ When do I come back to work?
Family / Next of kin	➢ Immediately ○ The extent of the event ○ Names of individuals involved and injuries ○ Access to counseling services	➢ What has happened? ➢ Who are the staff members involved and are they safe? ➢ What do we do now? Or later? ➢ How could it happen? ➢ Who is responsible?
Board / Council / Committee	○ Impact on local Communities / customers ○ Timeline to normal capability and capacity	➢ What has happened and why? ➢ What is being done to fix it? ➢ What are the impacts on local communities / customers and how are these being managed? ➢ When will normal capability and capacity be restored?
Auditors / Shareholders	○ The nature of the event ○ Immediate impacts on operational capability ○ Expected recovery performance	➢ Immediate impacts on sales, profits, cash flow? ➢ Financial and brand/image impacts, short term viability etc? ➢ Longer term impacts on organisation? ➢ Asset valuation changes? ➢ What is being done to prevent it from happening again?
Local Community	➢ Immediately ○ That an event has occurred ○ Safety concerns for the local area	➢ What has happened? ➢ Is it safe? ➢ Could it happen again? ➢ What is being done to ensure that it does not happen again?

Notification Chart		
Stakeholder	**Organisational context**	**Likely questions**
Customers	○ That an event has occurred ○ Impact on service/product delivery ○ Alternate delivery arrangements	➢ What is the impact on product/service quality? ➢ How will delivery be affected? ➢ How will contractual conditions be affected? ➢ Will the organisation be able to continue? ➢ What compensation will be made available? ➢ What other alternate sources of the product/service exist? ➢ What is the customer's relative priority/ importance to the organisation?
Suppliers	○ That the event has occurred ○ Changes in supply requirements ○ Alternate arrangements for receipt of supplies ○ Alternate arrangements for accounts payable	➢ Will my bills be paid? ➢ Changes to supply requirements? ➢ How long will inventory be required to be held for? ➢ Capacity for changed pricing? ➢ Likely duration of supply changes? ➢ Compensation available under contractual conditions?
Regulators	○ That the event has occurred and how ○ How it will be fixed ○ How it will be prevented from happening again	➢ What has happened? ➢ How did it happen? ➢ What is being done to fix it? ➢ What is being done to prevent it happening again? ➢ What is the compliance / capability / performance of other related areas? ➢ Are all relevant rules and regulations being adhered to?
Media	○ That an event has occurred ○ Factual. Only what is known. No assumptions ○ What measures are being put in place	➢ What has happened and how? ➢ Who is responsible? ➢ Can it happen again? ➢ What similar events have happened previously?

Appendix B - Pandemic Response Guide

This Guide should be used to help ensure the health and safety of staff by implementing protocols to limit the spread of the virus and limit potential exposure for employees while delivering essential services to customers.

A Pandemic event can last from weeks to months and could potentially impact a large percentage of the workforce.

State-level disaster plans are separate to Business Continuity Plans as their focus is on community response and not for an individual organisation.

A Pandemic may result in a loss of critical staff and/or an inability to access the workplace safely and/or a supply disruption.

A Pandemic is declared "ended" when evidence indicates that influenza, worldwide, is transitioning to seasonal patterns of transmission.

Description of infection	Recommended Actions for Australian Businesses

Human infection anticipated in Australia /
 	
Minimal human to human transmission in Australia
	• Consider implementing remote work arrangements, especially for key staff and those who rely on public transport.
	• Consider suspending all overseas / interstate travel.
	• Purchase health and safety consumables such as tissues, disinfectant, gloves and facemasks.
	• Increase cleaning schedules.
	• Update staff, stakeholder and supplier contact lists.
	• Create pre-scripted messages to address staff and other stakeholders.
	• Plan for ways to increase social distancing and face-to-face contact between staff, customers, visitors and vendors, such as:
	  ○ Modifying, postponing, or cancelling meetings, gatherings, training sessions or conferences.
	  ○ Encouraging video conferencing, staggered shifts and breaks and working from home.
	• Develop protocols for infection control for employees who are exposed to the pandemic, are suspected to be ill, or become ill at work.
	• Review employee compensation and sick-leave absence Policies.
	• Provide delegations of authority, orders of succession for key roles and a fast-track procurement process.
	• Consider cross-training personnel for delivery of essential functions.
	• Review insurance policies for business interruption or event cancellation terms.
	• Educate staff that if they are unwell, or a member of their families have contracted the virus, that they should not go to work.
	• Prepare rosters that have no overlaps and include sufficient time for disinfecting the area before the new shift arrives.
	• Encourage staff to eat at their desks and stagger breaks to prevent groups meeting in the break rooms.

Description of infection	Recommended Actions for Australian Businesses
	• Provide staff with details of clinics, designated influenza hospitals, infection control guidelines and other relevant information. • Test the Business Continuity Plan to examine: ○ How continuity will be affected in an environment of high absenteeism ○ When all but the critical functions would be suspended ○ When necessary resources are not available because suppliers are not equally well prepared for a pandemic ○ When regions are quarantined and moving personnel is restricted ○ When schools are closed ○ When social distancing is introduced. ○ A process for reopening facilities and resuming business functions
Human infection in Australia Human to human transmission localised (one area of the country)	• Activate remote work arrangements • Implement social distancing at work • Cancel all non-essential work • Activate rosters that have no overlaps and include sufficient time for disinfecting the area before the new shift arrives • Maximise building ventilation • Require staff to wear surgical masks, introduce cough etiquette and other hygiene measures • Undertake daily temperature checks of staff • Clean all touched surfaces between shifts • Maintain a register of staff who get sick
Pandemic in Australia: Widespread	• Maintain contact with all employees and stakeholders and provide situational updates.
Pandemic in Australia: Subsided	• When a vaccine becomes available, organise for all non-immune staff to be vaccinated as early as practical. • Implement plan for the restoration of operations. • Conduct post-pandemic debrief with response team to capture lessons learned for the future.

Shire of York

Business Continuity Management

Procedures Manual

June 2026

Document Owner:	Manager Governance and People
Version:	1.1
Next Review Due:	June 2027

INTRODUCTION

This manual is designed to provide the information and tools required to ensure the Shire of York (the 'Shire') has a robust and effective Business Continuity Plan (BCP).

It has been developed to ensure a standardised, consistent approach to business continuity whilst providing a best practice methodology that fits within the Shire's overarching Risk Management Framework.

This document sets out the:

1. Management principles to be followed should any incident cause or threaten to cause serious impact to the operations of the Shire.
2. Ongoing procedural requirements to ensure the Shire's Business Continuity Plan remains current and effective.

The Business Continuity Plan provides a process that facilitates organised decision making in the event of a major incident that might otherwise be chaotic, to:

- Provide for the welfare of staff, visitors and contractors.
- Provide a flexible response to a variety of emergencies.
- Assist decision making in an uncertain and stressful environment.
- Manage and minimise consequence of incidents to the Shire operations.

The Business Continuity Plan is the tactical response implement, developed and maintained as a result of this process.

Business continuity should be considered with every project within the Shire to mitigate the risks associated with a potential failure. Risk is two-fold:

1. The risk of a project not delivering stated benefits; and
2. The impact of a project upon existing business continuity arrangements. The change management process must incorporate an element of business continuity to ensure changes are replicated through to recovery arrangements and requirements.

Business continuity principles assume that all external hazard management agencies have and continue to respond as per normal.

MANAGEMENT PRINCIPLES

The Shire defines a business continuity event as an incident that could result in:

- The inability to use or access the Admin Building or Depot for more than 1 day.
- The inability to access or use IT systems or applications for more than 1 day.
- Not having enough staff to perform critical activities for more than 1 day.
- A key supplier / contractor being unable to perform core services on behalf of the Shire for more than 1 day.

Business continuity events may result from single or multiple events; be accidental, intentional or an act of nature; occur suddenly or have an extended lead time.

It should be noted that an incident may affect the community as well as Shire operations. In these cases, the Shire's Local Emergency Management Arrangements (LEMA) will work in conjunction with the Shire's Business Continuity Plan.

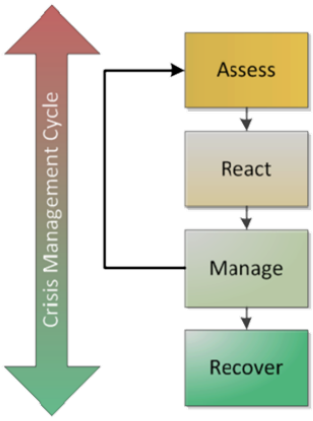
It is also important to note that management response is dictated by the impact the event has or may have on the Shire and not by the event itself. The Shire's Business Continuity Plan extends this principle to respond to the following impacts;

- Loss of (or access to) buildings or infrastructure
- Loss of IT & communication systems, applications or networks (including data)
- Loss of key staff
- Loss of key suppliers

An Organisation's behaviours during an incident can significantly damage the trust of staff, the community and other stakeholders. Therefore, during a disruptive incident, the Shire will seek to:

1. Before all else, establish the safety and wellbeing of staff, visitors and the community.
2. Provide regular, concise and meaningful communications internally and externally.
3. Strategically manage the incident through strong leadership.
4. Work together as a team demonstrating the Shire's principles and values to swiftly return operations to normality.
5. Provide the Shire's community, customers and stakeholders with essential services.
6. Provide Shire of York staff with a safe working environment to support service delivery in a productive manner.
7. Minimise the impact on the Shire's operations and public image.
8. Provide assurance to the community that the Shire's operations and service to residents remain strong and viable.
9. Ensure that the recovery efforts have the necessary resources and support.
10. Set critical milestones and time frames for recovery. Plan into the future.
11. Ensure all actions are documented for investigators.

Business continuity is a scalable cyclical process, of which there are four generic phases.



- ✓ What is the problem/threat?
- ✓ What is the scope of the incident?
- ✓ What action has been taken so far?
- ✓ What are the potential timelines, is urgent action required?

- ✓ Ensure staff safety
- ✓ Escalate the incident
- ✓ Invoke business continuity plans
- ✓ Activate Emergency Operations Centre(s) and Crisis Management Team

- ✓ Establish command and control
- ✓ Implement communications
- ✓ Activate recovery assets
- ✓ Manage incident

- ✓ Stand down Emergency Operation Centre(s)
- ✓ Conduct post-incident review
- ✓ Recognise staff loyalty and efforts

Flexibility is required at all times.

Within this cycle, it is appropriate to continually re-assess the situation and modify the response, which will result in a different set of reactions, and tasks to manage the incident, leading to the ultimate recovery of Shire operations.

PROCEDURAL REQUIREMENTS

Generic Requirements

The following provides a summarised list of generic requirements for the ongoing management of business continuity.

Outsourced Partners/Key Supplies

Identify and assess the associated risks and be satisfied that these entities have robust processes and business continuity arrangement in place. Where these entities perform key services for the Shire, ensure that options are in place for the Shire to either resume (internally) or source alternative arrangements within appropriate times.

Budgetary Considerations

Fund and provide forecast budgeting for the continual improvement of business resiliency measures and testing of both operational and IT related events.

Risk Identification & Reporting

Regularly review the Shire's risk profiles to identify potential threats, determine the impact and likelihood of business continuity events. Once assessed, determine appropriate treatments and implement on a risk versus reward basis.

Off-site Copies of Plans

Off-site copies of all plans must be appropriately and securely kept at relevant recovery sites where applicable as well as by a number of responsible staff who have designated responsibilities under the Plan.

Human Resources

Develop processes to allow for trauma counselling for colleagues and their families.

WorkHealth & Safety

Develop and implement emergency response plans and drills as required under legislation. This includes identifying and training wardens and first aid representatives.

Information Technology

Fund and provide forecast budgeting for all IT Infrastructure associated with potential recovery sites, in addition to any other IT Disaster Recovery or IT Connectivity testing as required. Ensure there is a direct understanding between Shire expectations for recovery (timeframes) and the capability of the IT Team or service provider.

Finance

Ensure the ability to make payments as requested by Incident Management Team in the case of a business continuity event.

Communications

Manage all media during a business continuity event in addition to developing processes to provide internal & external communications in the case of an incident.

- **President** - The Shire's official spokesperson on all non-operational issues in a crisis management situation and plays a key role in developing Shire messages.
- **Chief Executive Officer** - The Shire's official spokesperson on all operational issues in a crisis management situation. In the CEO's absence the Executive acting as CEO must be able to take on the role of official spokesperson.

The Shire is committed to delivering accurate, timely and relevant information to the community, media, councillors, staff, the public and other stakeholders.

Policy & Program Management

Defining, reviewing and consistently improving business continuity arrangements and how it will be implemented, controlled and validated.

This document forms part of the overarching Risk Management Framework. Review of the business continuity procedures are subject to the review frequency as set out in that Framework. At a minimum it is expected that this frequency would be at least every 2 years.

The business continuity program (including procedures) are owned and managed by the Manager of Governance and People.

Embedding Business Continuity

The integration of Business Continuity into business as usual activities and organisational culture.

A consultative approach to the business continuity framework review will assist in raising awareness and embedding the appropriate culture. In addition, conducting regular validations involving those with an incident management responsibility will also contribute to increased awareness and an improved management response.

Analysis

The ongoing review and assessment of the Shire's objectives, functions and environmental constraints against operations.

A Business Impact Analysis (BIA) should be reviewed and endorsed every two years for all work areas as a minimum, alternatively following any material change including but not limited to:

- Structural (hierarchy).
- Operational Objectives.
- Project/change management.
- IT software or infrastructure.

The Manager of Governance and People is also required to consider and analyse any specific threats to Shire operations and ensure that these are reflected in business continuity or threat specific planning.

The Shire-wide Profile section within the BCP effectively records the latest BIA information and will be utilised as such.

Design

Identification and enablement of appropriate strategies and processes to determine how best to recover from business disruption.

The Shire currently considers the following recovery strategy themes. This list is non-exhaustive and subject to constant review. In all cases resiliency options should be considered as a priority. The following are a reflection of current strategies only and may be used in part or consecutively as required.

Do Nothing (mothball the activity)

This strategy is to be employed for all activities that are not considered time critical. One of the main objectives of any Incident Management Team is to ensure the resumption of these activities (and managed backlog) as soon as practical. This approach is to allow initial efforts to focus on critical activities only.

Recovery Sites

Formal Recovery Sites are designed to ensure the swift resumption of critical business functions following an incident which has rendered the original operational site inaccessible or inoperable.

Whilst they provide the benefit of almost immediate recovery in the case of a building related incident, they are expensive and currently considered out of scope.

Other forms of Recovery Sites include "hot desk" arrangements at alternative operational sites. These are more cost effective and provide a dual resource to staff who need to work at other sites for varied reasons.

Sharing (buddy up)

This strategy has two main options:

1. Increasing the number of people per workstation. This should only be considered for short term disruptions as there may be 'social distancing' issues to contend with. IT requirements may also impact the effectiveness of this type of strategy.
2. Creating shifts over a greater period of the day. This is where workstations or work areas are used over 16 – 24 hours, rather than the standard 8. Human Resource involvement is a necessity for this strategy as there are a number of people management issues to contend with.

Remote Working

A simple and quick strategy which allows the 'almost' immediate resumption of activities. It is only effective for those staff that are PC work based and it relies on them:

- Having their own PC.
- Taking Laptops home (prior to incident)
- Having available connectivity (at home and work infrastructure capacity).

There are also Work Health and Safety considerations that need to be managed.

Implementation

Maintaining the Business Continuity Plan around current strategies and processes.

The Shire must be covered by an effective, up to date and fit-for-purpose Business Continuity Plan ("Plan").

The BCP is developed, managed and reviewed by the Manager of Governance and People under delegation. Adequate time and resources must be allocated to achieve a functional and valuable BCP. Filling in the blanks is one thing, but it is the input and understanding of the business continuity data and localised strategies that determines how effective the BCP can be.

The BCP should be reviewed annually.

The BCP must also be reviewed whenever structural, technological or procedural considerations indicate. Once reviewed, it must be approved by the Executive Leadership Team and approved copies distributed accordingly.

Validation

Validating, through exercise and formal review that this program meets the key objectives.

An effective fit-for-purpose BCP cannot be considered reliable until it has been exercised and proven as workable, especially since false confidence may be placed in its reliability. Consequently, exercising the BCP assumes considerable importance in establishing the capability of the Shire to effectively recover from a business continuity event in a timely fashion.

Exercising the BCP is an ongoing requirement that provides a mechanism to validate and ensure that it remains up to date. Exercises do not create pass/fail situations; rather they are designed to expose the areas in the BCP which need to be revisited.

The major components of the BCP should be tested annually and revised upon the results of each test.

Exercising the BCP can cause disruption to the business; it requires commitment from the Senior Management Group to ensure sufficient resources are available. As business continuity develops within the Shire, additional test types will be introduced, however at this stage the BCP will be tested via Desktop Scenarios.

Desktop scenario exercises provide a mechanism to validate the BCP, identify any improvements that can be made and provide training to the colleagues who would be involved with the enactment of the BCP in an actual crisis. Among other things, desktop scenario exercises are designed to identify any potential roadblocks and their solutions, so that when the BCP is executed in a real life situation it will work without fail.

The objectives of the exercise are to:

- Ensure staff are aware of their roles and responsibilities
- Act out critical steps to recognise difficulties in the plan
- Demonstrate decision making abilities and knowledge of response operations
- Highlight areas of improvement

(Cr Gibbs arrived at 3:08 pm)

9.2 DRAFT INTEGRITY FRAMEWORK

File Number:	**4.9680**
Author:	**Kylie Williams, Manager Governance**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**Nil**
Appendices:	**1. Draft Integrity Framework**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

The purpose of the report is to present the Draft Integrity Framework to the Audit, Risk and Improvement Committee (ARIC) and Council for consideration.

BACKGROUND

The Public Sector Commission (PSC) promotes and maintains integrity and conduct within the Western Australian government sector, including local governments.

The PSC strongly encourage the development of an Integrity Framework, although it is not mandatory for local government to adopt one. While the PSC plays a significant role in the management and prevention of misconduct and corruption, integrity and ethics is the responsibility of the individual authority.

An Integrity Framework provides a structured approach to managing integrity risks, promoting ethical decision making and strengthening public trust by bringing together the policies, controls, behaviours and governance practices that support accountability, transparency and good governance.

COMMENTS AND DETAILS

The Draft Integrity Framework (Attachment 1) was developed using the PSC's framework resource.

The Integrity Framework is intended to strengthen the Shire's integrity systems by clearly articulating the behaviours, responsibilities and controls that support a culture of integrity. The framework will apply to all employees, volunteers and Council Members.

The Integrity Framework will be regularly monitored, evaluated and updated. ARIC will be provided with updates, when the framework is reviewed and updated.

OPTIONS

ARIC has the following options:

Option 1: ARIC could choose to recommend that Council adopt the Integrity Framework.

Option 2: ARIC could choose to not recommend adoption of the Integrity Framework.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Public Sector Commission Integrity Framework Resources

Strategic

Nil

Policy Related

G19 Risk Assessment and Management

Financial

There are no direct financial implications associated with the recommendations of this report.

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 is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to the following matters —

(a) financial management; and

(b) legislative compliance; and

(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 impact of not managing integrity, conduct and corruption effectively is that the appropriate treatments may not be applied causing critical consequences.

Workforce

There are no financial implications until an event occurs.

VOTING REQUIREMENTS

Absolute Majority: Yes

COMMITTEE RECOMMENDATION

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

That, with regard to the Draft Integrity Framework, the Audit, Risk and Improvement Committee recommend to Council that it:

1. Resolves to adopt the Draft Integrity Framework, as presented in Appendix 1.

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

In Favour: **Crs Shona Zulsdorf, Sonia McKeiver, Chris Gibbs, Denese Smythe and Kevin Trent**

Against: **Nil**

CARRIED 5/0 BY ABSOLUTE MAJORITY

SHIRE OF York

Integrity Framework

June 2026

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1. CEO Mission Statement

I am committed to fostering a culture of integrity, accountability and professionalism across the Shire of York. Upholding these principles is fundamental to maintaining the trust and confidence of our community and ensuring the delivery of ethical, transparent and high-quality services.

This Integrity Framework sets out the systems, behaviours and practices that guide how we uphold integrity in our work. It is informed by an understanding of our integrity risks and reinforces that, while specific responsibilities sit with certain roles, integrity is a shared responsibility across the organisation.

All officers are expected to understand and apply this framework, know where to access it, and actively contribute to its ongoing improvement. Reporting suspected integrity breaches is a core responsibility and a critical part of maintaining a strong ethical culture.

I am committed to ensuring this framework is regularly monitored, reviewed and strengthened to support continuous improvement and organisational accountability.

Alina Behan

Temporary CEO
Shire of York

Organisational Purpose and Values

Purpose

The Shire of York's organisational purpose is to provide good governance, leadership and partnership to achieve the strategic direction for the community.

OUR VALUES

SHIRE OF York

ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.

SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.

2. Plan and Act to Improve Integrity

2.1 Risk Analysis and Planning for Integrity

Integrity risks are managed through the Shire's enterprise risk processes, including the Risk Register, Audit Register and internal audit activities. The Audit, Risk and Improvement Committee provides structured oversight of these functions. Fraud detection systems, whistleblower reporting and audit testing form part of the broader integrity risk strategy.

2.2 Roles and Responsibilities

Roles and responsibilities under this framework apply across all levels of the Shire. Specific positions may include Executive, Managers, Governance and operational staff; however, titles are intentionally left blank so the Shire can assign them according to its structure.

Roles	Responsibilities
Council	• Adopt and review the Shire's Integrity Framework. • Adopt and review the Code of Conduct for Council Members, Committee Members and Candidates. • Appoint a Complaints Officer to receive and manage complaints made under the Code of Conduct. • Receive reports from the Audit, Risk and Improvement Committee in relation to integrity risks, audit activities and other integrity controls.
Elected Members	Model leadership and conduct that align with: • the Shire's Integrity Framework; • the Code of Conduct for Council Members, Committee Members and Candidates; • The *Local Government Act 1995*; and the Shire's policies and procedures.
Chief Executive Officer	• Implement and administer the Code of Conduct for Council Members, Committee Members and Candidates. • Implement and administer the Shire's Employee Code of Conduct. • Lead and promote a culture of integrity through collaboration, employee training and other activities. • Provide leadership in preventing, detecting, and responding to misconduct. • Oversee the implementation of the Shire's Risk Management Framework. • Provide appropriate training for Elected Members in accordance with the Code of Conduct for Elected Members, Committee Members and Candidates. • Notify the Corruption and Crime Commission (major misconduct) or the Public Sector Commission (minor misconduct) of any suspected incidences of misconduct as required by the Corruption, Crime and Misconduct Act 2003 (WA). • Provide reports and advice to the Audit, Risk and Improvement Committee and Council on integrity matters.
Executive Team	• Lead a culture of integrity through the active demonstration of Shire values and by communicating the importance of meeting integrity standards.

	• Promote a culture of integrity through collaboration, employee training and other activities. • Provide leadership in preventing, detecting and responding to misconduct. • Administer the Shire's Risk Management Framework including business unit specific and integrity risks.
Managers, Coordinators and Team Leaders	• Demonstrate and lead commitment to integrity through active demonstration of the Shire's values and by building an accountable workplace culture. • Commit to follow a thorough and unbiased recruitment process and to recruit individuals who are closely aligned with the Shire's values. • Provide access to appropriate inductions and training for employee in accordance with the Employee Code of Conduct. • Ensure specific behaviours relating to integrity are addressed in the Employee Development Plan, reviewed annually. • Ensure all employees are aware of the Shire's policies and procedures and understand their responsibilities. • Report any suspected act of misconduct in accordance with the Shire's reporting process.

All Employees	• Demonstrate an awareness and understanding of:
	  ○ the Shire's Integrity Framework;
	  ○ the Employee Code of Conduct;
	  ○ the Shire's policies and procedures; and
	  ○ the employee's role.
	• Report any instances of misconduct through the Shire's misconduct reporting process.
	• Take responsibility for decisions and actions to ensure they are in the public interest.
	• Participate in training and seek information from their supervisor about, and advice on, situations where integrity matters arise.
	• Outlining all potential conflicts of interests and declaring any secondary employment.

Audit, Risk and Improvement Committee	• Receive reports from the Administration in relation to integrity risks, audit activities and other integrity controls. • Receive and review internal and external audits.

2.2 Legislation and Regulations

The Shire operates under enabling legislation and maintains the following policies relevant to integrity:

- Code of Conduct Council Members, Committee Members and Candidates
- Employee Code of Conduct
- Fraud, Corruption and Misconduct Policy
- Risk Assessment and Management Policy
- Whistleblower (Public Interest Disclosure) Policy
- Record Keeping Policy
- Comprehensive Complaints Response Policy
- Council Code of Conduct Division 3 Complaint Handling Policy

2.4 Internal Controls, Audit and Governance

The Shire maintains strong internal governance processes, including internal audits, financial controls, procurement and HR controls, annual policy reviews, and recordkeeping systems. Governance mechanisms are designed to ensure accountability, transparency and compliance.

Code of Conduct for Council Members and Employees

The Code of Conduct promotes the Shire's organisational values and provides expected standards of behaviour as required by regulations made under the *Local Government Act 1995 (WA) ("LG Act")*.

Freedom of Information

The *Freedom of Information Act 1992 (WA) ("FOI Act")* gives the public the right to apply for access to documents held by the Shire.

Public Registers

The Shire is required by the LG Act to maintain certain registers that are designed to encourage transparency in its operations.

These registers include the:

- Electoral Gift Register
- Gift Register
- Travel Contributions Register
- Elected Member Complaints Register
- Interest Declaration Register
- Primary and Annual Returns
- Elected Member Fees, Allowances and Expenses

Public Interest Disclosures

The *Public Interest Disclosures Act 2003 (WA) ("PID Act")* facilitates the disclosure of public interest information and provides protection for those making such disclosures and those who are the subject of disclosures. The Shire supports and complies with the aims and objectives of the PID Act and has zero tolerance towards improper or corrupt conduct.

2.5 Audit, Risk and Improvement Committee

The Audit, Risk and Improvement Committee supports the overall risk management process by:

- Ensuring the Shire has appropriate risk management and internal controls in place;
- Approving and reviewing risk management programmes and risk treatment options for extreme risks;
- Reviewing risk management tolerances/appetite and making recommendations to Council;
- Providing guidance and governance to support significant and/or high-profile elements of the risk management spectrum;
- Monitoring strategic risk management and the adequacy of internal controls established to manage the identified risks;
- Monitoring the Shire's internal control environment and reviewing the adequacy of policies, practices and procedures;
- Assessing the adequacy of risk reporting;
- Monitoring the internal risk audit function, including development of audit programs as well as monitoring of audit outcomes and the implementation of recommendations; and
- Reporting through the Chief Executive Officer to the Council on its recommendations.

3. Model and Embody a Culture of Integrity

3.1 Values and Standards

Integrity is fundamental to the Shire's operations. The integrity framework defines expected standards of professional behaviour and is underpinned by the Shire's values and Codes of Conduct. Values are embedded in recruitment, performance processes, training and communications.

3.2 Leadership and Management Attitude

Leaders are expected to model integrity, communicate expectations, take early action on concerns and promote ethical decision-making within their teams.

Leadership behaviour forms a core component of integrity culture.

3.3 Organisation Culture

The Shire's leadership team demonstrates a strong and consistent commitment to integrity and ethical conduct. Leaders set the standard by modelling appropriate behaviour, reinforcing professional accountability and actively promoting integrity across the organisation.

This is achieved by promoting the Shire's values, encouraging the reporting of conduct that may compromise integrity through appropriate channels, and clearly communicating expectations for behaviour and performance. Leaders address issues promptly using established management and performance frameworks and engage openly in difficult conversations where required.

While trusting employees to make sound decisions, leaders also monitor performance and respond to concerns in a fair and consistent manner. Potential conflicts of interest, whether actual or perceived, are identified and addressed through leadership discussions and appropriate action.

These practices are supported by the Shire's staff culture and engagement program, which reinforces ethical behaviour and positive leadership. Through clear expectations and positive leadership, the Shire seeks to embed high standards of integrity as a normal and enduring part of its organisational culture.

4. Learn and Develop Integrity Knowledge and Skills

4.1 Integrity Education and Capacity

Integrity expectations, training, guidance and advice is supplied through:

- All new employees being provided with the Shire's Code of Conduct and being required to confirm they have read and understand the behavioral and performance expectations contained therein.
- Introduce new policies as required and provide all employees, elected members, and stakeholders with clear up-to-date information about the Shire's policies, protocols and administrative procedures relevant to maintaining high standards of public integrity.
- Implementation of risk and fraud controls, including conflict of interest and gift and benefit procedures and registers.
- Annual training for integrity, public interest disclosure, record keeping, human resources, procurement and Work, Health and Safety.

5. Be Accountable for Integrity

5.1 Response to Integrity Breaches

Integrity breaches are addressed in accordance with the Shire's policies and investigation requirements. Mandatory reporting obligations to external bodies, including the Public Sector Commission and the Corruption and Crime Commission are followed. Findings are used to enhance measures aimed at preventing future breaches.

5.2 Self-Analysis and Review

This Integrity Framework will be reviewed every five (5) years, with earlier review undertaken where process gaps are identified or where continuous improvement opportunities arise.

The reviews will be informed by internal audit outcomes, external reports and integrity-related data to identify areas for improvement. The Chief Executive Officer is responsible for overseeing the review, with input from the Executive Team. Where required, Action Plans will be developed and implemented to address identified issues and strengthen the Shire's integrity controls.

6. Oversight

Oversight of integrity systems is managed through internal audit processes, the Audit, Risk and Improvement Committee, governance reporting and monitoring of risk registers. These processes ensure the authority head remains informed of integrity performance and emerging issues.

Glossary

Integrity – Acting ethically, honestly and in the public interest.
Misconduct – Behaviour that breaches expected standards or laws.
Corruption – Abuse of entrusted power for personal gain.
Accountability – Responsibility for actions, decisions and outcomes.
Public Interest Disclosure – Reporting wrongdoing under legislation.

9.3 IT DISASTER RECOVERY PLAN

File Number:	**4.11555**
Author:	**Kylie Williams, Manager Governance**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**Nil**
Appendices:	**1. IT Disaster Recovery Plan**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

The purpose of the report is to present the IT Disaster Recovery Plan to the Audit, Risk and Improvement Committee (ARIC) and Council for consideration.

BACKGROUND

An IT Disaster Recovery Plan was developed to support the Shire's business continuity arrangements and was last presented to the Risk Working Group in September 2018. The Plan complements the Shire's Business Continuity Plan by establishing the framework for the recovery of critical information and communication technology (ICT) systems and services following a disruptive event.

To ensure the Plan remains aligned with current operational and cyber security risks, officers contracted Focus Networks to undertake a review and update of the IT Disaster Recovery Plan, presented in Appendix 1.

ICT disaster recovery encompasses the restoration of critical systems, data, applications and communications infrastructure following an event that significantly disrupts normal operations. Such events may include natural disasters, cyber incidents, equipment failure or human error, and may adversely affect the Shire's ability to deliver essential services.

The updated Plan provides a structured approach to the recovery of core ICT services following a major disruption, supporting the continuity of business operations and minimising the impact of service interruptions on the organisation and the community.

COMMENTS AND DETAILS

Focus Networks, the Shire's contracted ICT service provider, reviewed and updated the IT Disaster Recovery Plan in consultation with the Temporary Manager Governance and Governance Officer, who are currently the Shire's primary contacts for ICT matters. Virtual workshops were undertaken to review disaster recovery requirements and validate the Plan's response and recovery procedures.

As part of the Plan's ongoing implementation, Focus Networks conducts annual backup and recovery testing to verify the effectiveness of recovery processes and the restoration of critical systems and data. The next scheduled test is due to be completed before the end of the 2025/26 financial year.

The IT Disaster Recovery Plan contains information relating to the Shire's ICT infrastructure, backup systems and recovery arrangements. Accordingly, the parts of the document is considered confidential, as disclosure may compromise the security of the Shire's information systems and data.

OPTIONS

ARIC has the following options:

Option 1: ARIC could choose to recommend that Council adopt the updated IT Disaster Recovery Plan.

Option 2: ARIC could choose to not recommend adoption of the updated IT Disaster Recovery Plan.

Option 1 is the recommended option. Option 2 will reduce the Shire's ability to respond in the event of an incident leading to service disruption.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Group

Finance Manager

Focus Networks

Strategic

Nil

Policy Related

G19 Risk Assessment and Management

Financial

There are no financial implications until an event occurs.

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 is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to the following matters —

(a) financial management; and

(b) legislative compliance; and

(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 IT Disaster Recovery Plan mitigates the Shire for risks associated with service interruption, compliance, reputation, finances and harm caused from cyber incidents.

Workforce

There are no financial implications until an event occurs.

VOTING REQUIREMENTS

Absolute Majority: Yes

COMMITTEE RECOMMENDATION

Moved: Deputy Presiding Member Sonia McKeiver Seconded: Cr Chris Gibbs

That, with regard to the IT Disaster Recovery Plan, the Audit, Risk and Improvement Committee recommend to Council that it:

1. **Resolves to adopt the IT Disaster Recovery Plan, as presented in Appendix 1.**
2. **Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication.**

In Favour: **Crs Shona Zulsdorf, Sonia McKeiver, Chris Gibbs, Denese Smythe and Kevin Trent**

Against: **Nil**

CARRIED 5/0 BY ABSOLUTE MAJORITY

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SHIRE OF York

I.T. Disaster Recovery Plan

March 2026

Authorisation

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This plan has been prepared by Focus Networks and is authorised by:

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Kylie Williams
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Distribution

The Manager Governance and People controls the distribution of this document.

Title	Office Location	Copies
Manager Governance and People	York	1
Chief Executive Officer	York	1
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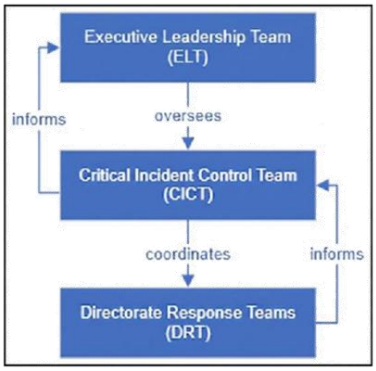
Overview

ICT disaster recovery is the process of restoring or continuing systems, data and processes after a disruptive event, such as a natural disaster, a cyberattack, or a human error. These events may disrupt the infrastructure, systems, software, or communication network resources critical for the continuity of the Shire's business processes including mobile and remote workforces.
This Plan is devised to address a significant outage to core ICT services at the Shire.

Activating this Plan

The Chief Executive Officer (CEO) holds sole authority to activate this plan by declaring a disaster. If the CEO is unavailable, the delegated Executive Manager may declare a disaster.

To activate this Plan in the event of a disaster, turn to Plan: Activate.



Executive Leadership Team (ELT)

Position	Phone	Mobile
Chief Executive Officer	9641 0503	[redacted]
Executive Manager Corporate and Community	9641 0509	[redacted]
Executive Manager Infrastructure and Development Services	9641 0509	[redacted]

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Critical Incident Control Team (CICT)

Company / Position	Phone	Mobile
Manager Governance and People	N/A	[redacted]
IT Provider	[redacted]	N/A
Manager Finance	9641 0511	N/A
Governance Officer	9641 0527	N/A
Human Resources & Organisational Development Officer	9641 0523	N/A
Executive Support & Safety Officer	9641 0509	N/A

Directorate Response Teams (DRT)

Company / Position	Name	Phone
[redacted]		

Management of this Plan

Management of this plan falls under the responsibility of the Executive Leadership Team (ELT). If the individuals in this team are not available, the CICT may call on other ICT Representatives.

Objectives of this Plan

At all times, this Plan attempts to remain aligned to the overarching goals and strategies of the Shire and/or the Shire's BCP.

The primary objective of the IT DR Plan is to maintain the availability of critical ICT services, minimising the impact of disruptive incidents on operations. This aligns with the Shire's aims to ensure the continuity of all critical Shire services and business activities.

The ICT disaster recovery goals of this Plan are:

1. To prevent or reduce data loss and downtime by using backup and replication technologies.
2. To detect and respond to potential threats by conducting regular audits and tests.
3. To correct and improve the recovery procedures by learning from past incidents and applying best practices.
4. To establish alternative means of operation in advance by using cloud services or secondary sites.
5. To train personnel with emergency procedures and roles by conducting drills and simulations.

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To achieve these goals, this Plan:

- Establishes actions and responses in the face of various disaster scenarios, ensuring optimal mobilisation of resources and personnel. This is designed to strengthen strategic decision-making of the Shire's ELT in response to a critical incident.
- Identifies communication activities to support staff and customers affected parties for the coordination of recovery actions.
- Details the procedures for data recovery and systems restoration to minimise operational downtime. This is crucial for the rapid reinstatement of critical services, aligning with the overarching goal of maintaining continuous Shire operations.
- The IT DR Plan is constructed to be both sturdy and adaptable, providing a strategic guide for recovery across a diverse range of disaster scenarios. This ensures that, regardless of the disaster's nature, the Shire's staff and response teams are equipped to manage a coordinated and efficient recovery.
- Outlines the steps for a gradual transition from emergency response to normal operations, facilitating a smooth return to the Shire's standard service levels and operational states.
- Is reviewed and changed to improve existing resilience against damage to the business in the event of an actual disaster or outage. Review of the DRP is also required upon significant changes to the Shire's business.

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Plan: Activate

Activate ICT DRP

To activate the ICT DRP, three steps are taken:

1) Business Continuity Plan

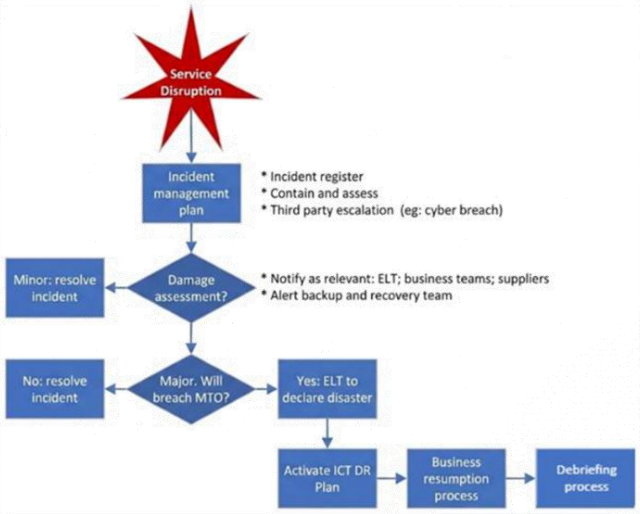
The Shire's Business Continuity Plan will initially guide incident response. It may not be immediately clear if the situation qualifies as a disaster.

2) Damage Assessment and Notifications

Confirm the occurrence of a disaster, evaluate the scope of the damage, and determine whether it is necessary to mobilise recovery teams. Send notification of the potential or unfolding disaster.

3) Formal Disaster Declaration Assessment

Determine whether the Maximum Tolerable Outage (MTO) is in jeopardy, necessitating ELT to activate the ICT DRP.



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Plan: Recover

Recovery Scope

The disaster recovery scope of ICT infrastructure covers:

- Network infrastructure, including routers, switches, firewalls, and wireless access points.
- Server infrastructure, including physical and virtual servers, operating systems, databases, and applications.
- Data storage and backup systems, including disks, tapes, cloud storage, and replication technologies.
- Communication systems, including email, phone, and collaboration tools.
- Security systems, including antivirus, encryption, authentication, and access control.
- Business applications, including enterprise resource planning (ERP) and records management.

Recovery Exclusions

The exclusions from this IT DR Plan are outlined as follows:

- It does not encompass the recovery of non-IT related Shire operations, such as manual procedures and resynchronisation of business processes, which are managed by respective internal business teams, for example:
  - Any Data Loss experienced by a business team will need to be managed
  - Processes that include scheduled or automated activities may need to be reviewed
- Development or test environments are not included in the recovery strategies.
- Disasters extending beyond the physical office locations of the Shire, including challenges related to cloud environments, hosted data centers, and the adaptation of home offices for work, are beyond this DRP's scope.
- Issues related to home network infrastructure, internet service providers (ISPs), and other external telecommunications services that may affect remote workers are not covered.
- Excludes maintenance activities for Core Applications and telecommunications infrastructure.

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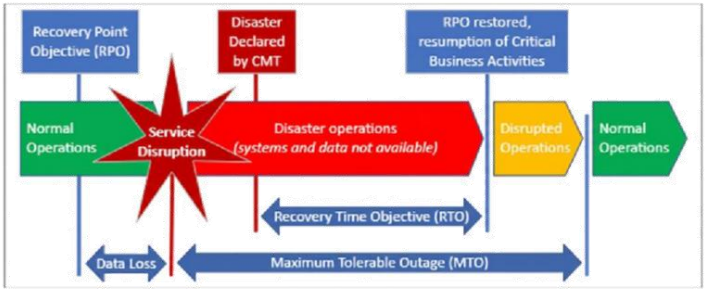
Recovery Timeframes

The Shire's recovery timeframe requirements should observe the corporate BCP which includes Business Impact Analysis (BIA) metrics for the Shire's Critical Business Activities.



Definitions	Shire comments & metrics
Recovery Point Objective (RPO): the worst **Data Loss** the Shire is willing to accept. This is the point from which recovery of lost data must take place.	Where a full data centre failover is required, the Shire's **RPO** is currently between 1 and 8 hours from the time of a **Service Disruption**. This is because the Shire's onsite data is backed up hourly and each day 3 to 4 of the hourly backups are replicated to an offsite data centre, subject to time and bandwidth availability.
Recovery Time Objective (RTO): the time to recover in-scope services to the point where **Critical Business Activities** have resumed.	The Shire's **RTO** for a complete failover to a secondary data centre is 4 hours. This includes staff response and configuration time to restore backup replicas. This process is tested every 6 months.
Maximum Tolerable Outage (MTO): the amount of time the Shire's **Critical Business Activities** may be unavailable or disrupted before business operations are severely impacted.	The Shire's **MTO** is determined based on the corporate **BIA**. **Crucially, this means that if assessed time to correct a Service Disruption is estimated to breach MTO, then the ELT is recommended to declare a disaster.**
Disrupted Operations: activities to return to normal operations after the restoration of systems and data.	The Shire's Directorate Response Team may need to work through business processes to ensure full return to Normal Operations, eg: resolving issues due to **Data Loss**; reviewing the status of scheduled or automated processes since **RPO**.
Data Loss: data created between RPO and Service Disruption.	Where a full data centre failover is required, Data Loss is any data created before the **Service Disruption** that was not part of a backup replicated to an offsite data centre.

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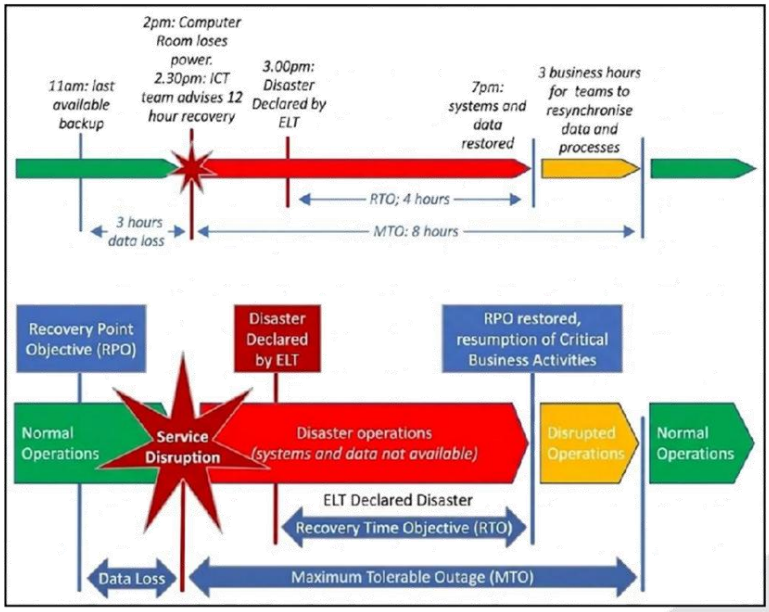
Recovery example – Power loss to the Shire's server room

In this scenario, the Shire's server room (Administration building) loses power. The ICT team determines that power can be restored in 12 hours. The last data backup to safely move to a secondary (offsite) data centre was 3 hours prior to the power outage.



Recovery example – key understandings

Key understandings from this scenario:

- It will take time for the ICT team to assess the impact of an incident. It will take time for ELT to declare a disaster.
- There will be data loss. Data is recovered from backups taken before a Service Disruption.
- Recovery doesn't end when systems and data are restored. Business teams are responsible for managing "Disrupted Operations" after data restoration.
- Time of week and day will impact the capacity of a business team to move from Disrupted Operations to Normal Operations.

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Plan: Resume

Key business resumption activities

The Shire's Managed Service Provider conducts health checks on the recovered ICT systems and data to assess their functionality and security.

The CICT will work with DRTs to assess the disaster's impact, with an immediate focus on restoring the most critical and essential functions. These checks are crucial for confirming that the recovered systems align with operational needs and effectively support business processes.

DRT business resumption activities include:

- Employing alternative solutions in instances where backups are compromised or unavailable.
- Thoroughly testing system functionality and confirming the integrity of restored data.
- Addressing any emerging issues or data discrepancies.
- Maintaining clear and continuous communication with stakeholders, clients, suppliers, and staff, updating them on recovery efforts and providing necessary support and instructions.
- Transitioning back to Normal Operations and meeting any compliance requirements.
- Recording any shortcomings, insights and lessons learned for future improvements.

Working spaces: remote work and hot desks

With the shift in work dynamics post-COVID, the need for relocating sites or establishing new offices for administrative functions is less critical. Remote work environments (typically staff homes) are likely to be utilised. Establishing hot desk facilities at remote sites may provide suitable work spaces where remote work is not possible or suitable.

Staff access to ICT resources

As part of the resumption strategy to facilitate staff relocation to home or remote work setups, staff mobility is enhanced via:

- Laptop devices used by all administrative staff.
- Cloud systems in use for business applications where currently feasible (including email, telephony and collaboration).
- Remote access for all staff to non-cloud systems via secure VPN.
- Ongoing work to digitise workflows into online systems..
- Ongoing work to move workloads to cloud systems
- Ongoing work to establish "always-on" VPN for seamless access to all Shire business systems from any location.

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Plan: Improve

Debrief

To ensure this Plan remains up-to-date and effective, post-recovery debriefing is essential.

The debrief will confirm:

1. All necessary recovery actions and the resumption of regular business operations have been completed.
2. Any continuing impacts on systems, business functions, and clients are being managed.
3. The Shire has a clear understanding of the disaster's causes, effects, and impact.
4. Lessons learned are identified and recorded to inform future updates to the IT DR Plan and enhance disaster response strategies.
5. Any shortcomings in the existing recovery process are identified, enabling the initiation of projects aimed at their rectification or mitigation.

Improvement opportunities

The Shire has the opportunity to improve IT recovery objectives and disruption timeframes by considering some key questions:

1. Does the current IT DR Plan meet the Shire's needs? If not, why not? Eg:
   a. Business impact analysis gaps
   b. Business impact analysis for peak processing times (E.g, Payroll, Rates)
   c. Recovery timeframes do not align to Business impact analysis requirements
   d. Data loss risk tolerance is too high
   e. More testing of scenarios is required to improve the speed and quality of decision making and related communications
2. What technical options are available to improve recovery timeframes and reduce data loss? Eg:
   a. Improve bandwidth availability to increase the frequency of backup files moving to secondary offsite data centre
   b. Move all data to hosted environment with better inter-connectivity to improve backup frequency and the time required for failover restoration
3. Which environments cannot currently be recovered via a secondary data centre? Eg:
   a. Non-managed systems (E.g, CCTV, building security systems)
4. Which externally hosted systems may require Disaster Recovery planning and testing?
   a. Payroll, timesheet
   b. Email, messaging, document storage and collaboration
   c. Video conferencing/streaming

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Related Sources

- Shire of York – Corporate Business Continuity Plan
- Shire of York – Incident Register
- Shire of York – IT Supplier Register
- International Organization for Standardization (ISO) 27001
- Australian Signals Directorate (ASD) Essential Eight Maturity Model
- Australian Cyber Security Centre (ACSC) Information Security Manual

Document Review

Responsibility and review of information	
Responsible officer:	Manager Governance and People
Last review date	February 2026
This review date	March 2026
Document adoption/approval details	• TBC
Key document amendment details	• TBC
Next review date	As part of annual testing As part of any ICT DR Plan activation of post-recovery debriefing
Next review notes	

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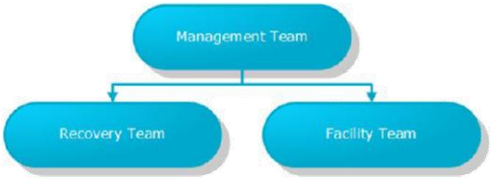
Appendix – Contact List



Management

Position	Phone	Mobile
T/Chief Executive Officer	N/A	[redacted]
A/Executive Manager Community and Corporate Services	9641 0509	
Executive Manager Infrastructure and Development Services	9641 0509	
T/Manager Governance	9641 0521	
Governance Officer	9641 0527	

Facility Team

Position	Phone	Mobile
[redacted]		
Manager of Finance	9641 0511	N/A
Manager Tourism and Economic Development	9641 0518	[redacted]
Manager Community and Place	9641 0520	
Manager Development Services	N/A	
Manager Projects and Assets	N/A	
Manager Operations	9641 0529	

Recovery Team

Company / Position	Name	Phone
[redacted]		

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Appendix – Event log

Keeping a basic event log will assist the Debrief process and potentially inform Improvement opportunities. An example set of Events to record is listed below:

Event	Team	Time	Notes
[redacted]			
[redacted]			

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Appendix – Recovery system configuration

[redacted] Backup & Replication

The Shire uses [redacted] Backup & Replication software to protect critical data. [redacted] functionality includes instant [redacted] recovery and streamlined replication processes to enable rapid restoration of services.

Role of Replicas in Disaster Recovery
In the Shire's disaster recovery framework, replicas serve a critical function. Replication is the process of duplicating [redacted] and is pivotal in ensuring that, in the event of a failure of the primary system, there is an exact, up-to-the-minute copy available for immediate activation. This replica is typically hosted off-site or on a separate system that is isolated from the primary system. This strategy significantly reduces downtime because the replica can be brought online immediately.

Replication and Restoration Timing
The time it takes to restore a [redacted] Backup & Replication will vary depending on several factors, including the size of the [redacted] the performance of the storage infrastructure, the network speed, and the current system load. For the Shire, a typical [redacted] restoration process is as follows

Initiation
Launching the recovery process is near-instantaneous, usually within a few minutes after the disaster is declared.

[redacted] Replication Switchover
Transitioning to a replica [redacted] can be remarkably quick because the replica is an exact copy that is kept in a ready state. The switchover can often occur within minutes, ensuring that the critical services provided by the Shire experience minimal disruption.

Full [redacted] Restore
If the requirement is for a full restore from a backup rather than a switchover to a replica, the time frame may be extended. This duration accounts for data transfer from the backup repository to the production storage.

Validation and Testing
Once the restoration or switchover is complete, the system must undergo a thorough testing phase to ensure all services are running correctly and data integrity is intact. This phase's duration is contingent upon the complexity of the services and the extent of the required testing.

IT Disaster Recovery Cutover Test Procedure

A cutover test is performed to validate the effectiveness of the disaster recovery plan, ensuring that the Shire can rely on replicated [redacted] to resume operations in an actual disaster scenario. The following checklist outlines the tasks completed by the IT team and the client during a DR cutover procedure.

[redacted]

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[redacted]

Following the completion of the initial cutover tests by the Focus Networks team, The Shire is responsible for the ensuing steps:

1. Application Testing on External Address - Test the accessibility and functionality of applications using their external addresses, such as [redacted]
2. Files and Folders Verification - Access and check files and folders on mapped drives via Remote Desktop Services (RDS) servers.
3. External Internet Access - Confirm that servers within the replicated environment have proper external internet access.
4. Networking Between [redacted] - Test the communication links between [redacted] within the failover plan to ensure they are intact.

The checklist will be marked as 'Successfully Completed' upon finishing these steps. Any issues identified are to be noted in the 'Failure' section with details for follow-up actions. Steps that do not apply to the test scenario are to be labelled as 'Not Applicable'.

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Appendix – Business Continuity Initiatives

The Shire has invested in a range of technology and processes to enable strong continuity and recovery of Shire services. Initiatives are outlined below.

Mobility and remote access

VPN

A remote access VPN setup is implemented to ensure secure remote access, providing employees with continuous, secure connectivity to the network. This aligns with modern work-from-home policies and the need for reliable remote access.

Multi-Factor Authentication (MFA)

The Shire has enrolled staff in multi-factor authentication, which has formed the cornerstone of our remote security posture. This approach minimises the risk of unauthorised access and we are aiming to enhance the overall security of our systems.

Working from Home Agreement

A comprehensive working from home agreement is essential to guide employees on best practices for remote work, including security protocols, expectations for availability, and guidelines for using company resources. Our agreement is flexible and clear, allowing for effective remote work while maintaining security and productivity.

VPN Licensing

Ensuring that the Shire can increase VPN licenses on demand is essential for accommodating a sudden surge in remote work. This flexibility ensures that all employees can maintain secure access to the network without interruption.

Spare Laptop Devices

Having a reserve of ready-to-use laptop devices enables quick deployment to staff members who may need them for remote work. This preparation is crucial for maintaining operational continuity when access to the office is restricted.

Bandwidth to Support Greater Remote Users Connecting to On-prem

Increasing bandwidth capacity is vital to prevent bottlenecks as more employee's access on-premises resources remotely. This ensures that remote work remains productive and efficient, without the frustration of slow network connections.

Strategy and planning

Cloud Migration Strategy

The Shire should look to engage in a phased approach to transitioning on-premises infrastructure to cloud environments. This includes the completed migration of ERP & ongoing transfer of record-keeping functions for potential cloud integration. This move aims to leverage cloud flexibility and resilience.

Business Continuity Plan (BCP) Testing

Tabletop exercises, including scenarios provided by the Australian Cyber Security Centre's "BCP in a box," are conducted to test the Business Continuity Plan. Future exercises will involve closer collaboration with the Governance team to cover a wider range of scenarios.

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Alternative Workspace Solutions

Supplementary sites [redacted] should be designated as alternative workspaces, equipped to provide continuity of operations. These sites are integrated into the same computing network, ensuring seamless access to workstations and resources.

Business Impact Analysis (BIA) Review

A structured review process for the Business Impact Analysis ensures that recovery strategies remain aligned with the Shire's priorities. This includes considerations for the prioritisation of critical operations and the impact on system recovery sequencing.

Cybersecurity Training for Remote Work

Enhanced cybersecurity training and awareness programs are designed for staff working remotely, ensuring they are prepared for potential recovery scenarios and understand the risks associated with remote access.

Lessons Learned Review / Business Stakeholder Feedback

Continuous improvement is a cornerstone of disaster recovery planning. Reflecting on past experiences and integrating stakeholder feedback are invaluable for enhancing the Shire's plan's effectiveness.

Lessons Learned Review

After each DR test and actual disaster recovery effort, conducting a lesson learned review is crucial. This process involves all participants in the recovery efforts, including IT staff, executive leadership team, and key stakeholders. The goal is to identify what worked well, what didn't, and why, to improve future responses. This review helps in refining the DR plan, making it more resilient and responsive to actual disaster scenarios.

Business Stakeholder Feedback

Engaging business stakeholders in the review process ensures that the DR plan aligns with business needs and expectations. Stakeholders can provide insights into the impact of the disaster recovery efforts on business operations, highlighting areas for improvement from a business perspective. Feedback is solicited through structured mechanisms like debrief sessions to ensure comprehensive and actionable insights.

Incorporating feedback and lessons learned into the DR plan is an ongoing process that enhances its relevance and effectiveness. This proactive approach ensures the Shire remains prepared for future challenges, with strategies and resources that are tested, refined, and aligned with business objectives.

Third party expertise

[redacted]

[redacted] solutions are employed for both [redacted] This dual-focus ensures comprehensive data protection across both physical and cloud-based environments, providing a strong foundation for disaster recovery efforts.

Backup and Recovery Testing

The Shire currently engages in routine testing of backup recoveries. This is essential to validate the effectiveness of our data restoration processes. Testing of replica recoveries is crucial to ensure that duplicate systems can be brought online promptly and efficiently. These practices are integral to confirming the reliability of the Shire's disaster recovery mechanisms.

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ABN 66 104 953 371

[redacted] Monitoring and Alerting

[redacted] solutions are deployed for continuous monitoring and alerting on potential disaster threats. This proactive stance on disaster prevention aids in early detection and response to emerging threats.

Resource Management During a Crisis

Balancing internal and external resources, including support from partners like Focus Networks, is vital for maintaining operational depth and expertise during a crisis. The plan also addresses the importance of mental health support programs for staff with support from HR.

Ability to Scale Up Resources

The capacity to rapidly scale up IT resources is a critical component of the Shire's effective IT Disaster Recovery plan, ensuring the Shire can respond flexibly and robustly to varying degrees of demand, particularly in crisis scenarios.

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IT DR Plan test register

A register of backup and recovery testing can be found in Focus Network's client drive:

I:\Shire of York \Reporting\DR Recovery

Date	Name of test	Recovery point	Notes
25/11/2019	Focus Networks Annual DR Test Checklist 2019	[redacted]	
03/03/21	Focus Networks Annual DR Test Checklist 2021		
24/08/2022	Focus Networks Annual DR Test Checklist 2022		
07/03/2024	Focus Networks Annual DR Test Checklist 2024		

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		[redacted]
17/04/2025	Focus Networks Form - Annual IT DR Test Checklist 2025	[redacted]

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Glossary

ACTIVATION: The implementation of disaster recovery capabilities, procedures, activities, and plans in response to an emergency or disaster declaration; the execution of the recovery plan.

ALERT: Notification that a potential disaster situation exists or has occurred; direction for the recipient to stand by for possible activation of the Disaster Recovery Plan.

ALTERNATE SITE: An alternate operating location to be used by business functions when the main office location is inaccessible. 1) Another location, computer Centre or work area designated for recovery. 2) Location, other than the main office location, that can be used to conduct business functions. 3) A location, other than the normal facility, used to process data and/or conduct critical business functions in the event of a disaster. SIMILAR TERMS: Alternate Processing Facility, Alternate Office Facility, Alternate Communication Facility, Backup Location, Recovery Site, and Recovery Centre.

ALTERNATE WORK AREA: Office recovery environment complete with office infrastructure (desk, telephone, workstation, and associated hardware, communications, etc.); also referred to as Workspace or Alternative Work Site.

APPLICATION RECOVERY: The component of Disaster Recovery that deals specifically with the restoration of business system software and data, after the processing platform has been restored or replaced.

BACKUP GENERATOR: An independent source of power, usually fueled by diesel (sometimes natural Gas).

DISASTER RECOVERY PLANNING: Process of developing advance arrangements and procedures that enable an organization to respond to an event in such a manner that critical business functions continue with planned levels of interruption. SIMILAR TERMS: Contingency Planning, Recovery Planning.

BUSINESS CONTINUITY PROGRAM: An ongoing program supported and funded by executive staff to ensure business continuity requirements are assessed, resources are allocated, and recovery and continuity strategies and procedures are completed and tested.

COLD SITE: An alternate facility that already has the environmental infrastructure in place required to recover critical business functions or information systems, but does not have any pre-installed computer hardware, communications network, etc. These must be provided at the time of disaster.

COMMAND CENTRE: Facility separate from the main facility that is equipped with adequate communications equipment from which initial recovery efforts are manned and media-business communications are maintained. The management team uses this facility temporarily to begin coordinating the recovery process until the alternate sites are functional.

CONTACT LIST: A list of team members and/or key players to be contacted (Mobile Number, Home Number, Pager, etc.).

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EXECUTIVE LEADERSHIP TEAM: This team will consist of key executives, in response to crisis management needs and requirements.

DAMAGE ASSESSMENT: The process of assessing damage, following a disaster, to computer hardware, vital records, office facilities, etc. and determining what can be salvaged or restored and what must be replaced.

DECLARATION: A formal announcement by pre-authorized personnel that a disaster or severe outage is predicted or has occurred, and that triggers pre-arranged mitigating actions (e.g. move to an alternate site).

DISASTER: A sudden, unplanned catastrophic event causing great damage or loss. Any event that causes an organization to be unable to provide critical business functions for a pre-determined period.

DISASTER RECOVERY: Activities and programs designed to return operations to an acceptable condition. 1) The ability to respond to an interruption in services by implementing a disaster recovery plan to restore critical business functions.

EMERGENCY: A sudden, unexpected event requiring immediate action due to a potential threat to health and safety, the environment, or property.

HOT SITE: An alternate facility that already has the computer, communications and environmental infrastructure in place that is required to recover critical business functions or information systems.

IT DR PLAN: The document that defines the resources, actions, tasks and data required to manage the business recovery process in the event of a business disruption. The plan is designed to assist in restoring the business process within the stated disaster recovery goals.

MAXIMUM TOLERABLE OUTAGE (MTO): The maximum tolerable outage is the amount of time the critical business functions may be without the support of IT systems and applications before business operations are severely impacted. The MTO encompasses all activities from point of impact to point of recovery.

OFF-SITE STORAGE: Alternate facility, other than the primary production site, where duplicate vital records and documentation may be stored for use during disaster recovery.

RECOVERY POINT OBJECTIVE (RPO): The point in time to which systems and data must be recovered after an outage (e.g., end of the previous day's processing). RPOs are often used as the basis for the development of backup strategies.

RECOVERY TIME OBJECTIVE (RTO): The period within which systems, applications or functions must be recovered after a disaster declaration (e.g. one business day). RTOs are often used to determine whether to implement recovery strategies/plans.

WARM SITE: An alternate processing site that is equipped with some hardware, communication interfaces, and electrical and environmental infrastructure which is only capable of providing backup after additional provisioning, additional software, or modifications.

9.4 REVIEW OF COUNCIL POLICY F4 - INVESTMENT

File Number:	**4.9680**
Author:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services** **Denise Gobbart, Manager Finance**
Authoriser:	**Alina Behan, Temporary Chief Executive Officer**
Previously before Council:	**23 July 2018 (140718)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Amended Policy F4 - Investment**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents for consideration and recommendation to Council to approve amendments to Council Policy F4 – Investments.

BACKGROUND

In accordance with section 6.14 of the *Local Government Act 1995,* local governments have the power to invest funds that are not, for the time being, required by the local government.

Regulation 19 of the *Local Government (Financial Management) Regulations 1996* (the Regulations) requires control procedures to be established and documented regarding investments. The Investment Policy forms part of those controls.

Regulation 19C of the Regulations outlines the restrictions on the investment of money. The provisions within the Policy must comply with these.

COMMENTS AND DETAILS

Key considerations undertaken as part of the policy review included:

- Legislative compliance
- Investment objectives
- Alignment with Council's risk appetite and current market conditions
- Appropriateness of investment limits
- Alignment with cash flow requirements and long-term financial planning
- Reporting requirements to support oversight

The following amendments have been identified:

- Correction to terminology clarifying the difference between funds and accounts.
- Minor typographical changes

- Removal of the grading descriptions of the Standard & Poor's Credit Ratings as Officers were unable to locate a reliable source for these descriptions. The ratings themselves are the indicators used when investment choices are being made.
- A reduction in the maximum portfolio investment for institutions with long term ratings of A+ or lower or short term ratings of A-1 or lower. This better reflects current investment choices and targets for optimal returns on investments. The Shire currently has approximately 83% of funds invested in institutions with a rating of AA-.
- Addition of Australian Accounting Standards Board (AASB) Standards to relevant Legislation.

A tracked change version of the Investment Policy is presented as Appendix 1.

OPTIONS

The ARIC has the following options:

Option 1: The ARIC could choose to recommend to Council that it adopts the review of Policy F4 – Investment as presented in Appendix 1.

Option 2: The ARIC could choose not to recommend to Council to adopt the review of Policy F4 – Investment as presented in Appendix 1 and request additional or alternative amendments to the policy be considered.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Investment policies from other local governments

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance

Policy Related

F4 Investment

G19 Risk Assessment and Management

Financial

Regular review of the Investment Policy supports the Shire to maximise returns on surplus funds whilst also safeguarding capital and liquidity. Review also ensures the investment approach remains appropriate for the current market environment.

Legal and Statutory

Local Government Act 1995

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.

6.15. Local government's ability to receive revenue and income

(1) A local government may receive revenue or income —

(a) from —

(i) rates; or

(ii) service charges; or

(iii) fees and charges; or

(iv) borrowings; or

(v) investments; or

(vi) any other source,

authorised by or under this Act or another written law; or

(b) from —

(i) dealings in property; or

(ii) grants or gifts.

(2) Nothing in subsection (1)(a) authorises the making by a local government of a local law providing for the receipt of revenue or income by the local government from a source not contemplated by or under this Act.

Local Government (Financial Management) Regulations 1996

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

If the Investment Policy is not regularly reviewed the Shire may become exposed to compliance breaches, suboptimal financial performance, weakened governance controls, and increased audit and reputational risk. Review ensures alignment with legislation, market conditions, and Council's risk appetite, supporting sound financial stewardship of public funds.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

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

That, with regard to Review of Council Policy F4 - Investment, the Audit, Risk and Improvement Committee recommends to Council that it:

1. Adopts the reviewed Policy F4 – Investment, as presented in Appendix 1.

2. Authorises the Chief Executive Officer to make any minor typographical and formatting changes to Policy F4 – Investment prior to publication.

In Favour: **Crs Shona Zulsdorf, Sonia McKeiver, Chris Gibbs, Denese Smythe and Kevin Trent**

Against: **Nil**

CARRIED 5/0

FINANCE POLICIES
Investment

Policy Number:	F4
Relevant Delegation:	1.1.19 Power to Invest and Manage Investments
Adoption Details:	28 January 2016
Last Review Details:	25 November 2019

POLICY OBJECTIVE:

To provide guidance for the investment of Council funds that may not be required for immediate use, taking into account legislative requirements and risk while ensuring the Council's liquidity requirements are being met, along with a favourable rate of return.

POLICY SCOPE:

This Policy applies to the investment and management of all funds held by the Shire including operating and investment accounts. ~~applies to all funds (including general funds, reserve funds and other restricted funds) invested by the Council.~~

POLICY STATEMENT:

INTRODUCTION

The investment of funds is a crucial aspect to good financial management. The Shire needs to ensure the preservation of capital and appropriate liquidity whilst ensuring a good rate of return is achieved within Policy guidelines. Revenue from investments is a funding source for the Shire and assists in maintaining the value of financial reserves.

PRINCIPLES

(a) Investments must be placed in portfolios which protect the Shire's capital.

(b) There must always be adequate liquidity to meet anticipated cash flow requirements.

(c) Proper records of investments are kept and reported to Council.

PROVISIONS

1. GENERAL

1.1 There must be full compliance with Regulation 19C of the *Local Government (Financial Management) Regulations 1996* ~~19C~~ which prohibits a local government from:

(a) depositing funds with an unauthorised institution (~~An~~ an authorised institution is defined in Section 3 below).

(b) depositing funds for a fixed term of more than 3 years.

(c) investing in bonds that are not guaranteed by the Commonwealth Government or a State or Territory Government.

(d) investing in bonds with a term to maturity of more than 3 years.

(e) investing in a foreign currency.

1.2 Council funds may be invested in one or more of the following:

(a) Fixed Term Deposits (~~For~~ for a fixed term of 3 years or less).

(b) Commercial Bank Bills (~~For~~ for a fixed term of 3 years or less).

(c) Government Bonds (~~For~~ for a term to maturity of 3 years or less).

(d) Cash Management Funds (~~For~~ for a fixed term of 3 years or less).

1.3 Council funds are to be invested with the following financial institutions:

(a) Banking institutions holding a banking licence under Commonwealth Banking Legislation with a BBB+ rating or better, as set by Standard and Poor's. The Institution must be an Authorised Deposit-Taking Institution (ADI) as defined under the *Banking Act 1959*.

(b) Bonds issued and guaranteed by government.

1.4 Investments, whenever possible, are to be placed with ~~Local~~ local ~~Banks~~ banks giving consideration to interest rates and keeping within the limitations of the Global Credit Framework.

1.5 The Chief Executive Officer has the delegated authority to invest surplus funds in accordance with this Policy.

2. PROBITY

2.1 To ensure there is not a conflict of interest, officers shall refrain from personal activities that would conflict with the proper execution and management of the Shire's investment portfolio.

2.2 To satisfy audit obligations, Letters of Confirmation will be obtained from the financial institutions confirming details of investments held on Council's behalf as at 30t June each year.

3. CREDIT RISK MANAGEMENT

Global Credit Framework

3.1 To control the credit quality on the entire portfolio, a global credit framework will apply to limit the percentage of the portfolio exposed to any particular rating category. The maximum available limits in each Standard & Poor's credit rating category are detailed as follows:

~~Standard and Poors - Credit Ratings:~~

Long T~~t~~erm	Short Term	Maximum % Total Portfolio	~~Description~~
AAA	A-1+	100	~~Prime~~
AA+		100	~~High Grade~~
AA		100	
AA-		100	
A+	A-1	~~100~~90	~~Upper Medium Grade~~
A		~~100~~90	

A-	A-2	~~70~~50	
BBB+		~~50~~40	~~Lower Medium Grade~~

4. INVESTMENT REPORTING

4.1 Investments must be appropriately recorded in the Shire's financial records and reconciled on a monthly basis.

4.2 A monthly investment report must be provided to Council after the end of that month. The report shall give results for the calendar month in question and year to date. The report shall be segregated into three segments for the following:

- ~~General~~ Municipal ~~Funds.~~
- Reserve ~~Funds.~~
- Trust ~~Funds.~~

The following detail is to be provided for each segment:

- Total funds invested by institution and investment type.
- Maturity date.
- Credit ratings of the investments.
- Current interest rates of individual investments.
- Total investments earnings year to date against budget.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Standard & Poor's – a financial services company providing index data and a source of independent credit ratings.

Responsible Officer:	Executive Manager Corporate & Community Services
Contact Officer:	Finance Manager
Relevant Legislation:	Local Government Act 1995 – Sections 6.14 & 6.15 Local Government (Financial Management) Regulations 19 & 19C The Trustee Act 1962 – Part III Investments as amended by the Trustees Amendment Act 1997 Banking Act 1959 Western Australian Treasury Corporation Act 1986 Australian Accounting Standards Board (AASB) Standards

Review History:

Date Review Adopted:	Resolution Number
Adopted – 28 January 2016	
Reviewed – 24 October 2016	121016
Reviewed– 23 July 2018	

Reviewed– 25 November 2019	291119
Reviewed – TBC	
Former Policy No:	F1.4

9.5 RISK MANAGEMENT UPDATE AS AT JUNE 2026

File Number:	**4.8787**
Author:	**Kylie Williams, Manager Governance**
Authoriser:	**Alina Behan, Temporary Chief Executive Officer**
Previously before Council:	**09 September 2025 (210925)** **16 December 2025 (181225)** **24 March 2026 (100326)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Risk Snapshot - Summary** **2. Risk Dashboard**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report provides the Audit, Risk and Improvement Committee (ARIC) with an update regarding progress on the Shire's Risk Plan.

BACKGROUND

The Shire of York's Risk Assessment and Management Policy, in conjunction with the Risk Management Framework, sets out the Shire's approach to the identification, assessment, management and monitoring of risks.

The Shire's Risk Management Objectives are:

1. Optimise the achievement of our vision, experiences, strategies, goals and objectives.
2. Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
3. Enhance risk versus return within our risk appetite.
4. Embed appropriate and effective controls to mitigate risk.
5. Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
6. Enhance organisational resilience.
7. Identify and provide for the continuity of critical operations.

It is essential to monitor and review the management of risks as changing circumstances may result in some risks increasing or decreasing in significance. By regularly reviewing the effectiveness and efficiency of controls and appropriateness of treatment/action options selected, it can be determined if the organisation's resources are being put to the best use possible.

Each Risk on the Strategic Risk Register has a set of key Controls which, in turn have Risk Actions. Each Risk, Action and Control has an Officer allocated to it and an expected timeline for completion. Officers are required to report on progress at least monthly.

COMMENTS AND DETAILS

At its previous meetings, ARIC considered proposed reporting methods for progress updates against the Strategic Risk Register. Officers note ARIC's request for reporting that provides a clear, high-level snapshot of the Strategic Risk Register. 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.

Due to resourcing constraints, Officers have been unable to finalise and present a revised draft Risk Report for ARIC's consideration during this reporting period. Officers have identified actions for the next quarter, including engagement with the Town of Victoria Park to discuss its recent risk review process, and utilisation of Government Frameworks, Cascade software reports. It has also been identified that a review of the Risk Management Framework may be required to provide further clarity regarding the distinction and relationship between operational and strategic risks, to support consistent risk recording and reporting practices.

For this meeting, high-level Strategic Risk reporting has been generated using the existing report template in Government Frameworks, Cascade software. The reporting is presented in two formats:

1. Strategic Risk Register Dashboard, presented in Appendix 1.
2. Strategic Risk Register Snapshot, presented in confidential Appendix 2.

It is anticipated that a workshop will be held prior to September 2026 ARIC meeting, to discuss progress and direction for improved risk reporting.

OPTIONS

The ARIC has the following options:

Option 1: The ARIC could recommend to Council that it notes the reporting progress made to date and requests the Temporary Chief Executive Officer to report on progress against the Strategic Risks at its June 2026 Ordinary Meeting.

Option 2: The ARIC could recommend to Council that it notes the progress made to date, requests further development of the reporting tools and requests the Temporary Chief Executive Officer to present the final reporting tools for approval and report on progress against the Strategic Risks at its June 2026 Ordinary Meeting.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Organisational Management Group

City of Bayswater

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 an organisational Risk Register is a risk management tool.

Workforce

It is proposed that risk mitigation actions are undertaken within current resources. Where additional resources are required, this will be identified and submitted as part of the annual budget process.

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

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

That, with regard to the Risk Management Update as at June 2026, the Audit, Risk and Improvement Committee recommends to Council that it:

1. **Notes the progress made to date in relation to the Strategic Risk Register.**
2. **Requests the Temporary Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the Audit, Risk and Improvement Committee at its September 2026 meeting.**

In Favour: **Crs Shona Zulsdorf, Sonia McKeiver, Chris Gibbs, Denese Smythe and Kevin Trent**

Against: **Nil**

CARRIED 5/0

SHIRE OF York

RISK REGISTER
04/06/2026

RISK PLAN

RISK REGISTER

Goal	Potential Causes	Risk Assessment	Current Completion	Due Date
INJURY OR DEATH	Operator error Inadequate training Inadequate oversight and performance management Failure to adhere to policies and processes Ineffective policies and processes Outdated practices or equipment Inadequate equipment maintenance Failure of infrastructure Natural disaster Terrorism/criminal act Leadership failure Short lead times, lack of planning Poor communication	Financial: Extreme - >$500K Compliance: Extreme (5) Reputational: Major People: Extreme Service Interruption: Minor < 1 day Natural Environmental: Insignificant Property: Insignificant Project Time: Insignificant Risk Consequence Calculation: 5 - Catastrophic Project Cost: Insignificant **Max Control L'hood Score:** Rare **Risk Rating:** Moderate	On Track	31/12/2030

Goal	Potential Causes	Risk Assessment	Current Completion	Due Date
FAILURE / LOSS OF INFRASTRUCTURE	Poor asset management practices/documentation Inadequate maintenance Natural disaster Terrorism/criminal act Cyber? Poor contractor management Unskilled contractors/staff Failure to achieve adequate resourcing/budget Unavailability of component parts Inadequate insurance Inadequate use policies/procedures	Financial: Extreme - >$500K Compliance: Minor (2) Reputational: Moderate People: Insignificant Service Interruption: Extreme > 1 month Natural Environmental: Insignificant Property: Catastrophic Project Time: Insignificant Risk Consequence Calculation: 5 - Catastrophic Project Cost: Insignificant **Max Control L'hood Score:** Rare **Risk Rating:** Moderate	On Track	31/12/2030
THEFT / FRAUD / MISCONDUCT	Cyber crime Collusion between internal and external parties Insufficient internal controls Failure to adhere to policies and processes Ineffective policies and processes Inadequate record keeping (cash and physical assets) Inadequate oversight Inadequate cash storage/security measures Greed, gambling or a sense of entitlement Covering up poor work performance Lack of due diligence in recruitment process (confirm person, references, qualifications, police check)	Financial: Extreme - >$500K Compliance: Extreme (5) Reputational: Major People: Insignificant Service Interruption: Insignificant < 1 hour Natural Environmental: Insignificant Property: Catastrophic Project Time: Insignificant Risk Consequence Calculation: 5 - Catastrophic Project Cost: Insignificant **Max Control L'hood Score:** Likely **Risk Rating:** Extreme	On Track	31/12/2030

Goal	Potential Causes	Risk Assessment	Current Completion	Due Date
CLIMATE CHANGE / ENVIRONMENTAL DAMAGE	Failing to adhere to legislative requirements (chemical management etc) Failure to adhere to policies and processes Ineffective policies and processes Operator error Inadequate training Inadequate oversight Outdated practices or equipment Inadequate equipment maintenance Failure of infrastructure Inadequate rep Natural disaster Terrorism/criminal act	Financial: Major $100K - $500K Compliance: Extreme (5) Reputational: Major People: Minor Service Interruption: Minor < 1 day Natural Environmental: Major Property: Moderate Project Time: Insignificant Risk Consequence Calculation: 5 - Catastrophic Project Cost: Insignificant **Max Control L'hood Score:** Rare **Risk Rating:** Moderate	On Track	31/12/2030
FAILURE TO DELIVER KEY PROJECTS	Inability to source suitable contractors or parts Insufficient resources	Financial: Extreme - >$500K Compliance: Moderate (3) Reputational: Moderate People: Minor Service Interruption: Extreme > 1 month Natural Environmental: Insignificant Property: Insignificant Project Time: Extreme Risk Consequence Calculation: 5 - Catastrophic Project Cost: Moderate $25K - $100K **Max Control L'hood Score:** Likely **Risk Rating:** Extreme	On Track	31/12/2030

Goal	Potential Causes	Risk Assessment	Current Completion	Due Date
LOSS OF FINANCIAL VIABILITY	Boundary changes / ratepayer base changes Insufficient funding	Financial: Extreme - >$500K Compliance: Major (4) Reputational: Extreme People: Insignificant Service Interruption: Extreme > 1 month Natural Environmental: Insignificant Property: Insignificant Project Time: Extreme Risk Consequence Calculation: 5 - Catastrophic Project Cost: Insignificant **Max Control L'hood Score:** Rare **Risk Rating:** Moderate	Behind	31/12/2030
REPUTATIONAL DAMAGE	Loss of community confidence in elected member decision making Fraud theft or misconduct Poor financial management Failure to comply with legislative requirements Poor governance	Financial: Moderate $25K - $100K Compliance: Minor (1) Reputational: Major People: Insignificant Service Interruption: Moderate < 1 week Natural Environmental: Insignificant Property: Insignificant Project Time: Insignificant Risk Consequence Calculation: 4 - Major Project Cost: Insignificant **Max Control L'hood Score:** Unlikely **Risk Rating:** Moderate	On Track	31/12/2030

Goal	Potential Causes	Risk Assessment	Current Completion	Due Date
FAILURE OF LEGISLATIVE COMPLIANCE	Lack of training, awareness, and knowledge Rapid staff or councillor turnover Inadequate record keeping Failure to adhere to policies and processes Ineffective policies and processes Poor access to expert guidance No compliance oversight Ineffective monitoring of changes to legislation	Financial: Extreme - >$500K Compliance: Extreme (5) Reputational: Extreme People: Extreme Service Interruption: Insignificant < 1 hour Natural Environmental: Extreme Property: Insignificant Project Time: Insignificant Risk Consequence Calculation: 5 - Catastrophic Project Cost: Insignificant **Max Control L'hood Score:** Possible **Risk Rating:** High	On Track	31/10/2030

STRATEGIC RISK MANAGEMENT PROGRESS OVERVIEW

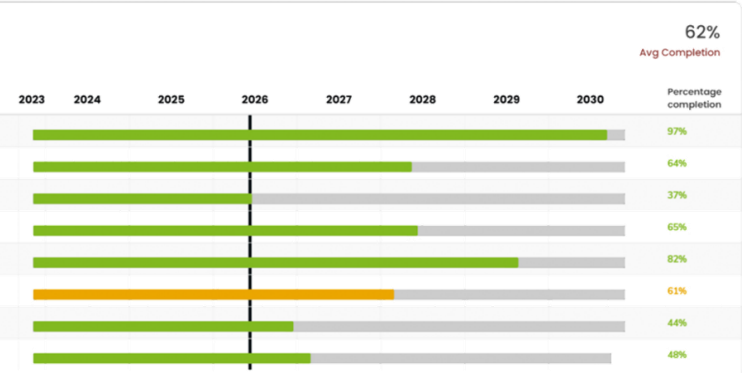
Date: 06/04/2026

COMPLETION STATUS BY RISK

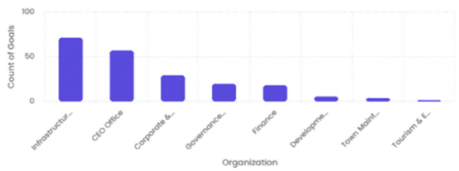
Total Goals: 8

62%
Avg Completion

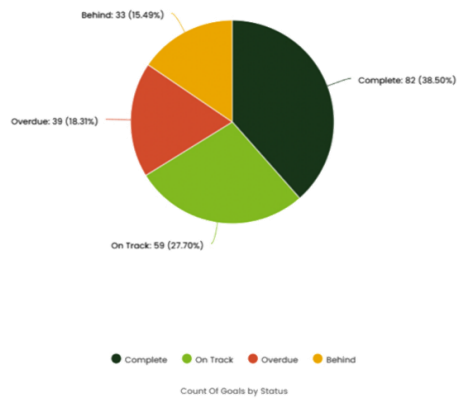
Title	Percentage completion
INJURY OR DEATH	97%
FAILURE / LOSS OF INFRASTRUCTURE	64%
THEFT / FRAUD / MISCONDUCT	37%
CLIMATE CHANGE / ENVIRONMENTAL DAMAGE	65%
FAILURE TO DELIVER KEY PROJECTS	82%
LOSS OF FINANCIAL VIABILITY	61%
REPUTATIONAL DAMAGE	44%
FAILURE OF LEGISLATIVE COMPLIANCE	48%



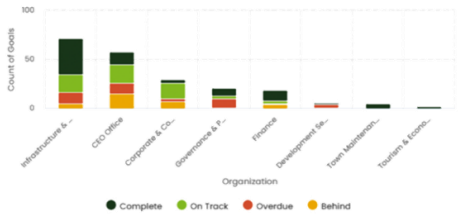
RISK ACTION COUNT BY DEPARTMENT



STATUS OF RISK ACTIONS



STATUS OF RISK ACTIONS BY DEPARTMENT



9.6 UPDATE ON THE FINDINGS IDENTIFIED DURING ANNUAL FINANCIAL AUDITS

File Number:	**4.9726**
Author:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services** **Denise Gobbart, Manager Finance**
Authoriser:	**Alina Behan, Temporary Chief Executive Officer**
Previously before Council:	**30 September 2025 (210925)** **16 December 2025 (181225)** **24 March 2026 (100326)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Audit Plan**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents an update on the Findings identified in the 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 continue to report through the ARIC to Council on the Findings from Annual Audits, with Council last considering the ARIC's recommendations at its March 2026 Ordinary Meeting where it resolved (100326):

"That, with regard to the Minutes and Recommendations of the Audit, Risk and Improvement Committee Meeting held on 10 March 2026, Council:

1. ***Receives the Unconfirmed Minutes of the Audit, Risk and Improvement Committee Meeting held on 10 March 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 Mid-Year Budget Review and supporting information.***
    b. ***Resolves to adopt the Budget Amendments detailed in Note 5.***
    c. ***Requests the Temporary Chief Executive Officer to forward the adopted 2025/26 Mid-Year Budget Review to the Department of Local Government, Industry Regulation and Safety within fourteen (14) days of Council's adoption.***
    d. ***Accepts the actions taken and residual risk for the following three (3) Findings:***
        i. ***Former employee listed as authorised signatory in bank confirmation***
        ii. ***Fixed assets items were not recorded in the fixed asset register in a timely manner***
        iii. ***Old PPE assets carried in the Fixed Asset Register***
    e. ***Requests the Temporary Chief Executive Officer to report back on progress against the remaining four (4) Findings:***

i. Non-compliance with depreciation policy

ii. Untimely preparation and review of bank reconciliations

iii. Monitoring of grants income and expenses

iv. Plant recovery cost base rate and indirect/overhead cost allocation rate

to the Audit, Risk and Improvement Committee at its June 2026 meeting.

f. Resolves that the Audit Findings Register contain only the remaining outstanding Audit Findings as listed at point e above.

g. Accepts the confidence level in the 2024-2039 Long Term Financial Plan in relation to the development of the 2026/27 Annual Budget.

h. Requests the Chief Executive Officer to undertake a minor review of the Long Term Financial Plan in the 2026/27 financial year to inform the 2027/28 Annual Budget.

i. Notes the progress made to date in relation to the Strategic Risk Register.

j. 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 June 2026 meeting.

k. Defers the review of the Terms of Reference for the Audit, Risk and Improvement Committee to the Audit, Risk and Improvement Committee's June 2026 Ordinary Meeting."

In accordance with point e. 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 have been 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. Upon request of the Committee and for clarity, only Findings that require further treatment 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. Untimely preparation and review of bank reconciliations

The following Findings require treatment to bring the risk to an acceptable level:

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

Bank reconciliations remained a Significant item at the 2024/25 Interim Audit and was then sufficiently addressed to not be included as a Finding in the 2024/25 Final Audit. Reconciliations are up to date and the implementation of new software and ongoing monitoring will sufficiently treat the risk.

The 2025/26 Interim Audit was conducted on site from 11 to 15 May 2026. Initial feedback has been positive. Additional information has been provided to the auditors, upon request. The Interim Findings Report is to be provided at the next Ordinary Meeting of the Audit Risk and Improvement Committee.

OPTIONS

The ARIC has the following options:

Option 1: The ARIC could choose to recommend to Council that it accepts the controls put in place and Residual Risk for one (1) Finding and notes no additional treatment is required.

Option 2: The ARIC could choose to recommend to Council that further treatment is required for all or a selection of the Findings.

Option 1 is the recommended option, with the acknowledgement that ongoing assessment and identification of opportunities for improvement will occur for those considered at an Acceptable risk level.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Moore Australia

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G17 Integrated Planning and Reporting - Planning

G19 Risk Assessment and Management

Financial

There are no direct financial implications relating to the risk assessment of the Audit Findings.

Legal and Statutory

Section 7.12A of the *Local Government Act 1995* is applicable and states:

"7.12A. Duties of local government with respect to audits

(1) A local government is to do everything in its power to —

(a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and

(b) ensure that audits are conducted successfully and expeditiously.

(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

(3) A local government must —

(aa) examine an audit report received by the local government; and

(a) determine if any matters raised by the audit report, require action to be taken by the local government; and

(b) ensure that appropriate action is taken in respect of those matters.

(4) A local government must —

(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and

(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

(5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website."

The *Local Government (Audit) Regulations 1996* provides the legislative framework for the conduct of audits in local government and the role of the ARIC in considering the results of those audits.

Risk Related

The remediation of audit findings reduces financial and reputational risk for the Shire.

Workforce

The ongoing treatment of identified risks can be managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

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

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 one (1) Finding:

a. Untimely preparation and review of bank reconciliations

2. Requests the Chief Executive Officer to report back on progress against the remaining 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

to the Audit, Risk and Improvement Committee at its September 2026 meeting.

In Favour: **Crs Shona Zulsdorf, Sonia McKeiver, Chris Gibbs, Denese Smythe and Kevin Trent**

Against: **Nil**

CARRIED 5/0

AUDIT SNAPSHOT
03/06/2026

AUDITS PLAN

AUDIT FINDINGS 2024/25

Goal	Audit Rating	Prior Year?	Implication	Risk Assess...	Audit Recom...	Management...	Rate Added ...	Residual Ris...	Treatment	Comment	Completion
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: Possible Residual Risk Rating: Moderate	Treat	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* Senior Finance Officer to undertake review of depreciation rates in line with policy by 31 March 2026 *04/03/2026*	90% 90 / 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.	Inadequate	Residual Consequence: Major Residual Likelihood: Likely Residual Risk Rating: High	Treat	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* Finance Team to reinstate consolidated register of all grants across the organisation and collect supporting documentation. Cascade register supports tracking of progess and does not meet financial reporting requirements. Further treatment required. *04/03/2026*	70% 70 / 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.	Inadequate	Residual Consequence: Moderate Residual Likelihood: Unlikely Residual Risk Rating: Moderate	Treat	Review of plant recovery costs to be completed as part of 2026/27 budget process. *04/03/2026* Overhead allocation has been reviewed for 2025/26, and minor adjustments made and appeared to be tracking well for 24/25. Plant costings will be reviewed again as part of the 2026/27 budget process. Completion at 50% due to the need to review plant recovery costs. *03/09/2025*	50% 50 / 100

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

13 CLOSURE

The Presiding Member thanked everyone for their attendance and closed the meeting at 3.56 pm.

SY057-06/26 BUDGET AMENDMENT - ELECTRICAL NETWORK UPGRADE - EV CHARGING INFRASTRUCTURE

File Number:	**4.9694**
Author:	**Rebecca Palumbo, Manager Projects & Assets**
Authoriser:	**Thomas Bruins, Executive Manager Infrastructure & Development Services**
Previously before Council:	**16 December 2025 (191225)**
Disclosure of Interest:	**Nil**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents a proposal for a 2025/26 Budget amendment to allocate $25,000 toward upgrading the network to install a Western Power connection at the Howick Street carpark to enable EV charging infrastructure.

BACKGROUND

The increasing prevalence of electric vehicles highlights the current inadequacy of charging infrastructure within the Shire of York, presenting a challenge for both visitors and residents. In response, the Shire is actively exploring initiatives to facilitate the development of such infrastructure in the town centre.

In 2024, the Shire of York secured WA State Government Charge Up Grants funding to install an electric vehicle charger at the Howick Street carpark.

The installation could not proceed because a Western Power network connection was unavailable at the site.

The funding has been on hold while an application has been underway with Western Power.

The EV provider, selected via a Request for Quote process to support charger system planning and the funding application, has been overseeing an application to Western Power since May 2024.

Western Power has provided a quote for the installation of network services. As a result Council resolved at the OCM held 16 December 2025 as follows:

"That, with regard to Budget Amendment - Electrical Network Upgrade - EV Charging Infrastructure, Council:

1. Authorises an amendment to the 2025/26 Budget as per the below table:

GL	DESCRIPTION	CURRENT BUDGET	AMENDMENT ($)	REVISED BUDGET ($)	COMMENTS
123804	**EV Charging Station Muni**	**$0**	**$45,000**	**$45,000**	**Expenditure account**

N/A	**Budget Surplus**	**153,750**	**($45,000)**	**$108,750**	**Unallocated Budget Surplus**

COMMENTS AND DETAILS

It is challenging to provide an accurate timeline for progressing a Western Power network connection, but it is estimated to take between eighteen months and two years.

The Western Power process is progressing and construction is imminent, however Western Power cannot install a connection unless the necessary switchboard is in place.

The switchboard and associated works are now estimated to cost $32,000, leaving a shortfall in the current budget allocation of $30,000 (including 15% contingency).

It was assumed that construction was likely to occur in 2026/27 and a budget bid has been submitted that includes the cost of the switchboard. If the Western Power process is to progress the switchboard works need to be initiated this financial year. A delay in the switchboard raises the risk of losing our place in the Western Power queue, thus delaying the project even further.

This budget amendment addresses switchboard costs including installation contingency. If this budget amendment is approved the budget request for 2026/27 can be reduced as the switchboard costs are not required.

The amendment can be funded from the 2025/26 underspend on the CBD Revitalisation project – Macartney Street Green Space. Subject to both projects being prioritised, the reallocated funds can be reinstated through the development of the 2026/27 draft budget.

This budget request covers the total anticipated cost of the switchboard construction and installation.

The budget amendment is detailed in the table below.

TABLE 1.

GL	DESCRIPTION	CURRENT BUDGET	AMENDMENT ($)	REVISED BUDGET ($)	COMMENTS
123804	EV Charging Station Muni	$45,000	$30,000	$75,000	Expenditure account
109389	CBD Revitalisation – Home Hardware	$294,334	($30,000)	$264,234	Unspent

OPTIONS

Council has the following options:

Option 1: Council could choose to support the budget amendment in accordance with Table 1 and proceed with the switchboard installation.

Option 2: Council could choose to not support the budget amendment and not proceed with the switchboard installation.

Option 3: Council could take other action and identify what that action is.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Western Power

Strategic

Council Plan 2025-2035

Pillar 2: Future-ready economy

A diverse, resilient economy with employment and investment growth.

Pillar 4: Comfortable and connected places

Enduring heritage identity, quality infrastructure and built form.

Policy Related

Nil

Legal and Statutory

Section 6.8 of the *Local Government Act 1995* is applicable and states:

"6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

(1a) In subsection (1) —

***additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.*

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council."

Risk Related

The demand for EV charging infrastructure within the town site continues to grow. Progress on this initiative is currently limited by the absence of a Western Power network connection. Failure to secure this connection will lead to cancellation of the quote and is expected to cause a minimum delay of two years, a major risk to project delivery.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
160626

Moved: Cr Kevin Trent **Seconded: Cr Elaine Ashford**

That, with regard to Budget Amendment - Electrical Network Upgrade - EV Charging Infrastructure, Council:

1. Authorises an amendment to the 2025/26 Budget as per the below table:

GL	DESCRIPTION	CURRENT BUDGET	AMENDMENT ($)	REVISED BUDGET ($)	COMMENTS
123804	EV Charging Station Muni	$45,000	$30,000	$75,000	Expenditure account
109389	CBD Revitalisation – Home Hardware	$294,334	($30,000)	$264,234	Unspent

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

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

13 MEETING CLOSED TO THE PUBLIC

13.1 Matters for which the Meeting may be closed

RESOLUTION
170626

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

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

SY058-06/26 - Confidential - Review of Rates Exemption - A12191

This matter is considered to be confidential under Section 5.23(2)e(iii) of the Local Government Act 1995, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

SY059-06/26 - Confidential - Review of Rates Exemption - A5845

This matter is considered to be confidential under Section 5.23(2)e(iii) of the Local Government Act 1995, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

SY060-06/26 - Confidential - Proposed Change to Service Model - Development Services

This matter is considered to be confidential under Section 5.23(4)(b) of the Local Government Act 1995, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information relating to the personal affairs of an individual.

SY061-06/26 - Confidential - Requirement to Appoint an Independent Deputy of the Presiding Member for Audit, Risk and Improvement Committee

This matter is considered to be confidential under Section 5.23(4)(b) of the Local Government Act 1995, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information relating to the personal affairs of an individual.

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

Against: **Nil**

CARRIED 7/0

The Gallery left the meeting at 5:54 pm and the doors were closed.

SY058-06/26 - CONFIDENTIAL - REVIEW OF RATES EXEMPTION - A12191

RESOLUTION
180626

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

That, with regards to the Review of Rates Exemption – A12191, Council:

1. **Resolves to grant a rates exemption for A12191, in accordance with Section 6.26(2)(g) of the Local Government Act 1995, with the exemption being applicable from 1 July 2026.**
2. **Notes the Emergency Services Levy and any other applicable charges, such as rubbish collection are payable by the applicant.**
3. **Requests the Chief Executive Officer to review the exemption every three (3) years, with the next review occurring prior to 1 July 2029.**

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

Against: **Cr Elaine Ashford**

CARRIED 6/1

SY059-06/26 - CONFIDENTIAL - REVIEW OF RATES EXEMPTION - A5845

RESOLUTION
190626

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

That, with regards to the Review of Rates Exemption – A5845, Council:

1. **Resolves to grant a rates exemption for A5845, in accordance with Section 6.26(2)(g) of the Local Government Act 1995, with the exemption being applicable from 1 July 2026.**
2. **Notes that the Emergency Services Levy (ESL) and any other applicable charges, such as rubbish collection are payable by the applicant.**
3. **Requests the Chief Executive Officer to review the exemption every three (3) years, with the next review occurring prior to 1 July 2029.**

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

Against: **Nil**

CARRIED 7/0

SY060-06/26 - CONFIDENTIAL - PROPOSED CHANGE TO SERVICE MODEL - DEVELOPMENT SERVICES

RESOLUTION
200626

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

That, with regard to the Proposed Change to Service Model - Development Services by the Shire of York, Council:

1. **Notes the Memorandum of Understanding with the City of Kalamunda as presented at Appendix 1**
2. **Authorises the Chief Executive Officer to complete negotiations for the Memorandum of Understanding for a two year period commencing 1 July 2026.**
3. **Authorises the Chief Executive Officer to make any minor typographical and formatting changes to the Memorandum of Understanding prior to signing.**
4. **Directs the Chief Executive Officer to report back to Council in six monthly intervals on the delivery of the outsourced Development Services model, commencing December 2026.**
5. **Directs the Chief Executive Officer to include the revised service model into the 2026/27 and 2027/28 budgets.**

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

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

SY061-06/26 - CONFIDENTIAL - REQUIREMENT TO APPOINT AN INDEPENDENT DEPUTY OF THE PRESIDING MEMBER FOR AUDIT, RISK AND IMPROVEMENT COMMITTEE

RESOLUTION
210626

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

That, with regard to the Requirement to Appoint an Independent Deputy of the Presiding Member for Audit, Risk and Improvement Committee, Council:

1. **Receives this report noting the legislative obligation to appoint a Deputy of the Presiding Member of the ARIC under section 7.1B of the Local Government Act 1995;**
2. **Appoints Phillip Andrew Draber as Deputy of the Presiding Member of the Audit, Risk and Improvement Committee, pursuant to sections 5.11A and 7.1B of the Local Government Act 1995, by absolute majority**
3. **Requests the Chief Executive Officer to undertake the necessary steps to formalise the appointment of the Deputy of the Presiding Member of the ARIC before 30 June 2026.**
4. **Directs the Chief Executive Officer to notify unsuccessful applicants of the outcome.**

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

Against: **Nil**

CARRIED 7/0 BY ABSOLUTE MAJORITY

RESOLUTION
220626

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

That Council opens the meeting to the public at 6:14 pm.

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

Against: **Nil**

CARRIED 7/0

13.2 Public Reading of resolutions to be made public

The Shire President read aloud the resolution made Behind Closed Doors for the purpose of the audio recording.

14 CLOSURE

The Shire President thanked everyone for their attendance and closed the meeting at 6:20 pm.

The minutes were confirmed by the Council as a true and accurate record at the Council Meeting held on 28 July 2026.

SHIRE PRESIDENT
Cr Chris Gibbs